

**CITY OF WALNUT GROVE**  
**January 15, 2026 @ 6:00 PM**  
**1021 PARK STREET MUNICIPAL BUILDING**  
**Council Meeting and Public Hearing**  
**Agenda**

**I. Call to Order**

**II. Invocation**

**III. Pledge of Allegiance**

**IV. Roll Call**

**V. Agenda Approval**

**VI. Appointments**

1. Municipal Court Clerk/Deputy Clerk – Sonya Cox
2. City Clerk – Lynn Heard
3. City Attorney – Powell & Crowley, LLC, Tony Powell
4. Municipal Court Judge – Honorable Sam Barth, Alternate Taylor Newberry, Alternate John Toney
5. Mayor Pro Tem – Rachel Davis

**VII. Public Hearing**

1. Discussion: Conditional Use for 2610 Leone Ave. – Proposed use of place of worship, Chapel Woods Presbyterian Church

**VIII. Consent Agenda**

**1. Minutes**

- a. December 30, 2025

**2. Financials**

- a. July 1, 2025 – December 31, 2025

**3. Invoices Over \$5,000**

a. Southern Sanitation – Dec. 2025	\$10,768.00
b. McNair, McLemore, Middlebrooks & Co. – Dec. 2025	\$15,000.00

**IX. Public Comment**

**X. Old Business**

1. Vote: Conditional Use for 2610 Leone Ave. – Proposed use of place of worship, Chapel Woods Presbyterian Church

**XI. New Business**

**XII. Reports**

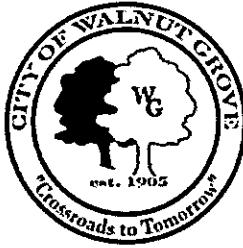
1. Public Works – Tobie Cartledge
2. City Clerk – Lynn Heard
3. Code Enforcement – Greg Chapel
4. City Administrator – Joe Morris
5. Mayor – Stephanie Moncrief

**XIII. Town Hall**

**XIV. Executive Session – Personnel, Litigation, Real Estate, or Cyber Security**

**XV. Council Comments**

**XVI. Adjourn**



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

- I. Call to Order** - Mayor Moncrief called the meeting to order at 10:04am.
- II. Invocation** - Given by Council Member Linda Pilgrim
- III. Pledge of Allegiance** - The pledge was said by all in attendance.
- IV. Roll Call - Present**: Mayor Stephanie Moncrief, City Administrator Joe Morris, City Clerk Lynn Heard, Mayor Pro Tem Erica Miles, Council Member Maxine McClanahan, Council Member Linda Pilgrim, Council Member Rachel Davis.
- V. Agenda Approval** - Mayor Pro Tem Erica Miles motioned to approve the agenda. Council Member Rachel Davis seconded the motion. The motion carried unanimously.
- VI. Consent Agenda** - Council Member Rachel Davis motioned to approve the agenda. Mayor Pro Tem Erica Miles seconded the motion. The motion carried unanimously.
  - 1. Minutes**
    - a. December 11, 2025**
- VII. Public Comment** - None
- VIII. Old Business**
  - 1. Vote: Resolution 2025-08** – City of Walnut Grove Fee Schedule for 2026 – Mayor Pro Tem Erica Miles motioned to approve Resolution 2025-08. Council Member Rachel Davis seconded the motion. The motion carried unanimously.
  - 2. Vote: Ordinance 2025-06** – Home Occupation – Council Member Rachel Davis motioned to approve Ordinance 2025-06 with a change to page 5, Section H (Impact Related Standards) #3 (Vehicles) to include POV's domiciled at the residence (meaning vehicles owned by persons residing at the home) be allowed to have decals in addition to the one work vehicle. Mayor Pro Tem Erica Miles seconded the motion. Motion carried unanimously.
  - 3. Vote: Ordinance 2025-07** – Rules and Regulations of Filming in the City of Walnut Grove - Council Member Maxine McClanahan motioned to approve Ordinance 2025-07. Council Member Rachel Davis seconded the motion. The motion carried unanimously.

**IX. New Business**

1. Vote: Bids for Nuisance Action – Mayor Pro Tem Erica Miles motioned to approve the bid from Copper Ridge Landscaping Group, LLC. Council Member Rachel Davis seconded the motion. Motion carried unanimously.
2. Vote: Budget Amendment (FY July 1, 2024 – June 30, 2025) – Council Member Rachel Davis motioned to approve the budget amendment. Mayor Pro Tem Erica Miles seconded the motion. Motion carried unanimously.

**X. Town Hall - None**

**XI. Council Comments** – Mayor Pro Tem Erica Miles spoke about The Grove Park grand opening and how wonderful it is to have in our city. Council member Rachel Davis wishes everyone a Happy New Year.

**XII. Executive Session** – Personnel – Mayor Stephanie Moncrief called for a motion to go into Executive Session. Council Member Rachel Davis motioned to approve going into Executive Session. Mayor Pro Tem Erica Miles seconded the motion. Motion carried unanimously. Regular Meeting: Council Member Rachel Davis motioned to come back into regular session. Council Maxine McClanahan seconded the motion. Motion carried unanimously. Council Member Rachel Davis motioned to approve the contract with the following changes to page 3, section 8, paragraph D to include two consecutive working days and not more than 10 working days within a total of any 12 month period. This will go into effect January 1, 2026 between the City of Walnut Grove and City Administrator Joe Morris. Mayor Pro Tem seconded the motion. Motion carried unanimously.

**XIII. Adjourn** – Mayor Moncrief called for a motion to adjourn the meeting. Mayor Pro Tem Erica Miles motioned to adjourn the meeting. Council Member Rachel Davis seconded. Motion carried unanimously.

---

**Lynn Heard, City Clerk**      **Date**

---

**Stephanie Moncrief, Mayor**      **Date**

**COUNCIL MEMBERS:**

---

**Rachel Davis, Mayor Pro Tem**      **Date**

---

**Erica Miles**      **Date**

---

**Maxine McClanahan**      **Date**

---

**Linda Pilgrim**      **Date**



# City of Walnut Grove

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July - December, 2025

		TOTAL			
		ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>					
31.1000 General Property Taxes (25)		302,888.30	166,000.02	136,888.28	182.46 %
31.1310 Motor Vehicle (25)		724.56	874.98	-150.42	82.81 %
31.1315 Motor Vehicle Ad Valorem Tax Fee (TAVT) (25)		24,323.42	28,999.98	-4,676.56	83.87 %
31.1320 Mobile Home Tax (26)			49.98	-49.98	
31.1340 Intangible Tax (Recording) (25)		7,189.25	2,650.02	4,539.23	271.29 %
31.1600 Real Estate Transfer Tax (Intangible)		1,557.34	1,150.02	407.32	135.42 %
<b>31.1700 Franchise Taxes</b>					
31.1710 Franchise Tax - Electric (25)			41,500.02	-41,500.02	
31.1730 Franchise Tax - Gas (25)		4,247.97	2,050.02	2,197.95	207.22 %
31.1750 Franchise Tax - Cable (25)		4,266.31	4,500.00	-233.69	94.81 %
31.1760 Franchise Tax - Telephone (25)		307.93	325.02	-17.09	94.74 %
<b>Total 31.1700 Franchise Taxes</b>		8,822.21	48,375.06	-39,552.85	18.24 %
31.3100 Local Option Sales and Use Taxes (LOST) (25)		130,894.51	132,499.98	-1,605.47	98.79 %
31.4200 Beer/Wine Alcoholic Beverage Excise Tax (25)		36,564.16	37,500.00	-935.84	97.50 %
31.6200 Insurance Premium Taxes (25)		8,804.45	63,499.98	-54,695.53	13.87 %
31.9000 Penalties & Interest on Delinquent Taxes (25)		426.31	250.02	176.29	170.51 %
32.1115 Alcohol Licenses - Beer & Wine Licenses (25)			562.50	-562.50	
32.1125 Alcohol Licenses - Wine Retail Sales (25)			562.50	-562.50	
32.1135 Alcohol Licenses - Liquor Retail Sales (25)			2,500.02	-2,500.02	
32.1200 General Business License (25)		375.00	3,499.98	-3,124.98	10.71 %
32.1220 Insurance License Fees			1,324.98	-1,324.98	
<b>32.2000 Non-Business Licenses and Permits</b>					
32.2200 Permits Building and Signs (25)		300.00		300.00	
<b>Total 32.2000 Non-Business Licenses and Permits</b>		300.00		300.00	
32.2210 Land Disturbance Permit (26)			1,249.98	-1,249.98	
32.2230 Sign Permit (Temporary) (25)		200.00	124.98	75.02	160.03 %
32.2235 Sign Permit (Permanent) (25)			237.48	-237.48	
32.2240 Demolition Permit (26)			75.00	-75.00	
32.2990 Other Permits (25)		655.00		655.00	
32.3100 Building Structures and Equipment (Building Permits)		10,256.36	3,750.00	6,506.36	273.50 %
32.3120 Building Inspection (26)			400.02	-400.02	
32.3130 Plumbing Inspection (26)			150.00	-150.00	
32.3140 Electrical Inspection (26)			150.00	-150.00	
32.3150 Natural Gas Inspection (26)			49.98	-49.98	
32.3160 HVAC Inspection (26)			49.98	-49.98	
32.4000 Late Fees-Permits & License (25)		20.62	199.98	-179.36	10.31 %
33.4000 State Government Grants (25)			22,500.00	-22,500.00	
33.7100 Special Purpose Local Option Sales Tax Revenue (SPLOST)		110,031.68		110,031.68	
34.1910 Election Qualifying Fee		288.00	144.00	144.00	200.00 %



# City of Walnut Grove

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July - December, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
34.4110 Refuse Collection Charges		35,100.00	-35,100.00	
34.4255 Sewerage Charges (25)	35,637.22		35,637.22	
34.7000 Cultural & Recreation Income (25)	11,835.50	3,750.00	8,085.50	315.61 %
34.9999 Other Charges	147,031.56	1,500.00	145,531.56	9,802.10 %
35.1000 Fines and Forfeitures (25)	13,961.52	23,800.02	-9,838.50	58.66 %
36.1000 Interest Revenue	650.77	600.00	50.77	108.46 %
38.9000 Other Miscellaneous Revenue (25)	1,659.74	768.48	891.26	215.98 %
Billable Expense Income	350.00		350.00	
Sales of Product Income	683.05		683.05	
<b>Total Income</b>	<b>\$856,130.53</b>	<b>\$584,899.92</b>	<b>\$271,230.61</b>	<b>146.37 %</b>
Cost of Goods Sold				
Cost of Goods Sold	0.00		0.00	
<b>Total Cost of Goods Sold</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>GROSS PROFIT</b>	<b>\$856,130.53</b>	<b>\$584,899.92</b>	<b>\$271,230.61</b>	<b>146.37 %</b>
Expenses				
51.1100 Regular Employees-Salaries & Wages (25)	154,934.07	157,716.48	-2,782.41	98.24 %
51.1110 Council-Salaries & Wages (25)	10,200.00	12,000.00	-1,800.00	85.00 %
51.1200 Temporary Employees - Wages (25)	2,580.00	7,920.00	-5,340.00	32.58 %
51.1300 Overtime- Salaries & Wages (25)		3,750.00	-3,750.00	
51.2000 Personal Services - Employee Benefits		874.98	-874.98	
51.2110 Medical Benefit - People Keep (25)	8,497.32	12,600.00	-4,102.68	67.44 %
51.2200 Payroll Taxes - Social Security - (FICA) Contributions (25)	12,833.37	10,549.98	2,283.39	121.64 %
51.2300 Payroll Taxes- Medicare (25)		2,475.00	-2,475.00	
51.2400 Retirement Benefits (25)		9,000.00	-9,000.00	
51.2700 Worker's Compensation (25)		4,999.98	-4,999.98	
51.2900 Other Employee Benefits (25)		1,474.98	-1,474.98	
52.1100 Office/Administrative	4,229.00	10,030.98	-5,801.98	42.16 %
52.1210 Municipal Court Judge (25)	6,000.00	7,000.02	-1,000.02	85.71 %
52.1220 Municipal Court Solicitor (25)	3,750.00	4,500.00	-750.00	83.33 %
52.1230 Code Enforcement (25)	11,120.37		11,120.37	
52.1240 Engineering - City (25)		12,499.98	-12,499.98	
52.1242 Engineering - Storm Water (25)		4,999.98	-4,999.98	
52.1245 Zoning Administrator (25)	28,676.74	10,999.98	17,676.76	260.70 %
52.1246 Inspections (25)	7,590.00	3,375.00	4,215.00	224.89 %
52.1260 Accounting - Bookkeeping (25)	11,400.00	9,000.00	2,400.00	126.67 %
52.1265 Accounting - Auditor (25)		12,499.98	-12,499.98	
52.1270 Legal - City Attorney (25)	5,652.88	12,499.98	-6,847.10	45.22 %
52.1275 Professional & Legal Services - Other (25)	36,245.46	1,999.98	34,245.48	1,812.29 %
52.1280 Security (25)	520.00	2,312.52	-1,792.52	22.49 %
52.1310 IT Service (25)	7,319.88	6,375.00	944.88	114.82 %

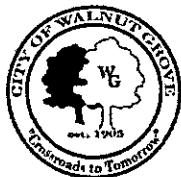


# City of Walnut Grove

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July - December, 2025

	ACTUAL	BUDGET	TOTAL	
			OVER BUDGET	% OF BUDGET
52.1315 IT Service - Website (25)	7,831.06	240.00	7,591.06	3,262.94 %
52.1320 Court Software (25)	1,645.00	2,400.00	-755.00	68.54 %
52.1330 Office Software (25)	2,027.50	3,150.00	-1,122.50	64.37 %
52.1340 Other Software (25)	4,600.00	2,299.98	2,300.02	200.00 %
52.1390 IT-Other (25)		250.02	-250.02	
52.2100 Cleaning Services (25)	1,045.50	780.00	265.50	134.04 %
52.2110 Disposal (i.e. Garbage Pickup) (25)	64,608.00	63,000.00	1,608.00	102.55 %
52.2200 Repairs and Maintenance-NON-Employee Services (25)	3,167.24	12,000.00	-8,832.76	26.39 %
52.2210 Repairs and Maintenance - Vehicles-NON Employee Services (25)	8,139.94	1,875.00	6,264.94	434.13 %
52.2220 Repairs & Maintenance-Streets, Roads & Bridges-NON-Employee Services( (25)	2,629.00	250.02	2,378.98	1,051.52 %
52.2230 New Employee Drug Screening	132.00		132.00	
52.2250 Facility & Grounds Maintenance-NON-Employee Services (25)	10,959.00	5,625.00	5,334.00	194.83 %
52.3100 Insurance, Other than employee benefits (25)		17,749.98	-17,749.98	
52.3200 Communications (25)	6,180.76	9,000.00	-2,819.24	68.68 %
52.3230 Postage (25)	278.71	250.02	28.69	111.48 %
52.3300 Advertising (25)	1,296.50	1,500.00	-203.50	86.43 %
52.3400 Printing & Binding (25)	192.00	600.00	-408.00	32.00 %
52.3500 Travel (25)	600.00	2,500.02	-1,900.02	24.00 %
52.3510 Mileage reimbursement (25)	730.66	1,500.00	-769.34	48.71 %
52.3515 Gas Allowance (25)	986.38		986.38	
52.3520 Per Diem or Meals (25)	226.00	1,000.02	-774.02	22.60 %
52.3530 Hotel & Parking (25)	3,846.52	6,499.98	-2,653.46	59.18 %
52.3540 Other Travel (25)		124.98	-124.98	
52.3600 Dues and fees (25)	369.00	550.02	-181.02	67.09 %
52.3610 Bank Charges (25)	598.65	375.00	223.65	159.64 %
52.3620 Membership Dues (25)	124.94	750.00	-625.06	16.66 %
52.3700 Training and Education (25)	125.00	1,999.98	-1,874.98	6.25 %
52.3710 Conference Fees (25)	501.50	3,124.98	-2,623.48	16.05 %
52.3850 Contract Labor (25)	141.11	874.98	-733.87	16.13 %
53.1105 Cleaning Supplies (25)	189.67	250.02	-60.35	75.86 %
53.1110 Office Supplies (25)	5,661.43	6,000.00	-338.57	94.36 %
53.1115 Pavilion Rental Expenses (25)	50.00		50.00	
53.1125 Facility & Grounds Supplies (25)	8,468.03	7,500.00	968.03	112.91 %
53.1130 OTHER - General Supplies (25)	345.58	3,750.00	-3,404.42	9.22 %
53.1135 Employee Uniforms (25)	476.03	499.98	-23.95	95.21 %
53.1140 Community Events (25)	6,496.22	7,500.00	-1,003.78	86.62 %
53.1210 Water/Sewerage - ENERGY (25)	2,196.76	1,000.02	1,196.74	219.67 %
53.1220 Natural Gas - ENERGY (25)	171.50	375.00	-203.50	45.73 %
53.1230 Electricity - ENERGY (25)	30,034.84	27,499.98	2,534.86	109.22 %



# City of Walnut Grove

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July - December, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
53.1240 Bottled Gas	1,105.54	1,105.54		
53.1270 Gasoline - ENERGY (25)	2,899.15	3,799.98	-900.83	76.29 %
53.1300 Food (25)	41.72	1,375.02	-1,333.30	3.03 %
53.1600 Small Equipment (25)	985.68	1,549.98	-564.30	63.59 %
53.1700 Other Supplies (25)	1,215.88	874.98	340.90	138.96 %
53.9999 Miscellaneous Expenditures (25)	176.72	750.00	-573.28	23.56 %
54.2100 Machinery (25)		2,500.02	-2,500.02	
54.2300 Furniture and Fixtures (25)	653.48	649.98	3.50	100.54 %
54.2400 Computer		1,050.00	-1,050.00	
57.1000 Intergovernmental (25)		250.02	-250.02	
57.1100 Walton County Board of Commissioners (25)		6,612.48	-6,612.48	
57.3100 Library (25)		34,999.98	-34,999.98	
57.3300 Peace Officer Annuity/Benefit Fund (25)	627.51	1,612.50	-984.99	38.92 %
57.3370 Drug Abuse Treatment and Education (25)	39.19		39.19	
57.3375 County Jail Fund (25)	122.27	550.02	-427.75	22.23 %
57.3385 Local Victim Assist. Fund (25)	248.27	700.02	-451.75	35.47 %
57.3392 Sheriff's Retirement Fund of GA (25)	52.00	212.52	-160.52	24.47 %
57.3393 GSCCA Payouts (25)	1,162.44	2,812.50	-1,650.06	41.33 %
58.1000 Debt Service - Principal (25)	41,821.37	17,149.98	24,671.39	243.86 %
58.2000 Debt Service - Interest (25)	4,004.93	850.02	3,154.91	471.16 %
<b>Total Expenses</b>	<b>\$543,777.27</b>	<b>\$594,399.78</b>	<b>\$ -</b>	<b>91.48 %</b>
			<b>50,622.51</b>	
<b>NET OPERATING INCOME</b>	<b>\$312,353.26</b>	<b>\$ -9,499.86</b>	<b>\$321,853.12</b>	<b>-3,287.98 %</b>
Other Income				
Fund Balance Transfer		19,500.00	-19,500.00	
<b>Total Other Income</b>	<b>\$0.00</b>	<b>\$19,500.00</b>	<b>\$ -</b>	<b>0.00%</b>
			<b>19,500.00</b>	
Other Expenses				
11.7950 11.7950 Other Capital Assets	17,610.00	10,000.02	7,609.98	176.10 %
54.1400 Capital outlay - Roads Streets and Bridges	406,004.76		406,004.76	
54.1401 54.1401 Capital outlay - Sewer Expansion Project	539,600.00		539,600.00	
Court Fee Refund	780.00		780.00	
<b>Total Other Expenses</b>	<b>\$963,994.76</b>	<b>\$10,000.02</b>	<b>\$953,994.74</b>	<b>9,639.93 %</b>
<b>NET OTHER INCOME</b>	<b>\$ -</b>	<b>\$9,499.98</b>	<b>\$ -</b>	<b>-10,147.33 %</b>
		<b>963,994.76</b>		<b>973,494.74</b>
<b>NET INCOME</b>	<b>\$ -</b>	<b>\$0.12</b>	<b>\$ -</b>	<b>-</b>
		<b>651,641.50</b>		<b>651,641.62 543,034,583.33</b>
				<b>%</b>

SOUTHERN SANITATION  
P.O. BOX 815  
GRAYSON, GA. 30017  
770-554-6450

City of Walnut Grove  
2581 Leone Avenue  
Loganville, Ga. 30052

12-1-25

Residential Monthly Waste Service  
December 2025 673(\$16.00) \$10768.00

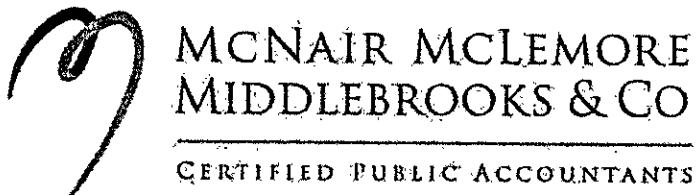
Total Amount Due \$10,768.00

Account due by 12-15-2025  
Thank you for your business.

BY: SC

DEC 5 2025

RECEIVED



Post Office Box One  
Macon, GA 31202  
(478) 746-6277

CERTIFIED PUBLIC ACCOUNTANTS

Invoice: 146754  
Date: 11/30/2025  
Invoices are due upon receipt

City of Walnut Grove, Georgia  
2581 Leone Avenue  
Loganville, GA 30052

---

Professional Services Rendered as Follows:

2025 Audit of Financial Statements - In Accordance with Engagement Letter

Professional Services	<u>\$15,000.00</u>
Invoice Total	<u>\$15,000.00</u>

<u>11/30/2025</u>	<u>10/31/2025</u>	<u>09/30/2025</u>	<u>08/31/2025</u>	<u>07/31/2025+</u>	<u>Total</u>
15,000.00	0.00	0.00	0.00	0.00	\$15,000.00

---

Please return this portion with payment.

ID: 45000017

City of Walnut Grove, Georgia

Invoice: 146754  
Date: 11/30/2025

Amount Due: \$15,000.00

Amount Enclosed: \$ \_\_\_\_\_

A 1.5% per month Finance Charge will be added to all past due accounts.

City of Walnut Grove  
Planning and Zoning Commission Called Meeting/Public Hearing  
Wednesday, December 17, 2025  
6:00 P.M.- City Hall

Present:  
Chairperson Megan Ragan  
Dominic Digrado  
Donny Tudor

City Administrator Joe Morris

**I. CALL TO ORDER:**

Meeting called to order by Chair Megan Ragan at 6:03 pm

**II. INVOCATION** Donnie Tudor lead the invocation

**III. PLEDGE OF ALLEGIANCE**

**IV: PUBLIC HEARING:**

Presentation CASE # WGCU-25-01 by City Administrator Joe Morris: Chapel Woods Presbyterian Church conditional use permit to create a place of worship on a property zoned R-1 and C-1 in accordance with Section 901.

Wesley Payton spoke for the church and gave the commission a detailed presentation of the churches intended use of the property if approved.

There was no public comment in favor of the approval.

Linda Pilgram spoke in opposition of the approval. She lives directly across the street from the proposed exit onto Park Street. She stated that the traffic it will cause on Park Street will be costly, and the city maintains the road. Also, mentioning that this would become another property in Walnut Grove that would be tax exempt.

**PUBLIC HEARING ADJOURNED**

The commission asked the applicant, Rebecca Payton, a few questions regarding square footage, max capacity, sprinkler systems required by fire marshal, and the plan for water drainage management. The applicant stated the home is 2,218 sq feet, the max capacity it will have is 100 people, and they do not plan on adding square feet. They will be adding a sprinkler system if required, and the property has a retention pond on the back side.

Chair Megan Ragan made a motion to recommend approval of the conditional use permit with the added condition that they must make the exit onto Park Street a right turn only exit. They are to install a right turn only sign, and a concrete barrier/curbing that will prevent drivers from turning left.

The motion was 2<sup>nd</sup> by Member Digrado. A final vote for the motion passed, with a yes from Chair Ragan, yes from Member Digrado, and no from Member Tudor.

**XIV: ADJOURN-** Ragan made a motion to adjourn the meeting at 6:28 pm. The motion to adjourn meeting passed 3-0

Approved: \_\_\_\_\_

---

---

---

## WALNUT GROVE APPLICATION FOR CONDITIONAL USE OR VARIANCE

### Variance or Conditional Use Request

Date: 11/06/2025 Tax Map and Parcel Number(s) WG010-053 & WG010-054

PROPERTY ADDRESS 2610 Leone Ave, Loganville, GA 30052

#### **USE REQUESTED (DESCRIBE BELOW):**

Church Use To modify the existing building into a place of worship which will be maintained and controlled by Chapel Woods Presbyterian Church Inc. a non-profit body organized to sustain public worship and ministry.

Parts 1 and/or Part 2 below must be signed and notarized when petition is submitted.

- a) If you are the sole owner of the property and not the petitioner complete Part 1.
- b) If you are the petitioner and not the sole owner of the property complete Part 2.
- c) If you are the sole owner and petitioner complete Part 1.
- d) If there are multiple owners each must complete a separate Part 1 and include it in the application.

Part 1. The undersigned states under oath that he/she is the owner of the property and the application is true and complete. The owner also states under oath that the petitioner below is authorized to act on their behalf in the filing of this application.

PRINT NAME JESSICA JACKLYN MYERS

ADDRESS [REDACTED]

PHONE [REDACTED]

SIGNATURE [Signature]

Sworn to and subscribed before me this 16<sup>th</sup> Day of November, 2025

Jessica Myers  
NOTARY PUBLIC



Part 2. The undersigned states under oath that he/she is the petitioner and is authorized to act on the owner's behalf in the filing of this application and the application is true and complete.

PRINT NAME Chapel Woods Presbyterian Church Inc.

ADDRESS P.O. Box 308, Jersey, GA 30018

PHONE [REDACTED]

SIGNATURE Rebecca Rutherford

Sworn to and subscribed before me this 16<sup>th</sup> Day of November, 2025

Rebecca Rutherford  
NOTARY PUBLIC  
ATTORNEY/AGENT



Check One:  Attorney  Agent

Carmen Donaldson  
TYPE OR PRINT ATTORNEY/AGENT NAME

**TYPE OR PRINT ATTORNEY/AGENT NAME**

~~SIGNATURE OF ATTORNEY/AGENT~~

**ADDRESS**

**CITY & STATE**

**ZIP CODE**

PETITIONER'S SIGNATURE

**PHONE NUMBER**

## DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Rebecca Payton, Business Admin & Trustee  
APPLICANT

PO Box 300

ADDRESS

Address  
Jersey, G.I. 30019

**PHONE NUMBER**

Chapel Woods Presbyterian Church, Inc.  
BUSINESS REPRESENTED

Check one of the following:

(A) The applicant here certifies, under oath, that he or she has not made any campaign contributions or gifts having an aggregate total value of \$250 or more to any local government official of Walnut Grove, Georgia, as defined by O.C.G.A. 36-67A-1(5).

(B) The Applicant here certifies, under oath, that he or she has made the following campaign contributions or gifts having an aggregate total value of \$250 or more to a local government official of Walnut Grove, Georgia as defined by O.C.G.A.36-67A-1 (5).

Please list total value of contribution(s) dates and names of the local Government Official:

Describe in detail any gifts listed above (example: quantity and nature, etc.):

## IMPACT ANALYSIS

1. Map and Parcel #: WG010-053 & WG010-054
2. Road Names): Leone Ave & Park St.
3. Use Request: Church Use
4. Petitioner's Name: Chapel Woods Presbyterian Church Inc.  
Address: P.O. Box 308, Jersey, GA 30018
- Daytime Telephone No.: ██████████

**EXCERPTS OF ORDINANCE APPLICANT MUST CERTIFY COMPLIANCE WITH**

Request for Conditional Use or Variance shall be processed in accordance with the following requirements:

1. **Initiation of Amendments.** A proposed Conditional Use or Variance may be initiated by the Mayor and Council, or by application filed by the owner(s) of the property.
2. **Application procedure.** Completed forms, together with an application fee plus any additional information the applicant feels to be pertinent, will be filed with the City Clerk. Any communication purporting to be an application for a Conditional Use or Variance shall be regarded as a mere notice to seek relief until it is made in the form required.
3. Applications, including all required fees, attachments and supplemental information, must be submitted in proper form at least 21 days prior to a hearing to be heard at that hearing.
4. The applicant must set forth a written justification for the requested Conditional Use or Variance.
5. The applicant must state the details of the exact Conditional Use or Variance requested and address all items in Section 1501.
6. Applications shall include:
  - A. A written legal description of the property which is the subject of the request, including the current tax parcel number.
  - B. Three copies of a plat of the subject property drawn to scale, prepared and sealed by an architect, engineer, landscape architect or land surveyor whose state registration is current and valid, showing:
    1. North arrow, land lot and district.
    2. Property lines with dimensions and angles of turns.
    3. Adjoining streets with present right-of-way and pavement widths.
    4. Location of existing structures.

5. Proposed Conditional Use or Variance.

C. An application shall be accompanied by such other plans, elevations or additional information as the City Clerk and the Ordinance may require, showing the impact on natural and built systems. Additional information may include without limitation traffic studies, utility studies, and drainage studies. At a minimum the following shall be submitted:

1. Residential Zoning District Conditional Use or Variance
  - a) Show how the proposed property is to be subdivided including proposed streets.
  - b) List how utilities are to be provided including but not limited to water, sewer, well, septic tank.
  - c) State minimum lot size and total number of lots proposed.
  - d) State minimum house size proposed.
2. Commercial or Non-Residential and Multi-family Zoning District Conditional Use or Variance.
  - a) Show proposed layout of building locations with driveway and parking lots.
  - b) Show proposed curb cuts or existing driveway/roadways.
  - c) Show all required buffers and building set back lines.
  - d) List how utilities are to be provided including but not limited to water, sewer, well, septic tank.
  - e) State the density per acre and the square feet per acre area of total buildings.
7. All applications shall include the notarized signature of the applicant and, if the applicant is not the current property owner, such application shall include the notarized authorization from the property owner for the requested Conditional Use or Variance.

SUMMARY OF DEADLINES AND PROCEDURES

1. Pre-application review is requested prior to the formal submittal of the application.
2. The application must be complete and submitted in proper form at least 21 days prior to a hearing. Fees are to be paid, by check or money order, at the time of filing. Checks without pre-printed account information will not be accepted.
3. Applications preferably should be submitted in-person by the applicant or an authorized agent. Applications submitted via courier or mail makes it harder to immediately communicate with the applicant about any potential deficiency or any ambiguity.
4. Applicant is requested to submit any revisions to site plans, letters of intent, proposed conditions, etc. to the City Clerk immediately. Last minute revisions may delay the dates of public hearings.
5. The applicant may be given a preliminary Public Notice sign to post on the property. This will identify the site for the City, who will post the official sign.
6. The applicant must attend the public hearing at the municipal building. The hearing is at the Council meeting which is typically the second Thursday of each month, 7 p.m.
7. Any staff analysis report may be available from the City Clerk a day before the hearing.

REQUIRED ITEMS

1. **PRE-APPLICATION REVIEW MEETING:** Prior to submitting an application, all applicants are encouraged to meet with the City Clerk or Designee, who will review your proposal. Bring to the meeting a plat or site plan. Call City Hall for an appointment.
2. **APPLICATION FORM:** The applicant must have a notarized signature of all owners of the property authorizing the filing of the application. If the owner is not the petitioner, part 2 of the form must also be completed. The owner's signature of the application may serve as authorization for the petitioner/applicant or agent to act on their behalf in filing of the application.
3. **NARRATIVE DESCRIPTION OF REQUEST:** The applicant shall set forth a written justification for the request. This should include factual information such as requested use, acreage, square footage of buildings, number of residential structures, number of parking spaces, any special conditions, any subdivision of property, setbacks, existing and proposed buildings, parking, driveways, buffers, landscape areas, streams, and other features.
4. **PLAT:** The plat of the property must be prepared and sealed by a professional engineer or land surveyor registered in Georgia, and include: The complete boundaries of the subject property and all buildings and structures existing thereon; Notation as to whether or not any portion of the subject property is within the boundaries of the 100-year floodplain; and Notation as to the total acreage or square footage of the subject property.
5. **LEGAL DESCRIPTION:** Must match the plat.
6. **IMPACT ANALYSIS:** Complete the form answering all questions regarding the impact of the use with respect to each standard and factor.
7. **STANDARDS OF REVIEW:** Complete this form briefly addressing all requirements showing compliance with the standards of review. The standards are as follows:

**Section 1501. Hearings.** The mayor and council shall have the following powers:

1. To recommend variances as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the Zoning Ordinance will, in an individual case, result in unnecessary hardship, so that the spirit of the Zoning Ordinance shall be observed, public safety and welfare secured and substantial justice done. Such variances may be granted only upon a finding by the Mayor and Council that:
  - a) There are extraordinary and exceptional conditions of the property in question because of its size, shape or topography;
  - b) The application of the Ordinance to this property would create an unnecessary hardship;
  - c) Such conditions are peculiar to this property;
  - d) Such conditions are not the result of any actions of the property owner;
  - e) A variance, if granted, would not cause substantial detriment to the public good nor impair the purposes or intent of this Ordinance;
  - f) The zoning proposal is consistent with construction and design standards and criteria adopted by City;
  - g) The variance is not a request to permit a use of land, buildings, or structures which is not permitted by right or by conditional use in the district;
  - h) The variance is the minimum variance that will make possible an economically viable use of the land, building, or structure; and
  - i) The variance is not for a use of land or buildings or structure that is prohibited by this Ordinance or to change the density of a use allowed by the Zoning Ordinance or to grant a development right or standard in conflict with a condition of zoning imposed by the Mayor and Council.
2. To recommend, in specific cases, Conditional Uses after a public hearing and determining the Conditional Use will not be contrary to the public interest and determining that the Conditional Use:
  - a. Will not be injurious to the use and enjoyment of the environment or other property in the vicinity nor diminish and impair property values within the surrounding neighborhood;
  - b. Will not increase expenditures in relation to cost of serving neighboring properties or maintaining infrastructure;

c. Will not impede the normal and orderly development of surrounding property for uses predominant in the area; and

d. Has a location and character consistent with a desirable pattern of development.

3. The following evidence must be satisfactorily demonstrated before the 4 determinations above can be made:

a. Evidence of reduction of adverse environmental impacts to acceptable levels;

b. Evidence that traffic will not be substantially hindered or endangered;

c. Evidence that parking and loading will be adequate;

d. Evidence that public facilities and utilities are capable of serving the proposed use;

e. Evidence that the use will not cause a damaging volume of commercial use in a stable neighborhood which would lead to decreasing property values, and/or that this use would not lead to additional requests that would expand these problems;

f. Evidence that the proposed use would not lead to congestion, noise or traffic hazards;

g. Evidence that the use conforms to the comprehensive land use plan;

h. Evidence that the use would not have a domino effect creating a "wedge" for further rapid growth beyond that contemplated by the comprehensive land use plan.

4. Additional Conditional Use Permit Criteria. No application for a conditional use permit shall be granted by the Mayor and Council unless it is determined that in addition to meeting the requirements contained within applicable use standards and the zoning district in which the conditional use permit is located, satisfactory provisions and arrangements have been made concerning each of the following factors, all of which are applicable to each application:

a. Adequacy of the size of the site for the use contemplated and whether adequate land area is available for the proposed conditional use;

b. Compatibility with adjacent properties and with other properties in the same zoning district;

c. Adequacy of the public street on which the use is proposed to be located and whether or not there is sufficient traffic-carrying capacity for the use proposed;

d. Ingress and egress to the subject property and to all proposed buildings, structures, and uses thereon, with particular reference to pedestrian and automotive safety and convenience, traffic flow and control, and access in the event of fire or other emergency;

e. Whether the proposed use will create unreasonable adverse impacts upon any adjoining land use by reason of noise, smoke, odor, dust, or vibration generated by the proposed use;

f. Whether the proposed use will create unreasonable adverse impacts upon any adjoining land use by reason of the hours of operation of the proposed conditional use;

g. Whether the proposed use will create unreasonable adverse impacts upon any adjoining land use by reason of the manner of operation of the proposed use;

h. Whether there is adequate provision of refuse and service areas;

i. Whether the length of time for which the conditional use permit is granted should be limited in duration;

j. Whether the size, scale and massing of proposed buildings are appropriate in relation to the size of the subject property and in relation to the size, scale and massing of adjacent and nearby lots and buildings.

k. Whether the proposed plan will adversely affect historic buildings, sites, districts, or archaeological resources; and

l. Whether the proposed plan will have an unreasonable adverse impact on natural resources or environmentally sensitive areas, including floodplains, wetlands, prime plant or animal habitat, or other similar features of unique value to the character of City.

5. In approving a Conditional Use or Variance, the Mayor and Council may designate such conditions in connection therewith as will, in its opinion, assure that the proposed use will conform to the requirements and spirit of this Ordinance.

6. If at any time after a Conditional Use or Variance has been issued, the Mayor and Council finds that the conditions imposed and agreements made have not been or are not being fulfilled by the holder, the Variance or Conditional Use shall be terminated and such use discontinued. If a Variance or Conditional Use permit is terminated for any reason, it may be reinstated only after a public hearing for a new application, and approval thereof.

#### Section 1508. Mayor and Council Public Hearing and Action.

4. The Mayor and Council may also require that the land area for such application be reduced, or that conditions be added or deleted, as the Mayor and Council deems appropriate.

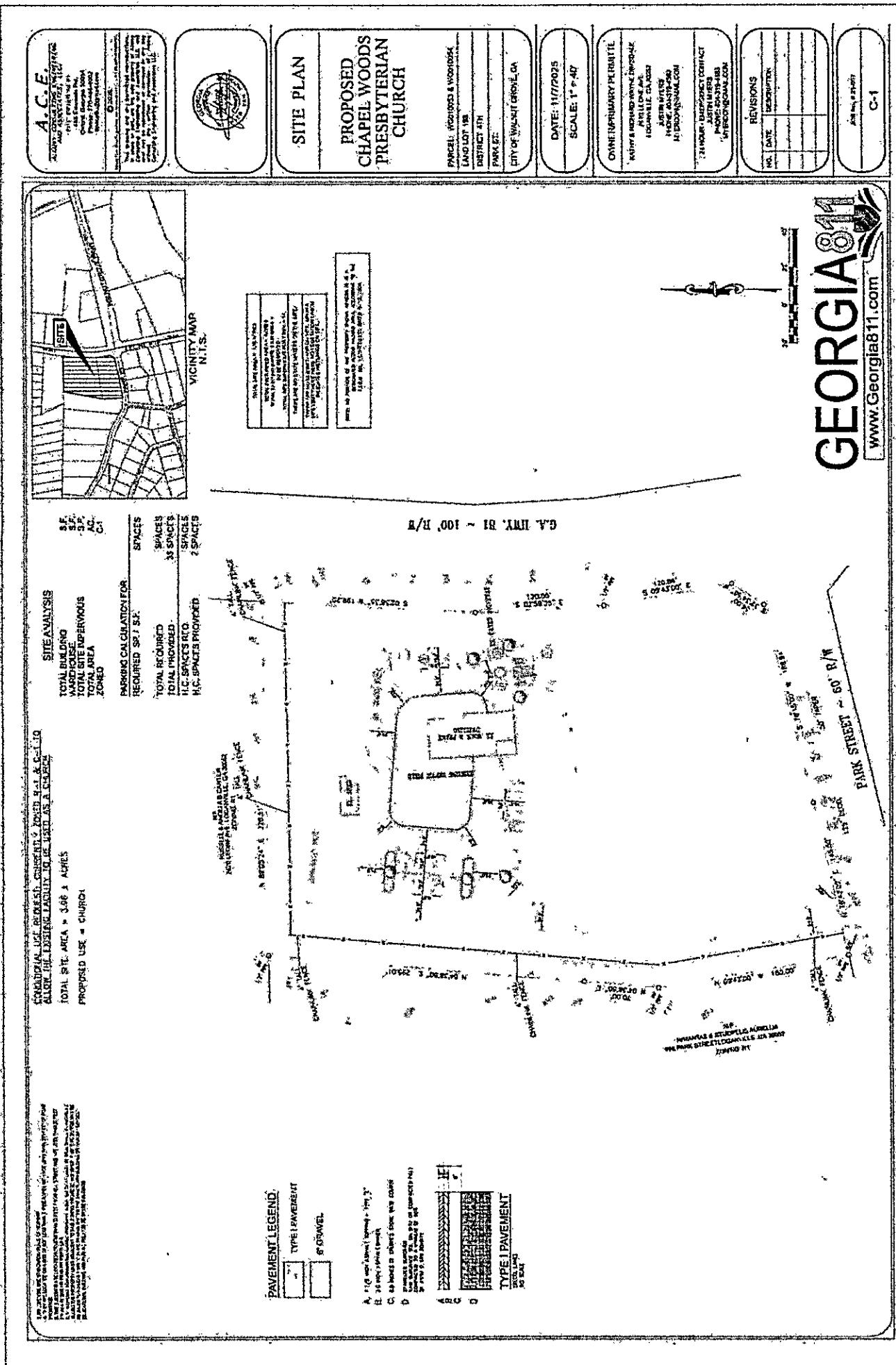
5. It is the duty of the applicant to carry the burden of proof regarding his application under this Article.

6. In approving a Variance or Conditional Use request, the Mayor and Council may impose special conditions it deems necessary in order to make the requested action acceptable and consistent with the purposes of the zoning district(s) involved and to further the goals and objectives of the Comprehensive Plan. Such conditions include but are not limited to: setback requirements from any lot line; specified or prohibited locations for buildings, parking, loading or storage areas or other land uses; driveway curb cut restrictions; restrictions as to what land uses or activities shall be permitted; maximum building size; special drainage or erosion provisions; landscaping or planted area which may include the location, type and maintenance of plant materials; fences, walls, berms, or other buffer provisions or protective measures; preservation of existing trees or other vegetation; special measures to alleviate undesirable views, glare, noise, dust or odor; permitted hours of operation; architectural style; a requirement that the existing building(s) be retained; a requirement that the applicant must build according to the site plans as adopted; a limitation on exterior modifications of existing buildings; or any other requirement that the Mayor and Council may deem appropriate and necessary as a condition of the Conditional Use or Variance.

8. WATER AND SEWER LETTER: A letter or statement indicating the availability of water and sewer service and any upgrades necessary to provide continued service.

9. TRAFFIC STUDY: A traffic study must be submitted if the development reaches a threshold as specified by the zoning ordinance. A traffic study is also required as part of the Development of Regional Impact.

10. DEVELOPMENT OF REGIONAL IMPACT: When an application includes uses that exceed the listed thresholds of intensity it is deemed to be a Development of Regional Impact. Applicants shall first file the permit request, then no action shall be taken on the application until a finding is made by the N.E. Georgia Regional Development Center.





**Chapel Woods Presbyterian Church**  
**P.O. Box 308**  
**Jersey, GA 30018**  
**[www.chapelwoods.org](http://www.chapelwoods.org)**

Chapel Woods Presbyterian Church requests a Conditional Permit for 0 & 2610 Leone Ave. for our church to use to worship and minister to the community. We hope the Lord will use our church body to improve and serve the community of Walnut Grove and surrounding areas.

Our current schedule of services are:

**Sundays**

9:45am Sunday School

11:00am Morning Worship Services

Every 4th Sunday of each month:

Fellowship Lunch Immediately following the Morning Worship Service

1:30pm Afternoon Service (no Evening Service)

6:00pm Evening Worship Service

**Wednesdays**

7:00pm Bible Study and Prayer Meeting

Every 2nd Wednesday of the month – 5:30pm Covered Dish Supper followed by Prayer Meeting.

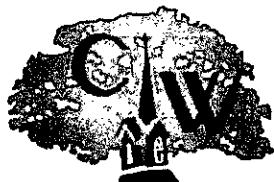
**2nd Saturday** of every month – breakfast at 8:00am

**Ingress/Egress**

Our proposed site plan has our main entrance on Park Street abiding by city ordinances for driveways. While exiting the property, right turn only onto Hwy 81 will be encouraged. If attendees need to turn left onto Hwy 81, they will be directed to turn right onto Park St and right onto Guthrie Cemetery Rd. to utilize the traffic light. This will ease flow of traffic directly on Hwy 81. The existing driveway will not be utilized for regular use.

**Below addresses the topics of Section 1501.**

Church use will not be injurious to the use and enjoyment of the environment or other property in the vicinity nor diminish and impair property values within the surrounding neighborhood.



**Chapel Woods Presbyterian Church**  
**P.O. Box 308**  
**Jersey, GA 30018**  
**[www.chapelwoods.org](http://www.chapelwoods.org)**

It will not increase expenditures in relation to cost of serving neighboring properties or maintaining infrastructure as we can utilize what is existing on the property and be able to create a driveway for the appropriate amount of parking.

It will not impede the normal and orderly development of surrounding property for uses predominant in the area.

It has a location and character consistent with a desirable pattern of development.

Evidence of reduction of adverse environmental impacts to acceptable levels as we will only be creating a driveway and parking area needed and is larger than 3 acres. The rest of the property will be maintained and hold it's current topography.

Evidence that traffic will not be substantially hindered or endangered as our service times will be on Sundays and on Wednesday evenings. We will also encourage right turn only onto Hwy 81 from Park Street and to utilize the Guthrie Cemetery Rd/Hwy 81 red light for left turn onto Hwy 81.

We plan for 60 seats in the sanctuary, requiring 15 parking spots; the site map shows evidence that parking and loading will be adequate as we have planned for 33 parking spaces to provide more than adequate parking and consideration for older congregation members.

Evidence that public facilities and utilities are capable of serving the proposed use as we are a small congregation and the house is situated in such a way as to be able to be renovated for a small sanctuary and classrooms with adequate bathrooms and kitchen.

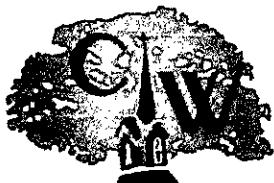
Evidence that the use will not cause a damaging volume of commercial use in a stable neighborhood which would lead to decreasing property values, and/or that this use would not lead to additional requests that would expand these problems as we are a small congregation resulting in minimal traffic changes on off traffic hours and will improve the site.

The proposed use would not lead to congestion, noise or traffic hazards due to being a small congregation, service times on off rush and school traffic hours.

Evidence that the use conforms to the comprehensive land use plan as there is minimal construction, grading, etc. needed to adhere to the city ordinances.

The location of the property is evidence that the use would not have a domino effect creating a "wedge" for further rapid growing beyond that contemplated by the comprehensive land use plan as it is a combined commercial and residential proposal totaling in 3.96 acres.

Church use will not create unreasonable adverse impacts upon any adjoining land use by reason of noise, smoke, odor, dust, or vibration generated by the proposed use.



**Chapel Woods Presbyterian Church**  
**P.O. Box 308**  
**Jersey, GA 30018**  
**[www.chapelwoods.org](http://www.chapelwoods.org)**

The proposed use will not create unreasonable adverse impacts upon any adjoining land use by reason of the hours of operation of the proposed conditional use (see schedule above)

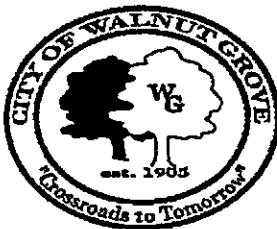
Church use will not create unreasonable adverse impacts upon any adjoining land use because our schedule is on weekends and evenings during the week, will be held mostly inside, will not create traffic hazards, will be minimal change to the property itself, and we will be able to utilize the existing building.

The properties are being purchased as a church and will always be used as such.

There are no new buildings being proposed to be built, we will renovate the existing building.

The proposed plan will not adversely affect historic buildings, sites, districts, or archaeological resources; and the proposed plan will not have an unreasonable adverse impact on natural resources or environmentally sensitive areas, including floodplains, wetlands, prime plant or animal habitat, or other similar features.

Thank you for your consideration in the conditional use of the property. We look forward to your response and being a part of and serving the community of Walnut Grove.



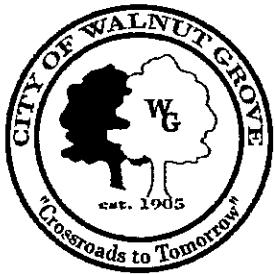
## PUBLIC NOTICE-CITY OF WALNUT GROVE

**CASE #WGCU-25-01:** Chapel Woods Presbyterian Church has filed a conditional use application with the City of Walnut Grove requesting a conditional use to create a place of worship on a property zoned R-1 and C-1 in accordance with Section 901: Supplemental Use Standards of the *Walnut Grove Zoning Ordinance*. The subject property is located at 2610 Leone Ave, Loganville, GA 30052 (Parcel #WG010-053 & WG010-054) and contains 2.35 and 1.61 acres respectively.

The Planning and Zoning Commission will hold a called meeting and public hearing on this application on **Wednesday, December 17, 2025 at 6:00pm**. The Mayor and Council will hold a public hearing on this application on **Thursday, January 15, 2026 at 6:00pm**. All hearings will take place at the Walnut Grove Municipal Building, 1021 Park Street, Loganville, GA 30052. All interested parties may attend to voice their interest and/or objections.

The conditional use application is on file with the City Clerk and may be viewed upon request during normal business hours.

(Published in the Walton Tribune on 29/30 November)



## CITY OF WALNUT GROVE

### CITY CLERK REPORT – January 15, 2026

#### December 2025 Citations & Rentals:

##### Citations

Walton County - 0  
Georgia State Patrol – 0  
School Resource Officer - 1  
Code Enforcement – 4

##### Rentals

Pavilion - 0  
Ballfield – 0