



**City of Flowery Branch
City Council Meeting
Thursday, March 20, 2025, 6:00 PM
City of Flowery Branch City Hall
5410 Pine Street, Flowery Branch, GA 30542**



CALL WORK SESSION TO ORDER:

Mayor Asbridge called the meeting to order at 6:02 p.m.

Present: Mayor Asbridge and Council Members Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, and Chris Mundy

Also present were City Manager Tonya Parrish, City Clerk Shelia Cooper, Finance Director Matthew Hamby, Planning and Community Development Director Chris McCrary, Human Resources Director Krystle Hightower, Public Works & Utilities Director Bill Whidden, Director of Fun Renee Carden and City Attorney Frank Hartley.

Absent: None

PLEDGE OF ALLEGIANCE:

Mayor Asbridge led the Pledge of Allegiance.

ADOPTION OF AGENDA:

There was a motion made to adopt the agenda as presented.

MOTION: Chris Mundy

SECOND: Joe Anglin

AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy

NAYS: None

Motion carried

AWARDS & RECOGNITIONS:

Mayor Asbridge introduced Peter Woerner, Public Utilities Manager. Manager Woerner wanted to congratulate and recognize three utilities employees who have successfully completed state certifications. A Class 1 Certification is very hard to earn and may take years to complete.

David McGovern received his Class 1 Wastewater Certification in the fall of 2024 and was recently promoted to Lead Operator. David oversees the minor day-to-day functions. David is cross trained and can be utilized in other areas when the need arises.

Jonathan Whitlock received his Class 1 Wastewater License in the fall of 2024 and was recently promoted to Lab Operator/Water and Sewer Assistant. Jonathan has been busy running the water and sewer lab for the City of Flowery Branch and he is cross trained and happy to assist when there is a need.

James Boggs received his Class 1 Maintenance Technologist Certificate in the fall of 2024 and has taken on the Lead Maintenance role for over one year now. He leads a small crew of employees in maintaining all the water and sewer assets in the City of Flowery Branch.



Pictured left to right: Peter Woerner, Public Utilities Manager, Mayor Asbridge, David McGovern, Lead Operator, and Jonathan Whitlock, Lab Operator/Water and Sewer Assistant. (James Boggs was not in attendance)

PUBLIC HEARING: There were no public hearings.

UNFINISHED BUSINESS - WORK SESSION:

Consider the Second Reading of Ordinance 730 for a Conditional Use Permit at 5205 Railroad Avenue for the Operation of a Micro-Brewery.

Director McCrary presented Ordinance 730. The applicant is seeking the approval of a Conditional Use Permit for the operations of a micro-brewery within the existing building located at 5205 Railroad Avenue, tax identification number 08112 016001. The building appears as number sixty-two on the Historical Registry, requiring a Certificate of Appropriateness prior to any material or structural changes to the façade.

Parking Requirements & Recommendations:

- **Core Downtown Parking:** The applicant shouldn't expect the availability of parking to support the restaurant along Railroad Ave., Spring St., and Main St. due to current demands for existing businesses.
- **Spring St. On-Street Parking:** Approximately 20 parallel spaces available.
- **Norfolk Southern Property:** Additional parking may be possible on Norfolk Southern property north of the intersection of Railroad Ave. and Spring St. This option requires the applicant to secure approval from Norfolk Southern and comply with the City's Development Regulations for parking lot improvements.
- **Flowery Branch United Methodist Church:** There are an estimated 16 parking spaces at the church. The applicant would need to secure a shared parking agreement, record the agreement, and submit it to the City.

Staff Analysis:

Given the existing parking constraints in the area, it is reasonable to require the applicant to address the parking deficiency through a combination of available options to meet the required parking capacity. The risk of limited parking is the success of the brewpub and restaurant. Walkable parking is available further north at the gravel lots if customers are willing to walk the distance.

Certificate of Appropriateness:

The subject building located at 5205 Railroad Avenue (Parcel 08112 016001) is designated as historic building #62. Per the Historic District Zoning Ordinance, a certificate of appropriateness is required prior to any material change to the building or site. The applicant provided an existing condition report which gives an accurate representation of the current conditions and highlights critical areas to be addressed:

Summary of Recommended Actions

1. **Roof:** Full replacement or extensive repairs to address leaks and structural issues.
2. **Exterior Walls:** Repair and seal damaged wood elements; apply protective coatings to block walls.
3. **Foundation:** No action required at this time.
4. **Windows and Doors:** Replace or repair for improved functionality and aesthetics.
5. **Interior Repairs:** Address moisture infiltration, repair finishes, and consider new flooring installation.
6. **Utilities:** Conduct detailed inspections and upgrade as necessary to meet future operational demands.

Elevations:

The applicant provided color renderings of the subject building



Recommendations for Conditional Use Permit:

Staff recommend the approval of the proposed Conditional Use Permit (CUP) for the operation of a micro-brewery with the following conditions:

1. The Conditional Use Permit is issued to the entity obtaining the business license and should the occupant vacate the building, the CUP expires.
2. Adequate parking shall be provided to support the proposed micro-brewery and restaurant per the requirements of Table 21.3. The applicant shall provide a parking plan with a combination of proposed parking, street parking along Spring Street, and shared parking with a privately owned entity. The Planning and Community Development Director shall be provided with a copy of the shared parking agreement should the applicant arrange approval of shared parking.
3. All parking spaces proposed must be compliant with Article 21.
4. The approval of the CUP does not provide approval of variances to Federal, State, or Local codes and regulations.
5. The applicant must ensure that proper fire lanes, emergency access routes, and safety measures are in place in accordance with local fire codes and regulations.
6. The building plans shall be substantially similar to the area use breakdown provided by the applicant. The building is +/- 8,700 square feet. 2,000 square feet of brewery, 1,000 square feet of bathroom, 4,900 square feet of restaurant, and 800 square feet of mechanical.

****Director McCrary stated there is one change if Council approves this ordinance, that would be to strike condition number 1 (The Conditional Use Permit is issued to the entity obtaining the business license and should the occupant vacate the building, the CUP expires).**

Recommendations for Certificate of Appropriateness:

Staff recommend the approval of a Certificate of Appropriateness for the subject property with the following conditions:

1. The building materials shall be similar to the information provided in note one on the building elevations.
2. The applicant shall add more wall openings adjacent to Railroad Avenue to break up the wall plane. It should be similar to the elevation facing Atlanta Highway. Final design to be approved by the Planning and Community Development Director.
3. The building finish shall be Galvalume Plus similar in color to the existing building maintaining the character of the building. The finish shall not be reflective or mirror-like. The applicant shall provide a sample of the material with colors for approval by the Planning and Community Development Director.
4. The applicant shall provide architectural details of the windows and doors including material and color. Final design to be approved by the Planning and Community Development Director.
5. The applicant shall provide details of the stepped decking and handicap ramps at the entrance for review of material and colors. Final design to be approved by the Planning and Community Development Director.

Council held a discussion with Director McCrary.

Consider the Second Reading of Ordinance 733 for a Text Amendment to Add Sections 6.5 and Section 6.6; Text Amendment to Revise Table 6.1, Table 6.2 within Article 6, Article 12 Section 12.6 and definitions in Article 2, Section 2.1.

Director McCrary presented Ordinance 733 which introduces SF-TH single family townhome district and RMU – Residential Multi-Unit into Article 6. Each use is described in Sections 6.5 and 6.6. Table 6.1 is revised to show permitted and conditional uses, and 6.2 has been revised to include dimensional requirements for SF-TH and RMU. Design requirements remain the same. For example, no more than 6 townhome units in a building. All architectural standards are in place and will be applied to all permits.

In order to maintain legal consistency, the changes made to townhome dimensional standards require revisions to be made to Section 12.6:

- a) Lot Frontage and Lot Width: minimum lot width ~~twenty~~ ~~(20)~~ unit width plus side setback on end units.
- b) Unit Width: Each rear entry garage townhome shall have a minimum width of 24 feet and each front entry garage townhome shall have a minimum width of 26 feet.
- c) ~~(b)~~ Lot Size: Reordered paragraph to accommodate addition of new (b)

- d) ~~(e)~~ Front Building Setback: a minimum twenty-five ~~(20)~~ (25) foot front setback
- e) ~~(d)~~ Side Setback and Zero Lot Line: Reordered to accommodate addition of new (b)
- f) ~~(e)~~ Rear Setbacks: Added 25-foot setback from garage to alley on rear entry garages

NEW BUSINESS -WORK SESSION:

Update on the Construction of the Wastewater Treatment Plant Expansion

Addison Shealy, Archer Western, presented a second update on the construction of the Wastewater Treatment Plant Expansion. There have been zero safety incidents or quality incidents from the project beginning to date. The Early Works project is complete. All the project permits including the GDOT permit are complete. The yard piping, concrete, site electrical and mechanical are ongoing.



Progress Photos



Project Site



11/22/24



03/14/24



Progress Photos



Project Site



3/20/25



Progress Photos



Bioreactor Basin



11/22/24



03/14/25



Progress Photos



Headworks Facility & EQI Pump Station



3/14/25



Progress Photos



Plant Entrance



2/10/25



3/14/25



Progress Photos



Concrete Paving/Belt Press at Dewatering Building



Progress Photos



Work Inside EQ Tank Aeration Equipment



11/22/24



03/14/24



Progress Photos



Progress Photos





Progress Photos



Project Financials



Billings

Project Financials	Total Budget	Previous Invoices	February 2024 PayApp	To Date Total	To Date % Complete	Balance to complete
Early Work Package	\$ 2,656,430.00	\$ 220,100.00	\$ 503,566.32	\$ 2,474,018.58	96%	\$ 220,581.11
Main Construction Phase	\$ 43,311,101.00	\$ 1,829,071.39	\$ 1,308,459.14	\$ 7,998,680.21	20%	\$ 35,662,420.79

Allowances & Contingencies Use

Early Work Package						
Description	Original Budget	Approved to Date	Remaining Amount	Pending	Remaining Amount (Including Pending)	% Remaining
Owner Allowances	\$199,190.00	\$97,477.60	\$101,712.40	\$0.00	\$101,712.40	51.06%
Owner Contingency	\$99,711.00	\$69,686.79	\$30,024.21	\$6,000	\$24,024.21	24.09%
CMAR Contingency	\$99,711.00	\$59,799.57	\$39,911.43	\$0.00	\$39,911.43	40.03%

Main Construction Phase						
Description	Original Budget	Approved to Date	Remaining Amount	Pending	Remaining Amount (Including Pending)	% Remaining
Owner Contingency	\$900,000.00	\$18,137.85	\$881,862.15	\$260,019.55	\$621,842.60	69.09%
CMAR Contingency	\$1,600,000.00	\$0.00	\$1,600,000.00	\$25,000.00	\$1,575,000.00	98.44%

Discussion of Timed Parking Spaces on Main Street and Pine Street.

City Manager Parrish presented a discussion on timed parking spaces on Main Street and Pine Street. Council held a open discussion on time parking on Main Street.

Consider Resolution 25-002 to Amend the City of Flowery Branch Investment Policy.

Director Hamby presented Resolution 25-002 to amend the City of Flowery Investment Policy. It is recommended that policies be reviewed at least every five years. After review, two changes are recommended. The current recommendations are to increase the investments for longer than one year from 20% of the portfolio to 30% of the portfolio and to review the policy at least every 5 years instead of annually. No other changes to the policies are recommended. As always, staff will ensure appropriate liquidity is available to maintain current operations.

Consider the First Reading of Ordinance 736 for an Amendment to the Charter of the City of Flowery Branch to Increase the Amount of Per Diem for Meeting Attendance by the Mayor and Councilmembers

City Manager Parrish presented Ordinance 736 for an amendment to the Charter of the City of Flowery Branch to increase the amount of Per Diem for meeting attendance by the mayor and councilmember from \$50.00 to \$100.00 per meeting and to increase the number of allowable meetings from five meetings each month to eight meetings each month. If this ordinance passes, the effective date would be January 1, 2026.

Consider Approval of the Tyler Enterprise Permitting and Licensing Proposal

Director McCrary presented a consideration of Tyler Enterprise Permitting and Licensing proposal. Tyler Enterprise Software offers Flowery Branch a centralized platform that automates, connects, and streamlines essential government processes. The system supports critical operations including planning, permitting, licensing, building and land development inspections, and code enforcement, while ensuring seamless fee management across departments.

The platform enhances overall efficiency and communication, promoting productivity and robust interdepartmental collaboration. Its dedicated mobile application extends these benefits to field operations, empowering employees to work more proficiently. In addition, the comprehensive online portal provides the public with a user-friendly way to submit permit applications, plans, and online payments, offering anytime, anywhere, access to services.

Director Hamby discussed the communication and financial portion of this proposal. The fee proposals are a one-time fee of \$110,575.00 and a recurring fee of \$43,346.00 per the proposal provided by Tyler Technologies. In addition to the Planning software, the city administration has been looking at alternative payment platforms. Through the review of the Planning software, we became aware of a payment platform that our current financial software provides. By moving to this new platform, it will streamline payments and consolidate payments associated with utility billing, tax payments, and associated planning payments. This will increase efficiency in the

planning and finance departments. In addition to these efficiencies, it will add alternative forms of payments, such as echecks with a flat fee of \$1.95.

Council held a discussion with Director McCrary and Director Hamby.

DEPARTMENT REPORTS:

City Clerk Report:

City Clerk Cooper advised there will conduct its regularly scheduled election on November 4, 2025, to address offices held by the mayor as well as council members representing Post 3, Post 4, and Post 5. The qualifying period will be Monday, August 18, 2025, through August 20, 2025.

Department of Fun Report:

Director Carden noted upcoming events in the City.

Planning Department Report:

Director McCrary presented an update on the Community Development Department. Planning and Community Development functions as a bridge between the City's growth ambitions and the practical, regulatory, and community needs of citizens and developers, ensuring that development benefits the entire community.

Meet the Team!

We Are a Dedicated Team Committed to Professional Excellence, Implementing Innovative Strategies, Community Engagement, and Sustainable Growth for The City of Flowery Branch.



Chris McCrary
Director of Community Development

"A good-to-great leader begins the transformation by first getting the right people on the bus (and the wrong people off the bus) and then figuring out where to drive it." ~Jim Collins



Dani Nash
Administrative Coordinator



Paul Jennison
Building Official



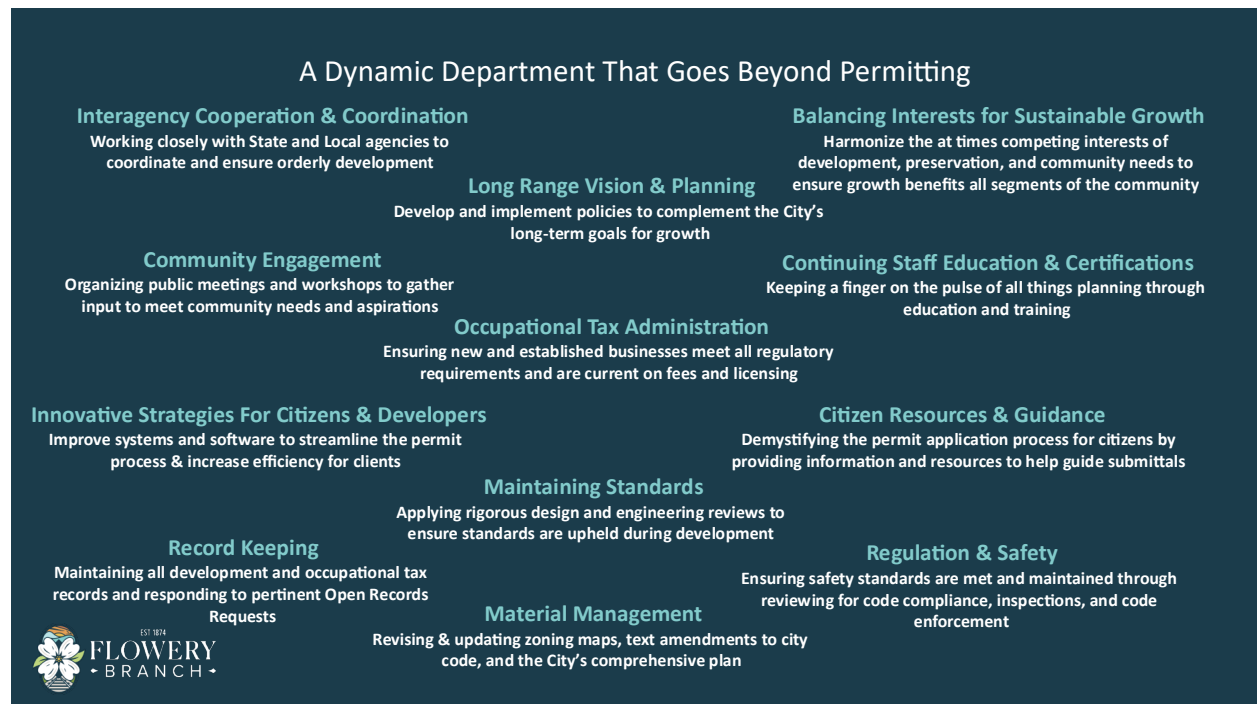
Patty Hurt
Occupational Tax Specialist & Building Permit Clerk

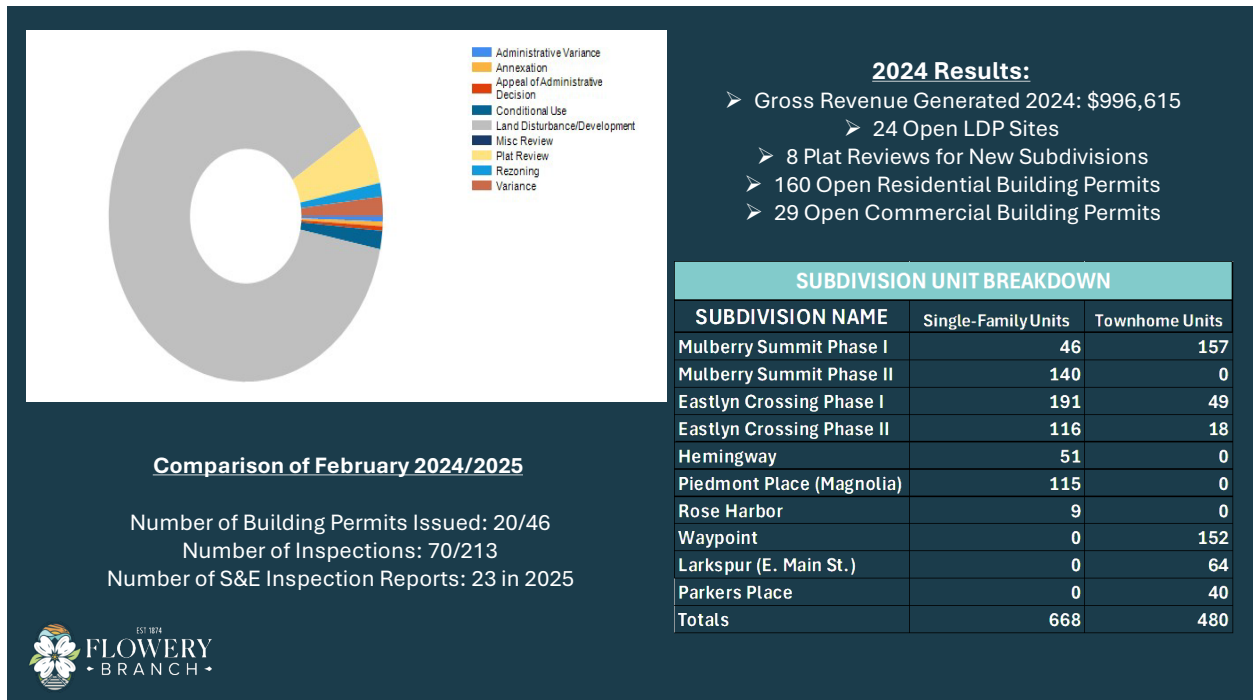
"When you hand good people possibility, they do great things." ~Biz Stone

"It is amazing what you can accomplish if you do not care who gets the credit." ~Harry S Truman



EST. 1874
**FLOWERY
BRANCH**





The City of Flowery Branch is still the place to build! The proximity to Lake Lanier and a thriving community makes Flowery Branch an attractive venue for citizens and investors. With multiple large projects currently seeking annexation, our goal is to maintain rigorous standards while increasing efficiency. Higher density, quality focused residential developments are a point

to consider. Our beloved downtown continues to grow as the City embarks on Phase II of downtown development with plans for infrastructure improvements, encouraging more downtown dining and retail options, connectivity objectives, and an expansive vision towards the future of downtown and the CBD zoning district. A complete overhaul of the City's Comprehensive Plan is underway for 2025/2026 allowing for the opportunity to revisit and refine the long-range vision for the City and to involve the community in the shaping of that vision. Applying to make Flowery Branch a PlanFirst Community to increase community access to resources and grants. Updating our landscape ordinance in an effort to celebrate the natural beauty of Flowery Branch and to help balance development needs with community desires. Seeking designation as a Tree City USA through the Arbor Day Foundation would bring recognition and community resources to our beautiful city.

Council report:

Council Member Mundy thanked Director McCrary for his presentation, and he congratulated Mr. Woerner and the Wastewater Plant employees on earning their certifications.

Council Member Mezzanotte stated that planning and wastewater are two great departments. He advised that GDOT had an open house recently and it is a great opportunity for citizens to learn valuable information and meet representatives from GDOT.

Council Member Anglin congratulated the gentlemen from the Wastewater Plant that earned their certificates and stated how much he appreciates all their hard work in their department.

Mayor Asbridge stated he appreciated all the employees and the energy and commitment that is given every day.

ADJOURNMENT WORK SESSION:

Mayor Asbridge adjourned the work session at 7:23 p.m.

VOTING SESSION AGENDA

CALL VOTING SESSION TO ORDER:

Mayor Asbridge called the voting session to order at 7:23 p.m.

PUBLIC COMMENTS: There were no public comments.

CONSENT AGENDA:

- Consider March 6, 2025 City Council Meeting Minutes
- Consider February 2025 Per Diem for Council Member McClellan
- Consider February 2025 Per Diem for Council Member Mezzanotte
- Consider New Package Store License for Evimeria Investment, LLC
- Consider New Consumption on Premise License for ShogunFB, LLC

There was a motion made to approve the consent agenda as presented.

MOTION: Chris Mundy

SECOND: William McDaniel

AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy

NAYS: None

Motion carried

UNFINISHED BUSINESS - VOTING SESSION:

Consider the Second Reading of Ordinance 730 for a Conditional Use Permit at 5205 Railroad Avenue for the Operation of a Micro-Brewery.

City Clerk Cooper read the caption for Ordinance 730.

There was a motion made to approve the second reading of Ordinance 730.

MOTION: Chris Mundy

SECOND: Oliver McClellan

City Attorney Hartley advised there should be a motion to strike Condition 1 of the Conditional Use Permit.

There was an amended motion to approve the second reading of Ordinance 730 with striking Condition 1 of the Conditional Use Permit.

MOTION: Chris Mundy

SECOND: Oliver McClellan

AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy

NAYS: None

Motion carried

Consider the Second Reading of Ordinance 733 for a Text Amendment to Add Sections 6.5 and Section 6.6; Text Amendment to Revise Table 6.1, Table 6.2 within Article 6, Article 12 Section 12.6 and definitions in Article 2, Section 2.1.

City Clerk Cooper read the caption for Ordinance 733.

Council held a discussion prior to the motion.

There was a motion made to approve Ordinance 733 as presented.

MOTION: Oliver McClellan

SECOND: William McDaniel

Council held a discussion prior to the vote for Ordinance 733.

AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy

NAYS: None

Motion carried

NEW BUSINESS - VOTING SESSION:

Consider Resolution 25-002 to Amend the City of Flowery Branch Investment Policy.

City Clerk Cooper read the caption of Resolution 25-002.

There was a motion made to approve Resolution 25-002.

MOTION: Joe Anglin

SECOND: Joseph Mezzanotte

AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy

NAYS: None

Motion carried

Consider the First Reading of Ordinance 736 for an Amendment to the Charter of the City of Flowery Branch to Increase the Amount of Per Diem for Meeting Attendance by the Mayor and Councilmembers

City Clerk Cooper read the caption for Ordinance 736.

There was a motion made to adopt the first reading of Ordinance 736.

MOTION: Oliver McClellan
SECOND: Joseph Mezzanotte
AYES: Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: Joe Anglin
Motion carried

Consider Approval of the Tyler Enterprise Permitting and Licensing Proposal

There was a motion made to approve the proposal for Tyler Enterprise Permitting and Licensing.

MOTION: William McDaniel
SECOND: Chris Mundy
AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

EXECUTIVE SESSION:

There was a motion made to enter an executive session for matters related to the acquisition/disposition of real estate, for matters related to certain personnel issues, and for matters related to pending or potential litigation at 7:33 p.m.

MOTION: Chris Mundy
SECOND: William McDaniel
AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

There was a motion made to exit the executive session at 8:02 p.m.

MOTION: Joe Anglin
SECOND: Oliver McClellan
AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy
NAYS: None
Motion carried

ADJOURNMENT:

There was a motion made to adjourn the meeting at 8:02 p.m.

MOTION: Oliver McClellan

SECOND: William McDaniel

AYES: Joe Anglin, Oliver McClellan, William McDaniel, Joseph Mezzanotte, Chris Mundy

NAYS: None

Motion carried

Edward R. Asbridge, Mayor

Date

Shelia Cooper, City Clerk