



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



Call Work Session to Order:

Pledge of Allegiance:

Adoption of Agenda:

Awards & Recognitions:

Public Hearing:

Unfinished Business - Work Session:

New Business - Work Session:

- a. Consider New Alcohol License for FB BBQ LLC DBA: WhistleQ
- b. Consider Resolution 25-013 Expansion of the Downtown Dining District
- c. Consider the First Reading of Ordinance 772 to Amend Alcoholic Beverage Code
- d. Discussion Only - Work Session Presentation for Proposed Single-Family Development at 4665 & 4651 Hog Mountain Road
- e. Consideration of Employee Insurance for Calendar Year 2026

Department Reports:

- a. City Manager Report
- b. City Clerk Report
- c. Department of Fun Report
- d. Finance Department Report
- e. Human Resources Report
- f. Planning Department Report
- g. Police Department Report
- h. Public Utilities Report
- i. Public Works Report
- j. Attorney Report
- k. Council Report

Adjournment Work Session:

Voting Session Agenda

Call Voting Session to Order:

Consent Agenda:

- a. Consider Wine & Beer License for Aarvi Samay LLC DBA: Texaco Flowery Branch

- b. Consider September 2025 Per Diem for Council Member Oliver McCellan
- c. Consider October 2025 Per Diem for Council Member Oliver McClellan
- d. Consider October 2025 Per Diem for Council Member Joseph Mezzanotte

Public Comments:

Unfinished Business - Voting Session

- a. Consider the Second Reading of Ordinance 765 Text Amendment Pump Stations
- b. Consider the Second Reading of Ordinance 767 - Text Amendment to Article 21 - Parking & Article 22 - Loading

New Business - Voting Session:

- a. Consider New Alcohol License for FB BBQ LLC DBA: WhistleQ
- b. Consider Resolution 25-013 Expansion of the Downtown Dining District
- c. Consider the First Reading of Ordinance 772 to Amend Alcoholic Beverage Code
- d. Consideration of Employee Insurance for Calendar Year 2026

Executive Session:

Adjournment:

If you have a disability or impairment and need special assistance, please contact the City Clerk prior to the meeting at 770-967-6371 - Meeting agenda is subject to change.

**FLOWERY BRANCH CITY COUNCIL
EXECUTIVE SUMMARY**

SUBJECT: New Alcohol License for FB BBQ LLC DBA: WhistleQ

DATE: November 20th, 2025

(X) RECOMMENDATION

() POLICY DISCUSSION

BUDGET INFORMATION:

() STATUS REPORT

ANNUAL-

() OTHER

CAPITAL-

COUNCIL ACTION REQUESTED ON: November 20th, 2025

PURPOSE: To allow the owner of FB BBQ LLC, DBA: WhistleQ to serve beer and wine.

HISTORY: WhistleQ is a new business located at 5509 Main Street.

FACTS AND ISSUES: WhistleQ has 4 owners, with Nick St. Clair and Gustavo Godinez Jr having majority of the ownership.

The application has been processed and reviewed, and everything is in order for council's approval.

OPTIONS: Approve or Deny

RECOMMENDED SAMPLE MOTION: I move to approve the alcohol license issuance for WhistleQ.

DEPARTMENT: Police Department

Prepared by: Kelsey Cash

RESOLUTION NO. 25-013

**A RESOLUTION TO ESTABLISH THE DOWNTOWN DINING
DISTRICT**

WHEREAS, the City of Flowery Branch possesses the Home Rule authority to regulate the sale and distribution of alcoholic beverages; and

WHEREAS, the City of Flowery Branch has adopted Ordinances to govern the sale and distribution of alcoholic beverages within the City limits; and

WHEREAS, Section 8-114 of the Flowery Branch Code of Ordinances provides that the City Council may by resolution identify a pedestrian-oriented area in which the dispensing of alcoholic beverages may take place under certain conditions;

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the City of Flowery Branch, Georgia, that the downtown dining area shall be that as depicted as being within the boundaries of the area depicted in the map attached hereto and incorporated herein as "Exhibit A."

SO RESOLVED this ____ day of _____, 2025.

Edward R. Asbridge, Mayor

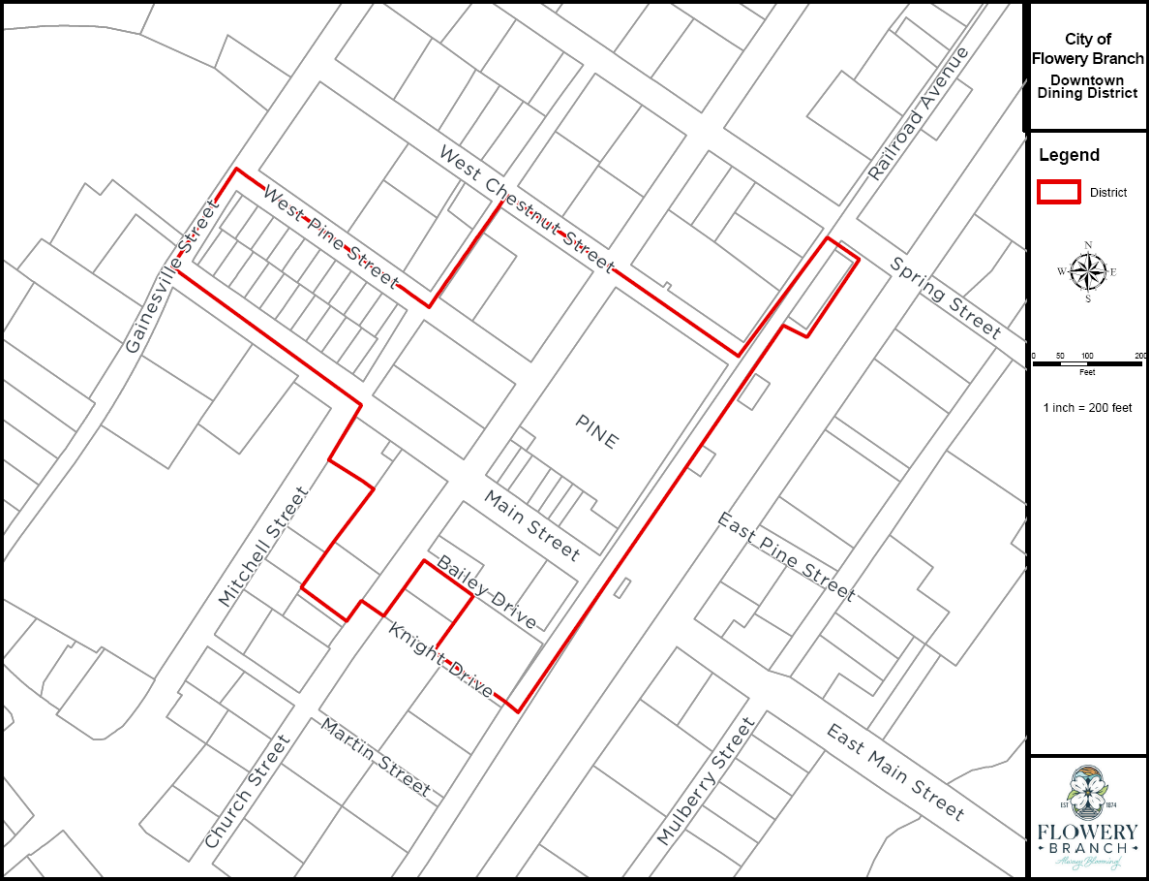
ATTEST:

Shelia R. Cooper, City Clerk

APPROVED AS TO FORM:

Ted Baggett, City Attorney

Exhibit A



City of
Flowery Branch
Downtown
Dining District

Legend

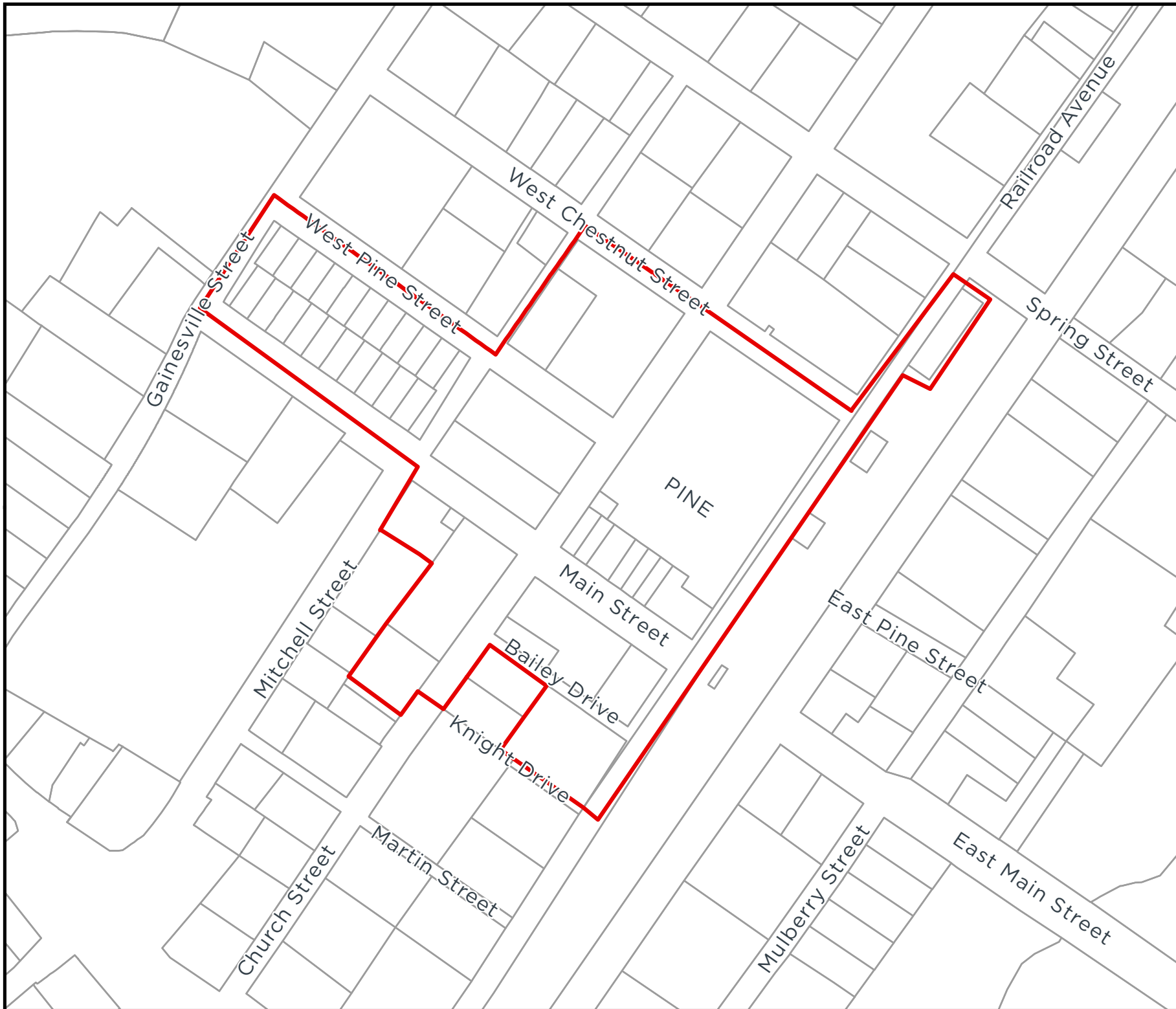


0 50 100 200
Feet

1 inch = 200 feet



FLOWERY
• BRANCH •
Always Blooming!



ORDINANCE NO. 772

AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF FLOWERY BRANCH, GEORGIA TO MODIFY PROVISIONS RELATED TO COMPLETION OF PREMISES PROPOSING TO BE LICENSED TO SELL ALCOHOL, TO MODIFY PROVISIONS RELATED TO SALES OF ALCOHOL FOR OFF PREMISES CONSUMPTION BY CERTAIN ESTABLISHMENTS THAT SELL ALCOHOL FOR ON PREMISES CONSUMPTION, TO MODIFY PROVISIONS RELATED TO MINIMUM FOOD SALE REQUIREMENTS OF CERTAIN ESTABLISHMENTS LICENSED TO SELL ALCOHOL FOR ON PREMISES CONSUMPTION, TO MODIFY PROVISIONS RELATED TO THE DOWNTOWN DINING DISTRICT, TO MODIFY PROVISIONS RELATED TO THE LICENSING OF BREW PUB ESTABLISHMENTS, TO MODIFY PROVISIONS RELATED TO FARM WINERY TASTING ROOMS, TO PROVIDE FOR SEVERABILITY, TO REPEAL CONFLICTING ORDINANCES, TO PROVIDE FOR AN EFFECTIVE DATE AND FOR ALL OTHER LAWFUL PURPOSES.

WHEREAS, the City of Flowery Branch City Council may exercise legislative power to adopt reasonable ordinances pursuant to the Municipal Home Rule Act; and

WHEREAS, the City Council wishes to allow a variety of prudently regulated establishments that may serve alcoholic beverages in a responsible manner within the city limits; and

WHEREAS, state law has changed in recent years to accommodate various new business models that serve alcoholic beverages; and

WHEREAS, the City Council seeks to provide clarity to current and potential proprietors of local establishments,

**NOW THEREFORE, THE COUNCIL OF THE CITY OF FLOWERY BRANCH
HEREBY ORDAINS AS FOLLOWS:**

SECTION 1.

Section 8-61 of the City Code of Flowery Branch is hereby amended to read as follows:

“Sec. 8-61. - Completion of proposed licensed premises.

If the building in which an applicant for a license proposes to operate under the provisions of this chapter is not, at the time of application for the license, in existence, or not yet completed, a license may be issued for the location provided the plans and specifications for the proposed building are filed with the police chief, and show clearly a compliance with the provisions of this article and other applicable provisions of this code. No sales of alcoholic beverages shall be allowed in the establishment nor anywhere on the property until the building has been completed in accordance with the plans and specifications and in conformity with all other provisions of this code, as well as appropriate building codes, and a certificate of occupancy has been issued for the building.

Should a certificate of occupancy be denied or revoked, any alcoholic beverage license authorizing sales at such location shall immediately be rendered void.”

SECTION 2.

Section 8-132 of the City Code of Flowery Branch is hereby amended to read as follows:

“Sec. 8-132. - Consumption-only sales.

Persons holding a license to sell alcoholic beverages for consumption on the premises shall not be permitted to sell any alcoholic beverage by the package or bottle for consumption off premises except as provided for in section 8-170, section 8-175, and section 8-177, and section 8-180.”

SECTION 3.

Section 8-142 of the City Code of Flowery Branch is hereby amended to read as follows:

“Sec. 8-142. - Food sale requirement.

- (a) Consumption on the premises licensees shall maintain more than 40 percent of their gross sales from the sale of food; and for the purposes of this section, food shall be defined as any product intended for human consumption, except those containing alcohol, or those sold as over-the-counter medicines. The 40 percent ratio shall be determined on a calendar quarter basis on the monthly reports submitted by each licensee. In the event food sales fall below 40 percent of the gross sales for any quarter, then the licensee shall be placed on probation for the next succeeding quarter. At the end of the next succeeding quarter, if food sales have not attained more than 40 percent of gross sales then the police chief may suspend or revoke such license in accordance with this chapter.
- (b) Section 8-142(a) shall not apply to licensed micro-breweries, ~~or~~ licensed micro-distilleries, licensed farm winery tasting rooms, or hotels.”

SECTION 4.

Section 8-114 of the City Code of Flowery Branch is hereby amended to read as follows:

“Sec. 8-114. - Consumption in public; possession or consumption on city property; exemption.

- (a) No person shall consume any alcoholic beverage from any open container while in or upon any area open to the public, whether public or private.
- (b) This section shall not apply in the following instances:
 - (1) The city manager, or his or her designee, may allow consumption of alcoholic beverages during special events that are open to the public or are on city property by

approval of a written application made to the city manager or his or her designee upon forms provided by the city under the following conditions:

- a. One drink limit. No person shall hold in his possession more than one alcoholic beverage in a paper or plastic cup.
- b. Size limited to 16 fluid ounces. No container in which an alcoholic beverage is dispensed shall exceed 16 fluid ounces in size. No person shall hold in his possession any open alcoholic beverage container which exceeds 16 fluid ounces in size.
- c. Drinking from a can, bottle or glass is prohibited. It shall be unlawful for any person to drink or attempt to drink any alcoholic beverage from a can, bottle or glass vessel or to possess in an open can, bottle or glass vessel any alcoholic beverage.
- d. All alcoholic beverages shall only be served by a licensed caterer or eating establishment.
- e. Designated cups. All alcoholic beverages shall be consumed from a cup designated and approved by the City.

(2) In the downtown dining district, as defined ~~by this chapter~~ in this Code section:

- a. For the purposes of this chapter only, ~~a~~ the downtown dining district is defined as follows: A specifically authorized and pedestrian-oriented area of the city as established by resolution of mayor and council that allows those establishments located in the downtown dining district with valid consumption on the premises licenses, brewpub licenses, micro-brewery licenses, micro-distillery licenses, or farm winery tasting rooms licenses ~~growler licenses, or amenity permits~~ to dispense and/or serve an alcoholic beverage for carry out purposes, provided all other laws, rules and ordinances are followed.
- b. Within ~~a~~ the downtown dining district, any licensed establishment identified in this subsection ~~licensed to sell alcoholic beverages by the drink for consumption on the premises~~, is authorized to dispense an alcoholic beverage in a plastic cup; provided, however, that no person shall remove more than one such alcoholic beverage from the licensed premises at a time.
- c. Within ~~a~~ the downtown dining district, no unsealed container in which an alcoholic beverage is dispensed shall not exceed 16 fluid ounces in size. No person shall hold in their possession on the streets and sidewalks, in parks and squares, or in other public places within a downtown dining district any open alcoholic beverage container which exceeds 16 fluid ounces in size.

- d. It shall be unlawful within a the downtown dining district for any person to drink or attempt to drink any alcoholic beverage from a can, bottle, or glass, or to possess in an open can, bottle, or glass any alcoholic beverage on the streets, sidewalks, rights-of-way, and/or parking lots, whether public or private.
- e. No alcoholic beverage may be consumed outside of the downtown dining district, or upon any private property, without the express consent of the private property owners.”

SECTION 5.

Section 8-170 of the City Code of Flowery Branch is hereby amended to read as follows:

“Sec. 8-170. - Brew pubs.

Notwithstanding any other provision of this chapter to the contrary, a limited exception to section 8-131 shall exist for owners and operators of brew pubs provided that:

- (a) No individual shall be permitted to own or operate a brew pub without first obtaining a proper brew pub license from the city council. Each brew pub license holder shall comply with all other applicable state and local license requirements. A brew pub license authorizes the holder of such license to:
 - (1) Manufacture on the licensed premises not more than 10,000 barrels of beer in a calendar year solely for retail sale ~~consumption on the premises and solely in draft form;~~
 - (2) Operate a restaurant that shall be the sole retail outlet for such beer and may offer for sale any other alcoholic beverages produced by other manufacturers which are authorized for retail sale under this chapter, provided that such alcoholic beverages are purchased from a licensed wholesale dealer for consumption on the premises only and, provided further, in addition to draft beer manufactured on the premises, each brew pub licensee shall offer for sale commercially available canned or bottled malt beverages purchased from a licensed wholesale dealer; and
 - (3) Sell up to a maximum of 5,000 barrels annually of such malt beverages to licensed wholesale dealers; provided that under no circumstances shall such malt beverages be sold by a brew pub licensee to any person holding a retail consumption dealer's license or a retailer's license for the purpose of resale.
- (b) Possession of a brew pub license shall not prevent the holder of such license from obtaining any other license available under this chapter for the same premises.
- (c) Other than sales to licensed wholesales dealers authorized by subsection (a)(3), a brew pub licensee ~~does not authorize the holder of such license to~~ may only sell for consumption off

the premises packages of malt beverages produced on site ~~except as authorized by subsection (1)(iii).~~

- (d) A brew pub licensee shall pay all state and local license fees and excise taxes applicable to individuals licensed under this chapter as manufacturers, retailers and, where applicable, wholesale dealers.
- (e) Except as set forth in this section, a brew pub license holder shall be subject to all sections of this chapter.”

SECTION 6.

Section 8-180 of the City Code of Flowery Branch is hereby amended, to read as follows:

“Sec. 8-180. - Regulations.

Licenses for farm winery tasting rooms may be issued to qualified applicants provided that:

- (a) No individual shall be permitted to own or operate a farm winery tasting room in the city limits of Flowery Branch without obtaining a proper farm winery license from the State of Georgia and a farm winery tasting room license from the City; each such license holder shall comply with all other applicable state and local license requirements.
- (b) All state laws, rules and regulations relating to the manufacture, sale, and distribution of wine, as may be amended from time to time, are hereby incorporated into and made a part of this division as if fully set out in this section.
- (c) A farm winery tasting room licensee shall pay all state and local license fees and excise taxes applicable to individuals licensed under this chapter as manufacturers, retailers and, where applicable, wholesale dealers.
- (d) Except as set forth in this section, a farm winery tasting room licensee shall be subject to all sections of this chapter.
- (e) A farm winery tasting room licensee may only make sales for consumption off the premises of wine produced by licensed Georgia farm wineries.
- (f) A farm winery tasting room licensee may only sell for consumption on the premises:

(1) wine produced by licensed Georgia farm wineries, and

(2) wine not produced by licensed Georgia farm wineries and malt beverages, provided that any such wine not produced by licensed Georgia farm wineries and malt beverages sold pursuant to this subsection shall be purchased by the winery from a licensed wholesaler at wholesale prices.”

SECTION 7.

Should any section or provision of this Ordinance be declared invalid or unconstitutional by any court of competent jurisdiction, such declaration shall not affect the validity of this Ordinance as a whole or any part thereof which is not specifically declared to be invalid or unconstitutional.

SECTION 8.

This ordinance shall take effect immediately upon approval.

SECTION 9.

All ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

Approved this ____ day of _____ 2025.

Edward R. Asbridge, Mayor

Shelia R. Cooper, City Clerk

APPROVED AS TO FORM

Ted C. Baggett, City Attorney



FLOWERY BRANCH CITY COUNCIL EXECUTIVE SUMMARY

SUBJECT: Consider Ordinance Number 772 amending the city code of the City of Flowery Branch to make regulatory adjustments for establishments that sell alcoholic beverages.

DATE: November 17, 2025

(X)RECOMMENDATION
() POLICY DISCUSSION
() STATUS REPORT
() OTHER

BUDGET INFORMATION:

ANNUAL- N/A
CAPITAL- N/A

COUNCIL ACTION REQUESTED ON: November 20, 2025

PURPOSE: Amend the alcoholic beverage code to implement various recommendations of the City Manager designed to give establishments that sell alcoholic beverages greater flexibility.

HISTORY: Recent changes to state law and the city alcoholic beverage code have allowed for new business models in the alcoholic beverage establishment market. Among these new models are brewpubs, micro-breweries, micro-distilleries, and farm winery tasting rooms. Several entrepreneurs in this arena have asked the City to liberalize its regulations concerning the types of alcohol that they may sell for on-premises consumption, to be allowed to make package sales of their manufactured products for consumption off-premises, and for expansion of the downtown dining district (allowing for open container consumption of alcoholic beverages under certain conditions).

FACTS AND ISSUES: The various Sections of the ordinance are designed to do the following:

Section 1- Clarifies procedures intended to allow applicants building a new facility to apply for their certificate of occupancy and alcoholic beverage license simultaneously.

Section 2- Acknowledges that micro-distilleries, micro-breweries, farm winery tasting rooms, and brewpubs may sell the products they are authorized to manufacture for both on-premises sales and in packages for off-premises consumption.

Section 3- Exempts farm winery tasting rooms and hotels from the minimum food sales requirement.

Section 4- Clarifies which types of establishments may sell alcoholic beverages for consumption in the downtown dining district.

Section 5- Allows brewpubs to sell the beer they make onsite to customers in containers for off-premises consumption.

Section 6- Allows farm winery tasting rooms to sell non-Georgia farm wines and beer on site for consumption on the premises.

Section 7- Provides for severability in the ordinance.

Section 8- Provides for an effective date of the ordinance.

Section 9- Repeals any conflicting ordinances.

OPTIONS:

- 1) Approve the ordinance to accommodate the proposed regulatory adjustments.
 - 2) Do not approve the ordinance to allow for the proposed regulatory adjustments
 - 3) Approve an amended ordinance to allow one or more but not all of the proposed regulatory adjustments.
-
-

RECOMMENDED SAMPLE MOTION:

I move to approve the first read of Ordinance Number 722 adopting changes to the alcoholic beverages code of the City of Flowery Branch.

DEPARTMENT: Legal

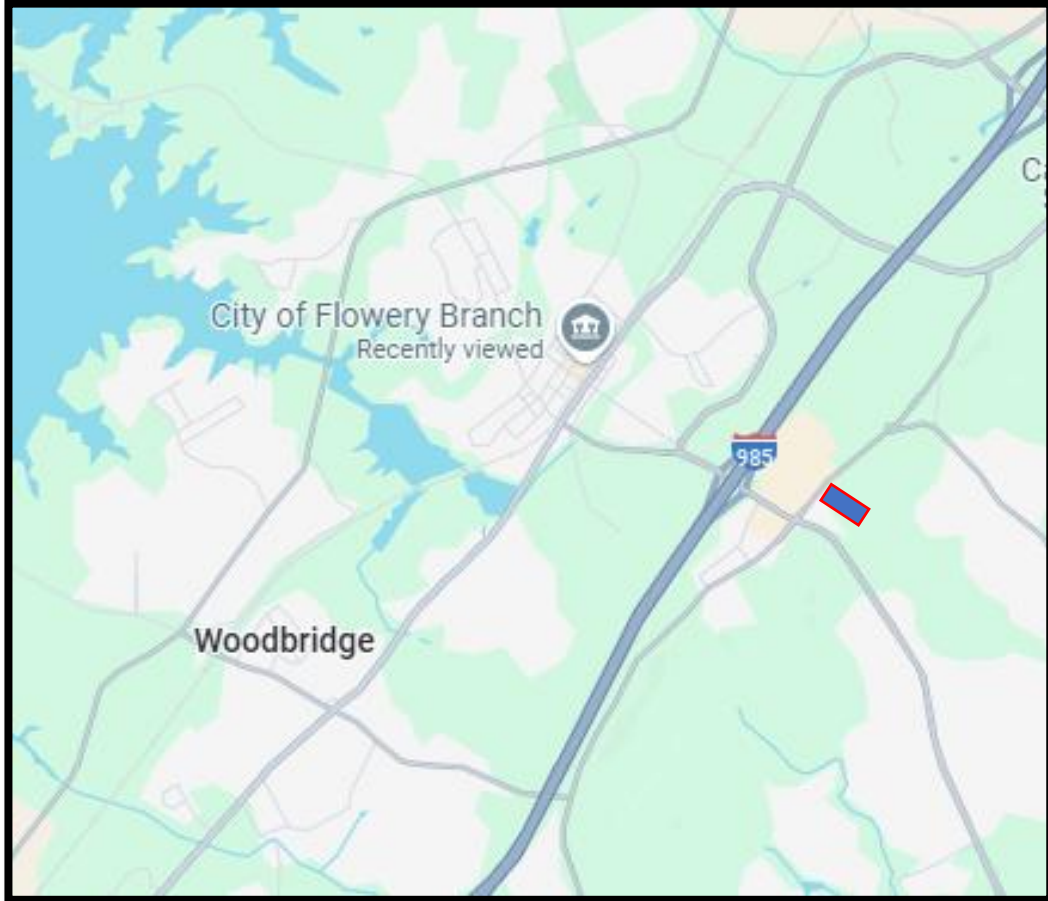
Prepared by: Ted Baggett and City Manager Tonya Parrish

HIGHPOINT DEVELOPMENT

Hog Mountain Rd– TND Zoning - Single Family Homes

City of Flowery Branch

Location



ADDRESS

4665 & 4561 Hog Mountain Rd
Flowey Branch, GA 30542



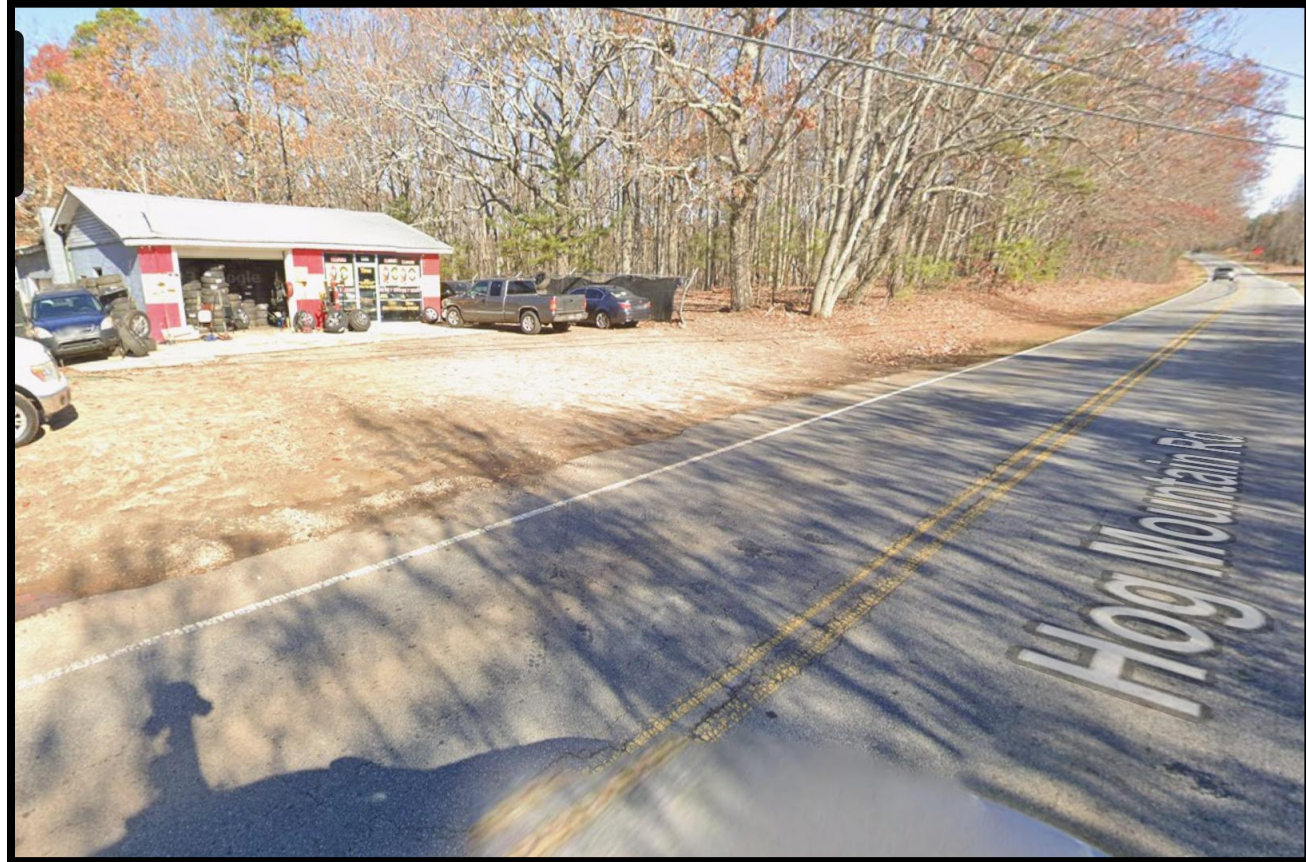
PARCEL NUMBERS

15046 000008
15046 000008B

Location

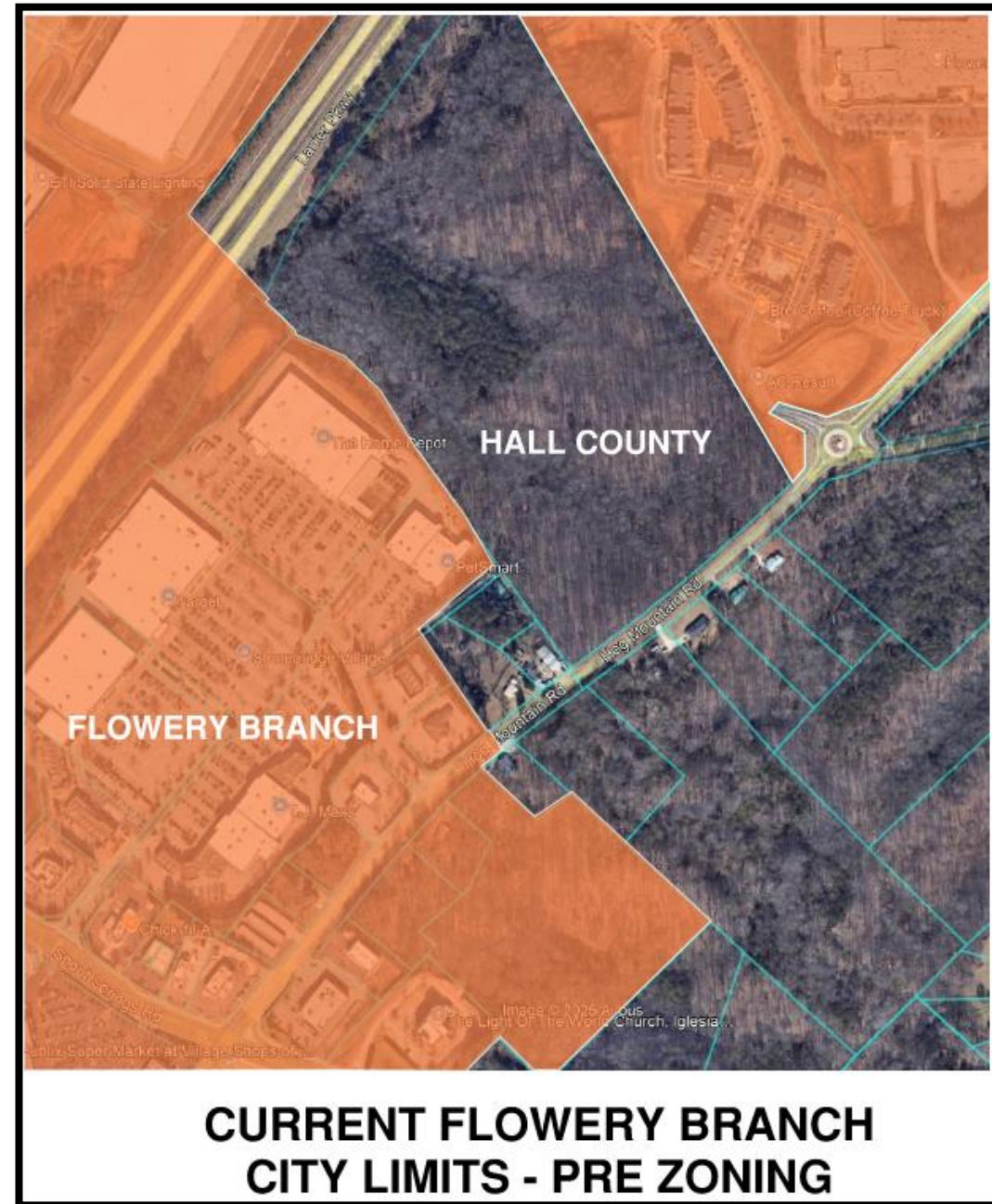


LOT VIEW

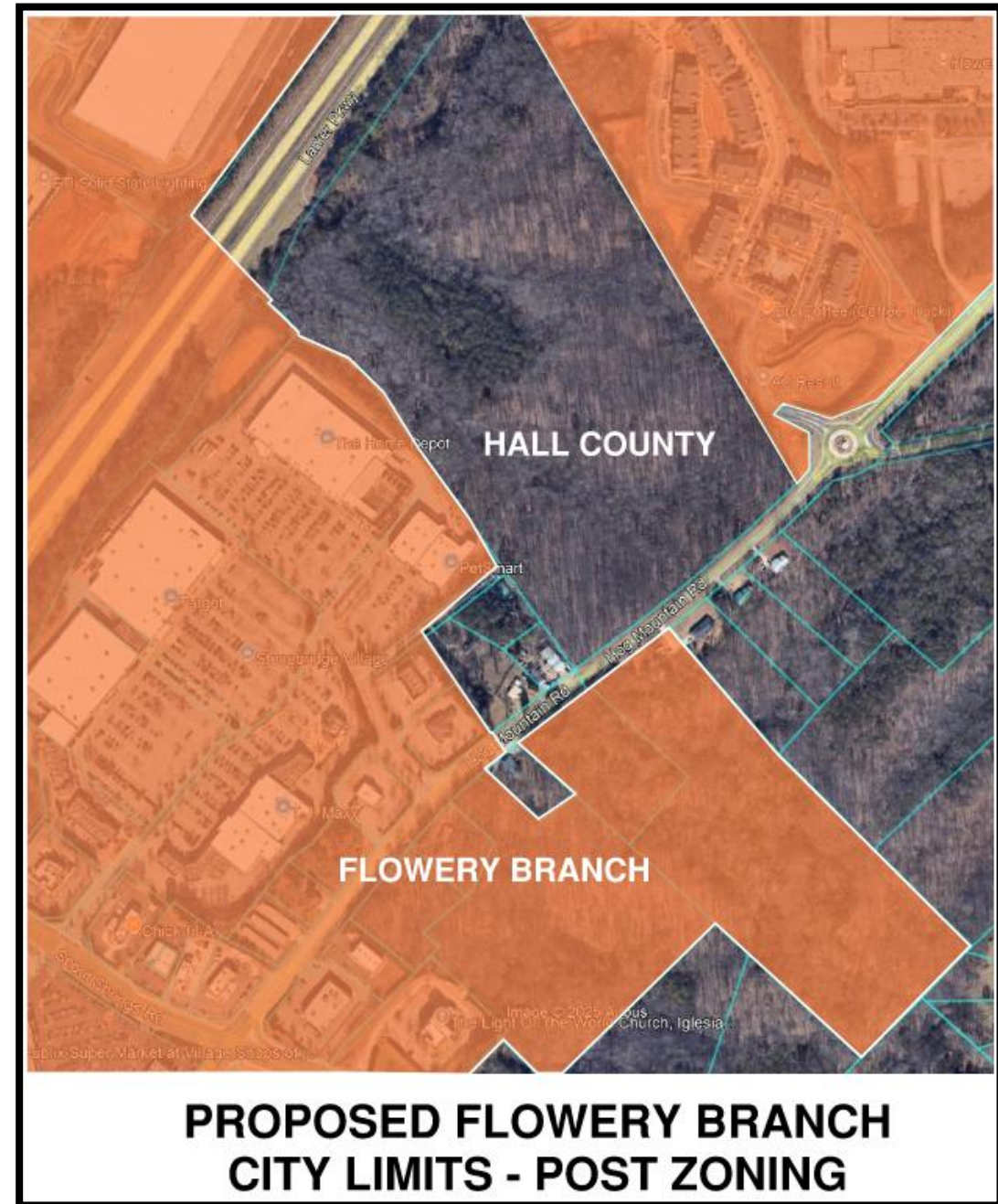


ACROSS THE STREET

CURRENT JURISDICTION LIMITS



POST ZONING AFTER OUR PARCEL ANNEX



Update Zoning Classification

Initial Zoning Attempt

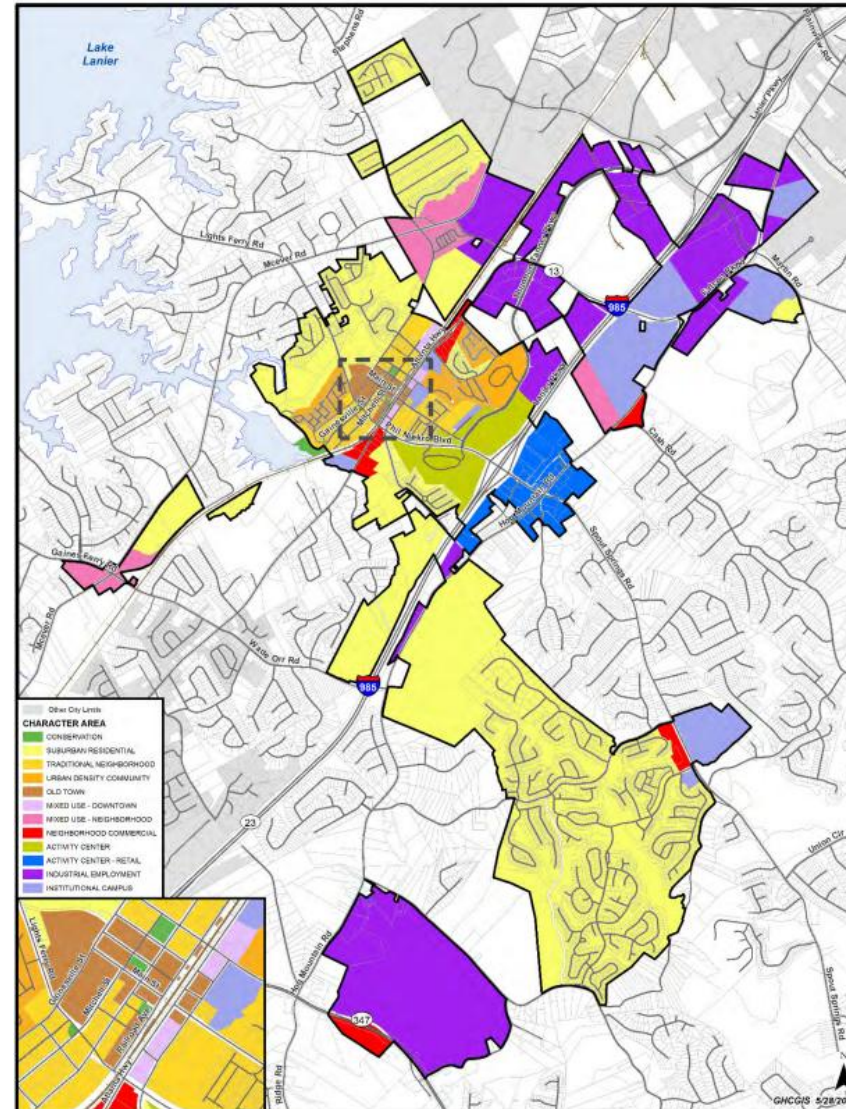
- **SF-TH ZONING**
- **For Sale Townhomes**
- **Townhomes – 116ea**
 - **24' wide rear entry (14)**
 - **26' wide front entry (102)**

Revised Zoning Attempt

- **TND ZONING**
- **For-Sale Single Family Homes**
- **Single Family Homes – 90ea**

Flowery Branch Future Land Use

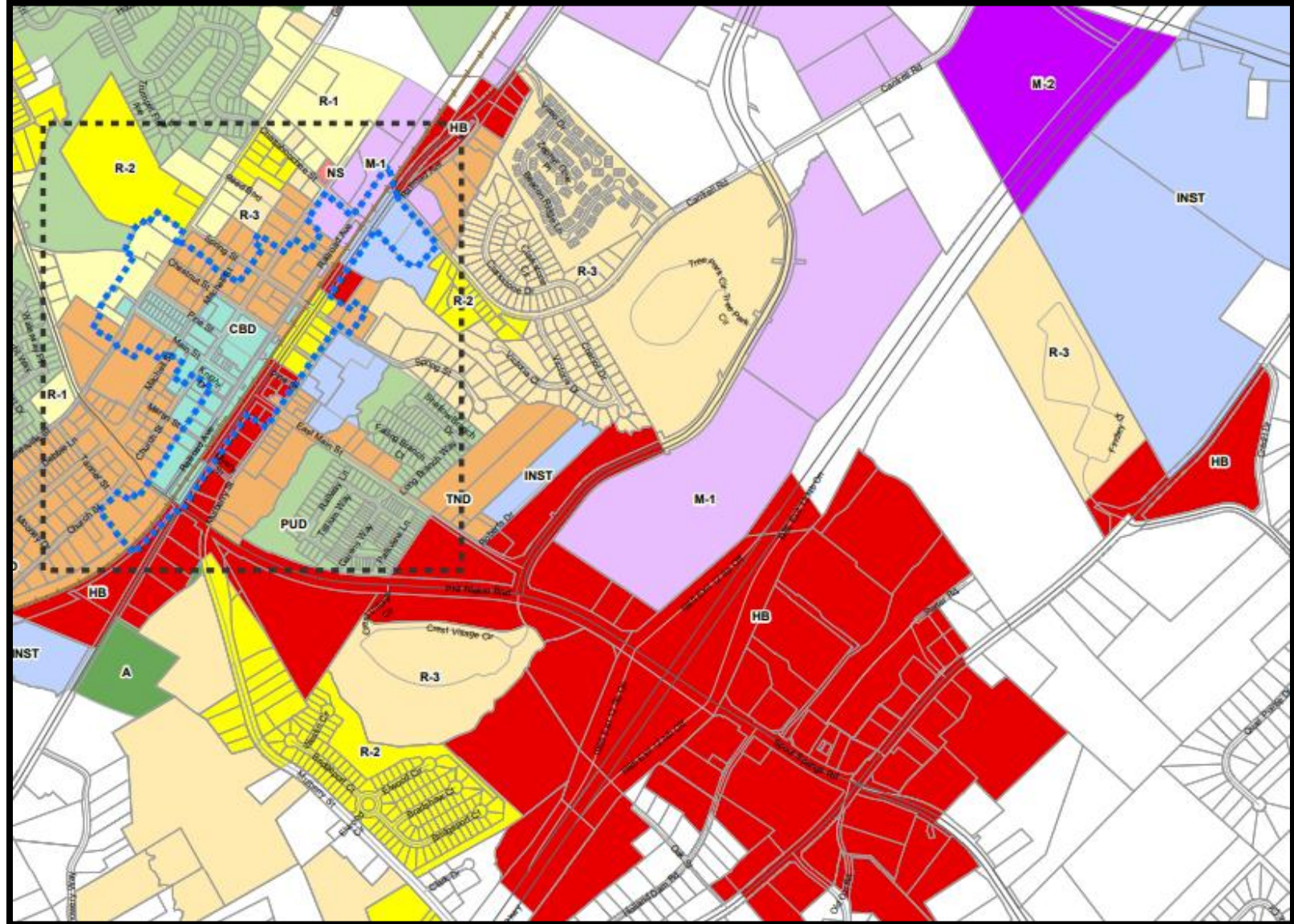
Future Development Map



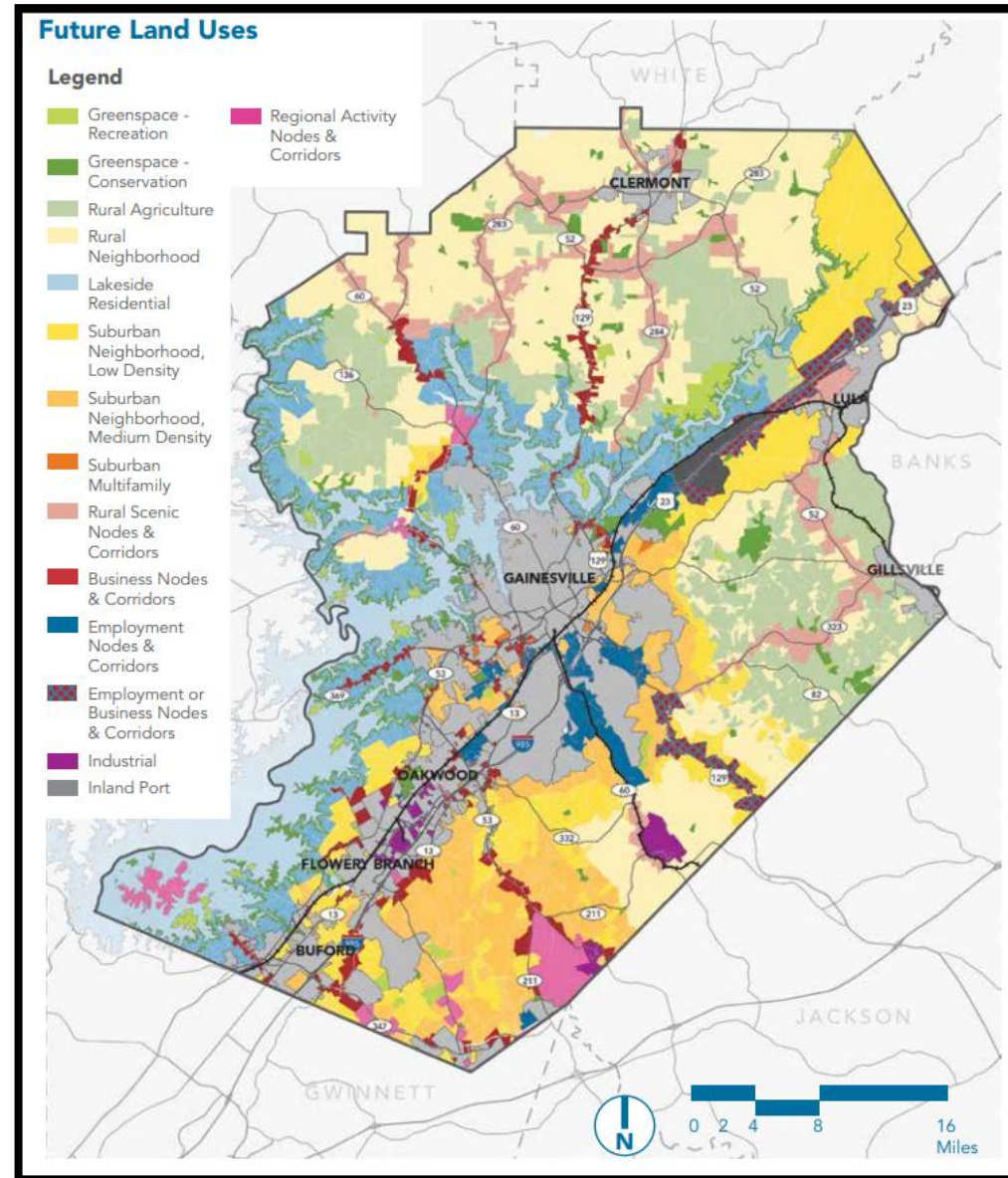
ADJACENT CHARACTER AREAS

- Mixed Use Neighborhood
- Activity Center Retail

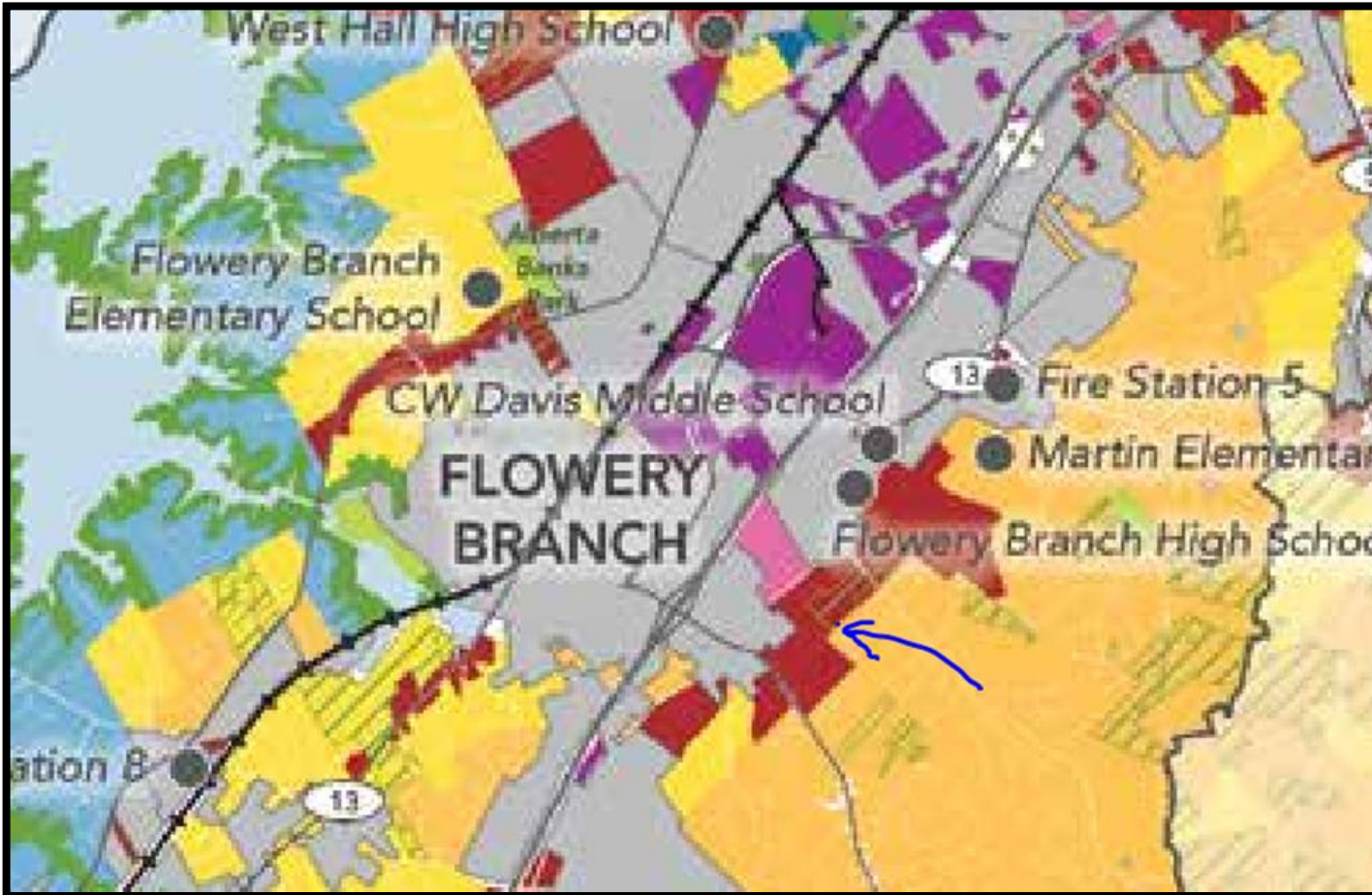
Flowery Branch Zoning Map



Hall County Future Land Use



Hall County – Future Land Use

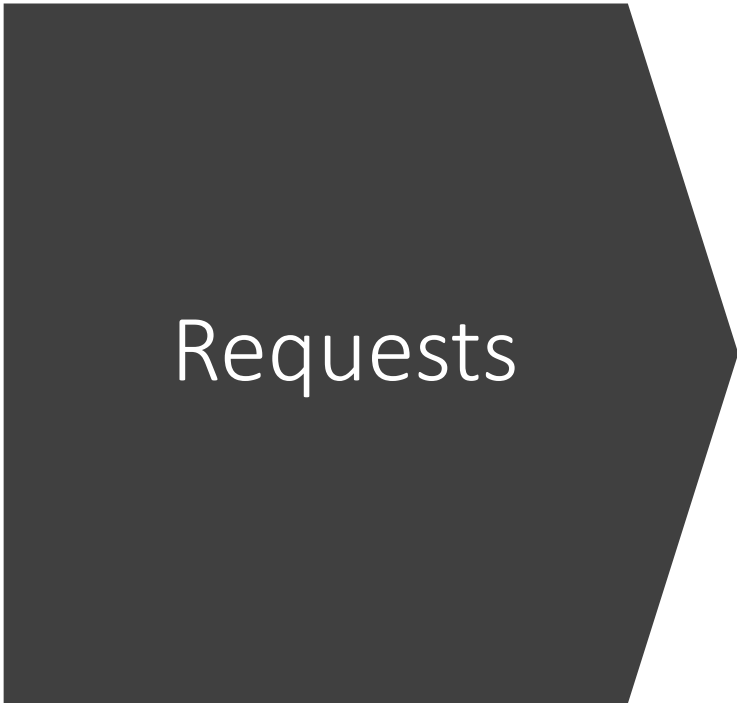


Business Nodes & Corridors Overview

Many of the county's major roadways have strong connections to infrastructure, employment, and housing, making them desirable for larger scale commercial development. New development along these major road corridors and intersections should consist of higher-intensity commercial uses, low-intensity, consumer-facing industrial uses that house businesses that serve nearby communities, and with some higher density residential, where appropriate. Site designs should use the Quality Development Principles discussed earlier, particularly natural resource protections and high quality landscape installations, to the fullest extent possible.

Where there is residential development, the density may be up to 16 dwellings per acre.

Appropriate Zoning Districts: R-X (limited), R-MF (limited), O-I, S-S, H-B, M-U, I-1, PCD, PRD (limited)



Requests

Annexation from Hall
County to Flowery Branch

Rezoning to TND

Consider variances due to
site hardships

Initial Site Plan – For Sale Townhomes



Revised Site Plan – For Sale Single Family Homes



Initial Zoning Attempt



Revised Zoning Attempt



Chafin Communities – Chestnut – Rendering



Front Elevation 'A'
SCALE: 1/8"=1'-0" AT 12"X18" LAYOUT 1/8"=1'-0" AT 12"X18" LAYOUT



Front Elevation 'B'
SCALE: 1/8"=1'-0" AT 12"X18" LAYOUT 1/8"=1'-0" AT 12"X18" LAYOUT



Front Elevation 'C'
SCALE: 1/8"=1'-0" AT 12"X18" LAYOUT 1/8"=1'-0" AT 12"X18" LAYOUT



Front Elevation 'D'
SCALE: 1/8"=1'-0" AT 12"X18" LAYOUT 1/8"=1'-0" AT 12"X18" LAYOUT

Product Notes

- 4 bed – 3 bath
- 29'(wide) x 58'(deep)
- Heated SF – 2,537 sf
- Front Loaded Garage
- Rear Patio ~16'x8'
- Front Porch ~9'x8'



Chafin Communities – Holly – Rendering



Front Elevation 'A'
SCALE: 1/8" = 1'-0" AT 22'x36" LAYOUT 1/8" = 1'-0" AT 12'x18" LAYOUT



Front Elevation 'B'
SCALE: 1/8" = 1'-0" AT 22'x36" LAYOUT 1/8" = 1'-0" AT 12'x18" LAYOUT



Front Elevation 'C'
SCALE: 1/8" = 1'-0" AT 22'x36" LAYOUT 1/8" = 1'-0" AT 12'x18" LAYOUT



Front Elevation 'PB2'
SCALE: 1/8" = 1'-0" AT 22'x36" LAYOUT 1/8" = 1'-0" AT 12'x18" LAYOUT

Product Notes

- 5 bed – 2.5 bath
- Heated SF – 2,589 sf
- 29'(wide) x 62'(deep)
- Front Loaded Garage
- Rear Patio ~16'x12'
- Front Porch ~9'x6'



Clayton
design



Clayton
design

Chafin Communities – Pembroke – Rendering



Front Elevation 'D'
SCALE: 1/4"=1'-0" AT 22'00" LAYOUT 1/8"=1'-0" AT 8'00" LAYOUT



Front Elevation 'J'
SCALE: 1/4"=1'-0" AT 22'00" LAYOUT 1/8"=1'-0" AT 8'00" LAYOUT



Front Elevation 'E'
SCALE: 1/4"=1'-0" AT 22'00" LAYOUT 1/8"=1'-0" AT 8'00" LAYOUT



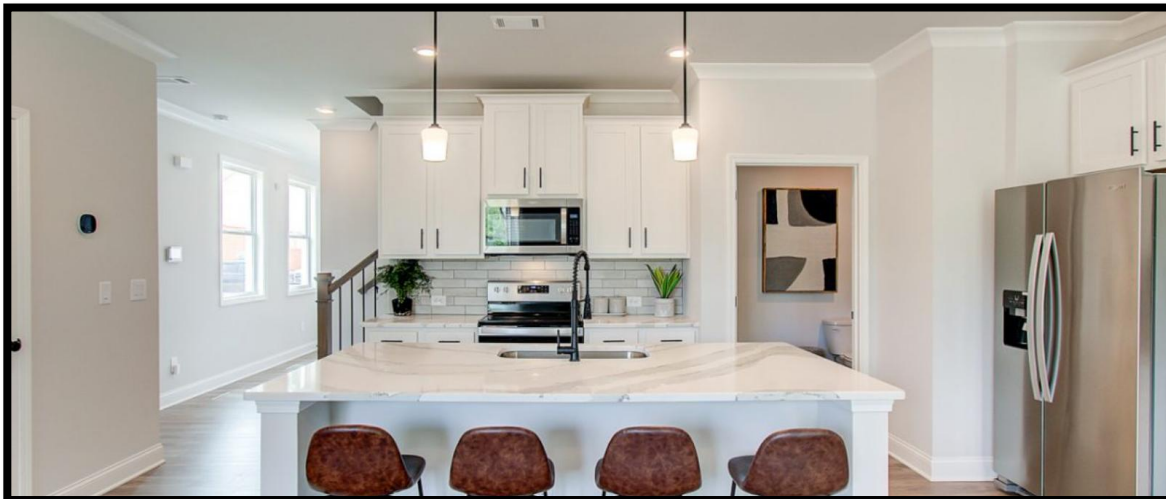
Front Elevation 'PB3'
SCALE: 1/4"=1'-0" AT 22'00" LAYOUT 1/8"=1'-0" AT 8'00" LAYOUT

Product Notes

- 4 bed – 2.5 bath
- 29.25'(wide) x 50'(deep)
- Heated SF – 2,244 sf
- Front Loaded Garage
- Rear Patio ~16'x12'
- Front Porch ~8'x10'



Chafin Communities - Interior Examples



Variances

Variance	Code Requirement	Request	Hardship
Minimum Road Radius	Minimum radius for roads must be 275ft	Minimum road radius of 48ft	Site topography and parcel width
Street Deviation	Streets over 360ft require 25ft of deviation from a straight course	Remove 25 ft deviation from straight course requirement	Site topography and parcel width
Minimum Lot Size	Min. 6,700SF per lot	Avg lot size – 6,700SF 5,500SF minimum per lot @ 30% of lots	Site topography and parcel width
On-Site Parking	2-car garage or carport located in the rear or side yard is req	Allow all types of garages (front, rear and/or side loaded garages)	Site topography and parcel width
Front Porch Dimensions	Min. width of 16ft	Reduce porch minimum width from 16ft to 5ft	Necessity of front- loaded garage to accommodate grades

Revised Site Plan – For Sale Single Family Homes

Site Data Table	Required	Provided
Acres	-	19.398
Gross Density	6	4.12
Net Density	-	4.24
Exterior Buffer	-	N/A
Sidewalks	5", One Side	5", One Side
Parking	2-Enclosed	2-Enclosed
Minimum Lot Area	6700	5500
Average Lot Area	-	6704
Minimum Lot Width	40	40
Minimum Lot Depth	80	106
Minimum Heated Floor Area Per Dwelling Unit (SF)	1200	2200
Minimum Front Yard Setback from Lot Line (SF)	0	0
Minimum Side Setback , Interior Lot Line or Corner Lot, All Principle Buildings (FT)	5	5
Minimum Rear Setback, All Principle Buildings (FT)	25	25
Maximum Coverage of Impervious Surface (Percent of Lot)	45%	Less than 45%
Civic Space 	10% Min	15.1%
Amenity Space 	5% Min	6.1%



THIS CONCLUDES OUR PRESENTATION

ANY QUESTIONS?



CITY OF FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: Consideration of Employee Insurance for Calendar Year 2026

DATE: November 20, 2025

COUNCIL ACTION REQUESTED ON: Consideration of Employee Insurance for Calendar Year 2026

BUDGET INFORMATION:

\$1,182,198

PURPOSE: To seek council approval of the insurance benefits offered to employees for the calendar year 2026.

HISTORY: Our new third-party broker, Edgewood Partners Insurance Center (“EPIC”), has worked closely with the City Manager, Human Resources Director, and Finance Director to make sure the needs of city staff are met with the current insurance plans and coverage. Each year the needs will be reassessed, and proposals will be requested from insurance groups to compare new premiums and coverage offered for the upcoming calendar year.

FACTS & ISSUES: Currently the city’s employees have insurance available through Anthem Blue Cross Blue Shield. This plan ends on 12/31/2025. Starting 1/1/2026 the recommendation is to change carriers to Cigna Healthcare for medical, dental, and vision.

We are still under a rate guarantee for our Life Insurance and Long-Term Disability until 1/1/2027. The Flex Spending Account (FSA) remains unchanged, and the administrative fees are paid for by the employees that are enrolled in this benefit.

The original proposal from Anthem Medical was an 18% increase in the annual costs. After EPIC went back to negotiate, their final renewal was 13% with a one-month premium credit. They would not offer a rate cap for 2027.

EPIC completed a market analysis and received additional quotes from the following carriers:

- Aetna: Declined to quote

- Cigna: 5% increase
- GMA: Unable to quote currently as we are with Anthem Blue Cross Blue Shield and that is their insurance provider.
- United Healthcare: 40% rate increase (Northeast GA Health System is out of network with United Healthcare. It is the largest health provider in our area and would be detrimental to our employees.)

Additional negotiations led to Cigna offering a 5% rate increase, with a 2% premium credit resulting in a net cash increase of 3%. Cigna is also offering a cap on the second-year rate increase of 12%. This does not mean the 2027 increase will be 12%, only that it cannot be more than that. The coverage closely matches our current coverage.

It is staff's recommendation to change insurance providers from Anthem Blue Cross Blue Shield to Cigna Healthcare. This would be a 3% increase to bring the premium to \$1,182,198. Staff are recommending the increase be covered by the City, as it is in the FY2026 budget and will be discussed at the council retreat during the budget process for FY2027 to determine if any additional costs will be passed on to the employees.

OPTIONS:

1. Approve the recommendations as presented.
2. Offer different recommendations.

RECOMMENDED SAMPLE MOTION: I make a motion to approve staff's recommendations for employee insurance for calendar year 2026.

DEPARTMENT: Human Resources

PREPARED BY: Krystle Hightower, Human Resources Director

Coverage Comparison

Coverage	Anthem	Cigna
In-Network		
Deductible (Single/Family)	\$2,000 / \$6,000	\$2,000 / \$6,000
Out-of-Pocket (Single/Family)	\$3,000 / \$9,000	\$3,000 / \$9,000
Coinsurance	100%	100%
Physician Services - PCP	\$30	\$30
Physician Services - SPC	\$60	\$60
Inpatient Services	Deductible	Deductible
Emergency Room	\$350	\$350
Urgent Care	\$75	\$75
Lab Services - OV	Deductible	Deductible
Lab Services - Ind. Lab	N/A	100%
Adv. Radiology Outpatient	Deductible	Deductible
Outpatient PT, Speech, OT	\$30	\$60
Chiropractic Care	\$30	\$60
Out-of-Network		
Deductible (Single/Family)	\$6,000 / \$18,000	\$6,000 / \$12,000
Out-of-Pocket (Single/Family)	\$9,000 / \$27,000	\$9,000 / \$27,000
Coinsurance	50%	50%
Pharmacy		
Retail	\$15 / \$35 / \$60 / 25%	\$15 / \$35 / \$60 / 25%
Rates Per Pay Period		
Employee	\$1,069.02	\$1,122.48
Employee + Spouse	\$2,244.94	\$2,357.23
Employee + Child(ren)	\$2,084.59	\$2,188.84
Family	\$3,260.51	\$3,423.58

FLOWERY BRANCH CITY COUNCIL
EXECUTIVE SUMMARY

SUBJECT: Consider wine & beer license for Aarvi Samay LLC DBA: Texaco Flowery Branch

DATE: November 20th, 2025

☒ **RECOMMENDATION**

☐ **POLICY DISCUSSION**

BUDGET INFORMATION:

☐ **STATUS REPORT**

ANNUAL-

☐ **OTHER**

CAPITAL-

COUNCIL ACTION REQUESTED ON: November 20th, 2025

PURPOSE: To allow Aarvi Samay LLC. DBA: Texaco Flowery Branch to sell packaged beer and wine at 4603 Atlanta Highway.

HISTORY: Texaco Flowery Branch, located at 4603 Atlanta Highway, is a newly opened gas station and convenience store that began operations in 2025. The business recently changed ownership and is now applying for its 2026 license under the new business name.

FACTS AND ISSUES: Applicant Jayminiben Patel has applied to sell packaged beer and wine.

The application has been reviewed and processed by the Chief of Police.

OPTIONS: Approve or Deny

RECOMMENDED SAMPLE MOTION: No motion required- on the Consent Agenda.

DEPARTMENT: Police Department

Prepared by: Kelsey Cash



**City of Flowery Branch
Mayor & Council Attendance Sheet Per Diem Pay**

Name: Oliver McClellan Month/Year: September, 2025

Meeting Date	Description of Meeting
September 9, 2025	SPLOST Town Hall Meeting
September 16, 2025	SPLOST Town Hall Meeting - Sterling
September 25, 2025	Greater Hall Chamber Board Meeting

My signature certifies that I am eligible to be paid for ____ meeting dates, a maximum of 5 per month, in accordance with the Per Diem Pay as described in Ordinance 477 and at a rate of \$50.00 per meeting.

Total of \$ 150.00 .00

Oliver McClellan

Signature



**City of Flowery Branch
Mayor & Council Attendance Sheet Per Diem Pay**

Name: Oliver McClellan Month/Year: October, 2025

Meeting Date	Description of Meeting
October 3, 2025	Clipper ribbon cutting
October 5, 2025	Sterling Fall Festival SPLOST Tent
October 8, 2025	Chamber Issues Meeting
October 23, 2025	Greater Hall Chamber Board Meeting

My signature certifies that I am eligible to be paid for ___ meeting dates, a maximum of 5 per month, in accordance with the Per Diem Pay as described in Ordinance 477 and at a rate of \$50.00 per meeting.

Total of \$ 200.00 .00

Oliver McClellan

Signature



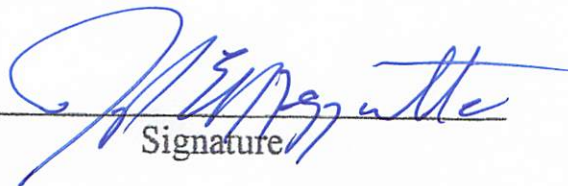
**City of Flowery Branch
Mayor & Council Attendance Sheet Per Diem Pay**

Name: Joseph Mezzanotte Month/Year: 10/2025

Meeting Date	Description of Meeting
10/4	Clean up America 8-10 AM
10/14	GHCC Business Seminar U.N.G. - A?
10/23	GHCC Board Meeting

My signature certifies that I am eligible to be paid for 3 meeting dates, a maximum of 5 per month, in accordance with the Per Diem Pay as described in Ordinance 477 and at a rate of \$50.00 per meeting.

Total of \$ 150 .00


Signature

ORDINANCE NO. 765

AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF FLOWERY BRANCH, GEORGIA TO PROVIDE FOR CHANGES TO SPECIFICATIONS FOR PUMP STATIONS IN CHAPTER 50 – UTILITIES WITHIN ARTICLE II – STANDARD SPECIFICATIONS, DIVISION II- CONSTRUCTION OF WATER AND WASTEWATER LINES, SUBDIVISION VII – PUMP STATIONS, SEC. 50-259 – EXECUTION, TO STRIKE IN ITS ENTIRETY SAID SEC. 50-259 – EXECUTION, TO REPLACE SAID SECTION WITH A NEW SEC. 50-259 – EXECUTION, TO PROVIDE FOR SEVERABILITY, TO REPEAL CONFLICTING ORDINANCES, TO PROVIDE FOR AN EFFECTIVE DATE AND FOR ALL OTHER LAWFUL PURPOSES.

WHEREAS, the duly elected governing authority of the City of Flowery Branch, Georgia is vested with legislative power to adopt clearly reasonable ordinances, resolutions, or regulations relating to its property, affairs, and local government for which no provision has been made by general law, and which are not inconsistent with the Constitution or any charter provision applicable thereto; and

WHEREAS, the City Council finds that in the interests of the public, the enactment of this ordinance by reasonable means, as allowed under state law, and not unduly oppressive, is necessary to protect the health, safety, morals, and general welfare of the citizens of the city.

NOW THEREFORE, THE COUNCIL OF THE CITY OF FLOWERY BRANCH HEREBY ORDAINS AS FOLLOWS:

SECTION 1.

Section 50-259 - Execution of the City Code of Flowery Branch is hereby amended to read as follows:

Sec. 50-259 - Execution.

- (a) The developer shall furnish, install and dedicate to the city the entire lift station/force main system. The system will be designed by the developer's engineer (professional engineer registered in the state). The design must be reviewed and approved by the city's engineer.
- (b) The engineer shall locate and size the lift station and all components to accommodate the largest possible subbasin. The city will investigate the service impact associated with future city needs within the subbasin, and the potential

installation of additional force mains required to serve the subbasin that will drain to the lift station. If, in the city's opinion, an additional or larger force main is to be installed concurrently with the developer's project, the engineer will design and the city's engineer must approve the design of said additional mains. Where practical, all of the force mains will be installed in parallel and in the same ditch.

(c) Pump stations shall meet the following requirements:

- (1) Pump station located above the 100-year floodplain.
- (2) Furnish pump head calculations and system curve.
- (3) Furnish automatic alternation of pumps to prolong life.
- (4) Cables into or out of the wet well sealed watertight.
- (5) Install three-phase voltage monitors on main power feed with output alarm relay.
- (6) Install fused disconnect on main power feed.
- (7) Furnish wet well buoyancy calculation based on a groundwater level approximately at grade level

(d) Pump stations with a capacity less than 750 GPM shall be approved by the City and conform to one of the following:

- (1) All submersible pumps specifications shall be approved by the City.
- (2) All pumps must be supplied with a certified pump test curve from the manufacturer.
- (3) Gorman-Rupp self-priming centrifugals will only be allowed on a case-by-case basis when other pumps are not available.
- (4) All pumps must be approved by the City and be able to pass a three-inch solid and shall conform to the following:
 - a. N – impellers
 - b. Copper/Cutter impellers
 - c. All pump specifications shall be approved by the city with anti-clog technology.

(e) Site layout.

- (1) A buffer may be required around each lift station site. The city, at its discretion, may require a buffer dependent on the proximity of structures, type of development, size of pump station, or other factors which may indicate a need for additional buffer. Typically, this buffer is required in residential subdivisions, and shall be indicated on the final plat. In addition, a permanent easement, dedicated to the city, shall be provided to include the required fenced-in area, with an additional one foot extending beyond the fence on all sides. A permanent 20-foot access easement, dedicated to the city, shall be provided as well.
- (2) Earth slopes around the pump station created by fill that are steeper than 3:1 must be stabilized with riprap. All fill slopes shall be compacted to not less

- than 95 percent of maximum density. A certified letter of compaction shall be provided to the inspector prior to final inspection.
- (3) A minimum four-inch concrete pad (15 feet by 15 feet minimum) shall have two percent fall away from the wet well in all directions. [Concrete must extend six inches past all fence posts the full perimeter](#). Reinforcing steel shall be used in the slab. Asphalt is not acceptable for the pad.
- (4) Driveway
- a. All pump station sites shall be provided with a paved access road on a permanent easement dedicated to the city minimum 12-foot width concrete or asphalt paving is acceptable.
 - b. If an access road is over 50 feet in length, a vehicle turnaround will be required. For access roads less than 50 feet, a required turnaround will be determined on a case-by-case basis. Access road and vehicle turnaround area to be paved shall be a 12-foot minimum width. All turnarounds shall be 20 feet outside the fence, 16 feet deep with a 15-foot radius to the driveway. Concrete or asphalt is acceptable.
- (5) Site plan shall show finished grade contour lines ([one](#)-foot intervals) in and around lift station and access road. Spot elevations shall be provided on station pad to show proper drainage.
- (6) Site plan shall show all existing and proposed utilities. All utility meters must be properly mounted outside a fenced station. If gas is required, the gas pipe must be buried underground.
- (7) Water meter shall be set at the right-of-way.
- (8) A copper potable water service with an acceptable double check valve backflow prevention device must be provided. A frostproof yard hydrant with 50 feet of one-inch water hose with brass nozzle must be installed.
- (9) Provide site lighting.
- (10) Fenced areas for all stations are to be a minimum 30 feet by 30 feet. Fences are to be installed using eight-foot-high no. 4 feet [chain-link](#) wire with top rails and bottom tension wires; three strands of barbed wire at the top on angled extension arms; posts in three feet of concrete spaced ten feet apart. A two-foot length of chain that can be locked with No. 2 Master lock must be provided. Provide a 14-foot-wide gate on four-inch diameter posts.
- (11) All ground surface not intended to be paved within pump station fenced area, shall be covered with a minimum four inches of graded aggregate base. Graded aggregate base to be per state department of transportation specifications.
- (12) Spare parts.
- a. [Provide a backup pump as required by the City](#).
 - b. Provide spare air and vacuum relief valve for force main (if applicable).

- c. Provide two extra sets of seals per model of pump, two sets of wear rings, one vacuum pump, five float switches, and one motor starter.
- d. Provide one spare fuse of each type used
- e. Provide one spare base, relay or alternator (if applicable) of each type used.
- f. A backup level controller or floats shall be provided.

(13) Wet well/check valve vault.

- a. The wet well shall be sized to prevent excessive cycling of the pumps. Starts shall be limited to one start per ten minutes unless otherwise recommended by the pump manufacturer. Size shall be as recommended by the pump supplier and shall be a minimum of eight feet in diameter.
- b. The guide rails for pump slide brackets shall be stainless steel and galvanized pipes are prohibited.
- c. Hatch doors shall be sized by the pump supplier to allow adequate clearance to easily remove the pumps. Hatches shall be aluminum with stainless steel hardware suitable for 150 pounds per square feet loading. Provide cylinders to prevent hatch from slamming shut and safety netting. Safety hatches shall be installed and shall be approved by the City.
- d. Check valve vaults for all stations shall be six feet by six feet precast concrete with one 48-inch by 48-inch double leaf aluminum hatch for four-inch and six-inch piping. Vault size shall be eight feet by eight feet for piping eight inches and above. All vaults shall be accessible by ladder if necessary.
- e. Storage shall be provided above the high-level alarm equal to three hour at design flow. Storage volume is calculated to be that volume between the high-level alarm and the lowest point of overflow (including basement elevations regardless of backflow valves in service lines). Said storage may consist of any combination of line capacity, manhole capacity, and wet well volume. No corrugated metal pipe may be utilized for storage.
- f. All swing check valve specifications shall be approved by the City.
- g. All pump stations shall have a plug valve and capped tee installed on the force main to allow for emergency connection by portable pumps. Valve vault or approved location shall have bypass connection capability. Bypass fittings shall be provided and shall be approved by the City. Plug valve shall be no less than three feet outside the pump station. A valve key shall be provided to the authority.

- h. All piping in the wet well and check valve vault is to be flanged pipe to flanged pipe. No uniflange or megaflange types will be allowed. Solid sleeve flex joint shall be used between the wet well and valve vault.
 - i. Valve vault shall have pressure gauges for each discharge pipe for pumps. The pressure gauges shall be installed on the discharge side of the check valve. Final gauge layout shall be approved by the City prior to the issuance of any subsequent permits.
 - j. Floats and probes shall be installed at the closest accessible location.
 - k. Steps are to be removed and grouted from wet well and check valve vault before station is accepted by the authority.
 - l. Wet well and discharge manholes are to be fiberglass or to be coated with a bitumastic coating or approved equal.
 - m. All pump stations shall comply with NFPA 820.
- (14) Electrical specifications:
- a. Three-phase power shall be provided for all pumps. No phase converters or single-phase power allowed. The power source may be 208 voltage, 240 voltage, 460 voltage, or 480 voltage.
 - b. All conduit shall be galvanized rigid conduit or MMC with threaded couplings. No threadless couplings shall be allowed.
 - c. No conduit runs or junction boxes are to be installed inside or on top of wet well. Splicing of cables inside the wet well will not be permitted.
 - d. When main fused disconnect switch or main circuit breaker is used, it shall meet the following requirements:
 - 1. Be of a type that can be locked in the on or off position.
 - 2. The switch shall be U.L. listed for service entrance.
 - 3. The enclosure shall be stainless steel.
 - 4. The switch must be mounted inside the fenced area of the station.
 - e. Pump stations shall have factory installed six-digit nonresettable elapsed time meters to show individual pump running times to the one-tenth of an hour. A similar elapsed time meter shall be included to indicate simultaneous operation of pumps to the one-tenth of an hour.
 - f. All control wiring shall be stranded. No solid wire shall be allowed.
 - g. Pump control panel enclosure shall be NEMA 4X stainless steel.
 - h. Provide one RJ-11 telephone jack in the control panel.
 - i. A surge suppressor shall be provided at the power service entrance. The surge suppressor shall have voltage characteristics to match the power service.
 - j. The wet well level controller shall be an SC model (100,1000, 2000) with a 2 – float backup. (Or an approved equal.)

k. A Raco Dialer (or current alarm agent) shall be installed to match the City's current alarm system.

1. The surge suppressor shall be in NEMA 4X enclosure and shall provide line to line, line to neutral, line to ground and neutral to ground protection modes as applicable for the power service.
2. The surge suppressor shall be provided with a disconnect. Minimum surge current rating shall be 100KA per phase per NEMA LS-1. The surge suppression system shall be duty cycle tested to survive 20KV, 10KA, IEEE C62.41 category surge current with less than five percent degradation of clamping voltage. The surge suppressor shall have minimum repetitive surge capacity of 2,500 impulses per mode and 5,000 impulses per phase. Status indicating lights and form C dry alarm contacts shall be provided.
3. The surge suppressor shall be UL listed and labeled under UL 1449 and UL 1283. The surge suppressor shall be approved by the City.

(15) All pump stations must be provided with backup power. This back-up power can be provided by independent dual power feed or diesel generators.

(16) Generator specifications:

- a. Generator shall be furnished with a one-year service contract which covers all labor and material costs for normal maintenance and emergency repairs.
- b. The standby generator shall be rated for continuous standby duty for the stations full load demand. The generator shall be sized to run all pumps simultaneously with staggered startups or as indicated in the drawings. The engine-generator set shall be rated for continuous standby duty operating in an ambient temperature of 40 degree C. The set shall have a standby power capacity sufficient to operate all pumps simultaneously with staggered startups and pump station auxiliary loads at 0.80 power factor, and shall operate at a speed not to exceed 1,800 rpm. It shall be rated 480/277 volt, as indicated, three-phase, four-wire, 60-Hertz.
- c. Voltage regulation from no load to rated load shall be within plus or minus four percent of rated voltage for units up to and including 25 kw and within plus or minus three percent of rated voltage for units rated 30 kw or higher.
- d. The frequency regulation shall not exceed three-Hertz from no load to rated load. Frequency variation shall not exceed plus or minus 0.3 Hertz for constant loads from no load to rated load.
- e. Instantaneous voltage dip for all possible sequences of load application and motor starting for loads described in conditions of service shall not exceed 20 percent of nominal voltage.

- f. The generator and associated appurtenances shall be housed in a weatherproof sound attenuated enclosure. Quiet site soundproofing shall be provided to reduce noise to 73 db at a distance of 23 feet (seven meters) for diesel powered generators.
- g. Generator insulation shall be class B or F. Temperature rise shall be in accordance with NEMA Standard MG-1 for continuous duty at all output ratings.
- h. Voltage regulator shall be an automatic, temperature compensated, solid state type with a manual adjustment range of plus or minus five percent of rated voltage. Exciter shall be a solid-state, static type or brushless rotating type utilizing rotating diode rectifiers. Minimum rating of exciter shall be according to NEMA Standard MG-1.
- i. Generator lead terminal box shall be of ample size to accept and terminate connecting cables as indicated on the drawings. Generator leads shall be furnished with terminal connectors suitable for the customers connecting cables.
- j. The engine shall be heavy-duty compression-ignition, cold-starting diesel type arranged for direct connection to an alternating current generator. It shall be a current model of a type in a regular production by a manufacturer regularly engaged in building this type of diesel engine. Engine shall have at least a published intermittent brake horsepower rating at specified generator speed required by generator at rated full load output and shall operate without undue heating, vibration, or wear. Engine shall operate satisfactorily on No. 2 diesel fuel.
- k. Battery charger shall be automatic, two-rate type providing for equalizing charge and continuous taper charging. Output characteristics shall match requirements of battery furnished. Provided charger suitable for operation on 120 volt, single-phase, 60-Hertz current to be rated not less than six-amp direct current. Furnish battery charger with following features:
 - 1. Direct current voltage regulation: plus or minus two percent for variations in line voltage of plus or minus ten percent.
 - 2. Direct current voltmeter and direct current ammeter, each with suitable scales.
 - 3. Automatic current limiting to prevent overloading due to engine cranking, shorted output or reversed battery connections.
 - 4. Equalize charge rate with manually set timer.
 - 5. Integral protection to prevent battery discharge through charger on loss of alternating current line voltage.
 - 6. Terminal block with terminals for all external connections.

- l. The entire standby generator set shall have a five-year warranty period from the date of commissioning.
- m. Outdoor weather-protective housing with critical grade exhaust muffler shall be installed. The housing shall have hinged side access doors and a rear control door. All doors shall be lockable. All sheet metal shall be primed for corrosion protection and finish painted with the manufacturer's standard color. Vibration isolators as recommended by the generator set manufacturer shall be provided. The generator must be mounted far enough away from obstructions to allow all doors to be opened 90 degrees. All conduits shall be installed underground.
- n. Generator shall be supplied with all auxiliary systems necessary for operation (e.g., batteries, battery charger, block heater, convenience receptacle, enclosure light, motorized dampers etc.). The auxiliary system shall be powered from load center with adequately sized 480 1 208 1 120 V transformer, installed in the enclosure.
- o. Generator control panel shall be mounted with vibration isolators on the unit. Instruments shall be of direct-reading type, factory mounted and factory connected. Instruments shall be accurate within three percent. Provide panel with the following instruments gauges, features and alarms:
 1. Three position manual-off-auto switch.
 2. Manual starting switch.
 3. Emergency shutdown switch.
 4. Full automatic starting from pilot device initiating start when normal power fails. Automatic cranking shall be interrupted cycle type not affected by ambient temperature with overall time limit. A total of five cranking cycles shall automatically shut down engine after a time delay.
 5. Automatic shutdown devices with manual reset and individual indicating lights for low oil pressure, high coolant temperature, engine over-speed, and failure of engine to start. Auxiliary contacts on all aforementioned shutdown devices to operate a remote generator failure alarm.
 6. Gauges and instruments shall include fuel gauge, running time meter, lubricating oil gauge, coolant temperature gauge, voltmeter, and ampmeter.
- p. The standby power system shall include an automatic transfer switch according to UL 1008. Transfer switch shall be rated for 100 percent of full load and shall have short circuit current rating as indicated. Switch shall be provided with indicators for all phases of operation and be equipped with a fully programmable timer for exercising the equipment. Provide silver plated load contacts with arcing tips and arc

extinguishing devices. Provide the transfer switch with an internal manual operator, with the same transfer speed as the electrical operator.

- q. Provide the automatic transfer switch with the following features:
 - 1. Full phase relay protection with three voltage sensing relays.
 - 2. Starting and load transfer to alternate source on a drop to 80 percent on any phase of normal voltage or one-Hertz frequency drop. Retransfer of load to normal source when voltage of all phases is restored to 90-95 percent.
 - 3. Transfer to standby generator when generator voltage and frequency are 90 percent of rated values
 - 4. Adjustable time delay, zero to two minutes, on transfer from alternate to normal. After transfer to the normal source, engine generator to run for adjustable time period to zero to five minutes before shutdown.
- r. Generator shall be load tested at 100 percent full load on site for a period of four hours using resistive load banks. Notify the authority inspector prior to test, and provide certification letter from the manufacturer. Perform functional transfer tests simulating loss and return of utility power.
- s. Three complete sets of O&M manuals and keys shall be provided for generator and automatic transfer switch.
- t. Generator control system must include a programmable control device (exerciser) to allow automatic start-up and test functions. Test functions can be programmed for daily, weekly or monthly testing. Connections for remote monitoring of function and failure must be provided.
- u. Pump stations are required to have continuous standby power. Generators shall be diesel powered with 100 gallons minimum fuel storage capacity or 24-hour operating time, which ever is greater. Fuel storage shall be accomplished by the use of corrosion-resistant double wall subbase fuel tank only; no underground storage will be allowed. A leak detection device shall be provided in the interstitial space for sensing fuel leakage. The device contact shall be connected to the generator control panel terminals for telemetry.
- v. Generator [specifications shall be approved by the City.](#)
- w. Generator manufacturer will provide a 5-year comprehensive warranty to include parts and labor.
- x. Provide the manufacturer recommended set of spare parts for the generator and the automatic transfer switch. These shall include, but not be limited to, one filter for each system, two spare injectors, fuel injection pump, one fuse of each rating, and two indicating lights of

each type. Pack spare parts in suitable boxes, bearing label of the content and the equipment for which it is intended.

- y. Transfer switches shall be in a NEMA 4 X enclosure and shall be supplied by the generator manufacturer. [All transfer switch specifications shall be approved by the City.](#)
- z. A generator ground grid must be provided and connected to the pump station grounding system.

(17) Monitoring system. Provide pump station with auto dialer monitoring system in a NEMA 4X rated, stainless steel, wall-mounted enclosure complete with mounting hardware. Provide conduit stub for future telemetry connection.

- a. [The city's Raco Dialer shall be wired to alarm at: power failure \(phase failure\), generator running, wet well high level, wet well low level, pump 1 and pump 2 failure \(pump 3 if necessary\)](#)

SECTION 2.

Should any section or provision of this Ordinance be declared invalid or unconstitutional by any court of competent jurisdiction, such declaration shall not affect the validity of this Ordinance as a whole or any part thereof which is not specifically declared to be invalid or unconstitutional.

SECTION 3.

Should any section or provision of this Ordinance be declared invalid or unconstitutional by any court of competent jurisdiction, such declaration shall not affect the validity of this Ordinance as a whole or any part thereof which is not specifically declared to be invalid or unconstitutional.

SECTION 4.

This ordinance shall take effect immediately upon approval.

SECTION 5.

All ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

Approved this _____ day of _____ 2025.

Edward R. Asbridge, Mayor

Shelia R. Cooper, City Clerk

APPROVED AS TO FORM

Ted C. Baggett, City Attorney



Memorandum

To: City of Flowery Branch, City Manager, and City Council

From: Chris McCrary, Planning and Community Development Director

Date: November 6th, 2025

Subject: Ordinance 765 Text Amendment to Specifications for Pump Stations

Applicant: Peter Woerner
Director of Public Utilities

Owner: N/A

Existing Zoning: N/A – Text Amendment

Location in City Code:

- Chapter 50 – Utilities, Article II – Standard Specifications, Subdivision VII – Pump Stations, Sec. 50-259 - Execution

Pursuant to Article 33 – Text Amendments of the Code of Ordinances for the City of Flowery Branch, City Council may amend regulations, Articles, or Sections of the Zoning Ordinance when appropriate factors or circumstances arise. Ordinance 765 proposes several changes and additions to the specifications and enforcement of regulations for pump stations within the City of Flowery Branch. The proposed changes will increase the dependability of all new and current lift stations as well as make them more operationally friendly and decrease the financial maintenance burden for the City.



Code Section with Changes:

Chapter 50 - Utilities

Article II. – Standard Specifications

Subdivision VII. - Pump Stations

Sec. 50-259. - Execution.

- (a) The developer shall furnish, install and dedicate to the city the entire lift station/force main system. The system will be designed by the developer's engineer (professional engineer registered in the state). The design must be reviewed and approved by the city's engineer.
- (b) The engineer shall locate and size the lift station and all components to accommodate the largest possible subbasin. The city will investigate the service impact associated with future city needs within the subbasin, and the potential installation of additional force mains required to serve the subbasin that will drain to the lift station. If, in the city's opinion, an additional or larger force main is to be installed concurrently with the developer's project, the engineer will design and the city's engineer must approve the design of said additional mains. Where practical, all of the force mains will be installed in parallel and in the same ditch.
- (c) Pump stations shall meet the following requirements:
 - (1) Pump station located above the 100-year floodplain.
 - (2) Furnish pump head calculations and system curve.
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 - (4) Cables into or out of the wet well sealed watertight.
 - (5) Install three-phase voltage monitors on main power feed with output alarm relay.
 - (6) Install fused disconnect on main power feed.
 - (7) Furnish wet well buoyancy calculation based on a groundwater level approximately at grade level
- (d) Pump stations with a capacity less than 750 GPM shall be approved by the City and conform to one of the following:
 - (1) All submersible pumps specifications shall be approved by the City.
 - a. Flygt.—
 - b.—b.Yeomans.



~~c. – c.KSB.~~

- (2) All pumps must be supplied with a certified pump test curve from the manufacturer.
- (3) Gorman-Rupp self-priming centrifugals will only be allowed on a case-by-case basis when other pumps are not available.
- (4) All pumps must be approved by the City and be able to pass a three-inch solid and shall conform to the following:
 - a. N – impellers
 - b. Copper/Cutter impellers
 - c. All pump specifications shall be approved by the city with anti-clog technology.

(e) Site layout.

- (1) A buffer may be required around each lift station site. The city, at its discretion, may require a buffer dependent on the proximity of structures, type of development, size of pump station, or other factors which may indicate a need for additional buffer. Typically, this buffer is required in residential subdivisions, and shall be indicated on the final plat. In addition, a permanent easement, dedicated to the city, shall be provided to include the required fenced-in area, with an additional one foot six inches extending beyond the fence on all sides. A permanent 20-foot access easement, dedicated to the city, shall be provided as well.
- (2) Earth slopes around the pump station created by fill that are steeper than 3:1 must be stabilized with riprap. All fill slopes shall be compacted to not less than 95 percent of maximum density. A certified letter of compaction shall be provided to the inspector prior to final inspection.
- (3) A minimum four-inch concrete pad (15 feet by 15 feet minimum) shall have two percent fall away from the wet well in all directions. Concrete must extend six inches past all fence posts the full perimeter. Reinforcing steel shall be used in the slab. Asphalt is not acceptable for the pad.
- (4) Driveway
 - a. All pump station sites shall be provided with a paved access road on a permanent easement dedicated to the city minimum 12-foot width concrete or asphalt paving is acceptable.



- b. If an access road is over 50 feet in length, a vehicle turnaround will be required. For access roads less than 50 feet, a required turnaround will be determined on a case-by-case basis. Access road and vehicle turnaround area to be paved shall be a 12-foot minimum width. All turnarounds shall be 20 feet outside the fence, 16 feet deep with a 15-foot radius to the driveway. Concrete or asphalt is acceptable.
- (5) Site plan shall show finished grade contour lines (~~two~~ **one**-foot intervals) in and around lift station and access road. Spot elevations shall be provided on station pad to show proper drainage.
- (6) Site plan shall show all existing and proposed utilities. All utility meters must be properly mounted outside a fenced station. If gas is required, the gas pipe must be buried underground.
- (7) Water meter shall be set at the right-of-way.
- (8) A copper potable water service with an acceptable double check valve backflow prevention device must be provided. A frostproof yard hydrant with 50 feet of one-inch water hose with brass nozzle must be installed.
- (9) Provide site lighting.
- (10) Fenced areas for all stations are to be a minimum 30 feet by 30 feet. Fences are to be installed using eight-foot-high no. 4 feet **chain-link** wire with top rails and bottom tension wires; three strands of barbed wire at the top on angled extension arms; posts in three feet of concrete spaced ten feet apart. A two-foot length of chain that can be locked with No. 2 Master lock must be provided. Provide a 14-foot-wide gate on four-inch diameter posts.
- (11) All ground surface not intended to be paved within pump station fenced area, shall be covered with a minimum four inches of graded aggregate base. Graded aggregate base to be per state department of transportation specifications.
- (12) Spare parts.
 - a. **Provide a backup pump as required by the City.**
 - b. Provide spare air and vacuum relief valve for force main (if applicable).
 - c. Provide two extra sets of seals per model of pump, two sets of wear rings, one vacuum pump, five float switches, and one motor starter.
 - d. Provide one spare fuse of each type used



- e. Provide one spare base, relay or alternator (if applicable) of each type used.
 - f. A backup level controller or floats shall be provided.
- (13) Wet well/check valve vault.
- a. The wet well shall be sized to prevent excessive cycling of the pumps. Starts shall be limited to one start per ten minutes unless otherwise recommended by the pump manufacturer. Size shall be as recommended by the pump supplier and shall be a minimum of eight feet in diameter.
 - b. The guide rails for pump slide brackets shall be stainless steel and galvanized pipes are prohibited.
 - c. Hatch doors shall be sized by the pump supplier to allow adequate clearance to easily remove the pumps. Hatches shall be aluminum with stainless steel hardware suitable for 150 pounds per square feet loading. Provide cylinders to prevent hatch from slamming shut and safety netting. Safety hatches shall be installed and shall be approved by the City.
 - d. Check valve vaults for all stations shall be six feet by six feet precast concrete with one 48-inch by 48-inch double leaf aluminum hatch for four-inch and six-inch piping. Vault size shall be eight feet by eight feet for piping eight inches and above. All vaults shall be accessible by ladder if necessary.
 - e. Storage shall be provided above the high-level alarm equal to three hour at design flow. Storage volume is calculated to be that volume between the high-level alarm and the lowest point of overflow (including basement elevations regardless of backflow valves in service lines). Said storage may consist of any combination of line capacity, manhole capacity, and wet well volume. No corrugated metal pipe may be utilized for storage.
 - f. All swing check valve specifications shall be approved by the City. ÷
 - 1.—Val-Matic Swing Flex.
 - 2.—GA Industries, Inc., Mars, PA.
 - 3.—American Darling.
 - 4.—Approved equal.
 - g. All pump stations shall have a plug valve and capped tee installed on the force main to allow for emergency connection by portable pumps. Valve vault or approved location shall have bypass connection capability. Bypass fittings shall be provided and shall be approved by the City. Plug valve shall



be no less than three feet outside the pump station. A valve key shall be provided to the authority.

- h. All piping in the wet well and check valve vault is to be flanged pipe to flanged pipe. No uniflange or megaflange types will be allowed. Solid sleeve flex joint shall be used between the wet well and valve vault.
- i. Valve vault shall have pressure gauges for each discharge pipe for pumps. The pressure gauges shall be installed on the discharge side of the check valve. Final gauge layout shall be approved by the City prior to the issuance of any subsequent permits.
- j. Floats and probes shall be installed at the closest accessible location.
- k. Steps are to be removed and grouted from wet well and check valve vault before station is accepted by the authority.
- l. Wet well and discharge manholes are to be fiberglass or to be coated with a bitumastic coating or approved equal.
- m. All pump stations shall comply with NFPA 820.

(14) Electrical specifications:

- a. Three-phase power shall be provided for all pumps. No phase converters or single-phase power allowed. The power source may be 208 voltage, 240 voltage, 460 voltage, or 480 voltage.
- b. All conduit shall be galvanized rigid conduit or MMC with threaded couplings. No threadless couplings shall be allowed.
- c. No conduit runs or junction boxes are to be installed inside or on top of wet well. Splicing of cables inside the wet well will not be permitted.
- d. When main fused disconnect switch or main circuit breaker is used, it shall meet the following requirements:
 - 1. Be of a type that can be locked in the on or off position.
 - 2. The switch shall be U.L. listed for service entrance.
 - 3. The enclosure shall be stainless steel.
 - 4. The switch must be mounted inside the fenced area of the station.
- e. Pump stations shall have factory installed six-digit nonresettable elapsed time meters to show individual pump running times to the one-tenth of an



hour. A similar elapsed time meter shall be included to indicate simultaneous operation of pumps to the one-tenth of an hour.

- f. All control wiring shall be stranded. No solid wire shall be allowed.
- g. Pump control panel enclosure shall be NEMA 4X stainless steel.
- h. Provide one RJ-11 telephone jack in the control panel.
- i. A surge suppressor shall be provided at the power service entrance. The surge suppressor shall have voltage characteristics to match the power service.
- j. The wet well level controller shall be an SC model (100,1000, 2000) with a 2 – float backup. (Or an approved equal.)
- k. A Raco Dialer (or current alarm agent) shall be installed to match the City's current alarm system.

1. The surge suppressor shall be in NEMA 4X enclosure and shall provide line to line, line to neutral, line to ground and neutral to ground protection modes as applicable for the power service.

2. The surge suppressor shall be provided with a disconnect. Minimum surge current rating shall be 100KA per phase per NEMA LS-1. The surge suppression system shall be duty cycle tested to survive 20KV, 10KA, IEEE C62.41 category surge current with less than five percent degradation of clamping voltage. The surge suppressor shall have minimum repetitive surge capacity of 2,500 impulses per mode and 5,000 impulses per phase. Status indicating lights and form C dry alarm contacts shall be provided.

3. The surge suppressor shall be UL listed and labeled under UL 1449 and UL 1283. The surge suppressor specifications shall be approved by the City.

4. Acceptable manufacturers are:

- (i) Liebert.
- (ii) Current Technologies.
- (iii) United Power.



- (15) All pump stations must be provided with backup power. This back-up power can be provided by independent dual power feed or diesel generators.
- (16) Generator specifications:
- Generator shall be furnished with a one-year service contract which covers all labor and material costs for normal maintenance and emergency repairs.
 - The standby generator shall be rated for continuous standby duty for the stations full load demand. The generator shall be sized to run all pumps simultaneously with staggered startups or as indicated in the drawings. The engine-generator set shall be rated for continuous standby duty operating in an ambient temperature of 40 degree C. The set shall have a standby power capacity sufficient to operate all pumps simultaneously with staggered startups and pump station auxiliary loads at 0.80 power factor, and shall operate at a speed not to exceed 1,800 rpm. It shall be rated 480/277 volt, as indicated, three-phase, four-wire, 60-Hertz.
 - Voltage regulation from no load to rated load shall be within plus or minus four percent of rated voltage for units up to and including 25 kw and within plus or minus three percent of rated voltage for units rated 30 kw or higher.
 - The frequency regulation shall not exceed three-Hertz from no load to rated load. Frequency variation shall not exceed plus or minus 0.3 Hertz for constant loads from no load to rated load.
 - Instantaneous voltage dip for all possible sequences of load application and motor starting for loads described in conditions of service shall not exceed 20 percent of nominal voltage.
 - The generator and associated appurtenances shall be housed in a weatherproof sound attenuated enclosure. Quiet site soundproofing shall be provided to reduce noise to 73 db at a distance of 23 feet (seven meters) for diesel powered generators.
 - Generator insulation shall be class B or F. Temperature rise shall be in accordance with NEMA Standard MG-1 for continuous duty at all output ratings.
 - Voltage regulator shall be an automatic, temperature compensated, solid state type with a manual adjustment range of plus or minus five percent of



rated voltage. Exciter shall be a solid-state, static type or brushless rotating type utilizing rotating diode rectifiers. Minimum rating of exciter shall be according to NEMA Standard MG-1.

- i. Generator lead terminal box shall be of ample size to accept and terminate connecting cables as indicated on the drawings. Generator leads shall be furnished with terminal connectors suitable for the customers connecting cables.
- j. The engine shall be heavy-duty compression-ignition, cold-starting diesel type arranged for direct connection to an alternating current generator. It shall be a current model of a type in a regular production by a manufacturer regularly engaged in building this type of diesel engine. Engine shall have at least a published intermittent brake horsepower rating at specified generator speed required by generator at rated full load output and shall operate without undue heating, vibration, or wear. Engine shall operate satisfactorily on No. 2 diesel fuel.
- k. Battery charger shall be automatic, two-rate type providing for equalizing charge and continuous taper charging. Output characteristics shall match requirements of battery furnished. Provided charger suitable for operation on 120 volt, single-phase, 60-Hertz current to be rated not less than six-amp direct current. Furnish battery charger with following features:
 - 1. Direct current voltage regulation: plus or minus two percent for variations in line voltage of plus or minus ten percent.
 - 2. Direct current voltmeter and direct current ammeter, each with suitable scales.
 - 3. Automatic current limiting to prevent overloading due to engine cranking, shorted output or reversed battery connections.
 - 4. Equalize charge rate with manually set timer.
 - 5. Integral protection to prevent battery discharge through charger on loss of alternating current line voltage.
 - 6. Terminal block with terminals for all external connections.



- l. The entire standby generator set shall have a five-year warranty period from the date of commissioning.
- m. Outdoor weather-protective housing with critical grade exhaust muffler shall be installed. The housing shall have hinged side access doors and a rear control door. All doors shall be lockable. All sheet metal shall be primed for corrosion protection and finish painted with the manufacturer's standard color. Vibration isolators as recommended by the generator set manufacturer shall be provided. The generator must be mounted far enough away from obstructions to allow all doors to be opened 90 degrees. All conduits shall be installed underground.
- n. Generator shall be supplied with all auxiliary systems necessary for operation (e.g., batteries, battery charger, block heater, convenience receptacle, enclosure light, motorized dampers etc.). The auxiliary system shall be powered from load center with adequately sized 480 1 208 1 120 V transformer, installed in the enclosure.
- o. Generator control panel shall be mounted with vibration isolators on the unit. Instruments shall be of direct-reading type, factory mounted and factory connected. Instruments shall be accurate within three percent. Provide panel with the following instruments gauges, features and alarms:
 - 1. Three position manual-off-auto switch.
 - 2. Manual starting switch.
 - 3. Emergency shutdown switch.
 - 4. Full automatic starting from pilot device initiating start when normal power fails. Automatic cranking shall be interrupted cycle type not affected by ambient temperature with overall time limit. A total of five cranking cycles shall automatically shut down engine after a time delay.
 - 5. Automatic shutdown devices with manual reset and individual indicating lights for low oil pressure, high coolant temperature, engine over-speed, and failure of engine to start. Auxiliary contacts on all aforementioned shutdown devices to operate a remote generator failure alarm.



6. Gauges and instruments shall include fuel gauge, running time meter, lubricating oil gauge, coolant temperature gauge, voltmeter, and ampmeter.
- p. The standby power system shall include an automatic transfer switch according to UL 1008. Transfer switch shall be rated for 100 percent of full load and shall have short circuit current rating as indicated. Switch shall be provided with indicators for all phases of operation and be equipped with a fully programmable timer for exercising the equipment. Provide silver plated load contacts with arcing tips and arc extinguishing devices. Provide the transfer switch with an internal manual operator, with the same transfer speed as the electrical operator.
- q. Provide the automatic transfer switch with the following features:
1. Full phase relay protection with three voltage sensing relays.
 2. Starting and load transfer to alternate source on a drop to 80 percent on any phase of normal voltage or one-Hertz frequency drop. Retransfer of load to normal source when voltage of all phases is restored to 90-95 percent.
 3. Transfer to standby generator when generator voltage and frequency are 90 percent of rated values
 4. Adjustable time delay, zero to two minutes, on transfer from alternate to normal. After transfer to the normal source, engine generator to run for adjustable time period to zero to five minutes before shutdown.
- r. Generator shall be load tested at 100 percent full load on site for a period of four hours using resistive load banks. Notify the authority inspector prior to test, and provide certification letter from the manufacturer. Perform functional transfer tests simulating loss and return of utility power.
- s. Three complete sets of O&M manuals and keys shall be provided for generator and automatic transfer switch.
- t. Generator control system must include a programmable control device (exerciser) to allow automatic start-up and test functions. Test functions can be programmed for daily, weekly or monthly testing. Connections for remote monitoring of function and failure must be provided.



- u. Pump stations are required to have continuous standby power. Generators shall be diesel powered with 100 gallons minimum fuel storage capacity or 24-hour operating time, which ever is greater. Fuel storage shall be accomplished by the use of corrosion-resistant double wall subbase fuel tank only; no underground storage will be allowed. A leak detection device shall be provided in the interstitial space for sensing fuel leakage. The device contact shall be connected to the generator control panel terminals for telemetry.
- v. Generator **specifications shall be approved by the City.** ~~can be obtained from the following manufacturers:~~
 - ~~1. Cummins-Onan.~~
 - ~~2. Kohler.~~
 - ~~3. Approved equal.~~
- w. Generator manufacturer will provide a 5-year comprehensive warranty to include parts and labor.
- x. Provide the manufacturer recommended set of spare parts for the generator and the automatic transfer switch. These shall include, but not be limited to, one filter for each system, two spare injectors, fuel injection pump, one fuse of each rating, and two indicating lights of each type. Pack spare parts in suitable boxes, bearing label of the content and the equipment for which it is intended.
- y. Transfer switches shall be in a NEMA 4 X enclosure and shall be supplied by the generator manufacturer. **All transfer switch specifications shall be approved by the City.** ~~Acceptable manufacturers are:~~
 - ~~1. Cummins-Onan.~~
 - ~~2. ASCO.~~
- z. A generator ground grid must be provided and connected to the pump station grounding system.

(17) Monitoring system. Provide pump station with auto dialer monitoring system in a NEMA 4X rated, stainless steel, wall-mounted enclosure complete with mounting hardware. Provide conduit stub for future telemetry connection.



- a. The city's Raco Dialer shall be wired to alarm at: power failure (phase failure), generator running, wet well high level, wet well low level, pump 1 and pump 2 failure (pump 3 if necessary)

Recommendation:

Staff recommends **APPROVAL** of the proposed Text Amendment to Chapter 50 – Utilities, Article II – Standard Specifications, Subdivision VII – Pump Stations, Sec. 50-259 – Execution for the additions and changes to pump station specifications and regulatory enforcement.

ORDINANCE NO. 767

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF FLOWERY BRANCH, GEORGIA, ORDINANCE NO. 767, TO PROVIDE FOR CHANGES TO SPECIFICATIONS FOR PARKING AND LOADING IN ARTICLE 21 – PARKING AND ARTICLE 22 – LOADING, TO STRIKE IN ITS ENTIRETY SEC. 21.12. – PARKING SPACE AND AISLE DESIGN SPECIFICATIONS AND TO BE REPLACED WITH A NEW SEC. 21.12 – PARKING SPACE AND AISLE DESIGN SPECIFICATIONS, AND TO STRIKE IN ITS ENTIRETY SEC. 22.4 – MINIMUM NUMBER OF OFF-STREET LOADING SPACES REQUIRED WITHIN ARTICLE 22 – LOADING, AND TO BE REPLACED WITH A NEW SEC. 22.4 – MINIMUM NUMBER OF OFF-STREET LOADING SPACES REQUIRED, AS SHOWN ON ATTACHED EXHIBIT “A”, PROVIDING FOR SEVERABILITY, REPEALING CONFLICTING ORDINANCES, AND FOR ALL OTHER LAWFUL PURPOSES.

WHEREAS, the Zoning Ordinance of the City of Flowery Branch, Georgia, authorizes the amendment of the text of the City of Flowery Branch Zoning Ordinance by the City Council; and

WHEREAS, the Zoning Administrator is authorized, pursuant to Section 33.2 of the Zoning Ordinance, to initiate an amendment to the Zoning Ordinance for consideration by the City Council; and

WHEREAS, it is in the public interest to update existing codes; and

WHEREAS, the changes to the code enhance the health, safety, and overall general welfare of the citizens of Flowery Branch; and

WHEREAS, the City has complied with the Zoning Procedures Law and the requirements of Article 33 of the Zoning Ordinance with regard to text amendments, including the holding of an advertised public hearing; and

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF FLOWERY BRANCH HEREBY ORDAINS THAT THE FLOWERY BRANCH ZONING ORDINANCE IS AMENDED AS FOLLOWS:

SECTION 1. AMENDMENT.

To provide for changes to specifications for parking and loading in Article 21 – Parking and Article 22 – Loading, to strike in its entirety Sec. 21.12. – Parking Space and Aisle Design Specifications and to be replaced with a new Sec. 21.12 – Parking Space and Aisle Design Specifications, and to strike in its entirety Sec. 22.4 – Minimum Number of Off-street Loading Spaces Required within Article 22 – Loading, and to be replaced with a new Sec. 22.4 – Minimum Number of Off-street Loading Spaces Required, as shown on attached Exhibit “A”.

SECTION 2. SEVERABILITY.

Should any section or provision of this Ordinance be declared invalid or unconstitutional by any court of competent jurisdiction, such declaration shall not affect the validity of this Ordinance as a whole or any part thereof which is not specifically declared to be invalid or unconstitutional.

SECTION 3. EFFECTIVE DATE.

The effective date of this Ordinance shall be upon approval by the City Council of the City of Flowery Branch, Georgia.

SECTION 4. REPEALER.

All ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

Approved this _____ day of _____ 2025.

Edward R. Asbridge, Mayor

ATTEST:

Shelia R. Cooper, City Clerk

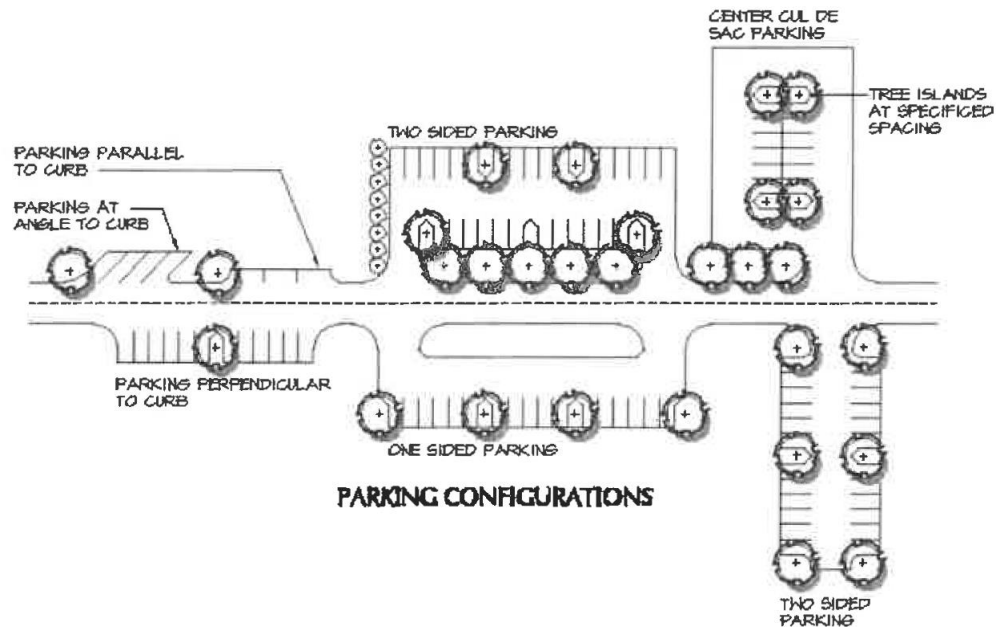
APPROVED AS TO FORM:

Ted Baggett, City Attorney

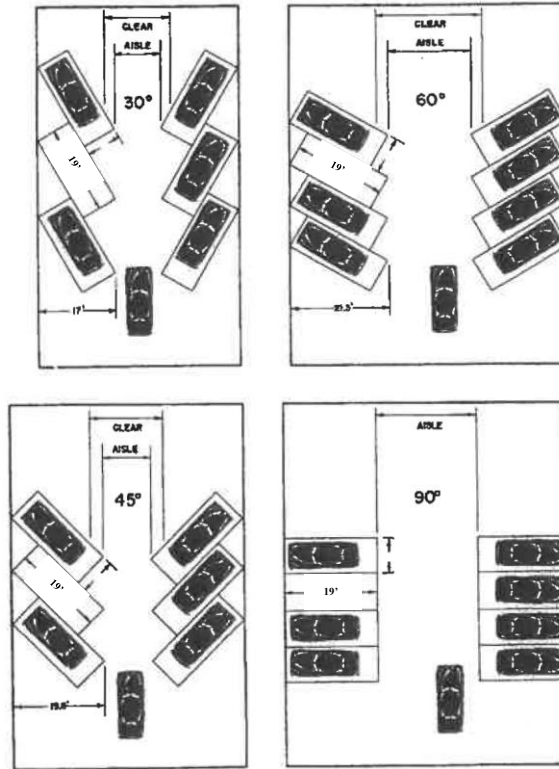
Exhibit "A"

ARTICLE 21. PARKING

Sec. 21.12. Parking Space and Aisle Design Specifications.



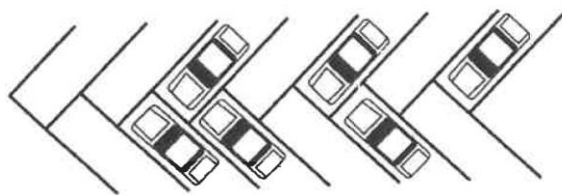
- (a) *Angled Parking.* Designers are permitted flexibility with regard to parking lot designs, subject to the requirements of this Article.



Source: De Chiara, Joseph, and Lee E. Koppelman. 1984. *Time-Saver Standards for Site Planning*. Figure 6.205, p. 663. New York: McGraw-Hill.

- (b) *Parking Space Width and Length.* Parking spaces shall be a minimum of nine (9) feet in width and nineteen (19) feet in length.
- (c) *Interlocking design.* An interlocking or "herringbone" parking design is not permitted, as it exposes the side of one vehicle to the front of another, which can result in substantial damage if the vehicle rolls forward (see figure).

Interlocking Parking Space Design Prohibited



Source: Stover, Vergil G., and Frank J. Koepke. 2002. *Transportation and Land Development* (2nd Ed.). Washington, DC: Institute of Transportation Engineers. Figure 9-6, p. 9-15.

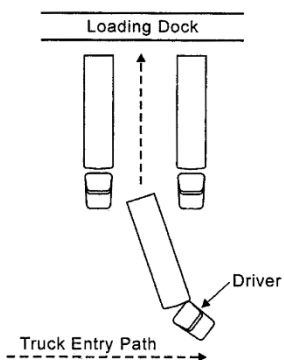
- (d) Inter-parcel driveway connection or provision of a future inter-parcel driveway stub (with appropriate cross-access easements) shall be required between adjacent non-residential properties. This requirement may be waived by the Director only if it is demonstrated that an inter-parcel connection is not feasible due to traffic safety or topographic concerns.
- (e) Interior driveways, with or without parking, shall be 12 to 16 feet wide for one-way traffic, and 22 to 24 feet wide for two-way traffic. Driveways that are determined to be essential fire access shall be increased to a minimum of 20 feet in width.

- (f) Interior driveways providing primary access to loading/unloading zones or loading docks for truck traffic shall be increased to 14 feet in width per travel lane.
- (g) Interior driveways surrounding gasoline pumps shall be increased to 40 feet in total width (as measured from the base of the gasoline pump islands).
- (h) Bumper stops shall be installed to separate parking spaces from sidewalks, rights-of-way, adjacent properties and landscape strips to prevent overhangs or encroachments. Where required, bumper stops shall be a minimum of 6 inches in height and 6 inches in width. Bumper stops shall be constructed of concrete, stone, or equally suitable material approved in writing by the Zoning Administrator, and be permanently secured to the pavement surface.

ARTICLE 22. - LOADING

Sec. 22.1. - Off-Street Loading Required.

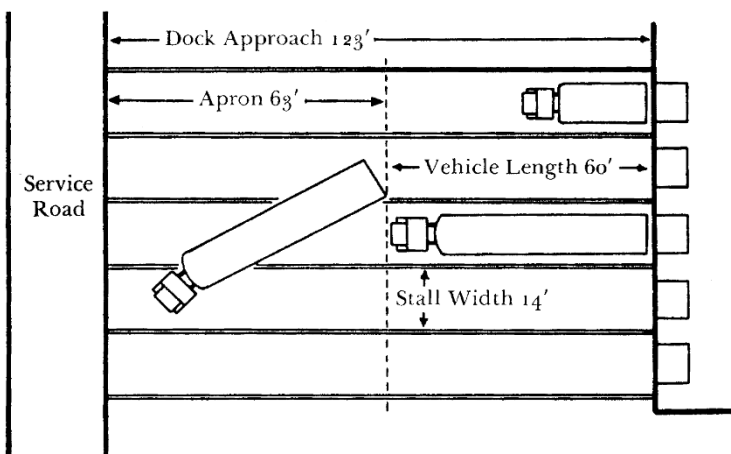
On the same lot with every building, structure or part thereof, erected or occupied for manufacturing, storage, warehouse, truck freight terminal, department store, wholesale store, grocery supermarket, hotel, hospital, mortuary, dry cleaning plant, retail business, or other uses similarly involving the receipt or distribution of vehicles, materials or merchandise, there shall be provided and maintained adequate space for the standing, loading, and unloading of such materials to avoid undue interference with public use of streets, alleys, and private or public parking areas.



Source: Stover, Vergil G., and Frank J. Koepke. 2002. *Transportation and Land Development* (2nd Ed.). Washington, DC: Institute of Transportation Engineers. Figure 10-5, p. 10-9.

Sec. 22.2. - Loading Area Specifications.

Unless otherwise approved by the Zoning Administrator, loading spaces shall be a minimum of fourteen (14) feet wide, forty (40) feet long, with fourteen (14) feet of height clearance. When the development requires loading and unloading by full-size tractor-trailers, loading spaces shall be sixty (60) feet long with a sixty-three (63) foot apron,

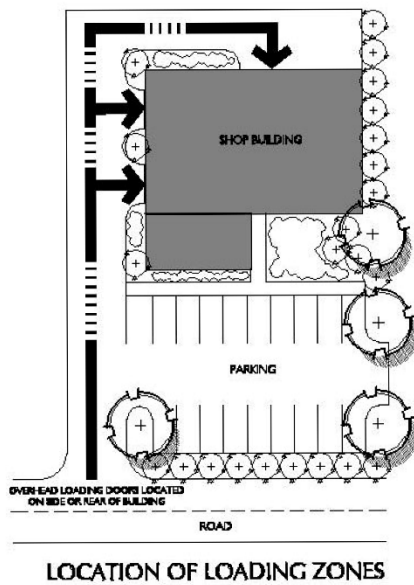


for a total approach zone of 155 feet.

Source: De Chiara, Joseph, and Lee E. Koppelman. 1984. *Time-Saver Standards for Site Planning*. Figure 6.188, p. 652. New York: McGraw-Hill.

Sec. 22.3. - Loading Area Locations.

Loading areas shall be located to the rear of the building unless site design precludes a rear location, in which case loading shall be to the side of a building. Loading areas shall not be permitted within front yards.



Sec. 22.4. - Minimum Number of Off-Street Loading Spaces Required.

Off-street loading spaces for various types of use shall be in accordance with the following table and shall be of the same dimensions as described in Section 22.2 unless other permissible dimensions are specifically denoted.

Off-street Loading Requirements		
Type of Use	Gross Floor Area (Sq. Ft.)	Loading Space Required
Single retail establishment services	0 to 19,999;	None
	20,000 to 49,999;	One
	50,000 to 250,000;	Two
	Over 250,000	Three
Shopping centers	0 to 19,999;	None
	20,000 to 49,999;	One
	50,000 to 100,000;	Two
	Each additional 100,000	One
Office buildings, multi-family residential over 4 stories, hospitals, health care establishments, hotels and motels	0 to 999,999;	None
	1,000,000 to 2,000,000	One
	More than 2,000,000;	Two
Manufacturing, warehousing, wholesaling, etc.	Up to 14,999;	One
	15,000 to 39,999;	Two
	40,000 to 65,000;	Three
	Each additional 80,000	One
Recycling centers		2 loading spaces measuring no less than 12 ft. by 35 ft. and having 14 ft. of vertical clearing

Memorandum

To: City of Flowery Branch, City Manager, and City Council

From: Chris McCrary, Planning and Community Development Director

Date: November 6th, 2025

Subject: Ordinance 767 Text Amendments to Article 21 – Parking and Article 22 - Loading

Applicant: Chris McCrary
Director of Planning & Community Development

Owner: N/A

Existing Zoning: N/A – Text Amendment

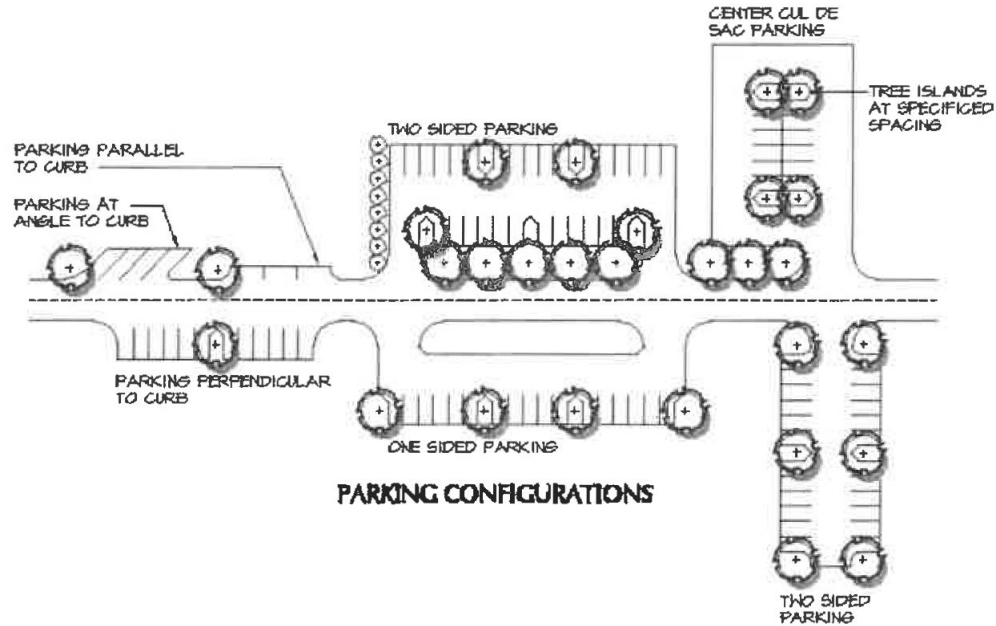
Location in Code of Ordinances:

- Appendix C – Zoning Ordinance, Article 21. – Parking, Sec. 21.12 Parking Space and Aisle Design Specifications & Article 22 – Loading, Sec.22.4 – Minimum Number of Off-Street Loading Spaces Required.

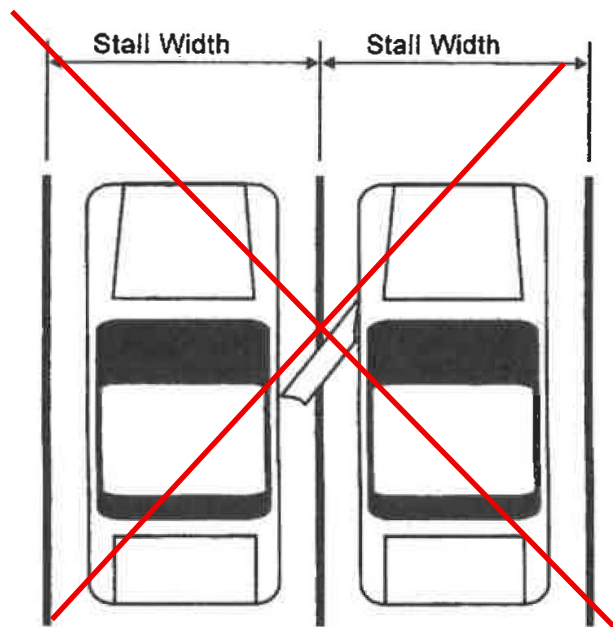
Pursuant to Article 33 – Text Amendments of the Code of Ordinances for the City of Flowery Branch, City Council may amend regulations, Articles, or Sections of the Zoning Ordinance when appropriate factors or circumstances arise. Ordinance 767 proposes several changes and additions to the specifications and dimensional requirements for parking and loading as well as correcting inconsistencies.

ARTICLE 21. PARKING

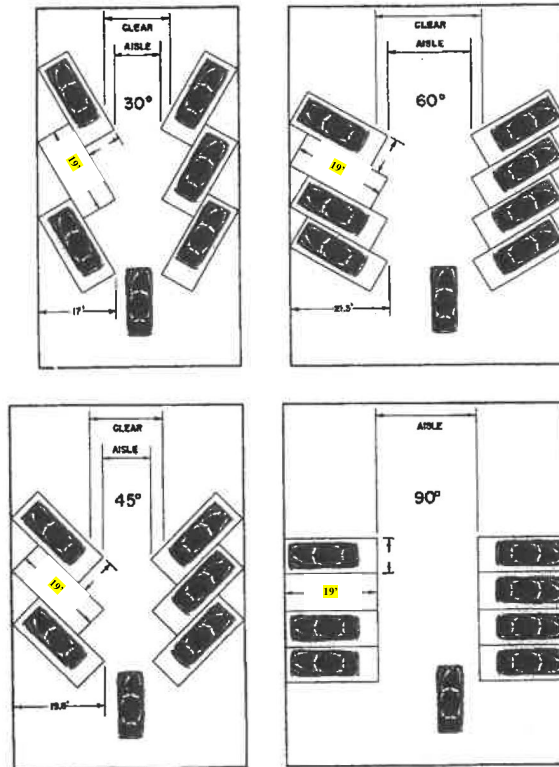
Sec. 21.12. Parking Space and Aisle Design Specifications.



- (a) *Angled Parking*. Designers are permitted flexibility with regard to parking lot designs, subject to the requirements of this Article.



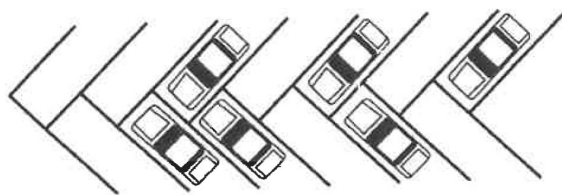
Source: Stover, Vergil G., and Frank J. Koepke. 2002. *Transportation and Land Development* (2nd Ed.). Washington, DC: Institute of Transportation Engineers. Figure 9-13, p. 9-24.



Source: De Chiara, Joseph, and Lee E. Koppelman. 1984. *Time-Saver Standards for Site Planning*. Figure 6.205, p. 663. New York: McGraw-Hill.

- (b) *Parking Space Width and Length.* Parking spaces shall be a minimum of ~~ten (10)~~ **nine (9)** feet in width and ~~twenty (20)~~ **nineteen (19)** feet in length.
- (c) *Interlocking design.* An interlocking or "herringbone" parking design is not permitted, as it exposes the side of one vehicle to the front of another, which can result in substantial damage if the vehicle rolls forward (see figure).

Interlocking Parking Space Design Prohibited



Source: Stover, Vergil G., and Frank J. Koepke. 2002. *Transportation and Land Development* (2nd Ed.). Washington, DC: Institute of Transportation Engineers. Figure 9-6, p. 9-15.

- (d) *Aisle widths.* Parking driveway maneuvering aisle width requirements vary according to the width and length of parking spaces and the angle of parking. For a single row of ninety (90) degree head-in parking, the minimum depth for a parking space plus the width of the aisle shall be forty two (42) feet. For two (2) rows of ninety (90) degree head-in parking using the same aisle, the minimum depth for parking spaces plus the width of the aisle shall be sixty two (62) feet (i.e., curb to curb) for nine (9) foot wide spaces and sixty (60) feet (i.e., curb to curb) for ten (10) foot wide spaces. Interior driveways shall connect each parking space with a public right-of-way.

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- (d) Inter-parcel driveway connection or provision of a future inter-parcel driveway stub (with appropriate cross-access easements) shall be required between adjacent non-residential properties. This requirement may be waived by the Director only if it is demonstrated that an inter-parcel connection is not feasible due to traffic safety or topographic concerns.
 - (e) Interior driveways, with or without parking, shall be 12 to 16 feet wide for one-way traffic, and 22 to 24 feet wide for two-way traffic. Driveways that are determined to be essential fire access shall be increased to a minimum of 20 feet in width.
 - (f) Interior driveways providing primary access to loading/unloading zones or loading docks for truck traffic shall be increased to 14 feet in width per travel lane.
 - (g) Interior driveways surrounding gasoline pumps shall be increased to 40 feet in total width (as measured from the base of the gasoline pump islands).
 - (h) Bumper stops shall be installed to separate parking spaces from sidewalks, rights-of-way, adjacent properties and landscape strips to prevent overhangs or encroachments. Where required, bumper stops shall be a minimum of 6 inches in height and 6 inches in width. Bumper stops shall be constructed of concrete, stone, or equally suitable material approved in writing by the Zoning Administrator, and be permanently secured to the pavement surface.



ARTICLE 22. - LOADING

Sec. 22.4. - Minimum Number of Off-Street Loading Spaces Required.

Off-street loading spaces for various types of use shall be in accordance with the following table and shall be of the same dimensions as described in Section 22.2 unless other permissible dimensions are specifically denoted. Off-street loading spaces shall be provided according to the following table:

Land Use	Size (Gross Floor Area in Square Feet)	Loading Docks	Parking Spaces	Total Spaces
Office	0 – 30,000	0	1	1
	30,001 – 100,000	1	1	2
	Each additional 100,000	1	1	+2
Commercial – Highway Business	0 – 10,000	0	1	1
	10,001 – 30,000	2	1	3
	30,001 – 80,000	3	2	5
	Each additional 80,000	1	2	+3
Commercial – Central Business District	0 – 10,000	0	1	1
	10,001 – 30,000	1	1	2
	30,001 – 80,000	2	1	3
	Each additional 80,000	1	0	+1
Industrial	0 – 5,000	0	1	1
	5,001 – 30,000	1	1	2
	30,001 – 50,000	2	1	3
	50,001 – 100,000	3	1	4
	Each additional 100,000	1	0	+1

Source: National Parking Association, 1992. Recommended Zoning Ordinance Provisions for Parking and Off-Street Loading Space. In Transportation and Land Development, 2nd Ed. 2002 (Washington, DC, Institute of Transportation Engineers, 2002, p. 10-8, Table 10-3).



Off-street Loading Requirements		
Type of Use	Gross Floor Area (Sq. Ft.)	Loading Space Required
Single retail establishment services	0 to 19,999;	None
	20,000 to 49,999;	One
	50,000 to 250,000;	Two
	Over 250,000	Three
Shopping centers	0 to 19,999;	None
	20,000 to 49,999;	One
	50,000 to 100,000;	Two
	Each additional 100,000	One
Office buildings, multi-family residential over 4 stories, hospitals, health care establishments, hotels and motels	0 to 999,999;	None
	1,000,000 to 2,000,000	One
	More than 2,000,000;	Two
Manufacturing, warehousing, wholesaling, etc.	Up to 14,999;	One
	15,000 to 39,999;	Two
	40,000 to 65,000;	Three
	Each additional 80,000	One
Recycling centers		2 loading spaces measuring no less than 12 ft. by 35 ft. and having 14 ft. of vertical clearing

Recommendation:

Staff recommends **APPROVAL** of Ordinance 767 for the proposed Text Amendments to Article 21 – Parking and Article 22 – Loading.

RESOLUTION NO. 25-013

A RESOLUTION TO ESTABLISH THE DOWNTOWN DINING DISTRICT

WHEREAS, the City of Flowery Branch possesses the Home Rule authority to regulate the sale and distribution of alcoholic beverages; and

WHEREAS, the City of Flowery Branch has adopted Ordinances to govern the sale and distribution of alcoholic beverages within the City limits; and

WHEREAS, Section 8-114 of the Flowery Branch Code of Ordinances provides that the City Council may by resolution identify a pedestrian-oriented area in which the dispensing of alcoholic beverages may take place under certain conditions;

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the City of Flowery Branch, Georgia, that the downtown dining area shall be that as depicted as being within the boundaries of the area depicted in the map attached hereto and incorporated herein as “Exhibit A.”

SO RESOLVED this ____ day of _____, 2025.

Edward R. Asbridge, Mayor

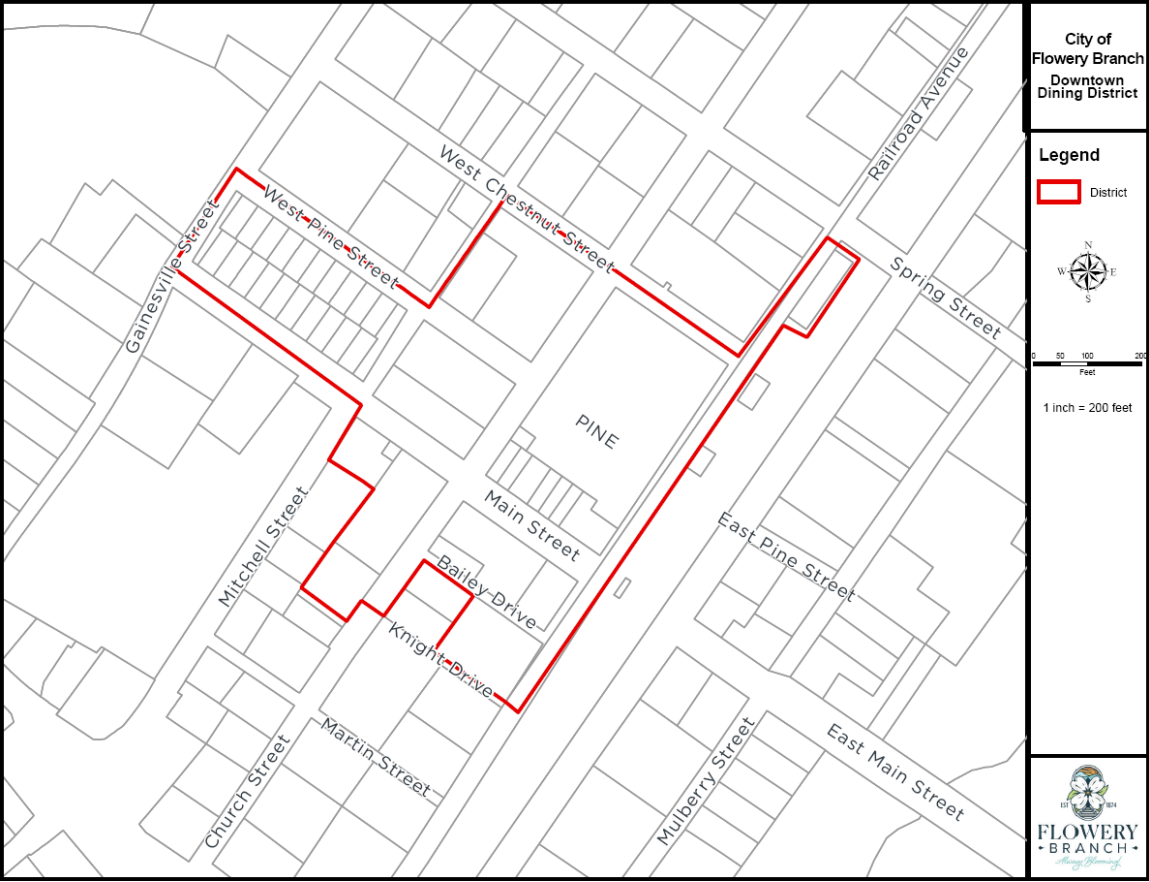
ATTEST:

Shelia R. Cooper, City Clerk

APPROVED AS TO FORM:

Ted Baggett, City Attorney

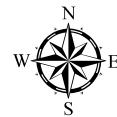
Exhibit A



City of
Flowery Branch
Downtown
Dining District

Legend

 District

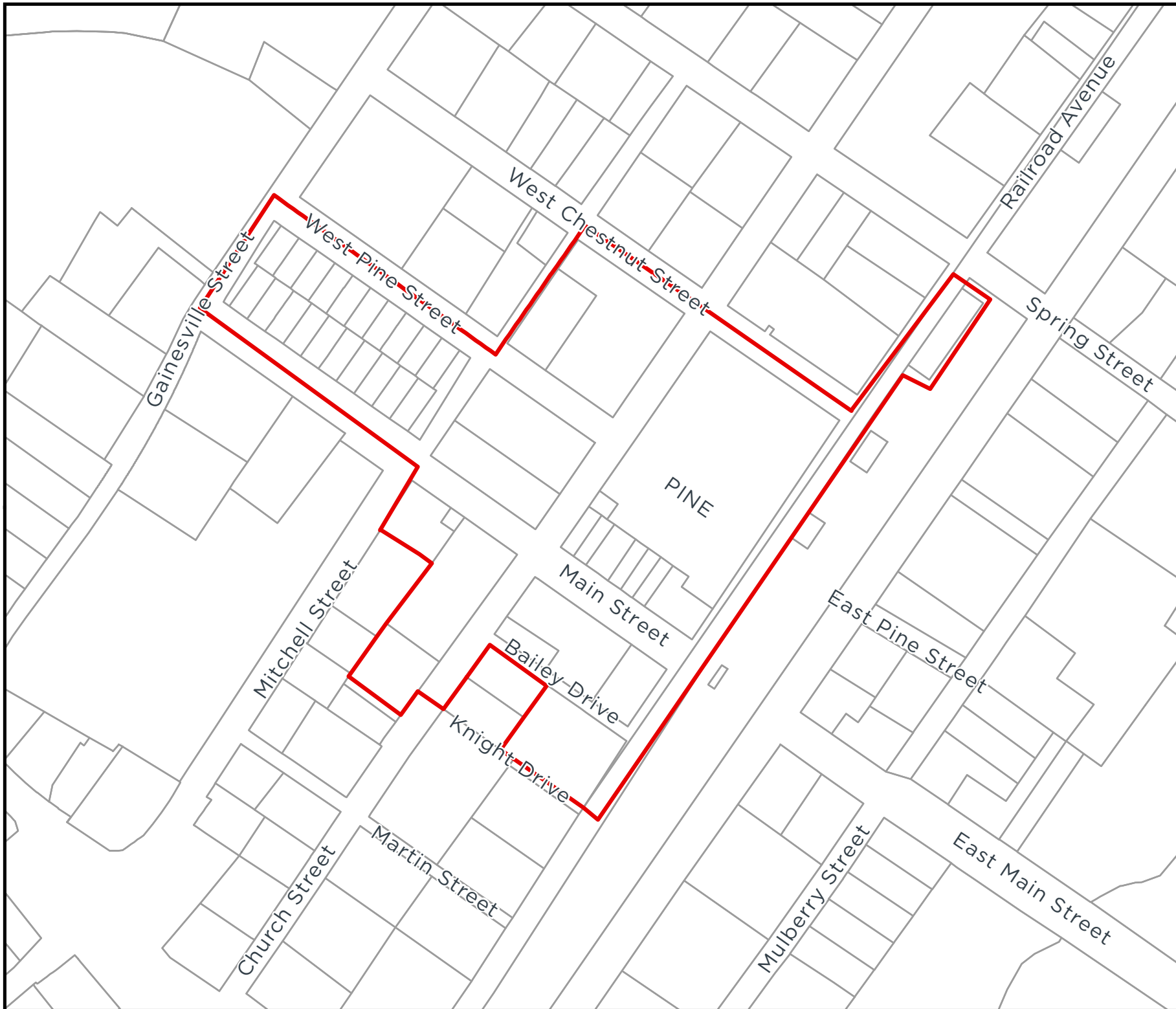


0 50 100 200
Feet

1 inch = 200 feet



**FLOWERY
• BRANCH •**
Always Blooming!



ORDINANCE NO. 772

AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF FLOWERY BRANCH, GEORGIA TO MODIFY PROVISIONS RELATED TO COMPLETION OF PREMISES PROPOSING TO BE LICENSED TO SELL ALCOHOL, TO MODIFY PROVISIONS RELATED TO SALES OF ALCOHOL FOR OFF PREMISES CONSUMPTION BY CERTAIN ESTABLISHMENTS THAT SELL ALCOHOL FOR ON PREMISES CONSUMPTION, TO MODIFY PROVISIONS RELATED TO MINIMUM FOOD SALE REQUIREMENTS OF CERTAIN ESTABLISHMENTS LICENSED TO SELL ALCOHOL FOR ON PREMISES CONSUMPTION, TO MODIFY PROVISIONS RELATED TO THE DOWNTOWN DINING DISTRICT, TO MODIFY PROVISIONS RELATED TO THE LICENSING OF BREW PUB ESTABLISHMENTS, TO MODIFY PROVISIONS RELATED TO FARM WINERY TASTING ROOMS, TO PROVIDE FOR SEVERABILITY, TO REPEAL CONFLICTING ORDINANCES, TO PROVIDE FOR AN EFFECTIVE DATE AND FOR ALL OTHER LAWFUL PURPOSES.

WHEREAS, the City of Flowery Branch City Council may exercise legislative power to adopt reasonable ordinances pursuant to the Municipal Home Rule Act; and

WHEREAS, the City Council wishes to allow a variety of prudently regulated establishments that may serve alcoholic beverages in a responsible manner within the city limits; and

WHEREAS, state law has changed in recent years to accommodate various new business models that serve alcoholic beverages; and

WHEREAS, the City Council seeks to provide clarity to current and potential proprietors of local establishments,

NOW THEREFORE, THE COUNCIL OF THE CITY OF FLOWERY BRANCH HEREBY ORDAINS AS FOLLOWS:

SECTION 1.

Section 8-61 of the City Code of Flowery Branch is hereby amended to read as follows:

“Sec. 8-61. - Completion of proposed licensed premises.

If the building in which an applicant for a license proposes to operate under the provisions of this chapter is not, at the time of application for the license, in existence, or not yet completed, a license may be issued for the location provided the plans and specifications for the proposed building are filed with the police chief, and show clearly a compliance with the provisions of this article and other applicable provisions of this code. No sales of alcoholic beverages shall be allowed in the establishment nor anywhere on the property until the building has been completed in accordance with the plans and specifications and in conformity with all other provisions of this code, as well as appropriate building codes, and a certificate of occupancy has been issued for the building.

Should a certificate of occupancy be denied or revoked, any alcoholic beverage license authorizing sales at such location shall immediately be rendered void.”

SECTION 2.

Section 8-132 of the City Code of Flowery Branch is hereby amended to read as follows:

“Sec. 8-132. - Consumption-only sales.

Persons holding a license to sell alcoholic beverages for consumption on the premises shall not be permitted to sell any alcoholic beverage by the package or bottle for consumption off premises except as provided for in section 8-170, section 8-175, and section 8-177, and section 8-180.”

SECTION 3.

Section 8-142 of the City Code of Flowery Branch is hereby amended to read as follows:

“Sec. 8-142. - Food sale requirement.

- (a) Consumption on the premises licensees shall maintain more than 40 percent of their gross sales from the sale of food; and for the purposes of this section, food shall be defined as any product intended for human consumption, except those containing alcohol, or those sold as over-the-counter medicines. The 40 percent ratio shall be determined on a calendar quarter basis on the monthly reports submitted by each licensee. In the event food sales fall below 40 percent of the gross sales for any quarter, then the licensee shall be placed on probation for the next succeeding quarter. At the end of the next succeeding quarter, if food sales have not attained more than 40 percent of gross sales then the police chief may suspend or revoke such license in accordance with this chapter.
- (b) Section 8-142(a) shall not apply to licensed micro-breweries, ~~or~~ licensed micro-distilleries, licensed farm winery tasting rooms, or hotels.”

SECTION 4.

Section 8-114 of the City Code of Flowery Branch is hereby amended to read as follows:

“Sec. 8-114. - Consumption in public; possession or consumption on city property; exemption.

- (a) No person shall consume any alcoholic beverage from any open container while in or upon any area open to the public, whether public or private.
- (b) This section shall not apply in the following instances:
 - (1) The city manager, or his or her designee, may allow consumption of alcoholic beverages during special events that are open to the public or are on city property by

approval of a written application made to the city manager or his or her designee upon forms provided by the city under the following conditions:

- a. One drink limit. No person shall hold in his possession more than one alcoholic beverage in a paper or plastic cup.
- b. Size limited to 16 fluid ounces. No container in which an alcoholic beverage is dispensed shall exceed 16 fluid ounces in size. No person shall hold in his possession any open alcoholic beverage container which exceeds 16 fluid ounces in size.
- c. Drinking from a can, bottle or glass is prohibited. It shall be unlawful for any person to drink or attempt to drink any alcoholic beverage from a can, bottle or glass vessel or to possess in an open can, bottle or glass vessel any alcoholic beverage.
- d. All alcoholic beverages shall only be served by a licensed caterer or eating establishment.
- e. Designated cups. All alcoholic beverages shall be consumed from a cup designated and approved by the City.

(2) In the downtown dining district, as defined ~~by this chapter~~ in this Code section:

- a. For the purposes of this chapter only, ~~a~~ the downtown dining district is defined as follows: A specifically authorized and pedestrian-oriented area of the city as established by resolution of mayor and council that allows those establishments located in the downtown dining district with valid consumption on the premises licenses, brewpub licenses, micro-brewery licenses, micro-distillery licenses, or farm winery tasting rooms licenses ~~growler licenses, or amenity permits~~ to dispense and/or serve an alcoholic beverage for carry out purposes, provided all other laws, rules and ordinances are followed.
- b. Within ~~a~~ the downtown dining district, any licensed establishment identified in this subsection ~~licensed to sell alcoholic beverages by the drink for consumption on the premises~~, is authorized to dispense an alcoholic beverage in a plastic cup; provided, however, that no person shall remove more than one such alcoholic beverage from the licensed premises at a time.
- c. Within ~~a~~ the downtown dining district, no unsealed container in which an alcoholic beverage is dispensed shall not exceed 16 fluid ounces in size. No person shall hold in their possession on the streets and sidewalks, in parks and squares, or in other public places within a downtown dining district any open alcoholic beverage container which exceeds 16 fluid ounces in size.

- d. It shall be unlawful within a the downtown dining district for any person to drink or attempt to drink any alcoholic beverage from a can, bottle, or glass, or to possess in an open can, bottle, or glass any alcoholic beverage on the streets, sidewalks, rights-of-way, and/or parking lots, whether public or private.
- e. No alcoholic beverage may be consumed outside of the downtown dining district, or upon any private property, without the express consent of the private property owners.”

SECTION 5.

Section 8-170 of the City Code of Flowery Branch is hereby amended to read as follows:

“Sec. 8-170. - Brew pubs.

Notwithstanding any other provision of this chapter to the contrary, a limited exception to section 8-131 shall exist for owners and operators of brew pubs provided that:

- (a) No individual shall be permitted to own or operate a brew pub without first obtaining a proper brew pub license from the city council. Each brew pub license holder shall comply with all other applicable state and local license requirements. A brew pub license authorizes the holder of such license to:
 - (1) Manufacture on the licensed premises not more than 10,000 barrels of beer in a calendar year solely for retail sale ~~consumption on the premises and solely in draft form;~~
 - (2) Operate a restaurant that shall be the sole retail outlet for such beer and may offer for sale any other alcoholic beverages produced by other manufacturers which are authorized for retail sale under this chapter, provided that such alcoholic beverages are purchased from a licensed wholesale dealer for consumption on the premises only and, provided further, in addition to draft beer manufactured on the premises, each brew pub licensee shall offer for sale commercially available canned or bottled malt beverages purchased from a licensed wholesale dealer; and
 - (3) Sell up to a maximum of 5,000 barrels annually of such malt beverages to licensed wholesale dealers; provided that under no circumstances shall such malt beverages be sold by a brew pub licensee to any person holding a retail consumption dealer's license or a retailer's license for the purpose of resale.
- (b) Possession of a brew pub license shall not prevent the holder of such license from obtaining any other license available under this chapter for the same premises.
- (c) Other than sales to licensed wholesales dealers authorized by subsection (a)(3), a brew pub licensee ~~does not authorize the holder of such license to~~ may only sell for consumption off

the premises packages of malt beverages produced on site ~~except as authorized by subsection (1)(iii).~~

- (d) A brew pub licensee shall pay all state and local license fees and excise taxes applicable to individuals licensed under this chapter as manufacturers, retailers and, where applicable, wholesale dealers.
- (e) Except as set forth in this section, a brew pub license holder shall be subject to all sections of this chapter.”

SECTION 6.

Section 8-180 of the City Code of Flowery Branch is hereby amended, to read as follows:

“Sec. 8-180. - Regulations.

Licenses for farm winery tasting rooms may be issued to qualified applicants provided that:

- (a) No individual shall be permitted to own or operate a farm winery tasting room in the city limits of Flowery Branch without obtaining a proper farm winery license from the State of Georgia and a farm winery tasting room license from the City; each such license holder shall comply with all other applicable state and local license requirements.
- (b) All state laws, rules and regulations relating to the manufacture, sale, and distribution of wine, as may be amended from time to time, are hereby incorporated into and made a part of this division as if fully set out in this section.
- (c) A farm winery tasting room licensee shall pay all state and local license fees and excise taxes applicable to individuals licensed under this chapter as manufacturers, retailers and, where applicable, wholesale dealers.
- (d) Except as set forth in this section, a farm winery tasting room licensee shall be subject to all sections of this chapter.
- (e) A farm winery tasting room licensee may only make sales for consumption off the premises of wine produced by licensed Georgia farm wineries.
- (f) A farm winery tasting room licensee may only sell for consumption on the premises:

(1) wine produced by licensed Georgia farm wineries, and

(2) wine not produced by licensed Georgia farm wineries and malt beverages, provided that any such wine not produced by licensed Georgia farm wineries and malt beverages sold pursuant to this subsection shall be purchased by the winery from a licensed wholesaler at wholesale prices.”

SECTION 7.

Should any section or provision of this Ordinance be declared invalid or unconstitutional by any court of competent jurisdiction, such declaration shall not affect the validity of this Ordinance as a whole or any part thereof which is not specifically declared to be invalid or unconstitutional.

SECTION 8.

This ordinance shall take effect immediately upon approval.

SECTION 9.

All ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

Approved this ____ day of _____ 2025.

Edward R. Asbridge, Mayor

Shelia R. Cooper, City Clerk

APPROVED AS TO FORM

Ted C. Baggett, City Attorney



FLOWERY BRANCH CITY COUNCIL EXECUTIVE SUMMARY

SUBJECT: Consider Ordinance Number 772 amending the city code of the City of Flowery Branch to make regulatory adjustments for establishments that sell alcoholic beverages.

DATE: November 17, 2025

(X)RECOMMENDATION
() POLICY DISCUSSION
() STATUS REPORT
() OTHER

BUDGET INFORMATION:

ANNUAL- N/A
CAPITAL- N/A

COUNCIL ACTION REQUESTED ON: November 20, 2025

PURPOSE: Amend the alcoholic beverage code to implement various recommendations of the City Manager designed to give establishments that sell alcoholic beverages greater flexibility.

HISTORY: Recent changes to state law and the city alcoholic beverage code have allowed for new business models in the alcoholic beverage establishment market. Among these new models are brewpubs, micro-breweries, micro-distilleries, and farm winery tasting rooms. Several entrepreneurs in this arena have asked the City to liberalize its regulations concerning the types of alcohol that they may sell for on-premises consumption, to be allowed to make package sales of their manufactured products for consumption off-premises, and for expansion of the downtown dining district (allowing for open container consumption of alcoholic beverages under certain conditions).

FACTS AND ISSUES: The various Sections of the ordinance are designed to do the following:

Section 1- Clarifies procedures intended to allow applicants building a new facility to apply for their certificate of occupancy and alcoholic beverage license simultaneously.

Section 2- Acknowledges that micro-distilleries, micro-breweries, farm winery tasting rooms, and brewpubs may sell the products they are authorized to manufacture for both on-premises sales and in packages for off-premises consumption.

Section 3- Exempts farm winery tasting rooms and hotels from the minimum food sales requirement.

Section 4- Clarifies which types of establishments may sell alcoholic beverages for consumption in the downtown dining district.

Section 5- Allows brewpubs to sell the beer they make onsite to customers in containers for off-premises consumption.

Section 6- Allows farm winery tasting rooms to sell non-Georgia farm wines and beer on site for consumption on the premises.

Section 7- Provides for severability in the ordinance.

Section 8- Provides for an effective date of the ordinance.

Section 9- Repeals any conflicting ordinances.

OPTIONS:

- 1) Approve the ordinance to accommodate the proposed regulatory adjustments.
 - 2) Do not approve the ordinance to allow for the proposed regulatory adjustments
 - 3) Approve an amended ordinance to allow one or more but not all of the proposed regulatory adjustments.
-
-

RECOMMENDED SAMPLE MOTION:

I move to approve the first read of Ordinance Number 722 adopting changes to the alcoholic beverages code of the City of Flowery Branch.

DEPARTMENT: Legal

Prepared by: Ted Baggett and City Manager Tonya Parrish



CITY OF FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: Consideration of Employee Insurance for Calendar Year 2026

DATE: November 20, 2025

COUNCIL ACTION REQUESTED ON: Consideration of Employee Insurance for Calendar Year 2026

BUDGET INFORMATION:

\$1,182,198

PURPOSE: To seek council approval of the insurance benefits offered to employees for the calendar year 2026.

HISTORY: Our new third-party broker, Edgewood Partners Insurance Center (“EPIC”), has worked closely with the City Manager, Human Resources Director, and Finance Director to make sure the needs of city staff are met with the current insurance plans and coverage. Each year the needs will be reassessed, and proposals will be requested from insurance groups to compare new premiums and coverage offered for the upcoming calendar year.

FACTS & ISSUES: Currently the city’s employees have insurance available through Anthem Blue Cross Blue Shield. This plan ends on 12/31/2025. Starting 1/1/2026 the recommendation is to change carriers to Cigna Healthcare for medical, dental, and vision.

We are still under a rate guarantee for our Life Insurance and Long-Term Disability until 1/1/2027. The Flex Spending Account (FSA) remains unchanged, and the administrative fees are paid for by the employees that are enrolled in this benefit.

The original proposal from Anthem Medical was an 18% increase in the annual costs. After EPIC went back to negotiate, their final renewal was 13% with a one-month premium credit. They would not offer a rate cap for 2027.

EPIC completed a market analysis and received additional quotes from the following carriers:

- Aetna: Declined to quote

- Cigna: 5% increase
- GMA: Unable to quote currently as we are with Anthem Blue Cross Blue Shield and that is their insurance provider.
- United Healthcare: 40% rate increase (Northeast GA Health System is out of network with United Healthcare. It is the largest health provider in our area and would be detrimental to our employees.)

Additional negotiations led to Cigna offering a 5% rate increase, with a 2% premium credit resulting in a net cash increase of 3%. Cigna is also offering a cap on the second-year rate increase of 12%. This does not mean the 2027 increase will be 12%, only that it cannot be more than that. The coverage closely matches our current coverage.

It is staff's recommendation to change insurance providers from Anthem Blue Cross Blue Shield to Cigna Healthcare. This would be a 3% increase to bring the premium to \$1,182,198. Staff are recommending the increase be covered by the City, as it is in the FY2026 budget and will be discussed at the council retreat during the budget process for FY2027 to determine if any additional costs will be passed on to the employees.

OPTIONS:

1. Approve the recommendations as presented.
2. Offer different recommendations.

RECOMMENDED SAMPLE MOTION: I make a motion to approve staff's recommendations for employee insurance for calendar year 2026.

DEPARTMENT: Human Resources

PREPARED BY: Shelia Cooper, City Clerk

Coverage Comparison

Coverage	Anthem	Cigna
In-Network		
Deductible (Single/Family)	\$2,000 / \$6,000	\$2,000 / \$6,000
Out-of-Pocket (Single/Family)	\$3,000 / \$9,000	\$3,000 / \$9,000
Coinsurance	100%	100%
Physician Services - PCP	\$30	\$30
Physician Services - SPC	\$60	\$60
Inpatient Services	Deductible	Deductible
Emergency Room	\$350	\$350
Urgent Care	\$75	\$75
Lab Services - OV	Deductible	Deductible
Lab Services - Ind. Lab	N/A	100%
Adv. Radiology Outpatient	Deductible	Deductible
Outpatient PT, Speech, OT	\$30	\$60
Chiropractic Care	\$30	\$60
Out-of-Network		
Deductible (Single/Family)	\$6,000 / \$18,000	\$6,000 / \$12,000
Out-of-Pocket (Single/Family)	\$9,000 / \$27,000	\$9,000 / \$27,000
Coinsurance	50%	50%
Pharmacy		
Retail	\$15 / \$35 / \$60 / 25%	\$15 / \$35 / \$60 / 25%
Rates Per Pay Period		
Employee	\$1,069.02	\$1,122.48
Employee + Spouse	\$2,244.94	\$2,357.23
Employee + Child(ren)	\$2,084.59	\$2,188.84
Family	\$3,260.51	\$3,423.58