



**City of Flowery Branch
City Council Meeting
Thursday, May 18, 2023, 6:00 PM
City of Flowery Branch City Hall
5410 Pine Street, Flowery Branch, GA 30542**



CALL WORK SESSION TO ORDER:

PLEDGE OF ALLEGIANCE:

ADOPTION OF AGENDA:

WEST HALL HIGH SCHOOL IB SENIOR ART STUDENTS PRESENTATION TO THE CITY:

NEW BUSINESS -WORK SESSION:

- Consider Distilled Spirits License for PCL Restaurant Group, dba Peyton's Pie Pizza located at 5609 Main Street, Flowery Branch, GA
[Peyton's Pie Distilled Spirits Application.pdf](#)
[Executive Summary Peyton's Pie Distilled Spirits.pdf](#)
- FY2024 Budget Presentation
[Executive Summary - FY2024 Budget Presentation.pdf](#)
[FY2024 Budget Document.pdf](#)
[FY2024 Capital Improvements Plan.pdf](#)
[Master Fee Schedule FY2024.pdf](#)

DEPARTMENT REPORTS: - a. City Manager Report

- b. City Clerk Report
- c. Community Relations Report
- d. Finance Department Report
- e. Planning Department Report
- f. Police Department Report
- g. Public Works & Utilities Report
- h. Attorney Report
- i. Council Report

ADJOURNMENT WORK SESSION:

VOTING SESSION AGENDA

CALL VOTING SESSION TO ORDER:

PUBLIC COMMENTS: - Please limit to two minutes

CONSENT AGENDA:

- Consider Distilled Spirits License for PCL Restaurant Group, dba Peyton's Pie Pizza located at 5609 Main Street, Flowery Branch, GA
[Peyton's Pie Distilled Spirits Application.pdf](#)
[Executive Summary Peyton's Pie Distilled Spirits.pdf](#)
- Consider May 4, 2023 City Council Meeting Minutes
[Unofficial May 4, 2023 City Council Meeting Minutes.pdf](#)
- Consider May 4, 2023 Executive Session Minutes

UNFINISHED BUSINESS - VOTING SESSION:

- Consider the Second Reading of Ordinance 693, a variance request submitted by Stanton E. Porter allowing fuel pumps to be located in front of the primary structure at 4603 Atlanta Highway.
[letter of intent.pdf](#)
[Thurmond Tanner Pkwy Retail Center Site Plan_6-24-22.pdf](#)
[signed variance app.pdf](#)
[Landscape plan.pdf](#)
[Staff Report.pdf](#)
[ORDINANCE 693 FINAL READ.pdf](#)

NEW BUSINESS - VOTING SESSION:

- Consider the First Reading of Ordinance 694, a Text Amendment Implementing Zoning Ordinance Changes.
[Ordinance 694.pdf](#)

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: Consider Distilled Spirits License for PCL Restaurant Group, dba Peyton's Pie Pizza located at 5609 Main Street, Flowery Branch, GA

COUNCIL MEETING DATE: May 18, 2023

HISTORY:

Peyton's Pie Company is a business located at 5609 Main Street, Suite A and has been in business since 2020.

FACTS AND ISSUES:

Peyton's Pie Company has a current lease with Arthur Ching who is the owner of the building. The applicant, Nicholas St. Clair, has applied to serve distilled spirits. He currently has a license for beer and wine. Alison St. Clair is listed as the registered agent and she resides in Flowery Branch in Hall County. The request is being made to grow their business. The application has been processed and reviewed.

OPTIONS:

Approve or Deny

IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:

No

AMOUNT AND SOURCE OF FUNDS:

RECOMMENDATION:

SAMPLE MOTION:

No motion required, it is on the Consent Agenda.

COLLABORATING DEPARTMENT:

DEPARTMENT: Police

Prepared by: Shelia Cooper

ATTACHMENTS

- [Peyton's Pie Distilled Spirits Application.pdf](#)

- [Executive Summary Peyton's Pie Distilled Spirits.pdf](#)



APPLICATION FOR BEER/ WINE/ALCOHOL LICENSE

For License Year **2023** (Expires December 31st)

INSTRUCTIONS: Every question shall be fully answered (typewritten, or printed in ink). If the space provided is not sufficient, answer the question on a separate sheet and indicate in the space provided that such separate sheet is attached. When completed, it must be dated, signed and verified under oath by the applicant and filed with the Police Department, together with all supporting papers and certified check, cashier's check, or cash, for the exact fee.

1. TRADE NAME OF BUSINESS:

5609 Main Street Flowery Branch GA 30542
Business Address: _____
678-828-8699 Nicholas St. Clair
Business Phone: _____ Owner Name: _____
chefwoodfire@gmail.com
Email Address: _____
309-754338 85-0547599
Georgia Sales Tax No.: _____ Federal Employee ID No.: _____

2. APPLICANT/OWNER: License Holder's Name (No initials, spell out all names)

Nicholas Solomon St. Clair
First Name: _____ Middle Name: _____ Last Name: _____
Home Address: _____
6550 Misty Harbour Court Flowery Branch, GA 30542
If less than five years, list previous address:
5925 Watersdown Way Flowery Branch, GA 30542
Home phone #: _____ Work phone #: _____ Cell #: _____

3. MANAGER OF BUSINESS: (No initials, spell out all names)

Alison St. Clair
Name: _____
6550 Misty Harbour Court Flowery Branch, GA 30542
Address: _____
Home phone #: _____ Work phone #: _____ Cell #: _____
v/1987
Date of Birth: _____ SSN: _____

I hereby certify as the applicant that I have received, read, and understand the City of Flowery Branch's regulations controlling alcoholic beverages and herein make application for:

Package Sales

_____ Beer \$ 700.00
 _____ Wine \$ 700.00
 _____ Distilled Spirits \$5,000.00

Consumption on Premises

_____ Beer \$ 700.00
 _____ Wine \$ 700.00
 X _____ Distilled Spirits \$4,000.00

Wholesale

_____ Beer \$ 150.00
 _____ Wine \$ 150.00
 _____ Distilled Spirits \$ 150.00

\$ 3,000.00- pro rated.

Caterer

_____ Beer \$300.00
 _____ Wine \$300.00
 _____ Distilled Spirits \$300.00

Tasting Permit

_____ Beer \$50.00
 _____ Wine \$50.00

Miscellaneous

_____ Brew Pub \$5,000.00
 _____ Wine Corkage \$ 150.00
 _____ Transfer Fee \$ 200.00
 _____ Amenities Fee \$ 100.00
 _____ Amenity Permit \$ 200.00

Total Due \$ _____

a. Has this place of business or anyone connected therewith been cited or charged at any time with any violation of State or Federal law or regulation, or any rule or regulation of the City of Flowery Branch, or Hall County since the last application? Yes _____ No X _____
 (If yes, give details on separate sheet.)

b. Has anyone (including anyone having any interest in this application) been convicted of driving under the influence within the past five (5) years? Yes _____ No X _____

c. Has anyone (including anyone having any interest in this application) had their license revoked by any municipality, county, state or federal government?

Yes _____ No X _____

(If yes, give reason)

Reason: _____

d. List all pertinent information for each person, firm, or corporation having any interest in this application and the type and percent of that interest:

Name	Address	Birth date	S.S. #	% Interest
Nicholas St. Clair	6550 Misty Harbour Court Flowery Branch, GA 30542	'1982		32.5
Alison St. Clair	6550 Misty Harbour Court Flowery Branch, GA 30542	7/1987		32.5
Roland Stanley	2625 Club Drive Gainesville, GA 30501			35

4. List full name and address and other pertinent information of the owner of the building and the name and address of the owner of the land and the name and address of all lessors and sub lessors. (Attach a copy of the lease or deed if it has changed since the last submittal.)

Owner, Lessor, Sub lessor	Address	Payments
Artie Ching	5609 Main Street Flowery Branch GA 30501	\$1650/month

5. List all other businesses engaged in the sale of alcoholic beverages that any person, firms, or corporations herein listed are interested in, employed by or associated with in any way whatsoever.
(Attach list if necessary).

Business Name	Address
Cork It	118 Main Street Gainesville, GA 30501
Antebellum Restaurant	5510 Church Street Flowery Branch, GA 30542

OATH OF APPLICANT

I do solemnly swear, subject to criminal penalties for false swearing, the statements and answers made to the foregoing questions in this application for a license as a dealer in alcoholic beverages are true and complete, and no false or fraudulent statement or answer is made herein to procure granting of a license, that any license issued pursuant to this application is conditioned upon the truth of the answers and statements made herein and that any false or fraudulent statement or answer herein shall constitute cause for the suspension or revocation of any license issued pursuant to this application.

Should any change occur during the year for which a license is issued pursuant to this application which would require a different answer to any question contained in this application, such change MUST be reported as a written amendment to this application within five (5) days of the change. Failure to make such amendment shall be a cause for the suspension or revocation of any license issued.

A copy of the Alcoholic Beverage Ordinance is to be kept on the licensed premises at all times.
(If you are in need of a replacement copy please pick one up at the Police Department)



Applicant's Signature

Owner

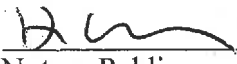


Title

Peytons Pie Company

Name of Business

Sworn to and subscribed before me this 9th day of Mar, 2023.



Notary Public

My Commission Expires:

Kelsey Cash
NOTARY PUBLIC
Hall County, GEORGIA
My Commission Expires 04/03/2026



What is the “registered agent?”

Section 8-179 – Must be a resident of Hall County

The registered agent is the “mailbox” for the business. He or she is the person or entity designated by the business to receive any lawsuit or other official communication on its behalf. The registered agent may or may not be an owner, shareholder or officer of the corporation. Many corporations/businesses use their attorney or a professional corporate service company for this service. The registered agent’s address must be a street address in Hall County, and the agent must be located at that address. Please review O.C.G.A. 14-2-501 (profit) or 14-3-501 (nonprofit). A post office box or “mail drop” may not be used as the registered agent address. **NOTE: Attach a copy of driver's license and proof of Hall County residency, ie; phone or utility bill, that reflects the address listed by the Registered Agent.**

Nick St. Clair, Owner

Peytons Pie Company

I _____ representing _____ (Name & title)

(Business Name)

5609 Main Street _____ appoint

(Address of business)

Alison St. Clair _____ as the resident agent.

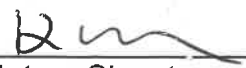
(Name of person)

I authorize said agent to accept process notice or demand upon
Peytons Pie Company _____ under the alcoholic beverage ordinance of Flowery Branch

(Business Name)



Signature



Notary Signature

Kelsey Cash
NOTARY PUBLIC
Hall County, GEORGIA
My Commission Expires 04/03/2026

Commission Expires



REGISTERED AGENT CERTIFICATION

Section 8-179 – Must be a resident of Hall County

Name Alison St. Clair
Physical Home Address 6550 Misty Harbour Court
Flowery Branch GA 30542 HALL
City _____ State _____ Zip _____ County _____
Home Phone _____ Cell 509-496-2680
E-mail address alison@antebellumrestaurant.com
Date of Birth: 03/30/87 SSN: _____

ADDITIONAL CONTACT INFORMATION

Antebellum Restaurant/ Peytons Pie Company
Place of employment _____
5510 Church Street
Address _____
Flowery Branch GA 30542
City _____ State _____ Zip _____
678-828-8699
Phone _____ Fax _____

I hereby certify that I am a permanent resident of **Hall County**, Georgia and agree to serve as a “registered agent” on behalf of _____

(Business Name)

5609 Main Street Flowery Branch, GA 30542
located at _____, Flowery Branch, Hall County, Georgia
until December 31, 2023. As registered agent, I agree to accept any process, notice or demand required or permitted by law or under the Malt Beverage and Wine Code of Flowery Branch, Georgia, to be served upon the licensee or owner. I understand that such service upon me will serve as legal notice upon the licensee or owner and that it is my responsibility to forward such service to the owner or licensee.

If for any reason I am unable to serve as the “registered agent” on behalf of the above named business, I understand that it is my responsibility to contact the City of Flowery Branch Police Department advising that I will no longer serve as the “registered agent” for the above named business.

Sworn and subscribed before me this 9th Day of May, 2023

[Signature]
Notary Signature

[Signature]
Kelsey Cash
NOTARY PUBLIC
Hall County, GEORGIA
My Commission Expires 04/03/2026

[Signature]
Signature of Registered Agent

5/9/23
Date

LIST OF EMPLOYEES FOR ALCOHOL-LICENSED BUSINESS (NON-MANAGERS)

Business Name:

Alcohol License #:

Employee Name:	Ashley LaPorte	Title:	Server
Date of Birth:	/93	Phone:	
Alcohol Permit Exp:	12/14/23 ✓		

Employee Name:	Emily Osborne	Title:	Server
Date of Birth:	1/99	Phone:	
Alcohol Permit Exp:	06/02/23 ✓	no serv safe	

Employee Name:	Stacy Capps	Title:	Server
Date of Birth:	1/80	Phone:	
Alcohol Permit Exp:	12/06/23 ✓		

Employee Name:		Title:	
Date of Birth:		Phone:	
Alcohol Permit Exp:			

Employee Name:		Title:	
Date of Birth:		Phone:	
Alcohol Permit Exp:			

Employee Name:		Title:	
Date of Birth:		Phone:	
Alcohol Permit Exp:			

Employee Name:		Title:	
Date of Birth:		Phone:	
Alcohol Permit Exp:			

Employee Name:		Title:	
Date of Birth:		Phone:	
Alcohol Permit Exp:			

Employee Name:		Title:	
Date of Birth:		Phone:	
Alcohol Permit Exp:			

Employee Name:		Title:	
Date of Birth:		Phone:	
Alcohol Permit Exp:			

Employee Name:		Title:	
Date of Birth:		Phone:	
Alcohol Permit Exp:			

Employee Name:		Title:	
Date of Birth:		Phone:	
Alcohol Permit Exp:			

City of Flowery Branch

5270 Railroad Avenue

Flowery Branch GA 30542



RECEIPT

Case # alcohol license d **Citation #** 0

For Licenses- Alcohol

Issued By K.C

Payment Receipt Date 05/09/2023

Receipt # 180083

Payor Pcl Restaurant Group

Name PCL restaurant group

Method Check

CK / MO # 003097

Balance Forward 3,000.00

Amount Paid 3,000.00

Remaining \$0.00

-Thank You-

Court Copy

FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY

SUBJECT: Consider distilled spirits license for PCL Restaurant Group, DBA: Peyton's Pie Pizza

DATE: May 18th, 2023

(X) RECOMMENDATION

() POLICY DISCUSSION

BUDGET INFORMATION:

() STATUS REPORT

ANNUAL- No expenditure- Revenue Only

() OTHER

COUNCIL ACTION REQUESTED ON: May 18th, 2023

PURPOSE: To allow the owner of the business to serve distilled spirits.

HISTORY: Peyton's Pie Company is a business located at 5609 Main Street Suite A. They have been in business since 2020.

FACTS AND ISSUES: Peyton's Pie Company has a current lease with Arthur Ching who is the owner of the building.

The applicant, Nicholas St. Clair, is applying to serve distilled spirits. He currently has a license for beer and wine. Alison St. Clair is listed as the registered agent and she resides in Flowery Branch in Hall County.

The request is being made to grow their business.

The application has been processed and reviewed.

OPTIONS: Approve or Deny

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

DEPARTMENT: Police Department

Prepared by: Kelsey Cash



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: FY2024 Budget Presentation

COUNCIL MEETING DATE: May 18, 2023

HISTORY:

According to State Law O.C.G.A 36-81-5(C), On the date established by each governing authority, the proposed budget shall be submitted to the governing authority for the body's review prior to enactment of the budget ordinance or resolution. (D) On the day that the proposed budget is submitted to the governing authority for consideration, a copy of the budget shall be placed in a public location which is convenient to the residents of the unit of local government. The governing authority shall make every effort to provide convenient to the public to review the budget prior to adoption by the governing authority. A copy of the budget shall also be made available, upon request, to the new media. (E) A statement advising the residents of the local unit of government of the availability of the proposed budget shall be published in a newspaper of general circulation within the jurisdiction of the governing authority. The notice shall be published during the week in which the proposed budget is submitted to the governing authority. In addition, the statement shall also advise the residents that a public hearing will be held at which time any persons wishing to be heard on the budget may appear. The statement shall be a prominently displayed advertisement or news article and shall not be placed in that section of the newspaper where legal notices appear.

FACTS AND ISSUES:

Finance is providing a copy of the proposed budget at the required legal level of control, along with the proposed FY2024 Capital Improvements Plan and Proposed Authorized positions. All Advertisement requirements have been meet.

OPTIONS:

N/A

IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:

No

AMOUNT AND SOURCE OF FUNDS:

N/A

RECOMMENDATION:

Review Only

SAMPLE MOTION:

N/A

COLLABORATING DEPARTMENT:

Finance

DEPARTMENT: Administration

Prepared by: Shelia Cooper

ATTACHMENTS

- [Executive Summary - FY2024 Budget Presentation.pdf](#)
- [FY2024 Budget Document.pdf](#)
- [FY2024 Capital Improvements Plan.pdf](#)
- [Master Fee Schedule FY2024.pdf](#)

FLOWERY BRANCH CITY COUNCIL
EXECUTIVE SUMMARY

SUBJECT: FY2024 Budget Presentation

DATE: May 18, 2022

() RECOMMENDATION

BUDGET INFORMATION:

() POLICY DISCUSSION

(X) STATUS REPORT

ANNUAL-

() OTHER

CAPITAL-

COUNCIL ACTION REQUESTED ON: Discussion Only

PURPOSE:

FY2024 Budget Presentation.

HISTORY:

According to State Law O.C.G.A 36-81-5(C), On the date established by each governing authority, the proposed budget shall be submitted to the governing authority for the body's review prior to enactment of the budget ordinance or resolution. (D) On the day that the proposed budget is submitted to the governing authority for consideration, a copy of the budget shall be placed in a public location which is convenient to the residents of the unit of local government. The governing authority shall make every effort to provide convenient to the public to review the budget prior to adoption by the governing authority. A copy of the budget shall also be made available, upon request, to the new media. (E) A statement advising the residents of the local unit of government of the availability of the proposed budget shall be published in a newspaper of general circulation within the jurisdiction of the governing authority. The notice shall be published during the week in which the proposed budget is submitted to the governing authority. In addition, the statement shall also advise the residents that a public hearing will be held at which time any persons wishing to be heard on the budget may appear. The statement shall be a prominently displayed advertisement or news article and shall not be placed in that section of the newspaper where legal notices appear.

FACTS AND ISSUES:

Finance is providing a copy of the proposed budget at the required legal level of control, along with the

proposed FY2024 Capital Improvements Plan and Proposed Authorized positions. All Advertisement requirements have been meet.

OPTIONS:

N/A

RECOMMENDED SAMPLE MOTION:

N/A

DEPARTMENT: Administration

Prepared by: Matthew Hamby

PROJECTED REVENUES AND OTHER SOURCES

GENERAL FUND SUMMARY

REVENUE SOURCE	FY2022 ACTUAL	FY2023 REVISED BUDGET	FY2024 BUDGET	% CHANGE
Millage Rate	3.264	3.264	3.264	
Current Real & Personal	\$ 1,855,853	\$ 2,431,961	\$ 2,838,592	16.7%
Mobile Home Tax	1,452	1,200	500	-58.3%
Motor Vehicle	8,315	7,500	7,500	0.0%
Total Current Taxes	1,865,620	2,440,661	2,846,592	16.6%
Penalties & Interest	13,568	3,500	1,000	-71.4%
Total Property Taxes	1,879,188	2,444,161	2,847,592	16.5%
Title Ad Valorem Tax	553,166	460,000	475,000	3.3%
Alternative Ad Valorem Tax	5,171	5,000	5,000	0.0%
Intangible Tax	50,660	48,000	25,000	-47.9%
Railroad Equipment Tax	460	500	500	0.0%
Street Light Tax	9,110	9,110	9,110	0.0%
Real Estate Transfer Tax	28,496	5,600	10,000	78.6%
Franchise Fees	704,963	570,000	640,000	12.3%
Local Option Sales Tax	1,488,179	1,500,000	1,680,000	12.0%
Alcoholic Beverage Taxes	372,001	303,000	337,250	11.3%
Occupational Tax	12,833	50,000	40,000	-20.0%
Insurance Premium Tax	476,496	680,350	707,000	3.9%
Financial Institution Tax	20,528	25,000	23,000	-8.0%
				N/A
Total Other Taxes	3,722,063	3,656,560	3,951,860	8.1%
Fines, Fees, and Forfeitures	313,345	418,900	417,650	-0.3%
Permits and Zoning Fees	428,609	403,300	227,800	-43.5%
Alcohol Licenses & Fees	86,150	90,000	79,000	-12.2%
Other Fees and Licenses	22,278	18,300	26,100	42.6%
Interest	14,468	4,000	142,000	3450.0%
Rent - Tourism	71,534	48,250	84,000	74.1%
Miscellaneous	116,605	47,870	62,720	31.0%
Charges for Services - Indirect Cost Allocat	-	-	789,679	N/A
				N/A
Total Other	1,052,989	1,030,620	1,828,949	77.5%
Total Operating Revenues	6,654,240	7,131,341	8,628,401	21.0%
Other Financing Sources				
Transfers from Other Funds	117,004	120,000	125,000	4.2%
Sale of General Fixed Assets	24,600	500	500	0.0%
Budgeted Fund Balance	-	20,000	-	-100.0%
Total Other Financing Sources	141,604	140,500	125,500	-10.7%
Total Revenues & Other Sources	\$ 6,795,844	\$ 7,271,841	\$ 8,753,901	20.4%

SUMMARY OF EXPENDITURES & OTHER USES

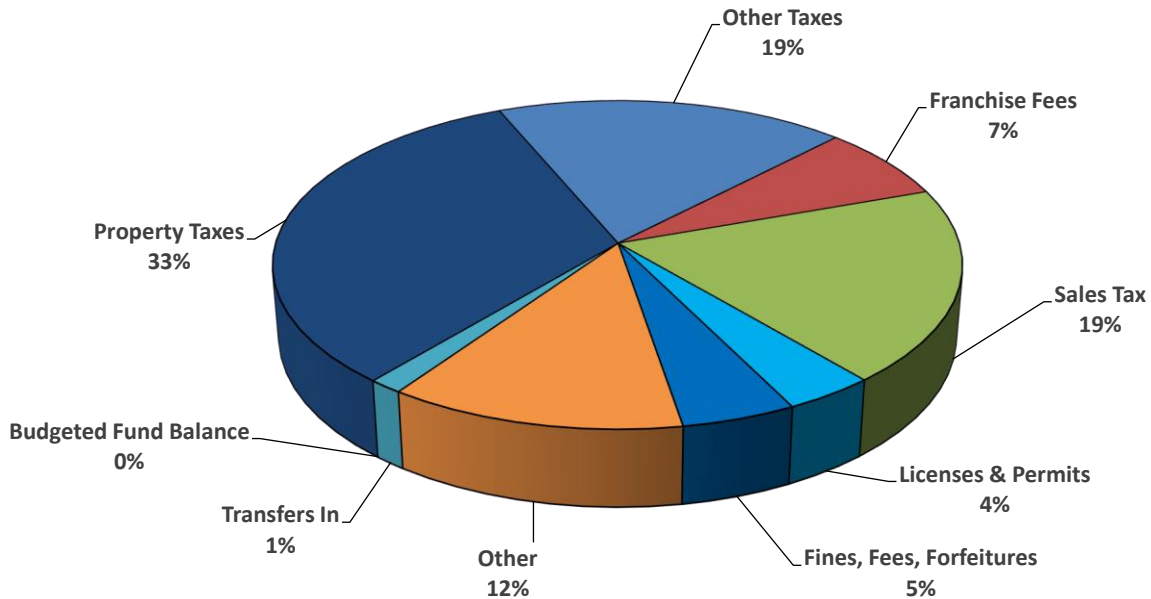
GENERAL FUND SUMMARY

DEPARTMENTAL EXPENDITURES	FY2022 ACTUAL	FY2023 REVISED BUDGET	FY2024 BUDGET	% CHANGE
Mayor & Council	\$ 48,805	\$ 71,993	\$ 81,857	13.7%
City Clerk	124,260	132,135	172,746	30.7%
City Manager	155,909	119,826	359,654	200.1%
Financial Services	521,636	486,154	857,857	76.5%
Public Lands & Buildings	271,344	350,300	217,360	-38.0%
Municipal Court	162,453	217,970	241,258	10.7%
Police	1,556,088	2,186,013	2,880,926	31.8%
Highways & Street Administration	530,289	913,249	1,311,196	43.6%
Planning & Community Development	822,699	1,120,839	1,048,665	-6.4%
Tourism	206,737	407,070	502,273	23.4%
Agency Allocations - Other	35,406	34,000	42,500	25.0%
Risk Management	173,602	213,500	212,000	-0.7%
Contingency		123,165	260,611	111.6%
Departmental Expenditures	4,609,229	6,376,214	8,188,902	28.4%
Other Uses:				
TRANSFERS TO:				
Tax Allocation District	172,020	70,000	-	-100.0%
Hotel/Motel Fund	-	-	-	N/A
Employee Benefits Fund	-	-	-	N/A
	-	-	-	N/A
Total Other Transfers	172,020	70,000	-	-100.0%
CAPITAL TRANSFERS TO:				
Capital Project Funds	1,184,948	825,627	565,000	-31.6%
				N/A
Total Other Uses	1,356,968	895,627	565,000	-36.9%
Total Expenditures & Other Uses	5,966,197	7,271,841	8,753,902	20.4%
Revenues Over / (Under) Expenditures	\$ 829,647	\$ -	\$ -	N/A

GENERAL FUND REVENUES BY CATEGORY

	FY2022 ACTUAL	FY2023 REVISED BUDGET	FY2024 BUDGET	% OF TOTAL
Property Taxes	\$ 1,879,188	\$ 2,444,161	\$ 2,847,592	32.5%
Other Taxes	1,528,920	1,586,560	1,631,860	18.6%
Franchise Fees	704,963	570,000	640,000	7.3%
Sales Tax	1,488,179	1,500,000	1,680,000	19.2%
Licenses & Permits	537,037	511,600	332,900	3.8%
Fines, Fees, Forfeitures	313,345	418,900	417,650	4.8%
Other	227,207	100,620	1,078,899	12.3%
Transfers In	117,004	120,000	125,000	1.4%
Budgeted Fund Balance	-	20,000	-	0.0%
Total General Fund	<u>\$ 6,795,844</u>	<u>\$ 7,271,841</u>	<u>\$ 8,753,901</u>	<u>100.0%</u>

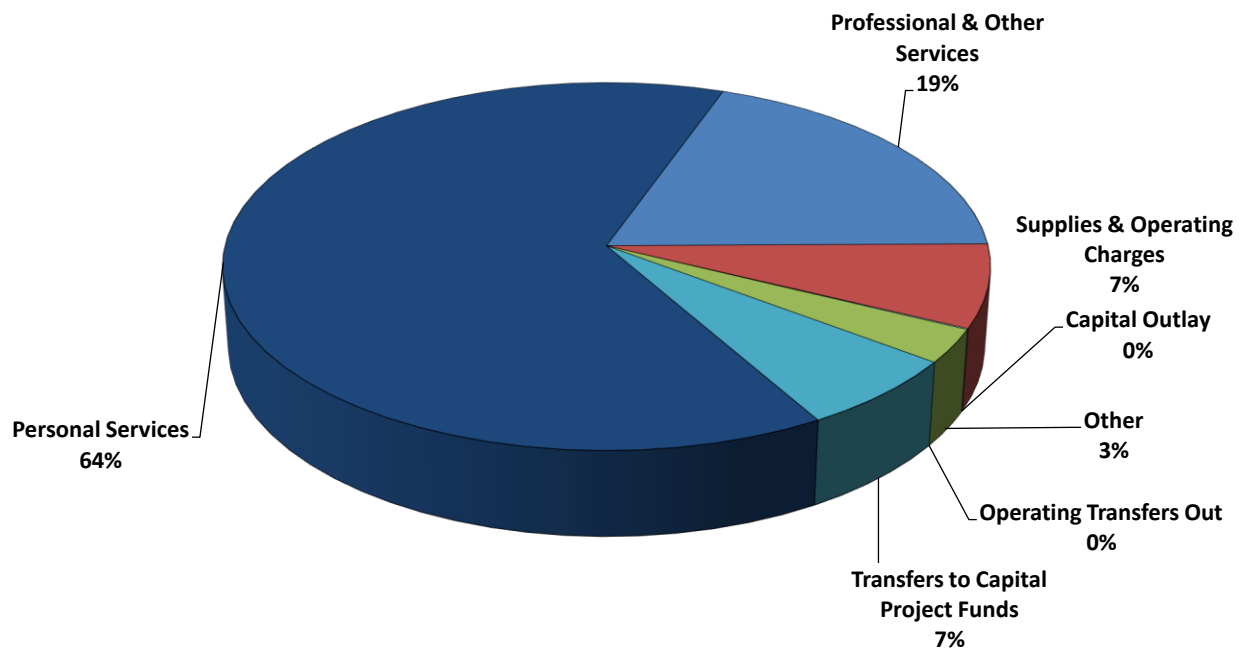
GENERAL FUND REVENUES BY CATEGORY



GENERAL FUND EXPENDITURES BY CATEGORY

	FY2022 ACTUAL	FY2023 REVISED BUDGET	FY2024 BUDGET	% OF TOTAL
Personal Services	\$ 2,720,981	\$ 3,807,287	\$ 5,588,075	63.8%
Professional & Other Services	1,269,348	1,740,392	1,692,386	19.3%
Supplies & Operating Charges	432,701	620,370	640,330	7.3%
Capital Outlay	186,198	85,000	7,500	0.1%
Other	-	123,165	260,611	3.0%
Operating Transfers Out	172,020	70,000	-	0.0%
Transfers to Capital Project Funds	1,184,948	825,627	565,000	6.5%
Total General Fund	\$ 5,966,197	\$ 7,271,841	\$ 8,753,902	100.0%

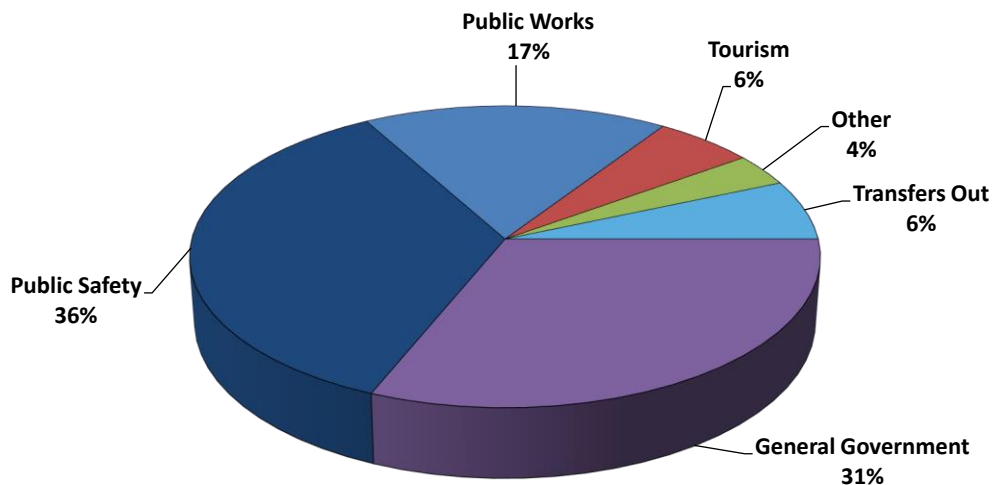
GENERAL FUND EXPENDITURES BY CATEGORY



GENERAL FUND EXPENDITURES BY SERVICE GROUP

	FY2022 ACTUAL	FY2023 REVISED BUDGET	FY2024 BUDGET	% OF TOTAL
General Government	\$ 1,846,912	\$ 2,144,447	\$ 2,732,778	31.2%
Public Safety	1,718,541	2,403,983	3,122,184	35.7%
Public Works	801,633	1,263,549	1,528,556	17.5%
Tourism	206,737	407,070	502,273	5.7%
Other	35,406	157,165	303,111	3.5%
Transfers Out	1,356,968	895,627	565,000	6.5%
Total General Fund	\$ 5,966,197	\$ 7,271,841	\$ 8,753,902	100.0%

GENERAL FUND EXPENDITURES BY SERVICE GROUP



MAYOR AND COUNCIL

DEPARTMENT DESCRIPTION:	EXPENDITURE SUMMARY			
The Mayor and five Council Members represent the governing body of the City of Flowery Branch. Each member of the governing body is elected by the voters of the city at-large. The members of the governing body are elected via nonpartisan elections to serve four year terms which are staggered.	Funding Source: General Fund	FY2022	FY2023	FY2024
		ACTUAL	BUDGET	BUDGET
	Personal Services	38,270	52,943	53,287
	Professional & Other Services	2,931	15,700	25,220
	Supplies & Operating Charges	7,604	3,350	3,350
	Capital Outlay	-	-	-
		\$ 48,805	\$ 71,993	\$ 81,857

MISSION STATEMENT:
To establish policy direction and execute legislative decision making for the City of Flowery Branch.

GOALS & OBJECTIVES:
1. <u>Economic Development</u> * Generate more business & attract new businesses in downtown area by hiring an economic development staff member and additional staff in the Planning Department. * Update the Unified Development Code. * Complete Downtown Development Phase I and begin Downtown Development Phase II. 2. <u>Financial Stability</u> * Further diversify the City's revenue streams. 3. <u>Internal Operations</u> * Enhance employee compensation and benefits. * Hire needed additional staff members. 4. <u>Infrastructure Improvements</u> * Continue updating the City's roadways and pedestrian pathways. * Continue updating the City's water and sewer infrastructure. 5. <u>Public Safety</u> * Attract and retain highly qualified police personnel. * Ensure the police response is in an efficient and effective manner.

PERFORMANCE MEASURES:							
MEASURES	City Wide Strategic	ACTUAL			YTD thru 12/31	BUDGET	
		FY2020	FY2021	FY2022	FY2023	FY2023	FY2024
New Business	ED	N/A	N/A	N/A	1	1	3
Investment & Interest Revenue	FS	\$ 18,185	\$ 17,782	\$ 10,271	\$ 30,231	\$ 6,000	\$ 700,000
Authorized Positions	IO	44	44	51	57	57	66
\$ Spent on Infrastructure Improvements	II	N/A	N/A	\$ 3,674,955	\$ 2,739,651	\$ 25,000,000	\$ 14,500,000

CITY MANAGER OFFICE

DEPARTMENT DESCRIPTION:	EXPENDITURE SUMMARY			
The City Manager's Office is responsible for implementation of the City Council's policy decisions and direction, leadership and direction of department heads and other staff, as well as working with Council and staff to develop action plans and programs to support the City's mission, values and priorities while serving our great community. <i>*FY2024 Salary Increase to salary allocation changes and new position.</i>	Funding Source: General Fund	FY2022	FY2023	FY2024*
		ACTUAL	BUDGET	BUDGET
	Personal Services	131,419	86,626	303,730
	Professional & Other Services	24,389	25,700	48,924
	Supplies & Operating Charges	102	7,500	7,000
	Capital Outlay	-	-	-
		\$ 155,909	\$ 119,826	\$ 359,654

MISSION STATEMENT:
The mission of the City Manager's Office is to provide excellence in assisting the City Council establish community goals and policies and providing leadership and direction in the administration of all City departments and services.

GOALS & OBJECTIVES:
1 <u>Ensure the City is fiscally responsible.</u> * Submit a balanced budget to council. * Present a five-year capital plan to council. 2 <u>Ensure the city is transparent to the community.</u> * Keep the council informed on all city operations * Keep the community informed of progress on all capital projects. 5 <u>Ensure Flowery Branch is a safe community to live, work and play.</u> * Create a city-wide safety program.

PERFORMANCE MEASURES:							
MEASURES	City Wide Strategic	ACTUAL			YTD thru 12/31	BUDGET	
		FY2020	FY2021	FY2022	FY2023	FY2023	FY2024
Balance budget submitted to Council	FS	N/A	N/A	N/A	N/A	Yes	Yes
Five-year Capital Plan submitted to Council	FS	N/A	N/A	N/A	N/A	Yes	Yes
# of Updates submitted (at least 3 per month)	IO	N/A	N/A	N/A	N/A	36	36
Hold quarterly CIP meetings for updates	IO	N/A	N/A	N/A	2	4	4
# of ClearGov Transparency portal updates	IO	N/A	N/A	N/A	2	6	12

CITY CLERK

DEPARTMENT DESCRIPTION:	EXPENDITURE SUMMARY			
The City Clerk works with members of the Council and other departments to execute the agenda. The City Clerk's responsibilities include recording minutes of council meetings and maintaining all municipal documents. The City Clerk must also prepare meeting agendas that report on current issues facing our community, record data and ensure that documents are stored, filed and maintained correctly. Prepare and maintain official reports, legal documents, financial records and reference material. A City Clerk works directly with the Mayor, City Council and various Directors of all city administration departments. <i>*FY2024 Salary Increase to salary allocation changes.</i>	Funding Source: General Fund	FY2022	FY2023	FY2024*
		ACTUAL	BUDGET	BUDGET
	Personal Services	112,698	99,217	131,451
	Professional & Other Services	7,798	28,958	34,595
	Supplies & Operating Charges	3,765	3,960	6,700
	Capital Outlay	-	-	-
		\$ 124,260	\$ 132,135	\$ 172,746

MISSION STATEMENT:
The office of the City Clerk's mission is to bridge the gap between the public and government by providing service that exceeds the public's expectations and is based on a foundation of integrity and excellence.

GOALS & OBJECTIVES:
1. <u>Maintain excellence in records management.</u> * Research and implement technology to increase transparency in records management. * Utilize the new Assistant City Clerk to increase efficiencies in records retention. * Create a disaster recovery plan. 2. <u>Increase knowledge of City operations.</u> * Continue the education process of the Certified City Clerk program. * Continue the education process of the Master Municipal Clerk program. 3. <u>Ensure city meetings are run in an efficient and effective manner.</u> * Hold biweekly meetings with city staff to ensure agendas are posted as requested by the Mayor.

PERFORMANCE MEASURES:							
MEASURES	City Wide Strategic	ACTUAL			YTD thru 12/31	BUDGET	
		FY2020	FY2021	FY2022	FY2023	FY2023	FY2024
Average days agenda posted prior to meeting	IO	N/A	N/A	N/A	4.5	7	7
Average # of records scanned monthly	IO	N/A	65	10	20	50	50
# of certifications maintained	IO	N/A	N/A	N/A	1	1	2

GENERAL ADMINISTRATION DEPARTMENT

DEPARTMENT DESCRIPTION:	EXPENDITURE SUMMARY			
The General Administration Department is accountable for financial activity, including reporting, investments, purchasing, budget, revenue collections, grant application and tracking, capital project tracking, payroll, and capital asset tracking. * FY2024 increase due to salary allocation changes.	Funding Source: General Fund	FY2022	FY2023	FY2024*
		ACTUAL	BUDGET	BUDGET
	Personal Services	281,094	303,751	593,537
	Professional & Other Services	209,702	158,403	237,220
	Supplies & Operating Charges	30,840	24,000	27,100
	Capital Outlay	-	-	-
		\$ 521,636	\$ 486,154	\$ 857,857

MISSION STATEMENT:
To protect and improve the financial health of the City and teach, encourage, and assure good stewardship of City resources.

GOALS & OBJECTIVES:
1. <u>Protect and improve the financial resources of the City.</u> * Maximize investment earnings. * Update financial reporting. * Increase financial transparency through the ClearGov web portal. 2. <u>Assure continued compliance with laws and regulations.</u> * Work with auditor to implement necessary GASB Statements. * Continue training in the state purchasing guidelines. 3. <u>Utilize technology to improve efficiencies and decrease costs.</u> * Research and implement alternative ways to collect payments. * Continue to implement necessary modules in financial software.

PERFORMANCE MEASURES:							
MEASURES	City Wide Strategic	ACTUAL			YTD thru 12/31	BUDGET	
		FY2020	FY2021	FY2022	FY2023	FY2023	FY2024
Average Yield Earned	FS	N/A	N/A	N/A	N/A	N/A	4%
Govt. Finance Officers Assoc awards	IO	0	1	2	3	6	9
ClearGov Financial updates	IO	N/A	N/A	N/A	2	6	12
Credit Agency Bond Rating	IO	N/A	Aa2	Aa2	Aa2	Aa2	Aa2

GENERAL FUND
RISK MANAGEMENT
 BUDGET REQUEST AND JUSTIFICATION FORM

	FY2022 ACTUAL	FY2023 ADJ BUDGET	FY2024 BUDGET	% CHANGE
Operating:				
Personal Services	\$ 73,145	\$ 100,000	\$ 100,000	0.0%
Professional & Other Services	99,567	112,000	111,000	-0.9%
Supplies & Operating Charges	890	1,500	1,000	-33.3%
Total Operating	<u>173,602</u>	<u>213,500</u>	<u>212,000</u>	-0.7%
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	N/A
Total Overall Expenditures	<u>\$ 173,602</u>	<u>\$ 213,500</u>	<u>\$ 212,000</u>	-0.7%

Capital Outlay Breakdown

Total Capital Outlay	<u>\$ -</u>
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PUBLIC WORKS DEPARTMENT

DEPARTMENT DESCRIPTION:	EXPENDITURE SUMMARY			
The Public Works Department is comprised of 2 General Fund divisions: Public Lands and Buildings (PL&B) and Highways & Street Administration. PL&B ensures a safe, functional, comfortable, clean, attractive and pleasant environment in the buildings under its management. Highways & Street Administration is responsible for the repair and maintenance of all streets, sidewalks, storm drainage infrastructure, rights-of-way, and other related facilities located within the City of Flowery Branch. *FY2024 Salary Increase to salary allocation changes.	Funding Source: General Fund	FY2022 ACTUAL	FY2023 BUDGET	FY2024* BUDGET
	Personal Services	305,307	431,271	946,747
	Professional & Other Services	259,530	543,178	392,010
	Supplies & Operating Charges	150,965	204,100	189,800
	Capital Outlay	85,830	85,000	-
		\$ 801,633	\$ 1,263,549	\$ 1,528,556

MISSION STATEMENT:
Public Works is committed to providing high quality and responsive services and pleasant and safe conditions along our roads, sidewalks and other structures for our residents, business owners, and visitors to our City.

GOALS & OBJECTIVES:
1. <u>Improve stormwater drainage structures throughout the city.</u> * Maintain or replace cross drains. * Clean, mow, and excavate drainage structures and ditches throughout the city. 2. <u>Improve and maintain the city's pedestrian pathways.</u> * Inspect, cut and replace existing sidewalks. * Develop and implement sidewalk plan. 3. <u>Improve and maintain the city's streets.</u> * Raise existing manholes, that have been covered, to ensure accessibility. * Repair damaged streets to increase useful life. * Order and place/replace street signage.

PERFORMANCE MEASURES							
MEASURES	Strategic Priority	ACTUAL			YTD thru 12/31	BUDGET	
		FY2020	FY2021	FY2022	FY2023	FY2023	FY2024
# of Cross Drains maintained or replaced	II	N/A	N/A	N/A	N/A	N/A	200
LF of pedestrian pathways repaired or added	II	N/A	N/A	N/A	N/A	N/A	100
# of manholes maintained	II	N/A	N/A	N/A	N/A	N/A	50
LF of streets repaired	II	N/A	N/A	N/A	N/A	N/A	4,000

MUNICIPAL COURT DEPARTMENT

DEPARTMENT DESCRIPTION:	EXPENDITURE SUMMARY			
Municipal Court is a misdemeanor court that has jurisdiction over city ordinance violations and state traffic offenses. Specific type cases handled by the court include routine traffic offenses; driving under the influence of alcohol, possession of marijuana less than an ounce, shoplifting less than \$500.00 and code enforcement violations. The Court also is responsible for entering case dispositions and forwarding entries to the Department of Drivers Services.	Funding Source: General Fund	FY2022	FY2023	FY2024
		ACTUAL	BUDGET	BUDGET
	Personal Services	101,931	132,404	159,568
	Professional & Other Services	52,902	75,566	56,290
	Supplies & Operating Charges	7,620	10,000	25,400
	Capital Outlay	-	-	-
		\$ 162,453	\$ 217,970	\$ 241,258

MISSION STATEMENT:
The mission of the Municipal Court is to assure the administrative efficiency of the court, to protect the court's ethical integrity, and help maintain public confidence in the court's fairness in dispensing justice impartially.

GOALS & OBJECTIVES:
1. <u>Enhance communications regarding court proceedings.</u> * Explore and implement a process to allow mass communication notifications for defendants to receive court information.
2. <u>Improve access to reports, open records, etc.</u> * Explore and implement online access to reports, open records, etc. * Find a software editing company that would allow us to redact videos for open records.

PERFORMANCE MEASURES:							
MEASURES	City Wide Strategic	ACTUAL			YTD thru 12/31	BUDGET	
		FY2020	FY2021	FY2022	FY2023	FY2023	FY2024
# of notifications issued	IO	N/A	N/A	N/A	N/A	N/A	5
# of in-person open record requests	IO	N/A	N/A	N/A	N/A	N/A	400
# of online open record requests	IO	N/A	N/A	N/A	N/A	N/A	100

POLICE DEPARTMENT

DEPARTMENT DESCRIPTION:	EXPENDITURE SUMMARY			
The Flowery Branch Police Department provide the City of Flowery Branch with emergency and non-emergency service 24 hours a day to more than 10,000 city residents. Our jurisdiction covers the City of Flowery Branch and includes houses, apartment complexes, businesses, industrial parks, recreational facilities, schools, churches and numerous shopping centers. The City of Flowery Branch Police department is made up of Police Administration and the Patrol division.	Funding Source: General Fund	FY2022	FY2023	FY2024
		ACTUAL	BUDGET	BUDGET
	Personal Services	1,302,492	1,893,894	2,513,767
	Professional & Other Services	109,272	158,169	189,979
	Supplies & Operating Charges	101,323	133,950	177,180
	Capital Outlay	43,000	-	-
		\$ 1,556,088	\$ 2,186,013	\$ 2,880,926

MISSION STATEMENT:
We vow to protect and serve the City of Flowery Branch through dedication, professionalism, and community-oriented policing by using active cooperation as well as effective, proven standards of excellence with a positive, progressive attitude.

GOALS & OBJECTIVES:
<u>1. Ensure that the police response is in an efficient and in an effective manner.</u> * Hire additional police officers for patrol to meet the demand of calls. * Reduce response time for calls for service. <u>2. Reduce crime and accidents in the City of Flowery Branch</u> * Create the S.P.E.A.R. Program (Specialized Proactive Enforcement and Response Unit). * Explore and implement a drone program. * Develop a safety program for the schools and community. <u>3. Attract and retain highly qualified police personnel.</u> * Develop a recruitment and retention plan. * Explore additional pay incentives and benefits.

PERFORMANCE MEASURES:							
MEASURES	Strategic Priority	ACTUAL			YTD thru 12/31	BUDGET	
		FY2020	FY2021	FY2022	FY2023	FY2023	FY2024
# of Patrol officers	PS	15	15	18	21	21	28
Response time in minutes	PS	2:38	4:00	8:00	3:35	5	3:00
Call Volume	PS	5,000	10,000	12,500	25,000	35,000	45,000

Planning & Community Development

DEPARTMENT DESCRIPTION:	EXPENDITURE SUMMARY			
The Planning and Community Development department is responsible for working with the citizens of Flowery Branch, the development community and the elected officials, while managing current and long-range planning, land development, building constructions, and code compliance. The Department is responsible for current and future planning, zoning, building permits, site development, plan review, building and site inspections, as well as code enforcement.	Funding Source: General Fund	FY2022 ACTUAL	FY2023 BUDGET	FY2024 BUDGET
	Personal Services	309,097	603,905	598,099
	Professional & Other Services	440,448	499,734	430,316
	Supplies & Operating Charges	15,786	17,200	12,750
	Capital Outlay	57,368	-	7,500
		\$ 822,699	\$ 1,120,839	\$ 1,048,665

MISSION STATEMENT:
To develop and implement creative community-based strategies to enhance economic opportunity, build strong neighborhoods, and ensure a dynamic framework for quality growth and development.

GOALS & OBJECTIVES:
1. <u>Promote a pedestrian friendly community.</u> * Develop a community sidewalk plan. 2. <u>Develop a high-quality, vibrant community.</u> * Update the Unified Development Code. * Downtown Development Phase II 3. <u>Keep Flowery Branch Beautiful.</u> * Remove blight through code enforcement. * Host community clean-ups.

PERFORMANCE MEASURES:							
MEASURES	City Wide Strategic	ACTUAL			YTD thru 12/31	BUDGET	
		FY2020	FY2021	FY2022	FY2023	FY2023	FY2024
Code Updates	ED	N/A	N/A	N/A	N/A	N/A	1
Community Clean-ups	ED	N/A	N/A	N/A	N/A	N/A	2
Code Enforcement contacts	ED	105	128	154	36	150	150
Downtown Development Funds	ED	N/A	\$ 16,573	\$ 112,272	\$ 1,145,822	\$ 350,000	\$ 400,000

COMMUNITY RELATIONS

DEPARTMENT DESCRIPTION:	EXPENDITURE SUMMARY			
Community relations department is dedicated to ensure the City of Flowery Branch remains a quaint, vibrant community. We strive to provide the highest quality of service to our businesses, residents and visitors. We are devoted to creating and updating our website, event production and coordination, downtown development, community communication through social media and media relations. Our team partners with multiple departments through out the city.	Funding Source: General Fund	FY2022 ACTUAL	FY2023 BUDGET	FY2024 BUDGET
	Personal Services	65,528	103,276	187,891
	Professional & Other Services	27,402	88,984	124,332
	Supplies & Operating Charges	113,806	214,810	190,050
	Capital Outlay	-	-	-
		\$ 206,737	\$ 407,070	\$ 502,273

MISSION STATEMENT:
The Community Relations Department maintains relationships between the City of Flowery Branch and its citizens. Providing up to date information through our website, social media and providing events and downtown happenings to give family and friends an opportunity to create lasting memories.

GOALS & OBJECTIVES:
1. <u>Enhance the aesthetics and public appeal of the City of Flowery Branch.</u> * Obtain and install additional art pieces within the city. * Create and design uniform branding. * Create a new landscape design for Flowery Branch that contains flowers 2. <u>Increase tourism to the downtown area.</u> * Develop and implement a robust events calendar. * Obtain final lease for retail space. * Develop and implement a plan to connect the marina to downtown. 3. <u>Enrich the lives of our citizens and encourage community involvement.</u> * Create two new events in the downtown area. * Create a hammock park. * Develop and send a "What's Blooming" newsletter.

PERFORMANCE MEASURES:							
MEASURES	City Wide Strategic	ACTUAL			YTD thru 12/31	BUDGET	
		FY2020	FY2021	FY2022	FY2023	FY2023	FY2024
# of art pieces installed	ED	N/A	N/A	N/A	N/A	1	3
# of community events	ED	N/A	N/A	5	4	8	9
# of monthly newsletter	ED	N/A	N/A	N/A	N/A	3	12
# of Farmer's Markets	ED	N/A	N/A	38	18	36	36

AGENCY ALLOCATIONS

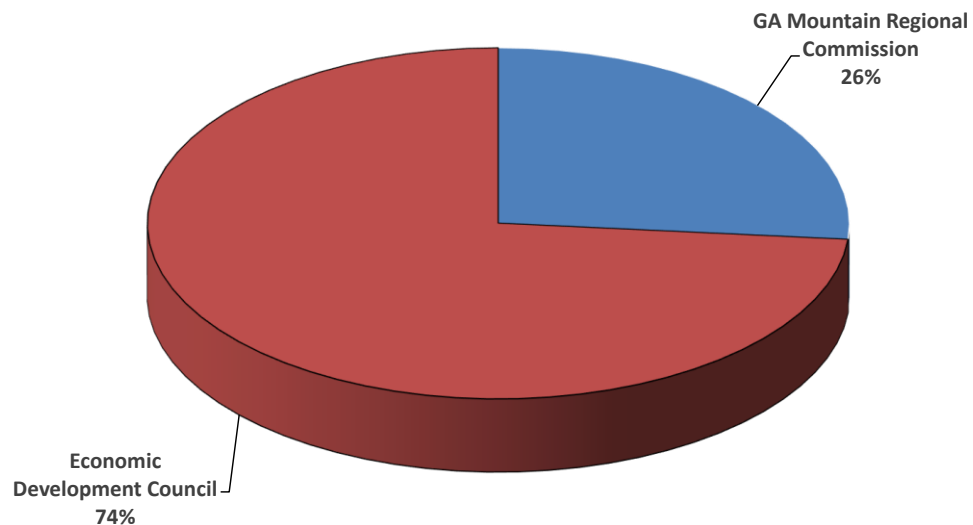
DEPARTMENT DESCRIPTION:

This Department's budget accounts for those funds requested by local Agencies for services they provide to the City.

Agency Allocations

	FY2022 Actual	FY2023 Budget	FY2024 Budget
General Fund:			
GA Mountain Regional Commission	10,406.24	9,000.00	14,500.00
Economic Development Council	25,000.00	25,000.00	28,000.00
Total General Fund Allocations	35,406.24	34,000.00	42,500.00
Water & Sewer			
GA Mountain Regional Commission	-	-	-
Economic Development Council	-	-	-
Total Water & Sewer Fund Allocations	-	-	-
Total Funding			
GA Mountain Regional Commission	10,406.24	9,000.00	14,500.00
Economic Development Council	25,000.00	25,000.00	28,000.00
Total Agency Allocations	\$ 35,406.24	\$ 34,000.00	\$ 42,500.00

Agency Allocations



Confiscated Assets Fund

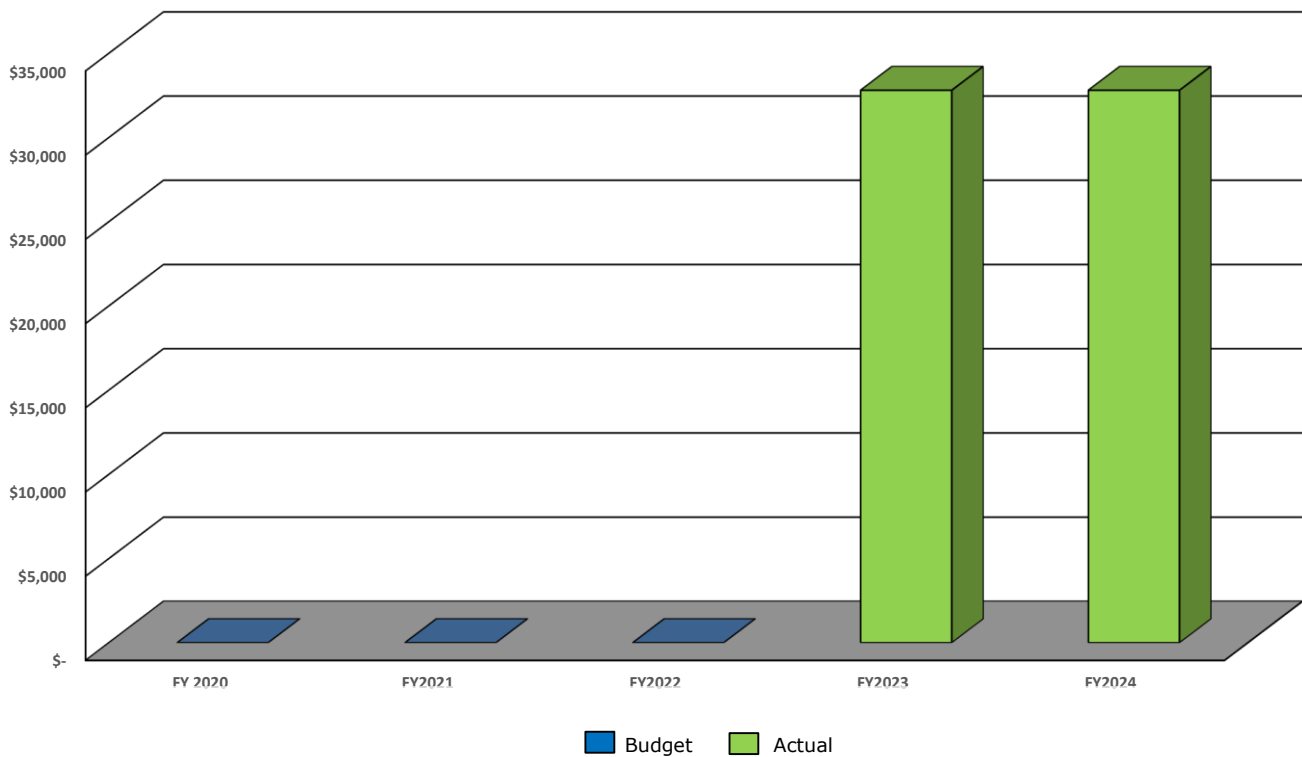
FUND DESCRIPTION:

This fund is a Special Revenue Fund. Funds of this type are used to account for the proceeds of specific revenue sources that are legally or donor restricted to expenditures for specific purposes. The Confiscated Assets Fund is used to account for certain asset seizures confiscated by the City Police Department

CONFISCATED ASSETS FUND SUMMARY

	FY2022 Actual	FY2023	Budget	FY2024 Budget
Revenue:				
Confiscations - State	\$ -	\$ 32,800	\$ -	-
Confiscations - Local	-	-	-	-
Confiscations - Federal	-	-	-	-
Budget Fund Balance	-	-	-	32,800
Total Revenue	-	32,800	-	32,800
Expenditures:				
Professional & Other Services	-	-	-	-
Supplies & Operating Charges	-	32,800	32,800	-
Capital Outlay	-	-	-	-
Total Expenditures	-	32,800	32,800	-
<i>Excess Revenues Over/(Under) Expenditures</i>	-	-	-	-

Confiscated Assets Fund Revenue



American Rescue Plan Fund

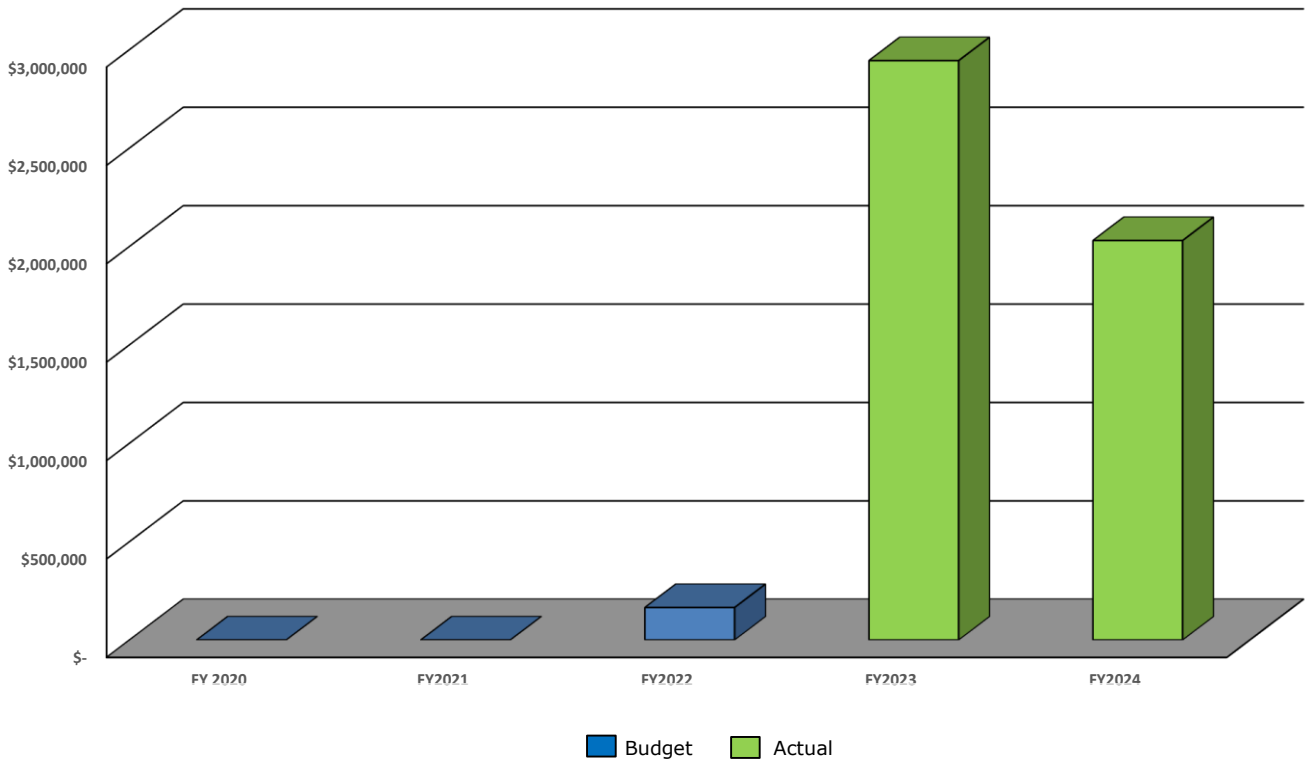
FUND DESCRIPTION:

This fund is a Special Revenue Fund. Funds of this type are used to account for the proceeds of specific revenue sources that are legally or donor restricted to expenditures for specific purposes. The American Resuce Plan Fund is used to account for certain expenditures authorized under the American Rescue Plan Act.

CONFISCATED ASSETS FUND SUMMARY

	FY2022 Actual	FY2023	Budget	FY2024 Budget
Revenue:				
American Rescue Plan	\$ 165,020	\$ 1,554,429	\$ -	
Interest Revenue	-	-	30,000	
Budget Fund Balance	-	1,389,409	1,999,758	
Total Revenue	165,020	2,943,838	2,029,758	
Expenditures:				
Capital Outlay	7,020	2,131,938	1,029,758	
Transfers out	158,000	811,900	1,000,000	
Total Expenditures	165,020	2,943,838	2,029,758	
<i>Excess Revenues Over/(Under) Expenditures</i>	<i>-</i>	<i>-</i>	<i>-</i>	

American Rescue Plan Revenue



Tax Allocation District

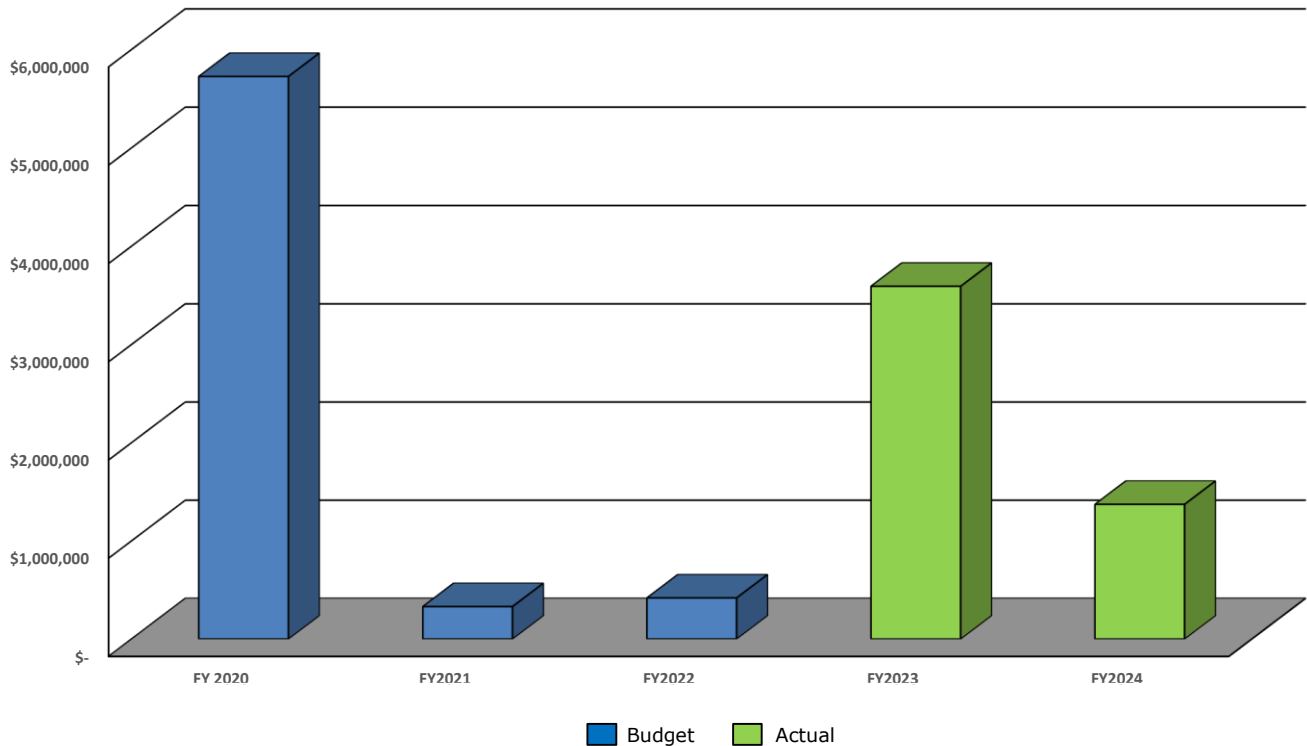
FUND DESCRIPTION:

This fund is a Special Revenue Fund. Funds of this type are used to account for the proceeds of specific revenue sources that are legally or donor restricted to expenditures for specific purposes. The Tax Allocation District is used to account for ad valorem property tax collections derived from the City's Tax Allocation District (Downtown) for the purpose of stimulating private development in this area.

CONFISCATED ASSETS FUND SUMMARY

	FY2022 Actual	FY2023	Budget	FY2024 Budget
Revenue:				
TAD revenue - Hall Co. Portion	\$ 237,651	\$ 250,000	\$ 700,000	
TAD revenue - City Portion	-	-	550,000	
Rental Income	-	-	101,923	
Interest revenue	8,961	2,000	20,000	
Transfers in	172,020	329,254	-	
Budget Fund Balance	-	3,010,594	-	
Total Revenue	418,632	3,591,848	1,371,923	
Expenditures:				
Professional and Other Services	281,278	205,000	560,000	
Capital Outlay	2,087,729	3,115,298	466,429	
Debt Service	161,526	271,550	345,494	
Transfers Out	-	-	-	
Total Expenditures	2,530,533	3,591,848	1,371,923	
<i>Excess Revenues Over/(Under) Expenditures</i>	<i>(2,111,901)</i>	<i>-</i>	<i>-</i>	

Tax Allocation District Revenue



Information Technology Fund

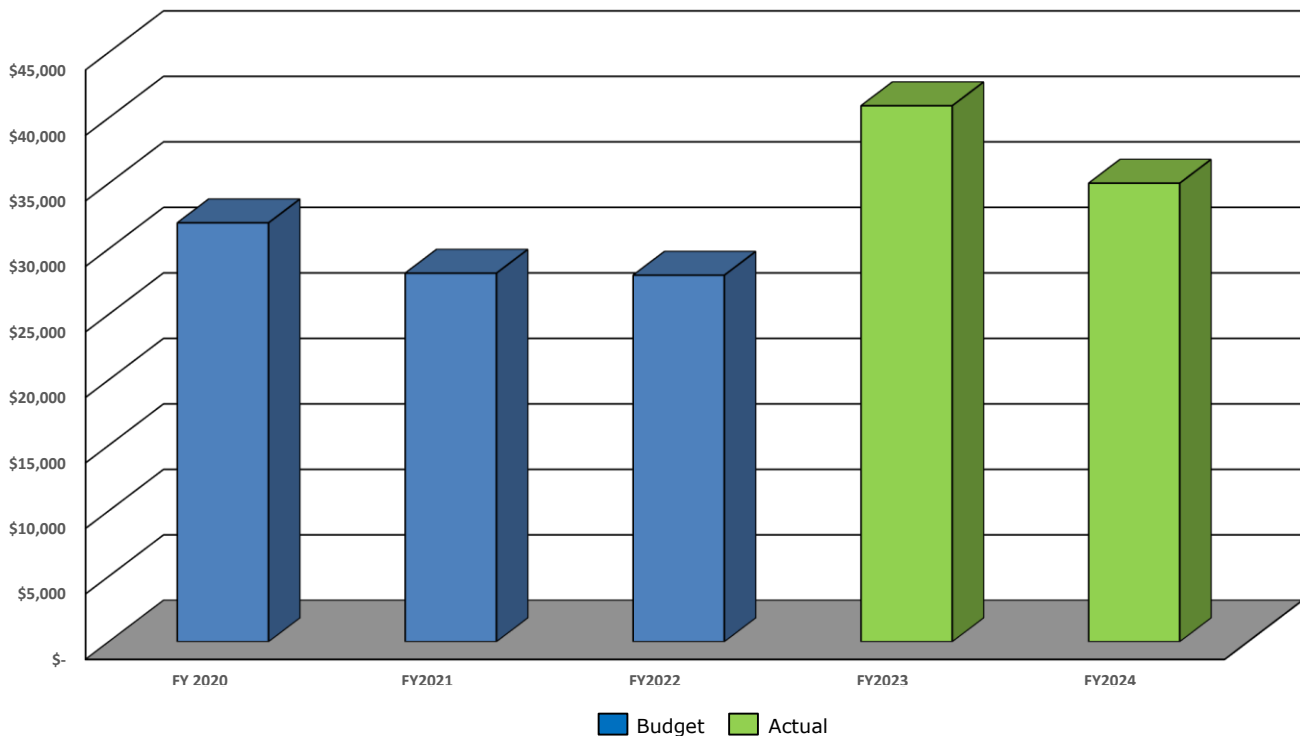
FUND DESCRIPTION:

This fund is used to account for an Information Technology fee derived from each citation issued by the City of Flowery Branch Police officers, for the purpose of improving functionality and efficiency through the use of enhance technology.

CONFISCATED ASSETS FUND SUMMARY

	FY2022 Actual	FY2023	Budget	FY2024 Budget
Revenue:				
Technology Fees	\$ 27,974	\$ 30,240	\$ 20,000	
Interest Revenue	-	-	-	
Transfer In	-	-	-	
Budget Fund Balance	-	10,669	15,000	
Total Revenue	27,974	40,909	35,000	
Expenditures:				
Supplies and Operating Charges	37,059	40,909	35,000	
Transfers Out	-	-	-	
Capital Outlay	-	-	-	
Total Expenditures	37,059	40,909	35,000	
<i>Excess Revenues Over/(Under) Expenditures</i>	<i>(9,085)</i>	<i>-</i>	<i>-</i>	

Information Technology Revenue



Hotel/Motel Tax Fund

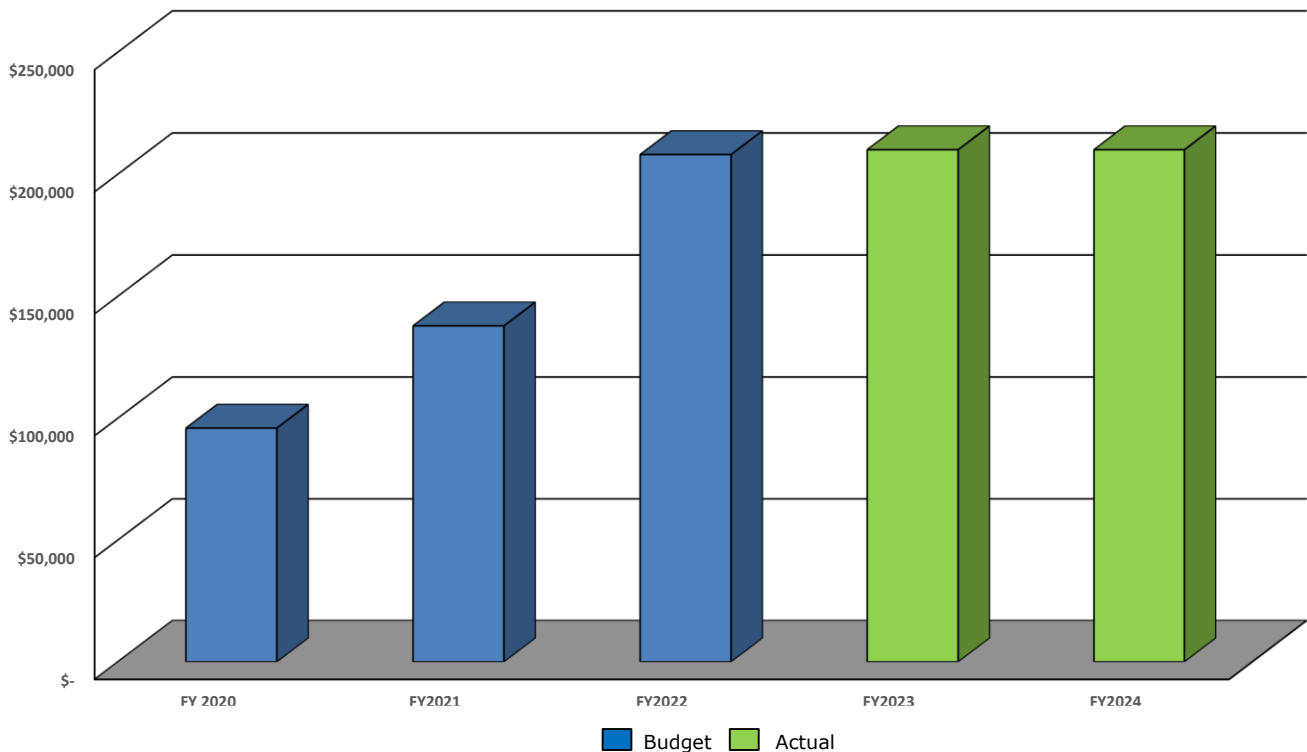
FUND DESCRIPTION:

Hotel/Motel Tax is a tax on room rentals at hotels, motels, Air BNB and VRBO located within the City. The tax was assessed at the rate of 5% for fiscal years before 2020 and was raised to 8% thereafter. The revenue assumption for the fiscal year budget presented here was projected by calculating the forecasted tax base for the coming fiscal year and then assessing the base at the rate of 8%.

CONFISCATED ASSETS FUND SUMMARY

	FY2022 Actual	FY2023	Budget	FY2024 Budget
Revenue:				
CVB Hotel Tax Revenue - City's portion	\$ 78,003	\$ 85,000	\$ 85,000	
Tourism Product Development	39,001	40,000	40,000	
CVB Hotel Tax Revenue - CVB's portion	91,004	85,000	85,000	
Interest Revenue	-	-	-	-
Budget Fund Balance	-	-	-	-
Total Revenue	208,008	210,000	210,000	
Expenditures:				
Convention Visitors Bureau	91,005	85,000	85,000	
Transfers Out	117,004	125,000	125,000	
Total Expenditures	208,009	210,000	210,000	
<i>Excess Revenues Over/(Under) Expenditures</i>	<i>(1)</i>	<i>-</i>	<i>-</i>	

Hotel/Motel Revenue



CAPITAL IMPROVEMENT PROGRAM

FUND DESCRIPTION:

These budgets represent the first year of the present five year Capital Improvement Program (CIP). The section also includes a summary of the entire CIP, as well as more detailed information regarding those projects funded for the first year. Capital improvement budgets remain open until the project is completed.

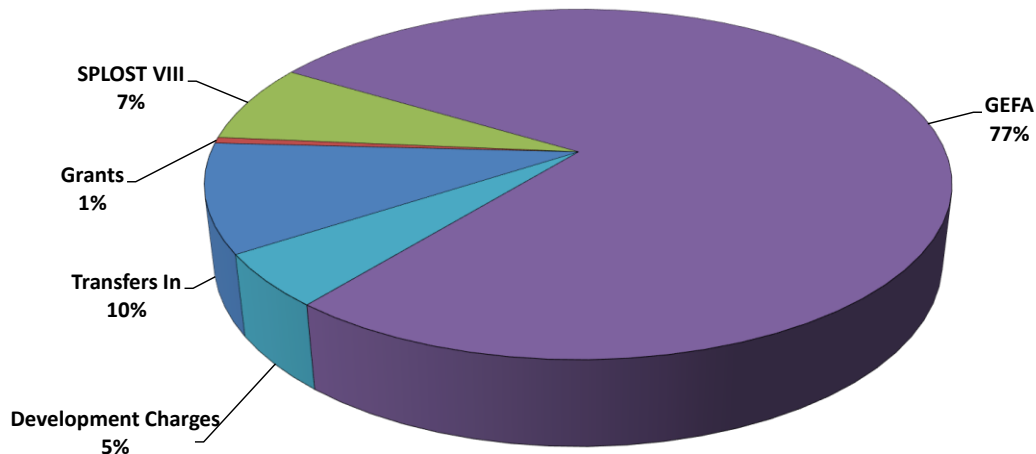
MISSION STATEMENT:

It is the mission of the Capital Improvement Program to identify, measure, and plan for future Capital needs while adhering to the central mission of the City of Flowery Branch.

CAPITAL IMPROVEMENTS PROGRAM FUND SUMMARY

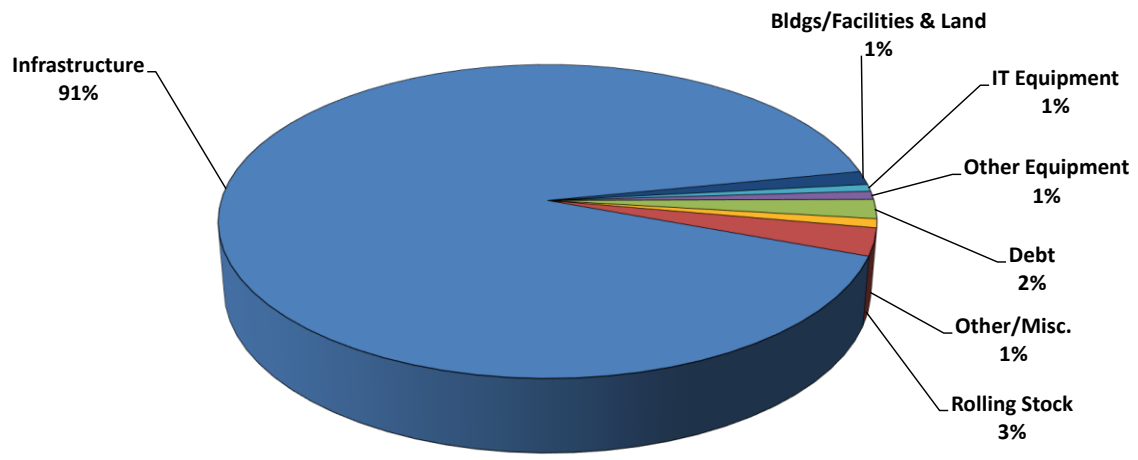
REVENUES	FY2022 BUDGET	FY2023 BUDGET	FY2024 BUDGET
Intergovernmental:			
Georgia Department of Transportation	\$ 83,905	\$ -	\$ 85,000
Federal Grants	139,200	1,005,816	-
Hall County	-	10,000	-
SPLOST VII			
SPLOST VIII	1,041,695	1,220,101	1,132,102
Bond/Lease proceeds	5,183,719	-	-
Contributions	154,000	50,000	-
GEFA Loan (DWSRF)	625,000	3,602,990	1,482,010
GEFA Loan (CWSRF)	11,503,916	850,000	10,585,000
Water Resources Development Charges	582,436	2,677,440	767,990
Community Service Center	-	-	-
Transfers From:			
General Fund	641,761	-	565,000
Hotel/Motel Tax Fund	-	-	-
Information Tech Fund	-	-	-
Department of Water Resources Operating Fund	-	-	-
Local Resources Fund	-	-	-
ARPA	-	-	1,000,000
Budgeted Fund Balance:			
Local Resources Fund Balance	381,755	880,019	1,826,345
SPLOST Fund Balance	181,250	158,230	-
Total Revenues	\$ 20,518,637	\$ 10,454,596	\$ 17,443,447

FY 2024 Funding Sources

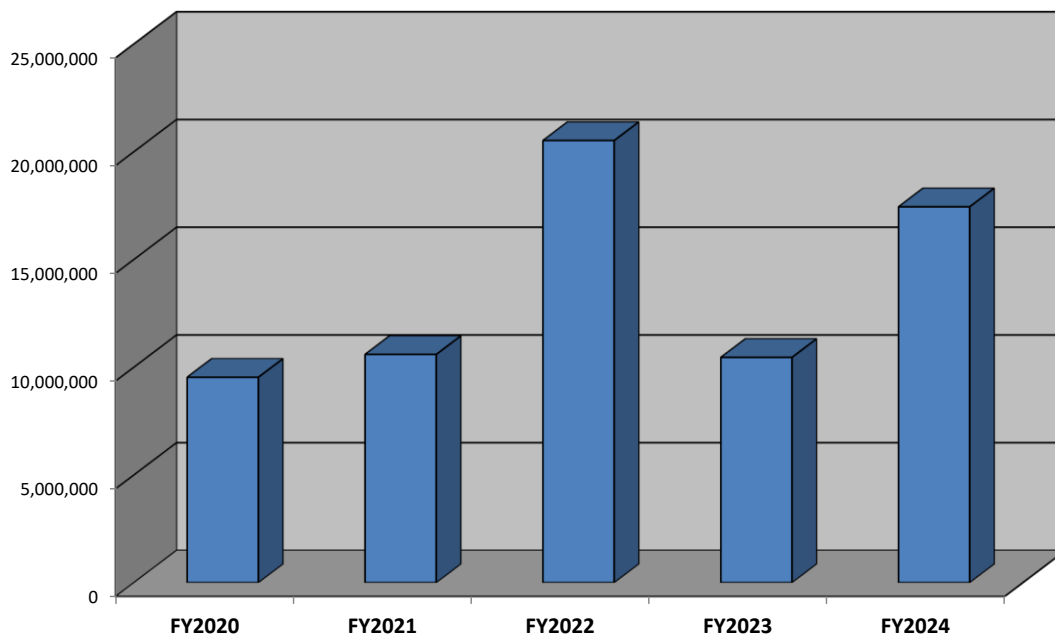


CAPITAL IMPROVEMENT PROGRAM FUND SUMMARY			
EXPENDITURES	FY2022 BUDGET	FY2023 BUDGET	FY2024 BUDGET
City Managers Office			
Downtown Development Phase II	-	-	418,305
City Buildings Security	-	-	50,000
Financial Services			
City Hall Debt Services	-	-	342,917
IT Equipment Upgrades Annual Program	-	100,000	25,000
Community Development Department			
Planning Software	-	-	50,000
Police			
Police Vehicles	44,694	-	329,000
Public Works - Public Land and Buildings			
Replacement Utility Vehicle	-	-	80,000
4x4 Crew Cab Truck	-	-	45,000
Front End Loader	-	-	40,000
Annual Paving Program	1,722,667	580,095	1,773,797
Parks Property & Improvements	-	-	244,428
Main Street Improvements	26,719	-	-
Downtown Development Phase I	1,991,263	-	-
Market Pavilion Park and Streetscaping	1,331,249	5,000	-
Old Town Bike-Pedestrian Path	692,362	-	-
Mitchell Street Improvements	1,140,381	185,745	-
Tenant Improvements - Main St.	445,000	-	-
Old Town Stormwater Improvements	-	550,000	-
Wastewater Plant Entrance	-	550,000	-
Martin Schools Sanitary Sewer	181,250	142,000	-
CW Davis Pump Station	-	36,230	-
McEver & Gaines Ferry Traffic Improvements	-	60,000	-
Downtown Streetscapes	92,500	5,196	-
City Building Generator	-	50,000	-
Tourism			
Gateway Sign	-	-	50,000
Landscaping	-	-	100,000
Hammock Park	-	-	30,000
Caboose Renovations	-	-	30,000
Website Upgrades	-	90,000	-
Department of Water Resources			
Wastewater Expansion (CWSRF)	11,503,916	-	11,485,000
Waterline Improvements	50,000	250,000	140,000
Wastewater Effluent Discharge Force Main Phase 2 (CW	-	750,000	-
Wastewater Pump Station Modification (CWSRF)	-	100,000	100,000
Water Distribution System Upgrade (DWSRF)	-	200,000	200,000
Water Distribution at Railroad Crossings (DWSRF)	-	-	250,000
Lights Ferry Water Line (DWSRF)	-	250,000	250,000
Wells 4 & 5 (DWSRF)	87,520	937,990	1,120,000
SCADA System (DWSRF)	-	50,000	50,000
Atlanta Highway Water line (DWSRF)	-	140,000	140,000
Replacement Generator	-	-	100,000
Interim Wastewater Plant Improvements	-	1,080,488	-
Wastewater Plant Blower Rentals	139,200	-	-
Water Tank Improvements Planning & Design	38,023	-	-
Elevated Water Tank	1,031,893	1,875,000	-
Roberts Drive Pump Station	-	250,000	-
Modify Well Pumps and Well House No. 1 & 3	-	150,000	-
Gainesville Sewer Line	-	2,066,852	-
Total Expenditures	\$ 20,518,637	\$ 10,454,596	\$ 17,443,447

Expenses by Category



Five-Year Budgeted Funding Trend



Water & Sewer Fund

DEPARTMENT DESCRIPTION:

The Water & Sewer Fund is used for activities connected with the development, operations and maintenance of water and sewer service in the City of Flowery Branch. This is an enterprise fund, financed and operated in a manner similar to private business enterprises. Such funds are self-supporting in nature where the costs, including depreciation, of providing goods or services on a continuing basis are finance or recovered primarily through user charges.

MISSION STATEMENT:

To protect public health and the environment through the delivery of safe and reliable water and wastewater services with a commitment to future generations.

GOALS & OBJECTIVES:

1. Maintain operational reliability.

- * Upgrade existing plant to newer technology to increase plant capacity and efficiency.
- * Improve existing wastewater outfall line.
- * Complete the elevated water tank.
- * Bring wells #4 and #5 online.
- * Complete force main to Gainesville.

2. Ensure financial stability.

- * Upgrade existing plant to newer technology to increase plant capacity and efficiency.
- * Ongoing account reviews to ensure account collections are received in a timely manner.

3. Ensure regulatory compliance.

- * Ensure reporting to EPD is completed in a timely manner.
- * Exceed the water and wastewater quality requirements in the discharge permit for all parameters.

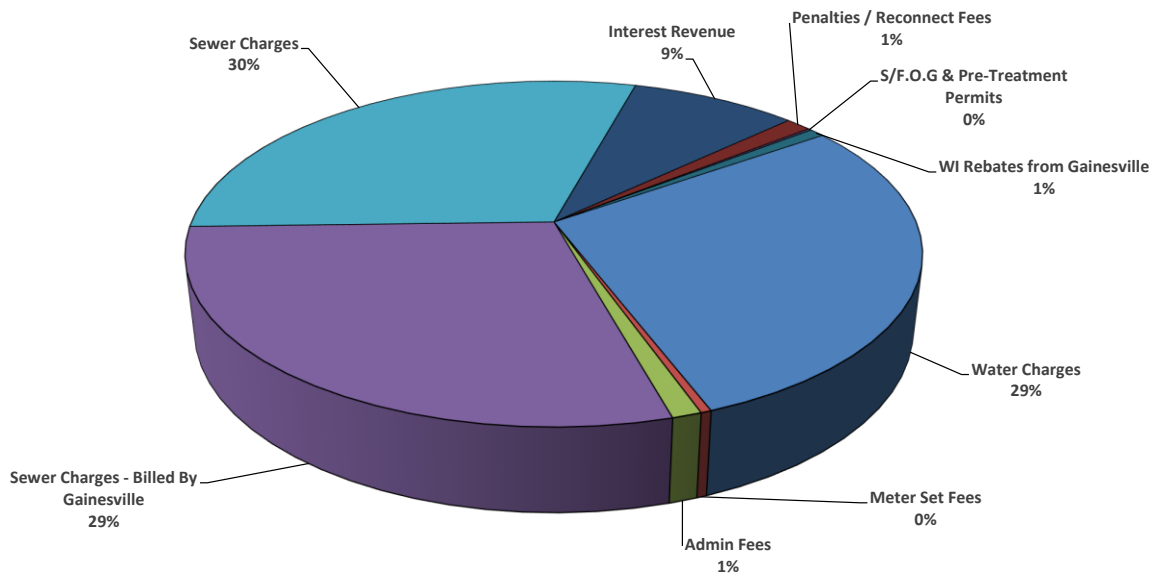
PERFORMANCE MEASURES

MEASURES	ACTUAL			YTD thru 12/31	BUDGET	
	FY2020	FY2021	FY2022	FY2023	FY2023	FY2024
Gallons of Water Capacity increased (daily)	N/A	N/A	N/A	N/A	N/A	400,000
% of accounts reviewed	N/A	N/A	N/A	N/A	N/A	100%
# of months water and wastewater quality exceeds permit	N/A	N/A	N/A	N/A	N/A	12
Gallons of Wastewater Capacity increased (daily)	N/A	N/A	N/A	N/A	N/A	1.5 MGD
Total Wastewater Capacity	.9 MGD	.9 MGD	.9 MGD	.9 MGD	.9 MGD	2.4 MGD

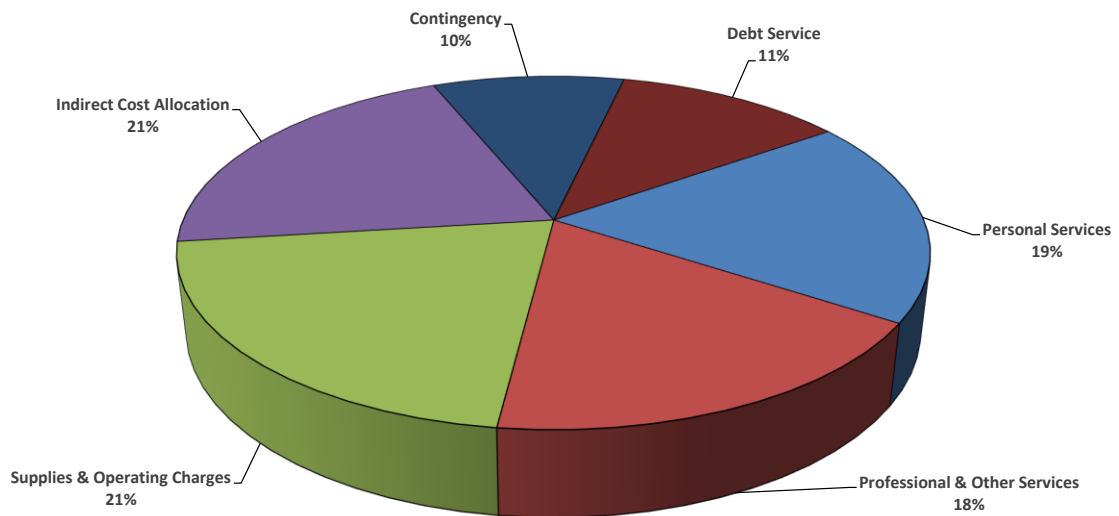
Water & Sewer Fund Summary:

	FY2022	FY2023	FY2024
	Actual	Budget	Budget
Revenues			
Water Charges	\$ 998,381	\$ 946,000	\$ 1,100,000
Meter Set Fees	73,828	87,000	15,000
Admin Fees	230,270	82,000	42,000
Sewer Charges - Billed By Gainesville	1,038,517	947,512	1,100,000
Sewer Charges	1,061,595	1,022,000	1,130,100
Bank Fees / Bad Check Fees	90	-	-
Interest Revenue	130	-	332,200
Penalties / Reconnect Fees	46,194	48,000	50,000
W&S Misc Revenue	-	3,500	-
S/F.O.G & Pre-Treatment Permits	4,471	7,850	7,000
WI Rebates from Gainesville	53,899	42,000	30,000
Transfers in - Development Charges	1,264,672	-	-
Budgeted Net Position	-	-	-
Total Revenues	\$ 4,772,047	\$ 3,185,862	\$ 3,806,300
Expenses			
Personal Services	854,396	1,341,166	\$ 719,008
Professional & Other Services	526,904	604,330	\$ 678,900
Supplies & Operating Charges	667,544	639,300	\$ 800,800
Indirect Cost Allocation	-	-	\$ 789,679
Capital Outlay	10,649	-	\$ -
Depreciation	480,856	-	-
Contingency	-	5,061	373,000
Debt Service	53,013	596,005	444,913
Total Operating Expenses	\$ 2,593,362	\$ 3,185,862	\$ 3,806,300
Excess Revenues Over/(Under) Expenses	\$ 2,178,685	\$ -	\$ -

Water & Sewer Revenue



Water & Sewer Expenses



EMPLOYEE BENEFITS FUND

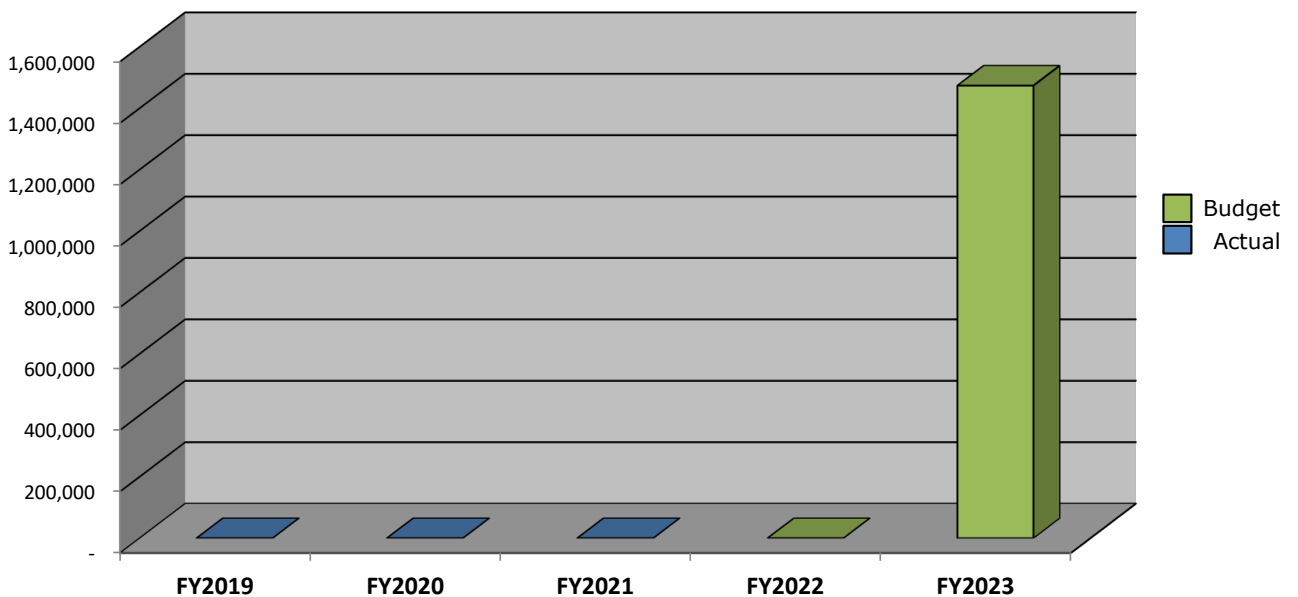
DEPARTMENT DESCRIPTION:

The Employee Benefits Fund accounts for the cost of providing life, health and other insurance benefits to City employees and retirees and their dependents, plus administrative costs and claims associated with these insurance components. As this is an internal service fund, which is used to provide goods and services to the departments and agencies within the city, costs of these goods and services are charged to the various departments.

EMPLOYEE BENEFITS FUND SUMMARY

REVENUES	FY2022 ACTUAL	FY2023 BUDGET	FY2024 BUDGET
Premiums	\$ -	\$ -	1,474,000
Interest	-	-	-
Transfers in	-	-	-
Budgeted Net Position	-	-	-
Total Revenues	-	-	1,474,000
EXPENDITURES			
Personal Services	-	-	122,551
Health Insurance Premiums/Claims Expense	-	-	958,505
Life Insurance Premiums	-	-	5,506
Vision Insurance Premiums	-	-	4,944
Dental Insurance Premiums	-	-	30,017
Long-term Disability Insurance	-	-	18,802
Administration/Wellness Program	-	-	23,000
Pension cost	-	-	270,000
Other Costs	-	-	40,675
Total Expenditures	\$ -	\$ -	1,474,000
Excess Revenues Over/(Under) Expenditures	\$ -	\$ -	-

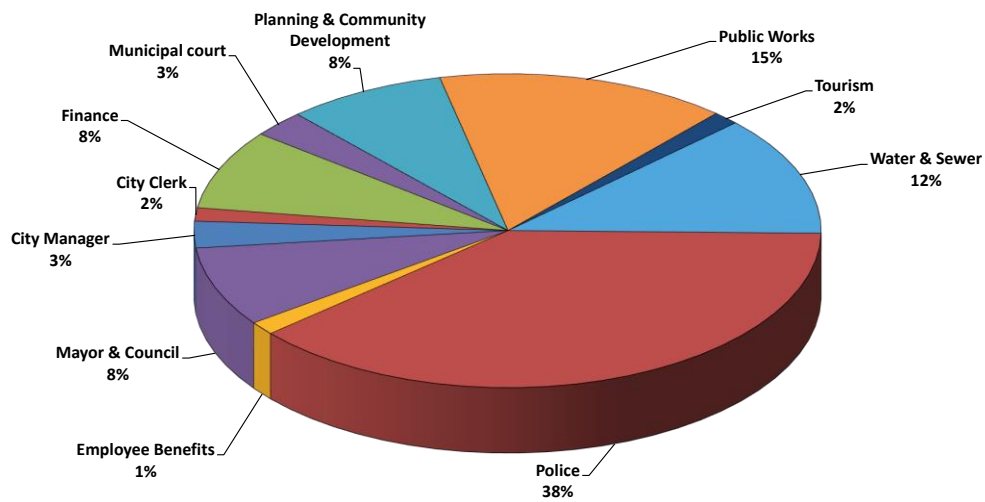
Employee Benefits Five Year Trend



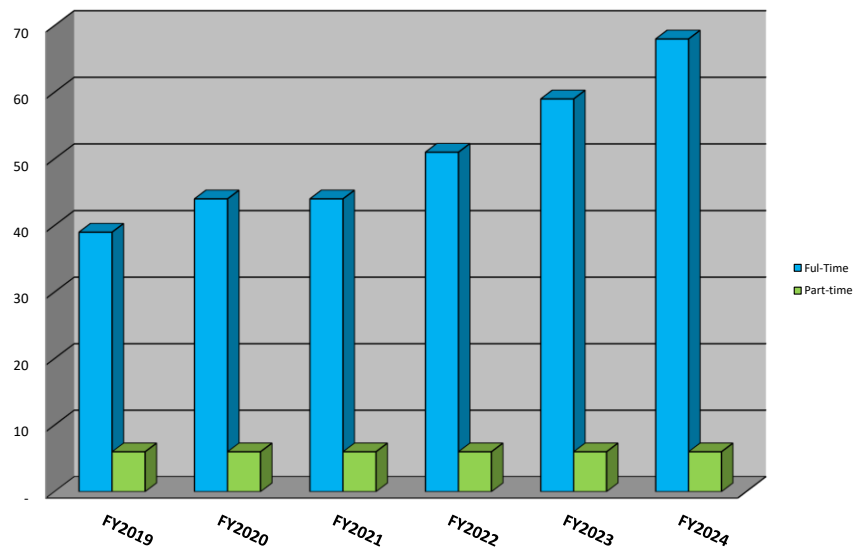
FISCAL YEAR 2024 AUTHORIZED POSITIONS

DEPARTMENTS	(5-year Summary)									
	FY2020		FY2021		FY2022		FY2023		FY2024	
	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
Mayor & City Council		6		6		6		6		6
City Manager	1		1		1		1		2	
City Clerk	1		1		1		1		1	
Financial Services	4		4		5		6		6	
Municipal Court	2		2		2		2		2	
Planning & Community Development Dept.	3		3		4		5		6	
Police Department	16		16		18		22		28	
Public Works	8		8		10		11		11	
Tourism	-		-		1		2		2	
Employee Benefits	-		-		-		-		1	
Total General Fund	35	6	35	6	42	6	50	6	59	6
Water & Sewer	9	-	9	-	9		9		9	
TOTAL AUTHORIZED POSITIONS	44	6	44	6	51	6	59	6	68	6

Authorized Positions by Fund FY 2024



Five-Year Positional Change Chart



FY2024

Capital Improvements Plan

CAPITAL IMPROVEMENT PROGRAM

FUND DESCRIPTION:

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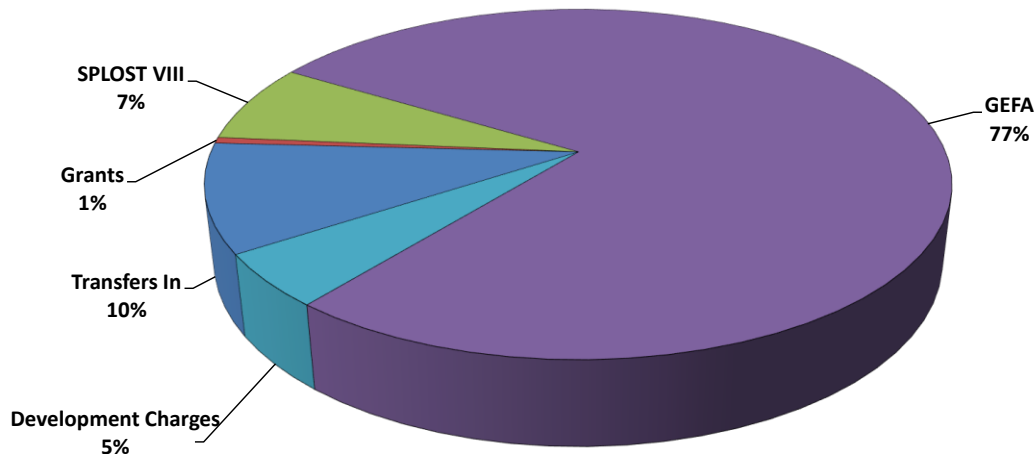
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CAPITAL IMPROVEMENTS PROGRAM FUND SUMMARY

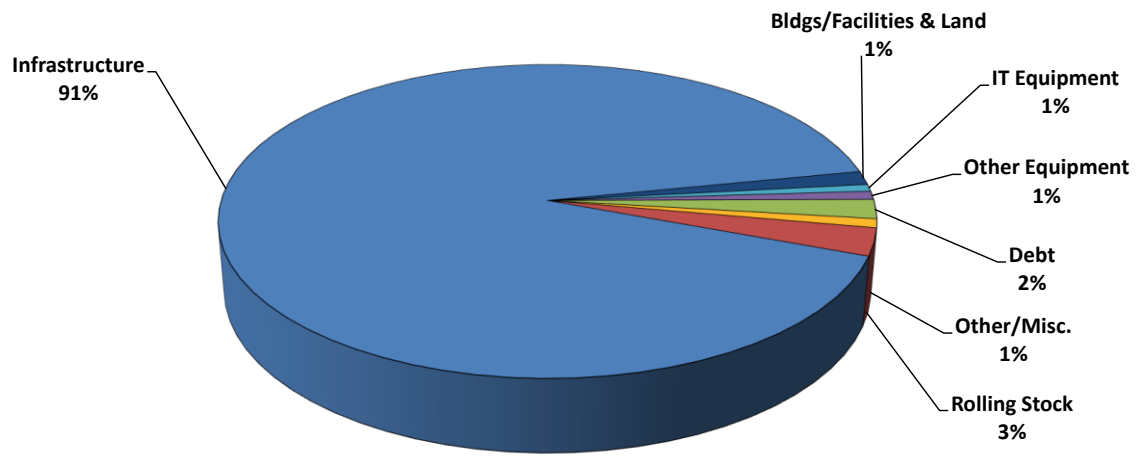
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Intergovernmental:			
Georgia Department of Transportation	\$ 83,905	\$ -	\$ 85,000
Federal Grants	139,200	1,005,816	-
Hall County	-	10,000	-
SPLOST VII			
SPLOST VIII	1,041,695	1,220,101	1,132,102
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Community Service Center	-	-	-
Transfers From:			
General Fund	641,761	-	565,000
Hotel/Motel Tax Fund	-	-	-
Information Tech Fund	-	-	-
Department of Water Resources Operating Fund	-	-	-
Local Resources Fund	-	-	-
ARPA	-	-	1,000,000
Budgeted Fund Balance:			
Local Resources Fund Balance	381,755	880,019	1,826,345
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FY 2024 Funding Sources

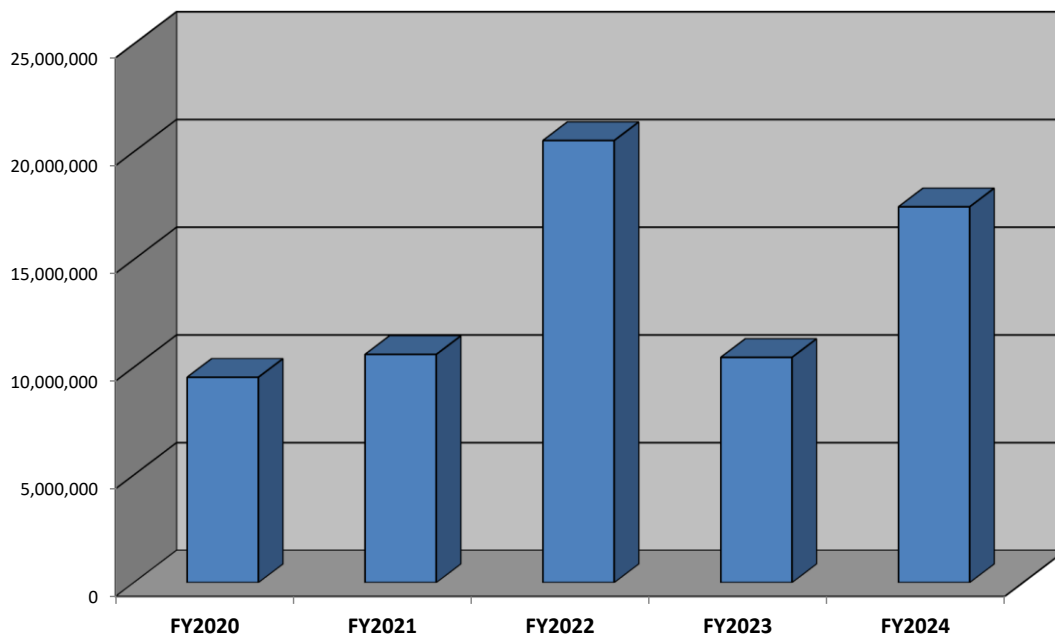


CAPITAL IMPROVEMENT PROGRAM FUND SUMMARY			
EXPENDITURES	FY2022 BUDGET	FY2023 BUDGET	FY2024 BUDGET
City Managers Office			
Downtown Development Phase II	-	-	418,305
City Buildings Security	-	-	50,000
Financial Services			
City Hall Debt Services	-	-	342,917
IT Equipment Upgrades Annual Program	-	100,000	25,000
Community Development Department			
Planning Software	-	-	50,000
Police			
Police Vehicles	44,694	-	329,000
Public Works - Public Land and Buildings			
Replacement Utility Vehicle	-	-	80,000
4x4 Crew Cab Truck	-	-	45,000
Front End Loader	-	-	40,000
Annual Paving Program	1,722,667	580,095	1,773,797
Parks Property & Improvements	-	-	244,428
Main Street Improvements	26,719	-	-
Downtown Development Phase I	1,991,263	-	-
Market Pavilion Park and Streetscaping	1,331,249	5,000	-
Old Town Bike-Pedestrian Path	692,362	-	-
Mitchell Street Improvements	1,140,381	185,745	-
Tenant Improvements - Main St.	445,000	-	-
Old Town Stormwater Improvements	-	550,000	-
Wastewater Plant Entrance	-	550,000	-
Martin Schools Sanitary Sewer	181,250	142,000	-
CW Davis Pump Station	-	36,230	-
McEver & Gaines Ferry Traffic Improvements	-	60,000	-
Downtown Streetscapes	92,500	5,196	-
City Building Generator	-	50,000	-
Tourism			
Gateway Sign	-	-	50,000
Landscaping	-	-	100,000
Hammock Park	-	-	30,000
Caboose Renovations	-	-	30,000
Website Upgrades	-	90,000	-
Department of Water Resources			
Wastewater Expansion (CWSRF)	11,503,916	-	11,485,000
Waterline Improvements	50,000	250,000	140,000
Wastewater Effluent Discharge Force Main Phase 2 (CW	-	750,000	-
Wastewater Pump Station Modification (CWSRF)	-	100,000	100,000
Water Distribution System Upgrade (DWSRF)	-	200,000	200,000
Water Distribution at Railroad Crossings (DWSRF)	-	-	250,000
Lights Ferry Water Line (DWSRF)	-	250,000	250,000
Wells 4 & 5 (DWSRF)	87,520	937,990	1,120,000
SCADA System (DWSRF)	-	50,000	50,000
Atlanta Highway Water line (DWSRF)	-	140,000	140,000
Replacement Generator	-	-	100,000
Interim Wastewater Plant Improvements	-	1,080,488	-
Wastewater Plant Blower Rentals	139,200	-	-
Water Tank Improvements Planning & Design	38,023	-	-
Elevated Water Tank	1,031,893	1,875,000	-
Roberts Drive Pump Station	-	250,000	-
Modify Well Pumps and Well House No. 1 & 3	-	150,000	-
Gainesville Sewer Line	-	2,066,852	-
Total Expenditures	\$ 20,518,637	\$ 10,454,596	\$ 17,443,447

Expenses by Category



Five-Year Budgeted Funding Trend



Downtown Development Phase II

Strategic Initiative:	Economic Development	Put Picture here
Project Type:	Reoccurring Project ▼	
Priority:	B - Desirable ▼	
Location:	Downtown area	
Department:	City Manager	
Project Manager:		

Description/Justification:
Continue the redevelopment of the Downtown area to promote economic development.

FUNDING SOURCES:	FY24	FY25	FY26	FY27	FY28	TOTAL		
General Fund	418,305					\$ 418,305	Project Estimated	
						\$ -		
						\$ -	Start Date	Completion Date
						\$ -		
TOTAL	\$ 418,305	\$ -	\$ -	\$ -	\$ -	\$ 418,305		

PROJECT COSTS	Budget							
PROJECT COMPONENTS:	FY24	FY25	FY26	FY27	FY28	Five Year Total	Prior Year Costs	Total Project Cost from Inception
PLANNING	100,000					\$ 100,000		\$ 100,000
CONSTRUCTION	318,305					\$ 318,305		\$ 318,305
EQUIPMENT/VEHICLE						\$ -		\$ -
OTHER						\$ -		\$ -
TOTAL	\$ 418,305	\$ -	\$ -	\$ -	\$ -	\$ 418,305	\$ -	\$ 418,305

ANNUAL OPERATING IMPACT							
DESCRIPTION	FY24	FY25	FY26	FY27	FY28	FIVE YEAR TOTAL	Other:
Personnel						\$ -	Expense Type: Operating Budget Expenses ▼
Operating						\$ -	
Capital Outlay						\$ -	Account Number:
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

CAPITAL PROJECT EVALUATION CRITERIA DISCUSSION:
Legal mandates: None; Health and safety impacts: Promote walkability; Economic development impacts: Continue to promote private/public economic development in the downtown area; Environmental, aesthetic, and social effects: This project will continue to beautify the downtown area and create an inviting atmosphere; Distributional effects: All citizens and patrons to the City of Flowery Branch; Disruption/Inconvenience: Anticipated congestion during the construction phase; Impact of deferral: Potential for increase cost; Uncertainty or risk: None; Interjurisdictional effects: None.

NOTES:

DEPARTMENT DIRECTOR RANKING: A - Essential ▼		PROJECT NUMBER
DEPARTMENT PRIORITY RANKING: 1 ▼		
CIP EVALUATION TEAM RANKING: Priority Ranking ▼		

City Building Security

Strategic Initiative:	Public Safety	Put Picture here
Project Type:	Single Year Project ▼	
Priority:	A - Essential ▼	
Location:	City Facilities	
Department:	City Manager	
Project Manager:		

Description/Justification:
Update and install additional security cameras at city facilities.

FUNDING SOURCES:	FY24	FY25	FY26	FY27	FY28	TOTAL		
General Fund	50,000					\$ 50,000	Project Estimated	
						\$ -		
						\$ -	Start Date	Completion Date
						\$ -		
TOTAL	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000		

PROJECT COSTS	Budget							
PROJECT COMPONENTS:	FY24	FY25	FY26	FY27	FY28	Five Year Total	Prior Year Costs	Total Project Cost from Inception
PLANNING						\$ -		\$ -
CONSTRUCTION	50,000					\$ 50,000		\$ 50,000
EQUIPMENT/VEHICLE						\$ -		\$ -
OTHER						\$ -		\$ -
TOTAL	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000

ANNUAL OPERATING IMPACT							
DESCRIPTION	FY24	FY25	FY26	FY27	FY28	FIVE YEAR TOTAL	Other:
Personnel						\$ -	Expense Type: Operating Budget Expenses ▼
Operating						\$ -	
Capital Outlay						\$ -	Account Number:
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

CAPITAL PROJECT EVALUATION CRITERIA DISCUSSION:

NOTES:

DEPARTMENT DIRECTOR RANKING: A - Essential ▼		PROJECT NUMBER
DEPARTMENT PRIORITY RANKING: 2 ▼		
CIP EVALUATION TEAM RANKING: Priority Ranking ▼		

IT Equipment Upgrades Annual Program

Strategic Initiative:	Equipment	
Project Type:	Reoccurring Project ▼	
Priority:	B - Desirable ▼	
Location:	Various	
Department:	General Admin	
Project Manager:	Matt Hamby	

Description/Justification:
 The City of Flowery Branch has one server and several computers that are past its minimum life and no longer accepting update patches. This project is to upgrade all expired equipment.

FUNDING SOURCES:	FY24	FY25	FY26	FY27	FY28	TOTAL		
Local Resources	25,000	25,000	25,000	25,000	25,000	\$ 125,000	Project Estimated	
						\$ -		
						\$ -		
						\$ -	Start Date	Completion Date
TOTAL	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000		

PROJECT COSTS	Budget							
PROJECT COMPONENTS:	FY24	FY25	FY26	FY27	FY28	Five Year Total	Prior Year Costs	Total Project Cost from Inception
PLANNING						\$ -		\$ -
CONSTRUCTION						\$ -		\$ -
EQUIPMENT/VEHICLE	25,000	25,000	25,000	25,000	25,000	\$ 125,000		\$ 125,000
OTHER						\$ -		\$ -
TOTAL	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000	\$ -	\$ 125,000

ANNUAL OPERATING IMPACT								
DESCRIPTION	FY24	FY25	FY26	FY27	FY28	FIVE YEAR TOTAL	Other:	
Personnel						\$ -	Expense Type: Operating Budget Expenses ▼	
Operating						\$ -		
Capital Outlay						\$ -	Account Number:	
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		

CAPITAL PROJECT EVALUATION CRITERIA DISCUSSION:
 This project will help us keep our IT equipment up to date and mitigate potential security risk.

NOTES:

DEPARTMENT DIRECTOR RANKING: B - Desirable ▼	▼	PROJECT NUMBER
DEPARTMENT PRIORITY RANKING: 1 ▼		
CIP EVALUATION TEAM RANKING: Priority Ranking ▼		

Gateway Sign

Strategic Initiative:	Infrastructure Improvements	
Project Type:	Reoccurring Project ▼	
Priority:	B - Desirable ▼	
Location:	Various	
Department:	Public Works	
Project Manager:	Bill Whidden	

Description/Justification:
Update to the City of Flowery Branch Gateway signs.

FUNDING SOURCES:	FY24	FY25	FY26	FY27	FY28	TOTAL		
Local Resources	50,000					\$ 50,000	Project Estimated	
						\$ -		
						\$ -		
						\$ -	Start Date	Completion Date
TOTAL	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000		

PROJECT COSTS	Budget							
PROJECT COMPONENTS:	FY24	FY25	FY26	FY27	FY28	Five Year Total	Prior Year Costs	Total Project Cost from Inception
PLANNING						\$ -		\$ -
CONSTRUCTION	50,000					\$ 50,000		\$ 50,000
EQUIPMENT/VEHICLE						\$ -		\$ -
OTHER						\$ -		\$ -
TOTAL	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000

ANNUAL OPERATING IMPACT							
DESCRIPTION	FY24	FY25	FY26	FY27	FY28	FIVE YEAR TOTAL	Other:
Personnel						\$ -	Expense Type:
Operating						\$ -	Operating Budget Expenses ▼
Capital Outlay						\$ -	Account Number:
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

CAPITAL PROJECT EVALUATION CRITERIA DISCUSSION:
This project aims to update the City's gateway signs.

NOTES:

DEPARTMENT DIRECTOR RANKING: A - Essential ▼	PROJECT NUMBER
DEPARTMENT PRIORITY RANKING: 2 ▼	
CIP EVALUATION TEAM RANKING: Priority Ranking ▼	

Utility Truck

Strategic Initiative:	Infrastructure Improvements	
Project Type:	Reoccurring Project ▼	
Priority:	B - Desirable ▼	
Location:	Various	
Department:	Public Works	
Project Manager:	Bill Whidden	

Description/Justification:
This project is for the replacement of a utility truck that is beyond its useful life.

FUNDING SOURCES:	FY24	FY25	FY26	FY27	FY28	TOTAL		
Local Resources	80,000					\$ 80,000	Project Estimated	
						\$ -		
						\$ -		
						\$ -	Start Date	Completion Date
TOTAL	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000		

PROJECT COSTS	Budget							
PROJECT COMPONENTS:	FY24	FY25	FY26	FY27	FY28	Five Year Total	Prior Year Costs	Total Project Cost from Inception
PLANNING						\$ -		\$ -
CONSTRUCTION						\$ -		\$ -
EQUIPMENT/VEHICLE	80,000					\$ 80,000		\$ 80,000
OTHER						\$ -		\$ -
TOTAL	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ 80,000

ANNUAL OPERATING IMPACT							
DESCRIPTION	FY24	FY25	FY26	FY27	FY28	FIVE YEAR TOTAL	Other:
Personnel						\$ -	Expense Type:
Operating						\$ -	Operating Budget Expenses ▼
Capital Outlay						\$ -	Account Number:
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

CAPITAL PROJECT EVALUATION CRITERIA DISCUSSION:

NOTES:

DEPARTMENT DIRECTOR RANKING:	A - Essential ▼		PROJECT NUMBER
DEPARTMENT PRIORITY RANKING	2 ▼		
CIP EVALUATION TEAM RANKING:	Priority Ranking ▼		

Regular 4x4 Crew Cab Truck

Strategic Initiative:	Infrastructure Improvements		
Project Type:	Reoccurring Project	▼	
Priority:	B - Desirable	▼	
Location:	Various		
Department:	Public Works		
Project Manager:	Bill Whidden		

Description/Justification:
Purchase of a 4x4 Crew Cab Truck

FUNDING SOURCES:	FY24	FY25	FY26	FY27	FY28	TOTAL	Project Estimated	
Local Resources	45,000					\$ 45,000		
						\$ -	Start Date	Completion Date
						\$ -		
						\$ -		
TOTAL	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000		

PROJECT COSTS	Budget							
PROJECT COMPONENTS:	FY24	FY25	FY26	FY27	FY28	Five Year Total		
PLANNING						\$ -		\$ -
CONSTRUCTION						\$ -		\$ -
EQUIPMENT/VEHICLE	45,000					\$ 45,000		\$ 45,000
OTHER						\$ -		\$ -
TOTAL	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ 45,000

ANNUAL OPERATING IMPACT							
DESCRIPTION	FY24	FY25	FY26	FY27	FY28	FIVE YEAR TOTAL	Other:
Personnel						\$ -	Expense Type:
Operating						\$ -	Operating Budget Expenses ▼
Capital Outlay						\$ -	Account Number:
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

CAPITAL PROJECT EVALUATION CRITERIA DISCUSSION:

NOTES:

DEPARTMENT DIRECTOR RANKING: A - Essential	▼		PROJECT NUMBER
DEPARTMENT PRIORITY RANKING: 2	▼		
CIP EVALUATION TEAM RANKING: Priority Ranking	▼		

Front End Loader

Strategic Initiative:	Infrastructure Improvements	Put Picture here
Project Type:	Reoccurring Project ▼	
Priority:	B - Desirable ▼	
Location:	Various	
Department:	Public Works	
Project Manager:	Bill Whidden	

Description/Justification:
Purchase of a Front End Loader

FUNDING SOURCES:	FY24	FY25	FY26	FY27	FY28	TOTAL		
Local Resources	40,000					\$ 40,000	Project Estimated	
						\$ -		
						\$ -		
						\$ -	Start Date	Completion Date
TOTAL	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000		

PROJECT COSTS	Budget							
PROJECT COMPONENTS:	FY24	FY25	FY26	FY27	FY28	Five Year Total	Prior Year Costs	Total Project Cost from Inception
PLANNING						\$ -		\$ -
CONSTRUCTION						\$ -		\$ -
EQUIPMENT/VEHICLE	40,000					\$ 40,000		\$ 40,000
OTHER						\$ -		\$ -
TOTAL	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000

ANNUAL OPERATING IMPACT							
DESCRIPTION	FY24	FY25	FY26	FY27	FY28	FIVE YEAR TOTAL	Other:
Personnel						\$ -	Expense Type:
Operating						\$ -	Operating Budget Expenses ▼
Capital Outlay						\$ -	Account Number:
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

CAPITAL PROJECT EVALUATION CRITERIA DISCUSSION:

NOTES:

DEPARTMENT DIRECTOR RANKING:	A - Essential ▼		PROJECT NUMBER
DEPARTMENT PRIORITY RANKING	2 ▼		
CIP EVALUATION TEAM RANKING:	Priority Ranking ▼		

Annual Road Paving and Sidewalks Program

Strategic Initiative:	Infrastructure Improvements	Put Picture here
Project Type:	Reoccurring Project	
Priority:	B - Desirable	
Location:	Various	
Department:	Streets	
Project Manager:	Bill Whidden	

Description/Justification:
Maintaining the roads and sidewalks within the community is an essential part of the development of the city. It includes items such as but not limited to, road resurfacing, intersection improvements, and traffic safety enhancements.

FUNDING SOURCES:	FY24	FY25	FY26	FY27	FY28	TOTAL	Project Estimated	
SPLOST VIII	1,132,102	294,675	501,146			\$ 1,927,923		
SPLOST IX				1,000,000	1,000,000	\$ 2,000,000		
LMIG	85,000	85,000	85,000	85,000	85,000	\$ 425,000		
Local Resources	556,695	724,084	499,076	500,000	500,000	\$ 2,779,855	Start Date	Completion Date
						\$ -		
TOTAL	\$ 1,773,797	\$ 1,103,759	\$ 1,085,222	\$ 1,585,000	\$ 1,585,000	\$ 7,132,778		

PROJECT COSTS	Budget						Prior Year Costs	Total Project Cost from Inception
PROJECT COMPONENTS:	FY24	FY25	FY26	FY27	FY28	Five Year Total		
PLANNING						\$ -		\$ -
CONSTRUCTION	1,773,797	1,103,759	1,085,222	1,585,000	1,585,000	\$ 7,132,778		\$ 7,132,778
EQUIPMENT/VEHICLE						\$ -		\$ -
OTHER						\$ -		\$ -
TOTAL	\$ 1,773,797	\$ 1,103,759	\$ 1,085,222	\$ 1,585,000	\$ 1,585,000	\$ 7,132,778	\$ -	\$ 7,132,778

ANNUAL OPERATING IMPACT							
DESCRIPTION	FY24	FY25	FY26	FY27	FY28	FIVE YEAR TOTAL	Other:
Personnel						\$ -	Expense Type:
Operating						\$ -	Operating Budget Expenses
Capital Outlay						\$ -	Account Number:
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

CAPITAL PROJECT EVALUATION CRITERIA DISCUSSION:

NOTES:

DEPARTMENT DIRECTOR RANKING: A - Essential	▼	PROJECT NUMBER
DEPARTMENT PRIORITY RANKING: 1	▼	30120
CIP EVALUATION TEAM RANKING: Priority Ranking	▼	

Parks Property and Improvements

Strategic Initiative:	Infrastructure Improvements	Put Picture here
Project Type:	Reoccurring Project ▼	
Priority:	B - Desirable ▼	
Location:	Various	
Department:	Public Works	
Project Manager:	Bill Whidden	

Description/Justification:
Potential park property purchase and park equipment improvements.

FUNDING SOURCES:	FY24	FY25	FY26	FY27	FY28	TOTAL		
SPLOST VIII	244,428	170,572				\$ 415,000	Project Estimated	
						\$ -		
						\$ -		
						\$ -	Start Date	Completion Date
TOTAL	\$ 244,428	\$ 170,572	\$ -	\$ -	\$ -	\$ 415,000		

PROJECT COSTS	Budget							
PROJECT COMPONENTS:	FY24	FY25	FY26	FY27	FY28	Five Year Total	Prior Year Costs	Total Project Cost from Inception
PLANNING	44,428					\$ 44,428		\$ 44,428
CONSTRUCTION	200,000	170,572				\$ 370,572		\$ 370,572
EQUIPMENT/VEHICLE						\$ -		\$ -
OTHER						\$ -		\$ -
TOTAL	\$ 244,428	\$ 170,572	\$ -	\$ -	\$ -	\$ 415,000	\$ -	\$ 415,000

ANNUAL OPERATING IMPACT							
DESCRIPTION	FY24	FY25	FY26	FY27	FY28	FIVE YEAR TOTAL	Other:
Personnel						\$ -	Expense Type:
Operating						\$ -	Operating Budget Expenses ▼
Capital Outlay						\$ -	Account Number:
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

CAPITAL PROJECT EVALUATION CRITERIA DISCUSSION:

NOTES:

DEPARTMENT DIRECTOR RANKING: A - Essential ▼		PROJECT NUMBER
DEPARTMENT PRIORITY RANKING: 2 ▼		
CIP EVALUATION TEAM RANKING: Priority Ranking ▼		

Public Works Property

Strategic Initiative:	Infrastructure Improvements	Put Picture here
Project Type:	Reoccurring Project ▼	
Priority:	B - Desirable ▼	
Location:	Various	
Department:	Public Works	
Project Manager:	Bill Whidden	

Description/Justification:
Potential public works property site purchase

FUNDING SOURCES:	FY24	FY25	FY26	FY27	FY28	TOTAL		
SPLOST IX					310,000	\$ 310,000	Project Estimated	
						\$ -		
						\$ -		
						\$ -	Start Date	Completion Date
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 310,000	\$ 310,000		

PROJECT COSTS	Budget							
PROJECT COMPONENTS:	FY24	FY25	FY26	FY27	FY28	Five Year Total	Prior Year Costs	Total Project Cost from Inception
PLANNING						\$ -		\$ -
CONSTRUCTION	-				310,000	\$ 310,000		\$ 310,000
EQUIPMENT/VEHICLE						\$ -		\$ -
OTHER						\$ -		\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 310,000	\$ 310,000	\$ -	\$ 310,000

ANNUAL OPERATING IMPACT							
DESCRIPTION	FY24	FY25	FY26	FY27	FY28	FIVE YEAR TOTAL	Other:
Personnel						\$ -	Expense Type:
Operating						\$ -	Operating Budget Expenses ▼
Capital Outlay						\$ -	Account Number:
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

CAPITAL PROJECT EVALUATION CRITERIA DISCUSSION:

NOTES:

DEPARTMENT DIRECTOR RANKING:	A - Essential ▼		PROJECT NUMBER
DEPARTMENT PRIORITY RANKING	2 ▼		
CIP EVALUATION TEAM RANKING:	Priority Ranking ▼		

Police Vehicles

Strategic Initiative:	Equipment	Put Picture here
Project Type:	Reoccurring Project ▼	
Priority:	B - Desirable ▼	
Location:	Police Department	
Department:	Police Department	
Project Manager:	Chris Hulsey	

Description/Justification:
 This project will allow the City of Flowery Branch to purchase a police vehicle and other necessary equipment for the police department. These items ensure the safety of our patrol officers and our community members. FY24; 7 Vehicles;

FUNDING SOURCES:	FY24	FY25	FY26	FY27	FY28	TOTAL		
SPLOST VIII	-	43,000	77,000			\$ 120,000	Project Estimated	
LRF	329,000					\$ 329,000		
						\$ -	Start Date	Completion Date
						\$ -		
TOTAL	\$ 329,000	\$ 43,000	\$ 77,000	\$ -	\$ -	\$ 449,000		

PROJECT COSTS	Budget							
PROJECT COMPONENTS:	FY24	FY25	FY26	FY27	FY28	Five Year Total	Prior Year Costs	Total Project Cost from Inception
PLANNING						\$ -		\$ -
CONSTRUCTION						\$ -		\$ -
EQUIPMENT/VEHICLE	329,000	43,000	77,000			\$ 449,000		\$ 449,000
OTHER						\$ -		\$ -
TOTAL	\$ 329,000	\$ 43,000	\$ 77,000	\$ -	\$ -	\$ 449,000	\$ -	\$ 449,000

ANNUAL OPERATING IMPACT								
DESCRIPTION	FY24	FY25	FY26	FY27	FY28	FIVE YEAR TOTAL	Other:	
Personnel						\$ -	Expense Type: Operating Budget Expenses ▼	
Operating						\$ -		
Capital Outlay						\$ -	Account Number:	
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		

CAPITAL PROJECT EVALUATION CRITERIA DISCUSSION:

NOTES:

DEPARTMENT DIRECTOR RANKING: B - Desirable ▼		PROJECT NUMBER
DEPARTMENT PRIORITY RANKING: 1 ▼		30130
CIP EVALUATION TEAM RANKING: Priority Ranking ▼		

Planning Software

Strategic Initiative:	Economic Development	Put Picture here
Project Type:	Single Year Project ▼	
Priority:	B - Desirable ▼	
Location:	Planning	
Department:	Planning	
Project Manager:	Rich Atkinson	

Description/Justification:
Purchase and implement a planning software.

FUNDING SOURCES:	FY24	FY25	FY26	FY27	FY28	TOTAL		
General Fund	50,000					\$ 50,000	Project Estimated	
						\$ -		
						\$ -	Start Date	Completion Date
						\$ -		
TOTAL	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000		

PROJECT COSTS	Budget							
PROJECT COMPONENTS:	FY24	FY25	FY26	FY27	FY28	Five Year Total	Prior Year Costs	Total Project Cost from Inception
PLANNING						\$ -		\$ -
CONSTRUCTION						\$ -		\$ -
EQUIPMENT/VEHICLE						\$ -		\$ -
OTHER	50,000					\$ 50,000		\$ 50,000
TOTAL	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000

ANNUAL OPERATING IMPACT							
DESCRIPTION	FY24	FY25	FY26	FY27	FY28	FIVE YEAR TOTAL	Other:
Personnel						\$ -	Expense Type: Operating Budget Expenses ▼
Operating						\$ -	
Capital Outlay						\$ -	Account Number:
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

CAPITAL PROJECT EVALUATION CRITERIA DISCUSSION:

NOTES:

DEPARTMENT DIRECTOR RANKING: B - Desirable ▼		PROJECT NUMBER
DEPARTMENT PRIORITY RANKING: 1 ▼		
CIP EVALUATION TEAM RANKING: Priority Ranking ▼		

Landscape Design

Strategic Initiative:	Economic Development	Put Picture here
Project Type:	Reoccurring Project ▼	
Priority:	B - Desirable ▼	
Location:	Downtown	
Department:	Tourism	
Project Manager:	Renee	

Description/Justification:
Develop and implement a landscape design for the downtown area.

FUNDING SOURCES:	FY24	FY25	FY26	FY27	FY28	TOTAL		
Local Resources fund	100,000					\$ 100,000	Project Estimated	
						\$ -		
						\$ -	Start Date	Completion Date
						\$ -		
TOTAL	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000		

PROJECT COSTS	Budget							
PROJECT COMPONENTS:	FY24	FY25	FY26	FY27	FY28	Five Year Total	Prior Year Costs	Total Project Cost from Inception
PLANNING	25,000					\$ 25,000		\$ 25,000
CONSTRUCTION	75,000					\$ 75,000		\$ 75,000
EQUIPMENT/VEHICLE						\$ -		\$ -
OTHER						\$ -		\$ -
TOTAL	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000

ANNUAL OPERATING IMPACT							
DESCRIPTION	FY24	FY25	FY26	FY27	FY28	FIVE YEAR TOTAL	Other:
Personnel						\$ -	Expense Type: Operating Budget Expenses ▼
Operating						\$ -	
Capital Outlay						\$ -	Account Number:
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

CAPITAL PROJECT EVALUATION CRITERIA DISCUSSION:

NOTES:

DEPARTMENT DIRECTOR RANKING: B - Desirable ▼		PROJECT NUMBER
DEPARTMENT PRIORITY RANKING: 1 ▼		
CIP EVALUATION TEAM RANKING: Priority Ranking ▼		

Hammock Park

Strategic Initiative:	Economic Development	Put Picture here
Project Type:	Reoccurring Project ▼	
Priority:	B - Desirable ▼	
Location:	Downtown	
Department:	Tourism	
Project Manager:	Renee	

Description/Justification:
Develop and implement a hammock park at an existing park.

FUNDING SOURCES:	FY24	FY25	FY26	FY27	FY28	TOTAL		
	30,000					\$ 30,000	Project Estimated	
						\$ -		
						\$ -	Start Date	Completion Date
						\$ -		
TOTAL	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000		

PROJECT COSTS	Budget							
PROJECT COMPONENTS:	FY24	FY25	FY26	FY27	FY28	Five Year Total	Prior Year Costs	Total Project Cost from Inception
PLANNING						\$ -		\$ -
CONSTRUCTION						\$ -		\$ -
EQUIPMENT/VEHICLE	30,000					\$ 30,000		\$ 30,000
OTHER						\$ -		\$ -
TOTAL	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000

ANNUAL OPERATING IMPACT							
DESCRIPTION	FY24	FY25	FY26	FY27	FY28	FIVE YEAR TOTAL	Other:
Personnel						\$ -	Expense Type: Operating Budget Expenses ▼
Operating						\$ -	
Capital Outlay						\$ -	Account Number:
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

CAPITAL PROJECT EVALUATION CRITERIA DISCUSSION:

NOTES:

DEPARTMENT DIRECTOR RANKING: B - Desirable ▼		PROJECT NUMBER
DEPARTMENT PRIORITY RANKING: 1 ▼		
CIP EVALUATION TEAM RANKING: Priority Ranking ▼		

Caboose Renovations

Strategic Initiative:	Economic Development	Put Picture here
Project Type:	Reoccurring Project ▼	
Priority:	B - Desirable ▼	
Location:	Downtown	
Department:	Tourism	
Project Manager:	Renee	

Description/Justification:
Renovate the City of Flowery Branch Caboose to be used as a retail space.

FUNDING SOURCES:	FY24	FY25	FY26	FY27	FY28	TOTAL		
	30,000					\$ 30,000	Project Estimated	
						\$ -		
						\$ -		
						\$ -		
							Start Date	Completion Date
TOTAL	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000		

PROJECT COSTS	Budget							
PROJECT COMPONENTS:	FY24	FY25	FY26	FY27	FY28	Five Year Total	Prior Year Costs	Total Project Cost from Inception
PLANNING						\$ -		\$ -
CONSTRUCTION						\$ -		\$ -
EQUIPMENT/VEHICLE	30,000					\$ 30,000		\$ 30,000
OTHER						\$ -		\$ -
TOTAL	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000

ANNUAL OPERATING IMPACT							
DESCRIPTION	FY24	FY25	FY26	FY27	FY28	FIVE YEAR TOTAL	Other:
Personnel						\$ -	Expense Type: Operating Budget Expenses ▼
Operating						\$ -	
Capital Outlay						\$ -	
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Account Number:

CAPITAL PROJECT EVALUATION CRITERIA DISCUSSION:

NOTES:

DEPARTMENT DIRECTOR RANKING: B - Desirable ▼		PROJECT NUMBER
DEPARTMENT PRIORITY RANKING: 1 ▼		
CIP EVALUATION TEAM RANKING: Priority Ranking ▼		

Wastewater Expansion

Strategic Initiative:	Improvement of infrastructure	Put Picture here
Project Type:	Reoccurring Project ▼	
Priority:	B - Desirable ▼	
Location:	Various	
Department:	Wastewater	
Project Manager:	Bill Whidden	

Description/Justification:
 The plant is being expanded to treat a future maximum month flow of 2.2 million gallons per day and to meet new effluent standards for discharge to Lake Lanier. The expanded plant will serve Flowery Branch and portions of Oakwood and unincorporated Hall County.

FUNDING SOURCES:	FY24	FY25	FY26	FY27	FY28	TOTAL	Project Estimated	
GEFA Debt (CWSRF)	10,485,000					\$ 10,485,000		
ARPA Funds	1,000,000					\$ 1,000,000	Start Date	Completion Date
						\$ -		
						\$ -		
TOTAL	\$ 11,485,000	\$ -	\$ -	\$ -	\$ -	\$ 11,485,000		

PROJECT COSTS	Budget							
PROJECT COMPONENTS:	FY24	FY25	FY26	FY27	FY28	Five Year Total	Prior Year Costs	Total Project Cost from Inception
PLANNING						\$ -		\$ -
CONSTRUCTION	11,485,000					\$ 11,485,000	10,779,834	\$ 22,264,834
EQUIPMENT/VEHICLE						\$ -		\$ -
OTHER						\$ -		\$ -
TOTAL	\$ 11,485,000	\$ -	\$ -	\$ -	\$ -	\$ 11,485,000	\$ 10,779,834	\$ 22,264,834

ANNUAL OPERATING IMPACT							
DESCRIPTION	FY24	FY25	FY26	FY27	FY28	FIVE YEAR TOTAL	Other:
Personnel						\$ -	Expense Type:
Operating						\$ -	Operating Budget Expenses ▼
Capital Outlay						\$ -	Account Number:
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

CAPITAL PROJECT EVALUATION CRITERIA DISCUSSION:

NOTES:

DEPARTMENT DIRECTOR RANKING: A - Essential ▼		PROJECT NUMBER
DEPARTMENT PRIORITY RANKING: 1 ▼		50270
CIP EVALUATION TEAM RANKING: A - Essential ▼		

Water Line Improvements Planning & Design

Strategic Initiative:	Improvement of infrastructure	Put Picture here
Project Type:	Reoccurring Project ▼	
Priority:	B - Desirable ▼	
Location:	Various	
Department:	Water Department	
Project Manager:	Bill Whidden	

Description/Justification:
The planning and design elements related to improving the water lines within the City of Flowery Branch to accommodate growth.

FUNDING SOURCES:	FY24	FY25	FY26	FY27	FY28	TOTAL		
Development Charges	140,000	140,000				\$ 280,000	Project Estimated	
						\$ -		
						\$ -		
						\$ -	Start Date	Completion Date
						\$ -		
TOTAL	\$ 140,000	\$ 140,000	\$ -	\$ -	\$ -	\$ 280,000		

PROJECT COSTS	Budget							
PROJECT COMPONENTS:	FY24	FY25	FY26	FY27	FY28	Five Year Total	Prior Year Costs	Total Project Cost from Inception
PLANNING						\$ -		\$ -
CONSTRUCTION	140,000	140,000				\$ 280,000		\$ 280,000
EQUIPMENT/VEHICLE						\$ -		\$ -
OTHER						\$ -		\$ -
TOTAL	\$ 140,000	\$ 140,000	\$ -	\$ -	\$ -	\$ 280,000	\$ -	\$ 280,000

ANNUAL OPERATING IMPACT							
DESCRIPTION	FY24	FY25	FY26	FY27	FY28	FIVE YEAR TOTAL	Other:
Personnel						\$ -	Expense Type: Operating Budget Expenses ▼
Operating						\$ -	
Capital Outlay						\$ -	Account Number:
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

CAPITAL PROJECT EVALUATION CRITERIA DISCUSSION:

NOTES:

DEPARTMENT DIRECTOR RANKING: A - Essential ▼		PROJECT NUMBER
DEPARTMENT PRIORITY RANKING: 2 ▼		50130
CIP EVALUATION TEAM RANKING: Priority Ranking ▼		

Wastewater Pump Station Modification

Strategic Initiative:	Improvement of infrastructure	Put Picture here
Project Type:	Reoccurring Project ▼	
Priority:	A - Essential ▼	
Location:	Various	
Department:	Wastewater	
Project Manager:	Bill Whidden	

Description/Justification:
 This request is to provide funds for modifications and improvement to several of the City's wastewater pumping stations. As the City and surrounding areas continue to grow, the capacity of some wastewater pumping stations needs to be increased. In addition, some stations are more than 20 years old and some mechanical and electrical equipment is nearing the end of its useful life and should be replaced. The City's wastewater collection system has expanded considerably over the last twenty years. Service has been extended to both Oakwood and unincorporated Hall County. There are now 13 pumping stations in the system, excluding those located on the plant site. Wastewater is extremely corrosive and aggressive, resulting in rapid depreciation of equipment that contacts untreated wastewater. Wastewater pumping stations are very expensive to maintain.

FUNDING SOURCES:	FY24	FY25	FY26	FY27	FY28	TOTAL		
GEFA Proceeds (CWSRF)	100,000					\$ 100,000	Project Estimated	
						\$ -		
						\$ -	Start Date	Completion Date
						\$ -		
TOTAL	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000		

PROJECT COSTS	Budget							
	FY24	FY25	FY26	FY27	FY28	Five Year Total	Prior Year Costs	Total Project Cost from Inception
PROJECT COMPONENTS:								
PLANNING						\$ -		\$ -
CONSTRUCTION	100,000					\$ 100,000	200,000	\$ 300,000
EQUIPMENT/VEHICLE						\$ -		\$ -
OTHER						\$ -		\$ -
TOTAL	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 200,000	\$ 300,000

ANNUAL OPERATING IMPACT							
DESCRIPTION	FY24	FY25	FY26	FY27	FY28	FIVE YEAR TOTAL	Other:
Personnel						\$ -	Expense Type:
Operating						\$ -	Operating Budget Expenses ▼
Capital Outlay						\$ -	Account Number:
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

CAPITAL PROJECT EVALUATION CRITERIA DISCUSSION:

NOTES:

DEPARTMENT DIRECTOR RANKING: A - Essential ▼		PROJECT NUMBER
DEPARTMENT PRIORITY RANKING: 4 ▼		50290
CIP EVALUATION TEAM RANKING: Priority Ranking ▼		

Water Distribution System Upgrade

Strategic Initiative:	Improvement of infrastructure	Put Picture here
Project Type:	Reoccurring Project ▼	
Priority:	A - Essential ▼	
Location:	Various	
Department:	Water	
Project Manager:	Bill Whidden	

Description/Justification:
 These areas are currently served by 2-inch galvanized water lines. New 6-inch lines will be installed which will provide better water service to the area. This includes higher available pressure and fire protection for the residential and commercial properties in the area.

FUNDING SOURCES:	FY24	FY25	FY26	FY27	FY28	TOTAL		
Development Charges	200,000	200,000				\$ 400,000	Project Estimated	
						\$ -		
						\$ -	Start Date	Completion Date
						\$ -		
TOTAL	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 400,000		

PROJECT COSTS	Budget							
PROJECT COMPONENTS:	FY24	FY25	FY26	FY27	FY28	Five Year Total	Prior Year Costs	Total Project Cost from Inception
PLANNING						\$ -		\$ -
CONSTRUCTION	200,000	200,000				\$ 400,000	200,000	\$ 600,000
EQUIPMENT/VEHICLE						\$ -		\$ -
OTHER						\$ -		\$ -
TOTAL	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 400,000	\$ 200,000	\$ 600,000

ANNUAL OPERATING IMPACT							
DESCRIPTION	FY24	FY25	FY26	FY27	FY28	FIVE YEAR TOTAL	Other:
Personnel						\$ -	Expense Type: ▼
Operating						\$ -	
Capital Outlay						\$ -	Account Number:
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

CAPITAL PROJECT EVALUATION CRITERIA DISCUSSION:

NOTES:

DEPARTMENT DIRECTOR RANKING: A - Essential ▼		PROJECT NUMBER
DEPARTMENT PRIORITY RANKING: 5 ▼		50300
CIP EVALUATION TEAM RANKING: Priority Ranking ▼		

Water Distribution at Railroad Crossings

Strategic Initiative:	Improvement of infrastructure	Put Picture here
Project Type:	Reoccurring Project ▼	
Priority:	A - Essential ▼	
Location:	Various	
Department:	Water	
Project Manager:	Bill Whidden	

Description/Justification:
 The majority of the City's current water supply comes from Well No. 1 and Well No. 3, both located east of the Norfolk Southern Railroad. Water to the west side of the City passes under the railroad through two 6-inch pipes, located on Main Street and Spring Street. There is substantial growth going on in the west side of town. In addition, the two new wells planned for future water supply are both on the east side of the railroad. In order to improve the reliability of the system, a new pipeline under the railroad is planned in the vicinity of the new well field and well house. This will allow better every day water service and improve the City's ability to provide fire protection to the west side of the City. It will also decrease future pumping costs because water from the new wells will have a direct route across the railroad. The new wells are expected to supply more than fifty percent of the future water demand.

FUNDING SOURCES:	FY24	FY25	FY26	FY27	FY28	TOTAL		
GEFA Proceeds (DWSRF)	222,010					\$ 222,010	Project Estimated	
Development Charges	27,990					\$ 27,990		
						\$ -	Start Date	Completion Date
						\$ -		
TOTAL	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000		

PROJECT COSTS	Budget							
PROJECT COMPONENTS:	FY24	FY25	FY26	FY27	FY28	Five Year Total	Prior Year Costs	Total Project Cost from Inception
PLANNING						\$ -		\$ -
CONSTRUCTION	250,000					\$ 250,000		\$ 250,000
EQUIPMENT/VEHICLE						\$ -		\$ -
OTHER						\$ -		\$ -
TOTAL	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000

ANNUAL OPERATING IMPACT							
DESCRIPTION	FY24	FY25	FY26	FY27	FY28	FIVE YEAR TOTAL	Other:
Personnel						\$ -	Expense Type:
Operating						\$ -	Operating Budget Expenses ▼
Capital Outlay						\$ -	Account Number:
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

CAPITAL PROJECT EVALUATION CRITERIA DISCUSSION:

NOTES:

DEPARTMENT DIRECTOR RANKING:	A - Essential ▼		PROJECT NUMBER
DEPARTMENT PRIORITY RANKING	6 ▼		
CIP EVALUATION TEAM RANKING:	Priority Ranking ▼		

Lights Ferry Water Line

Strategic Initiative:	Improvement of infrastructure	Put Picture here						
Project Type:	Reoccurring Project ▼							
Priority:	A - Essential ▼							
Location:	Various							
Department:	Water							
Project Manager:	Bill Whidden							
Description/Justification:								
These areas are currently served by 2-inch galvanized water lines. New 6-inch lines will be installed which will provide better water service for the area. This includes higher available pressure and fire protection for the residential and commercial properties in the area.								
FUNDING SOURCES:	FY24	FY25	FY26	FY27	FY28	TOTAL		
Development Charges	250,000					\$ 250,000	Project Estimated	
						\$ -		
						\$ -	Start Date	Completion Date
						\$ -		
TOTAL	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000		
PROJECT COSTS	Budget							
PROJECT COMPONENTS:	FY24	FY25	FY26	FY27	FY28	Five Year Total	Prior Year Costs	Total Project Cost from Inception
PLANNING						\$ -		\$ -
CONSTRUCTION	250,000					\$ 250,000	250,000	\$ 500,000
EQUIPMENT/VEHICLE						\$ -		\$ -
OTHER						\$ -		\$ -
TOTAL	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 500,000
ANNUAL OPERATING IMPACT								
DESCRIPTION	FY24	FY25	FY26	FY27	FY28	FIVE YEAR TOTAL	Other:	
Personnel						\$ -	Expense Type: Operating Budget Expenses ▼	
Operating						\$ -		
Capital Outlay						\$ -	Account Number:	
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
CAPITAL PROJECT EVALUATION CRITERIA DISCUSSION:								
NOTES:								
DEPARTMENT DIRECTOR RANKING:	A - Essential ▼			PROJECT NUMBER				
DEPARTMENT PRIORITY RANKING	7 ▼							
CIP EVALUATION TEAM RANKING:	Priority Ranking ▼							

Well 4 & 5 Implementation

Strategic Initiative:	Improvement of infrastructure	Put Picture here
Project Type:	Reoccurring Project ▼	
Priority:	A - Essential ▼	
Location:	Various	
Department:	Water	
Project Manager:	Bill Whidden	

Description/Justification:
 The city is attempting to purchase a piece of property from the State of Georgia that contains two wells. A third well on the property was recently abandoned and plugged. Utilization of these two wells in the future will greatly increase the City's available water supply. A recent test of one of these wells resulted in a capacity recommendation of 350 gallons per minute by the project geologist. A future test of the second well on the site is likely to give similar results. For these wells to be put into production, well pumps will have to be installed and a well house will have to be provided. The well house will contain the chemical feed systems, flow measurement equipment, and electrical gear necessary to operate the wells and pump water into the distribution system. The new wells, along with other system improvements, will allow the majority of the properties in the City to be served by the Flowery Branch water system.

FUNDING SOURCES:	FY24	FY25	FY26	FY27	FY28	TOTAL		
GEFA Proceeds (DWSRF)	1,120,000					\$ 1,120,000	Project Estimated	
						\$ -		
						\$ -	Start Date	Completion Date
						\$ -		
TOTAL	\$ 1,120,000	\$ -	\$ -	\$ -	\$ -	\$ 1,120,000		

PROJECT COSTS	Budget							
PROJECT COMPONENTS:	FY24	FY25	FY26	FY27	FY28	Five Year Total	Prior Year Costs	Total Project Cost from Inception
PLANNING						\$ -		\$ -
CONSTRUCTION	1,120,000					\$ 1,120,000	250,000	\$ 1,370,000
EQUIPMENT/VEHICLE						\$ -		\$ -
OTHER						\$ -		\$ -
TOTAL	\$ 1,120,000	\$ -	\$ -	\$ -	\$ -	\$ 1,120,000	\$ 250,000	\$ 1,370,000

ANNUAL OPERATING IMPACT							
DESCRIPTION	FY24	FY25	FY26	FY27	FY28	FIVE YEAR TOTAL	Other:
Personnel						\$ -	Expense Type:
Operating						\$ -	Operating Budget Expenses ▼
Capital Outlay						\$ -	Account Number:
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

CAPITAL PROJECT EVALUATION CRITERIA DISCUSSION:

NOTES:

DEPARTMENT DIRECTOR RANKING:	A - Essential ▼					PROJECT NUMBER
DEPARTMENT PRIORITY RANKING:	8 ▼					
CIP EVALUATION TEAM RANKING:	Priority Ranking ▼					

SCADA System Improvements

Strategic Initiative:	Improvement of infrastructure	Put Picture here
Project Type:	Reoccurring Project ▼	
Priority:	A - Essential ▼	
Location:	Various	
Department:	Water	
Project Manager:	Bill Whidden	

Description/Justification:

The City's existing remote monitoring system is obsolete. It primarily consists of auto dialers that notify a prioritized list of individuals when a problem is detected. There is very little information provided other than there is a problem at a specific location. A new SCADA system is needed. As the system continues to grow, manual checks on all the remote utility installations will require increasing manpower. A new remote monitoring system can help to mitigate the manpower demand for field checks. In addition, much more information can be collected and a wider variety of problems can be identified. Problem correction can occur more quickly. Typical problems that can be identified include low water tank levels, pump failure to start, power failures and a wide variety of other typical operational problems.

FUNDING SOURCES:	FY24	FY25	FY26	FY27	FY28	TOTAL		
Development Charges	50,000					\$ 50,000	Project Estimated	
						\$ -		
						\$ -	Start Date	Completion Date
						\$ -		
TOTAL	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000		

PROJECT COSTS	Budget							
PROJECT COMPONENTS:	FY24	FY25	FY26	FY27	FY28	Five Year Total	Prior Year Costs	Total Project Cost from Inception
PLANNING						\$ -		\$ -
CONSTRUCTION	50,000					\$ 50,000	250,000	\$ 300,000
EQUIPMENT/VEHICLE						\$ -		\$ -
OTHER						\$ -		\$ -
TOTAL	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 250,000	\$ 300,000

ANNUAL OPERATING IMPACT							
DESCRIPTION	FY24	FY25	FY26	FY27	FY28	FIVE YEAR TOTAL	Other:
Personnel						\$ -	Expense Type:
Operating						\$ -	Operating Budget Expenses ▼
Capital Outlay						\$ -	Account Number:
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

CAPITAL PROJECT EVALUATION CRITERIA DISCUSSION:

NOTES:

DEPARTMENT DIRECTOR RANKING: A - Essential ▼		PROJECT NUMBER
DEPARTMENT PRIORITY RANKING 9 ▼		
CIP EVALUATION TEAM RANKING: Priority Ranking ▼		

Atlanta Highway Water Line

Strategic Initiative:	Improvement of infrastructure	Put Picture here
Project Type:	Reoccurring Project ▼	
Priority:	A - Essential ▼	
Location:	Various	
Department:	Water	
Project Manager:	Bill Whidden	

Description/Justification:
 This area is currently served by a 2-inch water line. A new 6-inch line will be installed which will provide better water service to the area. This includes higher available pressure and fire protection for the residential and commercial properties in the area.

FUNDING SOURCES:	FY24	FY25	FY26	FY27	FY28	TOTAL		
GEFA Proceeds (DWSRF)	140,000	140,000				\$ 280,000	Project Estimated	
						\$ -		
						\$ -	Start Date	Completion Date
						\$ -		
TOTAL	\$ 140,000	\$ 140,000	\$ -	\$ -	\$ -	\$ 280,000		

PROJECT COSTS	Budget							
	FY24	FY25	FY26	FY27	FY28	Five Year Total	Prior Year Costs	Total Project Cost from Inception
PROJECT COMPONENTS:								
PLANNING	40,000					\$ 40,000		\$ 40,000
CONSTRUCTION	100,000	140,000				\$ 240,000	2,906,893	\$ 3,146,893
EQUIPMENT/VEHICLE						\$ -		\$ -
OTHER						\$ -		\$ -
TOTAL	\$ 140,000	\$ 140,000	\$ -	\$ -	\$ -	\$ 280,000	\$ 2,906,893	\$ 3,186,893

ANNUAL OPERATING IMPACT							
DESCRIPTION	FY24	FY25	FY26	FY27	FY28	FIVE YEAR TOTAL	Other:
Personnel						\$ -	Expense Type:
Operating						\$ -	Operating Budget Expenses ▼
Capital Outlay						\$ -	Account Number:
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

CAPITAL PROJECT EVALUATION CRITERIA DISCUSSION:

NOTES:

DEPARTMENT DIRECTOR RANKING: A - Essential ▼		PROJECT NUMBER
DEPARTMENT PRIORITY RANKING: 9 ▼		
CIP EVALUATION TEAM RANKING: Priority Ranking ▼		

Replacement Generator

Strategic Initiative:	Improvement of infrastructure	Put Picture here						
Project Type:	Reoccurring Project ▼							
Priority:	A - Essential ▼							
Location:	Various							
Department:	Water							
Project Manager:	Bill Whidden							
Description/Justification:								
Purchase a replacement generator at the wastewater treatment plant.								
FUNDING SOURCES:								
	FY24	FY25	FY26	FY27	FY28	TOTAL		
Development Charges	100,000					\$ 100,000	Project Estimated	
						\$ -		
						\$ -	Start Date	Completion Date
						\$ -		
TOTAL	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000		
PROJECT COSTS			Budget					
PROJECT COMPONENTS:	FY24	FY25	FY26	FY27	FY28	Five Year Total	Prior Year Costs	Total Project Cost from Inception
PLANNING						\$ -		\$ -
CONSTRUCTION						\$ -	2,906,893	\$ 2,906,893
EQUIPMENT/VEHICLE	100,000					\$ 100,000		\$ 100,000
OTHER						\$ -		\$ -
TOTAL	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 2,906,893	\$ 3,006,893
ANNUAL OPERATING IMPACT								
DESCRIPTION	FY24	FY25	FY26	FY27	FY28	FIVE YEAR TOTAL	Other:	
Personnel						\$ -	Expense Type:	
Operating						\$ -	Operating Budget Expenses ▼	
Capital Outlay						\$ -	Account Number:	
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
CAPITAL PROJECT EVALUATION CRITERIA DISCUSSION:								
NOTES:								
DEPARTMENT DIRECTOR RANKING: A - Essential ▼						PROJECT NUMBER		
DEPARTMENT PRIORITY RANKING: 9 ▼								
CIP EVALUATION TEAM RANKING: Priority Ranking ▼								

FY2024 Capital Improvements Summary

Project Name	Critical Need Ranking	Priority Ranking	FY 2024 Funding Request	FY 2024 Funding Allowed	FY 2025 Additional Funding	FY 2026 Additional Funding	FY 2027 Additional Funding	FY 2028 Additional Funding	5-Year Total
City Manager's Office									
Downtown Development Phase II	A - Essential ▼		400,000	418,305					418,305
City Buildings Security	A - Essential ▼		50,000	50,000					50,000
	A - Essential ▼								-
Subtotal			450,000	468,305	-	-	-	-	468,305
City Clerk									
	A - Essential ▼								-
	A - Essential ▼								-
Subtotal			-	-	-	-	-	-	-
Finance									
City Hall Debt Services	A - Essential ▼		342,917	342,917					342,917
IT Equipment Upgrades Annual Program	A - Essential ▼		25,000	25,000	25,000	25,000	25,000	25,000	125,000
Subtotal			367,917	367,917	25,000	25,000	25,000	25,000	467,917
Public Works									
Replacement Utility Vehicle	A - Essential ▼		80,000	80,000					80,000
4x4 Crew Cab Truck	A - Essential ▼		45,000	45,000					45,000
Front End Loader	A - Essential ▼		40,000	40,000					40,000
Annual Paving Program	A - Essential ▼		1,773,797	1,773,797	1,103,759	1,085,222	1,585,000	1,585,000	7,132,778
Parks Property & Improvements	A - Essential ▼		244,428	244,428	170,572				415,000
Public Works Property	A - Essential ▼							310,000	310,000
Subtotal			2,183,225	2,183,225	1,274,331	1,085,222	1,585,000	1,895,000	8,022,778
Municipal court									
	A - Essential ▼								-
	A - Essential ▼								-
Subtotal			-	-	-	-	-	-	-
Police									
Police Vehicles (7)	Priority Ranking ▼		329,000	329,000	43,000	77,000			449,000
	A - Essential ▼								-
Subtotal			329,000	329,000	43,000	77,000	-	-	449,000
Planning									
Planning Software	A - Essential ▼		50,000	50,000					50,000
Subtotal			50,000	50,000		-	-	-	50,000

FY2024 Capital Improvements Summary

Project Name	Critical Need Ranking	Priority Ranking	FY 2024 Funding Request	FY 2024 Funding Allowed	FY 2025 Additional Funding	FY 2026 Additional Funding	FY 2027 Additional Funding	FY 2028 Additional Funding	5-Year Total
Tourism									
Gateway Sign	A - Essential ▼		50,000	50,000					50,000
Landscaping Design and Implementation	Priority Ranking ▼		50,000	100,000					100,000
Public Bathroom (Include in DD Phase II)	A - Essential ▼		300,000						-
Hammock Park	A - Essential ▼		30,000	30,000					30,000
Caboose Renovations	A - Essential ▼		30,000	30,000					30,000
	A - Essential ▼								-
Subtotal			460,000	210,000	-	-	-	-	160,000
TOTAL GOVERNMENTAL FUNDS			3,840,142	3,608,447	1,342,331	1,187,222	1,610,000	1,920,000	9,618,000
Water and Sewer									
Wastewater Expansion (CWSRF)	A - Essential ▼		11,485,000	11,485,000					11,485,000
Waterline Improvements	A - Essential ▼		140,000	140,000	140,000				280,000
Wastewater Effluent Discharge Force Main Phase 2 (CWSRF)	A - Essential ▼		750,000		750,000	750,000			1,500,000
Wastewater Pump Station Modification (CWSRF)	A - Essential ▼		100,000	100,000					100,000
Water Distribution System Upgrade (DWSRF)	A - Essential ▼		200,000	200,000	200,000				400,000
Water Distribution at Railroad Crossings (DWSRF)	A - Essential ▼		250,000	250,000					250,000
Lights Ferry Water Line (DWSRF)	A - Essential ▼		250,000	250,000					250,000
Wells 4 & 5 (DWSRF)	A - Essential ▼		1,120,000	1,120,000					1,120,000
SCADA System (DWSRF)	A - Essential ▼		50,000	50,000					50,000
Atlanta Highway Water line (DWSRF)	A - Essential ▼		140,000	140,000	140,000				280,000
Replacement Generator (WW)	A - Essential ▼		100,000	100,000					100,000
	A - Essential ▼								-
	A - Essential ▼								-
	A - Essential ▼								-
	A - Essential ▼								-
Subtotal			14,585,000	13,835,000	1,230,000	750,000	-	-	15,815,000
TOTAL PROPRIETARY FUNDS			14,585,000	13,835,000	1,230,000	750,000	-	-	15,815,000
TOTAL REQUESTED ALL FUNDS			18,425,142	17,443,447	2,572,331	1,937,222	1,610,000	1,920,000	25,433,000
TOTAL AVAILABLE BUDGET									

City of Flowery Branch Master Fee Schedule			
Department	Item	Fee	Comments
Admin (City Clerk)	Open Records Request (Not Police Records)	Varies	>15 mins = Free; <15 mins = prorated hourly salary of lowest paid full-time employee who has necessary skill and training to perform the request; \$0.10 per page

Department	Item	Fee	Comments
Municipal Court	Background Check	\$20.00	
Municipal Court	Open Records Request	Varies	>15 mins = Free; <15 minutes = \$0.10 per page, \$15.00 per DVD
Municipal Court	Certify a Document	\$5.00	
Municipal Court	Report Request	\$5.00	
Municipal Court	Discovery Reports	\$5.00	
Municipal Court	Discovery Videos	\$15.00	
Municipal Court	Record Restrictions	\$50.00	
Municipal Court	Alcohol License	\$25.00	
Municipal Court	Fingerprinting	\$50.00	
Municipal Court	Notary Fee (Out of Jurisdiction)	\$2.00	

Department	Item	Fee	Comments
Tourism	Depot Rental (1/2 day)	\$300.00	\$150 refundable deposit
Tourism	Depot Rental (full day)	\$550.00	\$150 refundable deposit
Tourism	Community Room Rental (1/2 day)	\$850.00	\$350 refundable deposit
Tourism	Community Room Rental (full day)	\$1,200.00	\$350 refundable deposit
Tourism	Market Pavilion Rentals	\$1,500.00	\$250 refundable deposit
Tourism	Amphitheater	\$800.00	\$200 refundable deposit
Tourism	Linen Rental	\$15.00	each
Tourism	Off Duty Officer for events	\$45.00	per hour
Tourism	Vendor Fee - Farmers Market	\$100.00	
Tourism	Special Events Permit	\$100.00	

Department	Item	Fee	Comments
Utility Billing	Water and Wastewater Deposit	\$120.00	Goes towards final bill
Utility Billing	Water OR Wastewater Deposit	\$65.00	
Utility Billing	Admin Fee (when service starts)	\$60.00	
Utility Billing	Late Fee	10%	Applied once a month on 20th
Utility Billing	Connection Fee	\$30.00	
Utility Billing	Cut Off Fee (for non payment)	\$60.00	1st of the month of disconnection
Utility Billing	Disconnect Fee (at customer request)	\$30.00	
Utility Billing	Tampering Fee	\$50.00	When meter has been tampered with
Utility Billing	Account Service Fee	\$2.36	Added to each month's bill
Utility Billing	FOG (Fats, Oils, Grease) Trap	\$15.00	Each month on the 20th
Utility Billing	Returned Check Fee	\$30.00	
Utility Billing	Meter Box	\$13.89	
Utility Billing	Meter Lid	\$11.55	With meter purchase or replacement



Department	Fee Type	Total Fee	Formula	S&I Inspection Fee	Fee	Review Fee	Fee
Planning	Comprehensive Plan Amendment	\$500.00	Flat				
Planning	Rezoning	\$1,000.00	Flat				
Planning	Annexation	\$500.00	Flat				
Planning	Zoning Code Amendment	\$1,000.00	Flat				
Planning	Appeal of Decision	\$500.00	Flat				
Planning	Conditional Use	\$1,000.00	Flat				
Planning	Administrative Variance	\$200.00	Flat				
Planning	Film Permit	\$1,000.00	Flat			\$300.00	
Planning	Food Truck	\$50.00	Flat			\$50.00	
Planning	Plat	\$1,000.00	Flat			\$1,000.00	
Planning	Plat Re-Review	\$500.00	Flat			\$500.00	
Planning	Full Development Permit Review	\$5,000.00	Flat			\$5,000.00	
Planning	Lesser Land Disturbance Review	\$2,000.00	Flat			\$2,000.00	
Planning	Full Development Permit		\$300/disturbed acre + Review + S&E	\$5,000.00		\$200.00	
Planning	Lesser Development Permit		\$200/disturbed acre+ Review + S&E	\$5,000.00		\$200.00	
Planning	Accessory Structure	\$100.00	Flat		\$50.00	\$50.00	
Planning	Landscape Plan	\$200.00	Flat			\$200.00	
Planning	Parking Lot Design	\$200.00	Flat			\$200.00	
Planning	Design Guideline /Architectural Review	\$500.00	Flat			\$500.00	
Planning	Postage Fee	\$1.25	Flat				
Planning	Administrative Fee	\$25.00					
Planning	Business License Fee	Based on Employee					
Planning	Deferred Occupational Tax	Based on Employee					
Planning	Business License Late Fee	1.5 % penalty a month					
Planning	Financial Institution Fee	0.25 percent of gross receipts					
Planning	Professional License Fee	based on emp	or \$300.00 per practitioner				
Planning	Residential Building Permit	5,000 + impact fees		\$2,000.00	\$2,000.00	\$1,000.00	\$1,241.93
Planning	Commercial Building Permit	6,000 + impact fees		\$2,500.00	\$2,500.00	\$1,000.00	Based on use and square footage
Planning	Residential Addition		1/1000 + Review Fee			\$200.00	
Planning	Residential Deck	\$100.00	Flat			\$100.00	
Planning	Pool Permit	\$100.00	Flat		\$50.00	\$50.00	
Planning	Fence	\$50.00	Flat			\$50.00	
Planning	Mechanical Permit	\$50.00	Flat			\$50.00	
Planning	Electrical Permit	\$50.00	Flat			\$50.00	
Planning	Plumbing Permit	\$50.00	Flat			\$50.00	
Planning	Temporary Sign	\$50.00	Flat			\$50.00	
Planning	Monument Sign	\$500.00	Flat			\$250.00	
Planning	Wall Sign	\$200.00	Flat			\$100.00	
Planning	Yard Sale	\$25.00	Flat			\$25.00	
Planning	Zoning Verification Letter	\$75.00	Flat + RFP Form				



Sewer Tap Fees						
Water Meter Size (in inches)	Meter Set Fee	Water System Development Charge	Water SDC Admin Fee	Wastewater System Development Charge	Wastewater SDC Admin Fee	Total Capacity Related
Multiunit Master Meter with Sub-Meters	See below for Master Meter Size	\$773	\$50	\$3,186	\$50	\$3,236
3/4"	\$580*	\$1,104	\$50	\$4,551	\$50	\$4,601
1"	\$750**	\$2,760	\$100	\$11,378	\$100	\$11,578
1 1/2"	At Cost	\$5,520	\$100	\$22,755	\$100	\$22,855
2"	At Cost	\$8,832	\$100	\$36,408	\$100	\$36,508
3"	At Cost	\$17,664	\$100	\$72,816	\$100	\$72,916
4"	Developer Installed	\$27,600	\$100	\$113,775	\$100	\$113,875
6"	Developer Installed	\$55,200	\$100	\$227,550	\$100	\$227,650
8"	Developer Installed	\$88,320	\$100	\$364,080	\$100	\$364,180

*3/4" = \$200 labor + 3/4 meter is \$147.50 plus m x u \$184.00 plus back flow \$172.72 = \$704.22
**1" = \$200 labor + 1" meter is \$288.00 plus m x u \$184.00 plus back flow \$190.20= \$862.20



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: Consider Distilled Spirits License for PCL Restaurant Group, dba Peyton's Pie Pizza located at 5609 Main Street, Flowery Branch, GA

COUNCIL MEETING DATE: May 18, 2023

HISTORY:

Peyton's Pie Company is a business located at 5609 Main Street, Suite A and has been in business since 2020.

FACTS AND ISSUES:

Peyton's Pie Company has a current lease with Arthur Ching who is the owner of the building. The applicant, Nicholas St. Clair, has applied to serve distilled spirits. He currently has a license for beer and wine. Alison St. Clair is listed as the registered agent and she resides in Flowery Branch in Hall County. The request is being made to grow their business. The application has been processed and reviewed.

OPTIONS:

Approve or Deny

IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:

No

AMOUNT AND SOURCE OF FUNDS:

RECOMMENDATION:

SAMPLE MOTION:

No motion required, it is on the Consent Agenda.

COLLABORATING DEPARTMENT:

DEPARTMENT: Police

Prepared by: Shelia Cooper

ATTACHMENTS

- [Peyton's Pie Distilled Spirits Application.pdf](#)

- [Executive Summary Peyton's Pie Distilled Spirits.pdf](#)



APPLICATION FOR BEER/ WINE/ALCOHOL LICENSE

For License Year **2023** (Expires December 31st)

INSTRUCTIONS: Every question shall be fully answered (typewritten, or printed in ink). If the space provided is not sufficient, answer the question on a separate sheet and indicate in the space provided that such separate sheet is attached. When completed, it must be dated, signed and verified under oath by the applicant and filed with the Police Department, together with all supporting papers and certified check, cashier's check, or cash, for the exact fee.

1. TRADE NAME OF BUSINESS:

5609 Main Street Flowery Branch GA 30542
Business Address: _____
678-828-8699 Nicholas St. Clair
Business Phone: _____ Owner Name: _____
chefwoodfire@gmail.com
Email Address: _____
309-754338 85-0547599
Georgia Sales Tax No.: _____ Federal Employee ID No.: _____

2. APPLICANT/OWNER: License Holder's Name (No initials, spell out all names)

Nicholas Solomon St. Clair
First Name: _____ Middle Name: _____ Last Name: _____
Home Address: _____
6550 Misty Harbour Court Flowery Branch, GA 30542
If less than five years, list previous address:
5925 Watersdown Way Flowery Branch, GA 30542
Home phone #: _____ Work phone #: _____ Cell #: _____

3. MANAGER OF BUSINESS: (No initials, spell out all names)

Alison St. Clair
Name: _____
6550 Misty Harbour Court Flowery Branch, GA 30542
Address: _____
Home phone #: _____ Work phone #: _____ Cell #: _____
v/1987
Date of Birth: _____ SSN: _____

I hereby certify as the applicant that I have received, read, and understand the City of Flowery Branch's regulations controlling alcoholic beverages and herein make application for:

Package Sales

_____ Beer \$ 700.00
 _____ Wine \$ 700.00
 _____ Distilled Spirits \$5,000.00

Consumption on Premises

_____ Beer \$ 700.00
 _____ Wine \$ 700.00
 X _____ Distilled Spirits \$4,000.00

Wholesale

_____ Beer \$ 150.00
 _____ Wine \$ 150.00
 _____ Distilled Spirits \$ 150.00

\$3,000.00- pro rated.

Caterer

_____ Beer \$300.00
 _____ Wine \$300.00
 _____ Distilled Spirits \$300.00

Tasting Permit

_____ Beer \$50.00
 _____ Wine \$50.00

Miscellaneous

_____ Brew Pub \$5,000.00
 _____ Wine Corkage \$ 150.00
 _____ Transfer Fee \$ 200.00
 _____ Amenities Fee \$ 100.00
 _____ Amenity Permit \$ 200.00

Total Due \$ _____

a. Has this place of business or anyone connected therewith been cited or charged at any time with any violation of State or Federal law or regulation, or any rule or regulation of the City of Flowery Branch, or Hall County since the last application? Yes _____ No X _____
 (If yes, give details on separate sheet.)

b. Has anyone (including anyone having any interest in this application) been convicted of driving under the influence within the past five (5) years? Yes _____ No X _____

c. Has anyone (including anyone having any interest in this application) had their license revoked by any municipality, county, state or federal government?

Yes _____ No X _____

(If yes, give reason)

Reason: _____

d. List all pertinent information for each person, firm, or corporation having any interest in this application and the type and percent of that interest:

Name	Address	Birth date	S.S. #	% Interest
Nicholas St. Clair	6550 Misty Harbour Court Flowery Branch, GA 30542	'1982		32.5
Alison St. Clair	6550 Misty Harbour Court Flowery Branch, GA 30542	7/1987		32.5
Roland Stanley	2625 Club Drive Gainesville, GA 30501			35

4. List full name and address and other pertinent information of the owner of the building and the name and address of the owner of the land and the name and address of all lessors and sub lessors. (Attach a copy of the lease or deed if it has changed since the last submittal.)

Owner, Lessor, Sub lessor	Address	Payments
Artie Ching	5609 Main Street Flowery Branch GA 30501	\$1650/month

5. List all other businesses engaged in the sale of alcoholic beverages that any person, firms, or corporations herein listed are interested in, employed by or associated with in any way whatsoever.
(Attach list if necessary).

Business Name	Address
Cork It	118 Main Street Gainesville, GA 30501
Antebellum Restaurant	5510 Church Street Flowery Branch, GA 30542

OATH OF APPLICANT

I do solemnly swear, subject to criminal penalties for false swearing, the statements and answers made to the foregoing questions in this application for a license as a dealer in alcoholic beverages are true and complete, and no false or fraudulent statement or answer is made herein to procure granting of a license, that any license issued pursuant to this application is conditioned upon the truth of the answers and statements made herein and that any false or fraudulent statement or answer herein shall constitute cause for the suspension or revocation of any license issued pursuant to this application.

Should any change occur during the year for which a license is issued pursuant to this application which would require a different answer to any question contained in this application, such change MUST be reported as a written amendment to this application within five (5) days of the change. Failure to make such amendment shall be a cause for the suspension or revocation of any license issued.

A copy of the Alcoholic Beverage Ordinance is to be kept on the licensed premises at all times.
(If you are in need of a replacement copy please pick one up at the Police Department)



Applicant's Signature

Owner

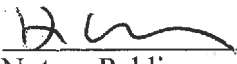


Title

Peytons Pie Company

Name of Business

Sworn to and subscribed before me this 9th day of Mar, 2023.



Notary Public

My Commission Expires:

Kelsey Cash
NOTARY PUBLIC
Hall County, GEORGIA
My Commission Expires 04/03/2026



What is the “registered agent?”

Section 8-179 – Must be a resident of Hall County

The registered agent is the “mailbox” for the business. He or she is the person or entity designated by the business to receive any lawsuit or other official communication on its behalf. The registered agent may or may not be an owner, shareholder or officer of the corporation. Many corporations/businesses use their attorney or a professional corporate service company for this service. The registered agent’s address must be a street address in Hall County, and the agent must be located at that address. Please review O.C.G.A. 14-2-501 (profit) or 14-3-501 (nonprofit). A post office box or “mail drop” may not be used as the registered agent address. **NOTE: Attach a copy of driver's license and proof of Hall County residency, ie; phone or utility bill, that reflects the address listed by the Registered Agent.**

Nick St. Clair, Owner

Peytons Pie Company

I _____ representing _____ (Name & title)

(Business Name)

5609 Main Street _____ appoint

(Address of business)

Alison St. Clair _____ as the resident agent.

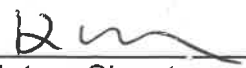
(Name of person)

I authorize said agent to accept process notice or demand upon
Peytons Pie Company _____ under the alcoholic beverage ordinance of Flowery Branch

(Business Name)



Signature



Notary Signature

Kelsey Cash
NOTARY PUBLIC
Hall County, GEORGIA
My Commission Expires 04/03/2026

Commission Expires



REGISTERED AGENT CERTIFICATION

Section 8-179 – Must be a resident of Hall County

Name Alison St. Clair
Physical Home Address 6550 Misty Harbour Court
Flowery Branch GA 30542 HALL
City _____ State _____ Zip _____ County _____
Home Phone _____ Cell 509-496-2680
E-mail address alison@antebellumrestaurant.com
Date of Birth: 03/30/87 SSN: _____

ADDITIONAL CONTACT INFORMATION

Place of employment Antebellum Restaurant/ Peytons Pie Company
Address 5510 Church Street
Flowery Branch GA 30542
City _____ State _____ Zip _____
Phone 678-828-8699 Fax _____

I hereby certify that I am a permanent resident of **Hall County**, Georgia and agree to serve as a “registered agent” on behalf of _____

(Business Name)

5609 Main Street Flowery Branch, GA 30542
located at _____, Flowery Branch, Hall County, Georgia
until December 31, 2023. As registered agent, I agree to accept any process, notice or demand required or permitted by law or under the Malt Beverage and Wine Code of Flowery Branch, Georgia, to be served upon the licensee or owner. I understand that such service upon me will serve as legal notice upon the licensee or owner and that it is my responsibility to forward such service to the owner or licensee.

If for any reason I am unable to serve as the “registered agent” on behalf of the above named business, I understand that it is my responsibility to contact the City of Flowery Branch Police Department advising that I will no longer serve as the “registered agent” for the above named business.

Sworn and subscribed before me this 9th Day of May, 2023

[Signature]
Notary Signature

[Signature]
Kelsey Cash
NOTARY PUBLIC
Hall County, GEORGIA
My Commission Expires 04/03/2026

[Signature]
Signature of Registered Agent

5/9/23
Date

LIST OF EMPLOYEES FOR ALCOHOL-LICENSED BUSINESS (NON-MANAGERS)

Business Name:

Alcohol License #:

Employee Name:	Ashley LaPorte	Title:	Server
Date of Birth:	/93	Phone:	
Alcohol Permit Exp:	12/14/23 ✓		

Employee Name:	Emily Osborne	Title:	Server
Date of Birth:	1/99	Phone:	
Alcohol Permit Exp:	06/02/23 ✓	no serv safe	

Employee Name:	Stacy Capps	Title:	Server
Date of Birth:	1/80	Phone:	
Alcohol Permit Exp:	12/06/23 ✓		

Employee Name:		Title:	
Date of Birth:		Phone:	
Alcohol Permit Exp:			

Employee Name:		Title:	
Date of Birth:		Phone:	
Alcohol Permit Exp:			

Employee Name:		Title:	
Date of Birth:		Phone:	
Alcohol Permit Exp:			

Employee Name:		Title:	
Date of Birth:		Phone:	
Alcohol Permit Exp:			

Employee Name:		Title:	
Date of Birth:		Phone:	
Alcohol Permit Exp:			

Employee Name:		Title:	
Date of Birth:		Phone:	
Alcohol Permit Exp:			

Employee Name:		Title:	
Date of Birth:		Phone:	
Alcohol Permit Exp:			

Employee Name:		Title:	
Date of Birth:		Phone:	
Alcohol Permit Exp:			

Employee Name:		Title:	
Date of Birth:		Phone:	
Alcohol Permit Exp:			

City of Flowery Branch

5270 Railroad Avenue

Flowery Branch GA 30542



RECEIPT

Case # alcohol license d **Citation #** 0

For Licenses- Alcohol

Issued By K.C

Payment Receipt Date 05/09/2023

Receipt # 180083

Payor Pcl Restaurant Group

Name PCL restaurant group

Method Check

CK / MO # 003097

Balance Forward 3,000.00

Amount Paid 3,000.00

Remaining \$0.00

-Thank You-

Court Copy

FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY

SUBJECT: Consider distilled spirits license for PCL Restaurant Group, DBA: Peyton's Pie Pizza

DATE: May 18th, 2023

(X) RECOMMENDATION

() POLICY DISCUSSION

BUDGET INFORMATION:

() STATUS REPORT

ANNUAL- No expenditure- Revenue Only

() OTHER

COUNCIL ACTION REQUESTED ON: May 18th, 2023

PURPOSE: To allow the owner of the business to serve distilled spirits.

HISTORY: Peyton's Pie Company is a business located at 5609 Main Street Suite A. They have been in business since 2020.

FACTS AND ISSUES: Peyton's Pie Company has a current lease with Arthur Ching who is the owner of the building.

The applicant, Nicholas St. Clair, is applying to serve distilled spirits. He currently has a license for beer and wine. Alison St. Clair is listed as the registered agent and she resides in Flowery Branch in Hall County.

The request is being made to grow their business.

The application has been processed and reviewed.

OPTIONS: Approve or Deny

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

DEPARTMENT: Police Department

Prepared by: Kelsey Cash



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: Consider May 4, 2023 City Council Meeting Minutes

COUNCIL MEETING DATE: May 18, 2023

HISTORY:

FACTS AND ISSUES:

OPTIONS:

IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:

No

AMOUNT AND SOURCE OF FUNDS:

RECOMMENDATION:

SAMPLE MOTION:

COLLABORATING DEPARTMENT:

DEPARTMENT: Administration

Prepared by: Shelia Cooper

ATTACHMENTS

- [Unofficial May 4, 2023 City Council Meeting Minutes.pdf](#)



**City of Flowery Branch
City Council Meeting
Thursday, May 4, 2023. 6:00 PM
City of Flowery Branch City Hall
5410 Pine Street, Flowery Branch, GA 30542**



CALL WORK SESSION TO ORDER:

Mayor Asbridge called the council meeting to order at 6:01 p.m.

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

Also present were City Manager Tonya Parrish, City Clerk Shelia Cooper, Planning & Community Development Director Rich Atkinson, Public Works & Utilities Director Bill Whidden, Finance Director Matthew Hamby, Community Relations Director Renee Carden, and City Attorney Karen Thomas.

Absent: Council Member Oliver McClellan and Police Chief Christopher Hulsey

PLEDGE OF ALLEGIANCE:

Mayor Asbridge led the Pledge of Allegiance.

ADOPTION OF AGENDA:

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

MOTION: Joe Anglin

SECOND: William McDaniel

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

NAYS: None

Motion carried

PUBLIC HEARING:

Discuss Proposed Text Amendment Implementing Zoning Ordinance Changes.

Director Atkinson presented a proposed text amendment implementing zoning ordinance changes. The goals are to update and clarify residential zoning districts, address where convenience stores may locate in the City limits, rework street design and open space requirements, and to ensure the City is in compliance with state requirements regarding advertising.

Some of the proposed changes to the zoning ordinance are the following:

- Article 6 - Conventional Residential Zoning Districts
- Article 8 - Planned Unit Development
- Article 9 - Non-Residential Zoning Districts
- Article 10 - Street Design and Open Space
- Articles 33, 34, 37, 38 - Text Amendments, Rezoning and CUP, Variances, and Administrative Variances

Article 6

- Removes the R-3 zoning district entirely
- Increases the R-2 maximum density from 3 to 4 units per acre
- Leaving Agricultural
- R-1, and MHP virtually unchanged

Article 8

- Article 8 becomes the new Mixed-Use (MU) district
- PUD Zoning is eliminated entirely
- MU allows a variety of housing types
- Commercial uses are limited to the Neighborhood Shopping (NS) district
- Density is set at a maximum of 6 units per acre
- 50-foot minimum lot width
- 1,200 square foot minimum heated floor area per residential dwelling
- Open spaces such as town greens and public squares, within developed portions of the development, should be located and designed to add to the visual amenities of the development. Greens and squares shall be spatially defined and distributed throughout the development so that no lot is more than a walking distance of 1,500 feet from a green, square, park or open space. Greens and squares should not be less than 8,000 square feet in area. A mix of peripheral as well as internal green space shall be provided.
- The residential portion of the project must include a minimum of 50% single-family detached homes.
- A minimum of 50% of the residential portion of the project must be served by rear loaded, alley fed, two car garages.
- All structures are required to meet all design and material requirements of the zoning ordinance.
- Developments over 35 units trigger additional requirements.
- Sidewalks increase from 5 feet in width to a minimum of 8 feet.
- Additional parking requirements include PTV and bicycle.
- Park benches, trash and recycling containers are required.
- Public art, drinking fountains, decorative fountains, are encouraged.

Article 9

- Update use chart 9.1
- Change convenience stores with or without pumps to be allowed in the Highway Business Zoning District (HB) only
- Additionally, a conditional use permit (CUP) will now be required.
- Other requirements (including the pumps must be located behind the primary structure) remain in place.

Article 10

- Created 10.21 Residential Street Design Requirements
- 2/3 of the required trees must be 2" caliper or larger.
- Street trees required every 25 feet.
- Tree root barriers are required.
- Corner Lot Landscaping Requirements
- Residential corner lots are a critical component to the overall theme of a community. The individual residential unit improvements specified in this section are outside of the ROW for each associated street. Therefore, all landscape improvements shall be private landscaping designed to the City's satisfaction and maintained by the landowner. The standards in this chapter regarding corner lot landscaping are the minimum requirements. The builder/designer may deviate from the planting design as long as the design consistency is preserved throughout the community. Any deviation to the planting design shall be approved by the City.
- All new residential streets shall be curvilinear. All streets more than three hundred and sixty (360) feet in length shall have at least twenty-five feet of lateral deviation from a straight course
- Created 10.22 Open Space
- Residential 10% civic and 5% amenity
- Civic – park, square, etc.
- Amenities – tennis courts, pools, etc.
- Wetlands, lakes, ponds, streams, rivers, flood zones, and stream buffers may only be considered open space when located within one of the eight types of civic spaces identified in Sec. 2.10.C or within an amenity space that conforms Sec. 2.10.10.D, unless part of an approved stormwater management plan for the site that includes runoff reduction measures.
- No required buffer may be used to satisfy open space requirements, except for stream buffers that are improved with trails and other authorized amenities.
- Stormwater management facilities for the site may be used to satisfy open space requirements if they meet this Chapter's definition of open space. Open space credit may be given at the discretion of the Director of Community Development.
- No areas used for vehicles, except for incidental service, maintenance, or emergency actions, may be used to satisfy open space requirements.

Residential Goals in the new MU:

- Curved streets
- Street trees
- Open Space
- Corner lots
- Mix of single family attached, detached, and NS commercial.
- Mix of front and rear loaded product
- Hope to encourage unique and desirable developments.

Articles 33, 34, 37, and 38

- New State requirements for advertising must be in place by July of 2023
- Requires the timeline for advertising to be 30-45 days out from the public hearing rather than the current time of 15-45 days.
- This impacts rezonings, CUP's, text amendments, and variances.

Council held a discussion with Director Atkinson on the proposed changes.

In Favor: None

Against: None

Neutral:

Kelly McLincha, 5628 Church Street, Flowery Branch, GA 30542

Mayor Asbridge closed the Public Hearing at 6:24 p.m.

DEPARTMENT REPORTS:

City Manager Report:

City Manager Parrish recognized Billy Edge with a certificate of appreciation for faithfully volunteering for every cleanup day hosted by the City and for his dedication to the City. City Manager Parrish also presented Mr. Charles Mull with a City coin for his dedication to the cleanup days hosted by the City.

Community Relations Report:

Community Relations Director Carden invited citizens to The City of Flowery Branch Grand Opening Celebration on Thursday, June 22, 2023, from 3:00 p.m. until 5:00 p.m. There will be keynote speakers and a ribbon cutting as well as the Farmers Market on that day.

Council Report:

Council Member Mundy stated that the City cleanup day was a success and the amount of trash picked up was down.

Council Member Mezzanotte stated that the City was very clean and he complimented Director Whidden and his team on their hard work.

Council Member Anglin complemented City Manager Parrish and her hard work and dedication to the City.

ADJOURNMENT WORK SESSION:

Mayor Asbridge adjourned the work session at 6:31 p.m.

VOTING SESSION AGENDA

CALL VOTING SESSION TO ORDER:

Mayor Asbridge called the voting session to order at 6:31 p.m.

PUBLIC COMMENTS:

Kelly McLincha, 5628 Church Street, Flowery Branch, GA 30542

Mr. McLincha thanked City Manager Parrish for taking care of the City issues. He inquired about the long-term sewer plant upgrades and if there was a timeline for the sewer upgrades. He also voiced his concerns about tractor trailers consistently parking on Thurmon Tanner by the Shell gas station in the empty lot.

CONSENT AGENDA:

- Consider April 20, 2023 City Council Meeting Minutes
- Consider April 20, 2023 Executive Session Minutes
- Consider April 2023 Per Diem for Mayor Asbridge

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

MOTION: Chris Mundy

SECOND: Joseph Mezzanotte

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

NAYS: None

Motion carried

NEW BUSINESS - VOTING SESSION:

Consider the First Reading of Ordinance 693, a variance request submitted by Stanton E. Porter allowing fuel pumps to be located in front of the primary structure at 4603 Atlanta Highway.

City Attorney Thomas read the caption for Ordinance 693, a variance request submitted by Stanton E. Porter allowing fuel pumps to be located in front of the primary structure at 4603 Atlanta Highway.

There was a motion made to approve the First Reading of Ordinance 693.

MOTION: Joe Anglin

SECOND: William McDaniel

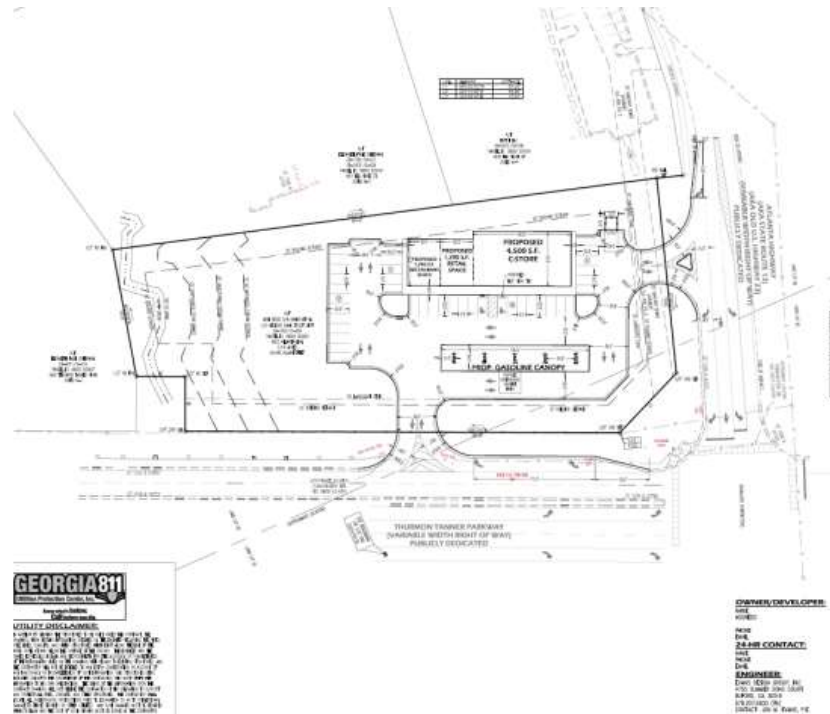
AYES: Joe Anglin, William McDaniel, Joseph Mezzanotte, Chris Mundy

NAYS: None

Motion carried

Council Member Anglin asked Director Atkinson to discuss the conditions of zoning for Ordinance 693 that the applicant has agreed to. The following eleven conditions are outlined below:

1. The project shall generally adhere to the site plan as shown below:



2. Sewer shall be provided by the project by the City of Flowery Branch.
3. Water shall be supplied by the City of Gainesville.
4. Welcome to Flowery Branch monument sign.
5. Exterior building material shall be brick and stone on all four sides.
6. The dumpster enclosure shall be brick.
7. Gas canopy pillars shall be brick.
8. Detailed professionally drawn landscape plan required to be submitted and approved by staff prior to the issuance of a building permit.
9. A lighting plan shall be submitted and approved by staff prior to the issuance of a building permit.
10. Five (5) foot sidewalks required along the property length of Thurmon Tanner and Atlanta Highway.
11. The following uses shall be prohibited in the additional retail spaces attached to the primary structure (convenience store): vape or smoke shop, massage parlor, tattoo shop, or health spa.

Council further discussed the conditions to Ordinance 693 with Director Atkinson. Council held a discussion with the applicant's attorney regarding a right in only and right out only into the property.

EXECUTIVE SESSION:

There was a motion made to enter executive session for matters related to the acquisition/disposition of real estate and for matters related to pending or potential litigation at 6:43 p.m.

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

There was a motion made to exit executive session at 8:01 p.m.

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

ADJOURNMENT:

There was a motion made to adjourn the meeting at 8:01 p.m.

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

Edward R. Asbridge, Mayor

Date

Shelia Cooper, City Clerk



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: Consider May 4, 2023 Executive Session Minutes

COUNCIL MEETING DATE: May 18, 2023

HISTORY:

FACTS AND ISSUES:

OPTIONS:

IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:

No

AMOUNT AND SOURCE OF FUNDS:

RECOMMENDATION:

SAMPLE MOTION:

COLLABORATING DEPARTMENT:

DEPARTMENT: Administration

Prepared by: Shelia Cooper

ATTACHMENTS

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FLOWERY BRANCH CITY COUNCIL



EXECUTIVE SUMMARY

SUBJECT: Consider the Second Reading of Ordinance 693, a variance request submitted by Stanton E. Porter allowing fuel pumps to be located in front of the primary structure at 4603 Atlanta Highway.

COUNCIL MEETING DATE: May 18, 2023

HISTORY:

Conditions have been updated per Council request.

FACTS AND ISSUES:

Applicant wishes relief from Article 10, section 10.9 (f) of the zoning ordinance which requires fuel pumps to be located behind the primary structure.

OPTIONS:

IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:

No

AMOUNT AND SOURCE OF FUNDS:

RECOMMENDATION:

Approve as conditioned

SAMPLE MOTION:

I make a motion to approve Ordinance 693.

COLLABORATING DEPARTMENT:

DEPARTMENT: Planning

Prepared by: Shelia Cooper

ATTACHMENTS

- [letter of intent.pdf](#)
- [Thurmond Tanner Pkwy Retail Center Site Plan_6-24-22.pdf](#)
- [signed variance app.pdf](#)
- [Landscape plan.pdf](#)

- [Staff Report.pdf](#)
- [ORDINANCE 693 FINAL READ.pdf](#)

STANTONPORTER LAW

Winder:
73 Church Street
P.O. Box 88
Winder, Georgia 30680
470.997.2010
stanton@stantonporter.com

Athens:
2005 South Milledge Avenue
Suite 101
Athens, Georgia 30606
(By Appointment Only)

February 9, 2023

City of Flowery Branch
5410 Pine Street
Flowery Branch, Georgia 30542

Re: Variance Application for Flowery Branch Development

Greetings:

This variance application concerns a variance necessary for the development of one tract of land located at 4603 Atlanta Highway. The end product will be a convenience store with fuel pumps as shown on the included concept plan. The variance needed is as follows:

1. *Section 10.9(f) Activity Centers Including Automobile-Related Establishments:* The code requires that a convenience store should locate fuel pumps behind the principal structure in order to screen the pumps from the street. It further provides that if the fuel pumps are not located in the rear of the primary structure, then landscaping should be required. **(Since there will be two entrances, a variance is needed to allow for the gas pumps to be placed in front of the convenience store as shown on the concept plan).**

Regarding the factors that the Board should consider, the following is provided:

1. The variance requested is the minimum variance that will make possible the proposed use of the property.
2. There are extraordinary and exceptional conditions or practical difficulties pertaining to the particular piece of property due to its size and shape that are not applicable to other properties in the same district. The Planning Director's own emails agree that it isn't possible to comply with the code at this site with a variance. I have included said emails.
3. This variance request would not adversely affect the existing use or usability of adjacent or nearby property.
4. This variance request will not result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.

The denial of this variance, will result in substantial monetary damage to the owner. Pursuant to the email correspondence with the City, the property owner was informed that a variance would not be needed for the subject property only to be informed later that a variance application

will be required. Furthermore, the denial of this request will violate the owner's rights of due process and equal protection, procedural and substantive, and violation of Article I, Section I, Paragraphs 1 and 2, and Article I, Section III, Paragraph 1 of the Georgia Constitution and the Fifth and Fourteenth Amendments to the United States Constitution. Denial of the variance request will destroy owner's property rights without first paying just compensation. A denial of this application would constitute an arbitrary and capricious act by the City of Flowery Branch without any rational basis therefor, constituting an abuse of discretion. A refusal to grant the variance for the subject property so as to permit the only feasible economic use of the property would be unconstitutional and would discriminate in an arbitrary and capricious and unreasonable manner between the owner and owners' of similarly situated property. This application meets the prescribed test set out by the Georgia Supreme Court to be used in establishing the constitutional balance between private property rights and zoning as an expression of the government's police power.

For the foregoing reasons, the applicant and owner respectfully request that this variance be approved.

Sincerely,

Stanton Porter Law, LLC

By:


Stanton E. Porter

Meghan Wyatt

From: HH <hhamirani@gmail.com>
Sent: Friday, December 16, 2022 4:19 PM
To: Stanton Porter
Subject: Fwd: FW: proposed site at Atlanta Hwy and Thrumond Tanner Pkwy
Attachments: Thurmond Tanner Pkwy Retail Center Site Plan_6-24-22.pdf

----- Forwarded message -----

From: Jon Evans <jevans@evansdg.com>
Date: Mon, Dec 12, 2022 at 3:55 PM
Subject: FW: proposed site at Atlanta Hwy and Thrumond Tanner Pkwy
To: HH <hhamirani@gmail.com>

Husein,

In our coordination with Rich Atkinson with the City of Flowery Branch to submit this project in for review he responded below. This is contrary to the email (scroll down further in this email chain) and meeting I had with him in July. He is now saying either apply for variance or change layout to have pumps in the front. I have called him to discuss further, but got his voicemail.

Jon M. Evans, P.E.

Evans Design Group, Inc.

4755 Summer Song Court

Buford, GA 30519

678-207-6830

From: Richard Atkinson <rich@flowerybranchga.org>
Sent: Thursday, December 8, 2022 10:52 AM
To: Ryder Amthor <ramthor@evansdg.com>
Subject: Re: proposed site at Atlanta Hwy and Thrumond Tanner Pkwy

Good Morning

Our city attorney has informed me that the practice of allowing the pumps to be installed in front of the primary structure is not legal without a variance. Having two entrances does not matter. He just overturned my decision last week on another case. Sorry, but I am no longer allowed to approve the plan as shown. You will need to adjust the plan or apply for a variance.

Rich Atkinson

Director of Planning & Community Development

5410 Pine Street

P.O Box 757

Flowery Branch, GA 30542

(770) 967.6378

From: Ryder Amthor <ramthor@evansdg.com>
Sent: Wednesday, December 7, 2022 4:42 PM
To: Richard Atkinson <rich@flowerybranchga.org>
Cc: Jon Evans <jevans@evansdg.com>
Subject: RE: proposed site at Atlanta Hwy and Thrumond Tanner Pkwy

CAUTION: This email originated from outside of the City of Flowery Branch, GA email system. Maintain caution when opening external links/attachments

Rich,

Can you let me know what the LDP submittal requirements and process are?

Thanks,

Ryder Amthor

Evans Design Group, Inc.

678-548-6629

4755 Summer Song Court

Buford, GA 30519

From: Jon Evans <jevans@evansdg.com>

Sent: Wednesday, December 7, 2022 4:28 PM

To: Ryder Amthor <ramthor@evansdg.com>

Subject: FW: proposed site at Atlanta Hwy and Thrumond Tanner Pkwy

Jon M. Evans, P.E.

Evans Design Group, Inc.

4755 Summer Song Court

Buford, GA 30519

678-207-6830

From: Richard Atkinson <rich@flowerybranchga.org>

Sent: Wednesday, July 6, 2022 3:27 PM

To: Jon Evans <jevans@evansdg.com>

Subject: RE: proposed site at Atlanta Hwy and Thrumond Tanner Pkwy

5410 Pine Street

Sent from Mail for Windows

From: Jon Evans
Sent: Wednesday, July 6, 2022 3:17 PM
To: Richard Atkinson
Subject: RE: proposed site at Atlanta Hwy and Thrumond Tanner Pkwy

2:00 works for me. Can you confirm your address to meet?

Jon M. Evans, P.E.

Evans Design Group, Inc.

4755 Summer Song Court

Buford, GA 30519

678-207-6830

From: Richard Atkinson <rich@flowerybranchga.org>
Sent: Wednesday, July 6, 2022 3:05 PM
To: Jon Evans <jevans@evansdg.com>
Subject: Re: proposed site at Atlanta Hwy and Thrumond Tanner Pkwy

I can do 2:00 or 2:30.

Get Outlook for iOS

From: Jon Evans <jevans@evansdg.com>
Sent: Wednesday, July 6, 2022 2:59:23 PM
To: Richard Atkinson <rich@flowerybranchga.org>
Subject: FW: proposed site at Atlanta Hwy and Thrumond Tanner Pkwy

Rich,

Did you have a few minutes tomorrow we could meet and look at this?

Jon M. Evans, P.E.

Evans Design Group, Inc.

4755 Summer Song Court

Buford, GA 30519

678-207-6830

From: Jon Evans

Sent: Wednesday, July 6, 2022 8:54 AM

To: Richard Atkinson <rich@flowerybranchga.org>

Subject: RE: proposed site at Atlanta Hwy and Thrumond Tanner Pkwy

Rich,

I can meet tomorrow to discuss this. What time is good for you?

Thank you,

Jon M. Evans, P.E.

Evans Design Group, Inc.

4755 Summer Song Court

Buford, GA 30519

678-207-6830

From: Richard Atkinson <rich@flowerybranchga.org>
Sent: Tuesday, July 5, 2022 3:06 PM
To: Jon Evans <jevans@evansdg.com>
Subject: Re: proposed site at Atlanta Hwy and Thrumond Tanner Pkwy

John

Normally yes, BUT because of the two entrances the intent of locating the pumps behind the primary structure (which is to shield the pumps from view) is unattainable on this site. Therefore, you have to landscape /berm as much as possible to screen the pumps from Thurmon Tanner and Atlanta Highway. I'm behind on some ordinances and staff reports but we can discuss or meet this Thursday if that would be easier.

Thanks,

Rich

Rich Atkinson

Director of Planning & Community Development

5410 Pine Street

P.O Box 757

Flowery Branch, GA 30542

(770) 967.6378

From: Jon Evans <jevans@evansdg.com>
Sent: Tuesday, July 5, 2022 3:00 PM
To: Richard Atkinson <rich@flowerybranchga.org>
Subject: RE: proposed site at Atlanta Hwy and Thrumond Tanner Pkwy

Rich,

So from what you are saying below, if the owner wanted to keep the pumps in front of the building, he would have to apply for a variance?

Thanks,

Jon M. Evans, P.E.

Evans Design Group, Inc.

4755 Summer Song Court

Buford, GA 30519

678-207-6830

From: Richard Atkinson <rich@flowerybranchga.org>

Sent: Tuesday, July 5, 2022 2:17 PM

To: Jon Evans <jevans@evansdg.com>

Subject: Re: proposed site at Atlanta Hwy and Thrumond Tanner Pkwy

With two entrances you cannot screen the pumps with the primary structure - you will see them from either Atlanta Highway or Thurmon Tanner - so you will need to landscape appropriately. The ordinance that is officially adopted states that they shall be located behind the primary structure - but I don't think it would make any difference here and would not meet the intent of the requirement. Sorry for any confusion.

Rich Atkinson

Director of Planning & Community Development

5410 Pine Street

P.O Box 757

Flowery Branch, GA 30542

(770) 967.6378

From: Jon Evans <jevans@evansdg.com>

Sent: Tuesday, July 5, 2022 1:56 PM

To: Richard Atkinson <rich@flowerybranchga.org>

Subject: RE: proposed site at Atlanta Hwy and Thrumond Tanner Pkwy

Rich,

In the attached version of this part your ordinance (from 12-22-2020) the 10.9(f) reads differently. In this newer version, than the 2018 version you sent me, it states "Convenience stores should be located in the rear of the building for effective screening. But goes on to say "however, if fuel pumps are not located in the rear of the building, then additional landscaping should be required. So is this a matter of just designing additional landscaping in the front if pumps stay in front of the store? Or would it require a variance to keep pumps in front of the building? it seems that since it says should then goes on to mention the extra landscaping that it is a case by case decision by maybe yourself or others in your department to allow pumps to be in front of the building. Please advise.

Thank you,

Jon M. Evans, P.E.

Evans Design Group, Inc.

4755 Summer Song Court

Buford, GA 30519

678-207-6830

From: Richard Atkinson <rich@flowerybranchga.org>

Sent: Thursday, June 30, 2022 4:17 PM

To: Jon Evans <jevans@evansdg.com>

Subject: Re: proposed site at Atlanta Hwy and Thrumond Tanner Pkwy

Hey Jon

Take a look at the attached. I think you can make the argument that you are unable to meet the pumps behind the primary structure requirement as you have two entrances, but you would need to provide heavy landscaping to attempt to shield the pumps. There are some other requirements you should review before a formal submittal. If you have any questions let me know. I will be out of the office until Tuesday.

Enjoy your 4th!

Rich

Rich Atkinson

Director of Planning & Community Development

5410 Pine Street

P.O Box 757

Flowery Branch, GA 30542

(770) 967.6378

From: Richard Atkinson <rich@flowerybranchga.org>

Sent: Monday, June 27, 2022 9:19 AM

To: Jon Evans <jevans@evansdg.com>

Subject: RE: proposed site at Atlanta Hwy and Thrumond Tanner Pkwy

Hey John

Yes, I will take a look this week.

Thanks,

Rich

Rich Atkinson

Director of Planning & Community Development



From: Jon Evans

Sent: Friday, June 24, 2022 1:35 PM

To: Richard Atkinson

Subject: proposed site at Atlanta Hwy and Thrumond Tanner Pkwy

Rich,

Could you please look over the attached proposed site plan for this property and provide feedback on the proposed layout and any other important information you may be able to share?

Thank you,

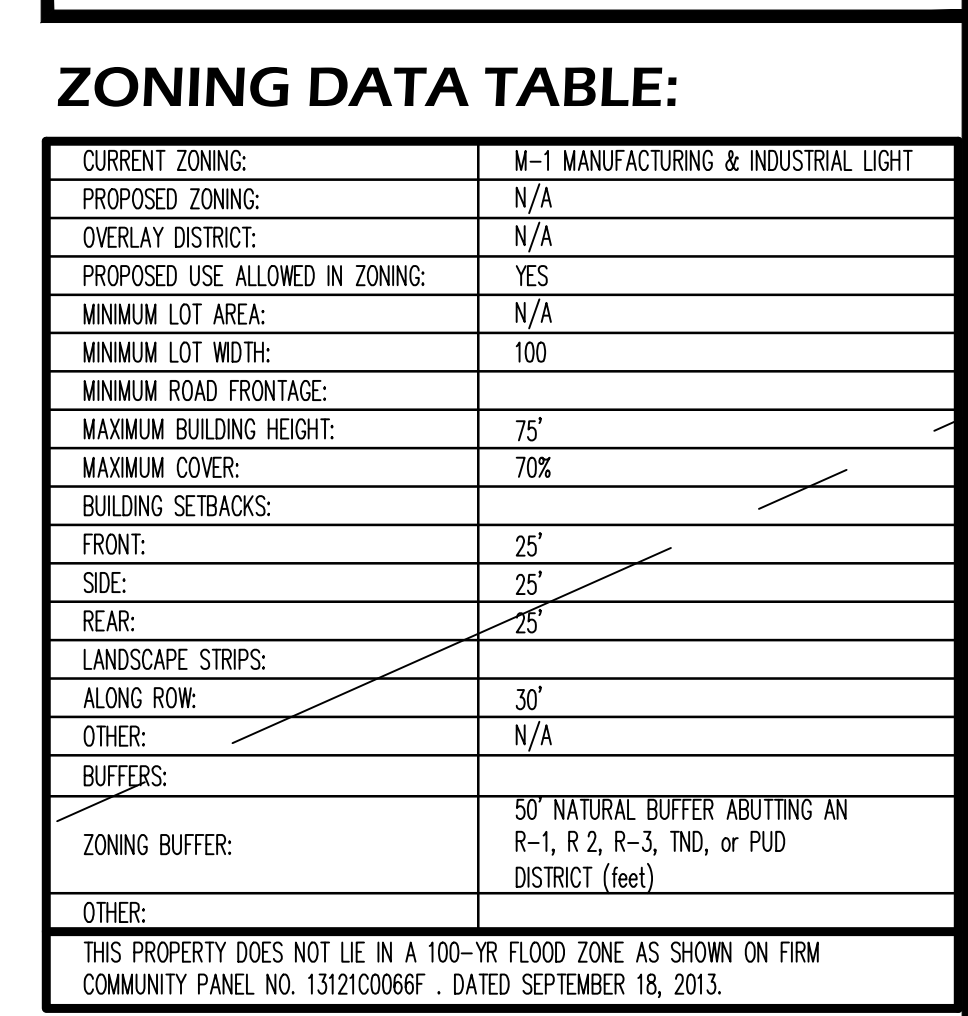
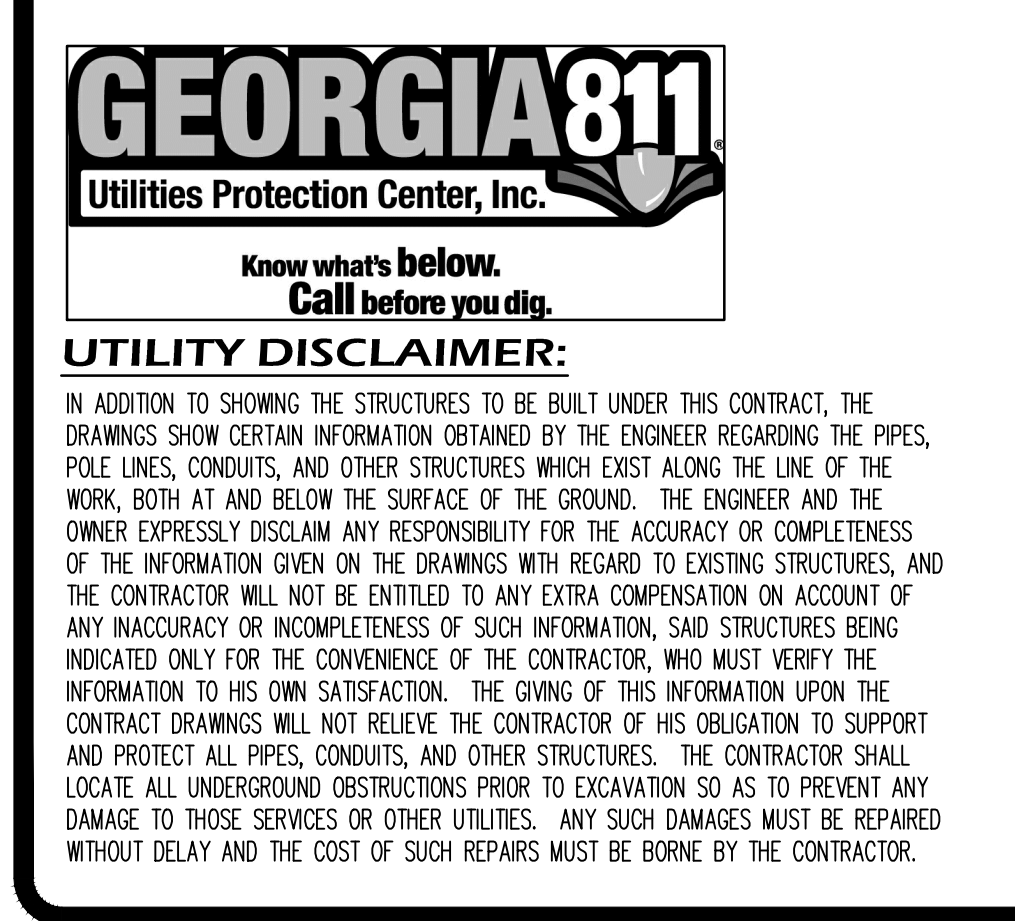
Jon M. Evans, P.E.

Evans Design Group, Inc.

4755 Summer Song Court

Buford, GA 30519

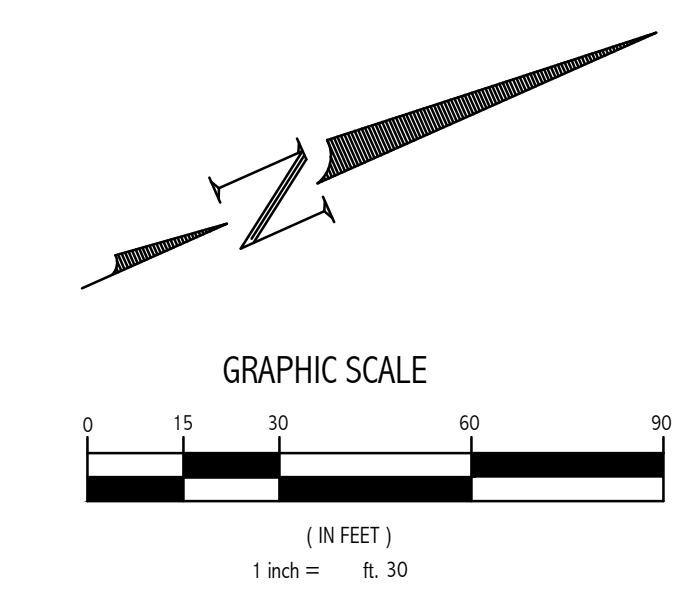
678-207-6830



KING REQUIREMENTS:			
REQUIREMENT:	REQUIRED MAXIMUM	REQUIRED MINIMUM	TOTAL PARKING
INCE STORE & RETAIL SPACE			
SPACE PER 200 S.F. (MIN) SPACE PER 150 S.F. (MAX)	(4,500 S.F.) 30	23	23*
SPACE PER 275 S.F. (MIN) SPACE PER 250 S.F. (MAX)	(1,290 S.F.) 6	5	5
T 1 SPACE PER 125 S.F. (MIN) T 1 SPACE PER 75 S.F. (MAX)	(1,290 S.F.) 18	11	11
TOTAL	54	39	39*

* INCLUDES 2 A.D.A. SPACES (2 REQUIRED)

ENGINEER:
EVANS DESIGN GROUP, INC
4755 SUMMER SONG COURT
BUFORD, GA 30519
678.207.6830 (Ph)
CONTACT: JON M. EVANS, P.E.



SHEET TITLE

SITE
PLAN

C-4



VARIANCE APPLICATION

Address of Request:

4603 Atlanta Highway, Flowery Branch, Georgia 30542

Type of Variance Requested

Complete requirements for variances can be found in the Flowery Branch Code of Ordinances; Appendix C, "Zoning Ordinance", Article 37;

Please verify all the requirements of the Flowery Branch Code of Ordinances; Appendix C, "Zoning Ordinance", Article 37, section 37.5 are being met.

Explain below:

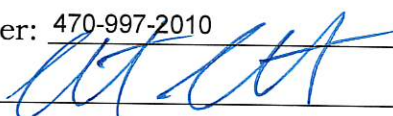
The requested variance will be in harmony with the purpose and intent of this ordinance and will not be injurious to the neighborhood or to the general welfare. Additionally, the special circumstances are not the result of the actions of the applicant and the variance requested is the minimum variance that will make possible the proposed use of the land, building, or structure in the use district proposed.

Applicant: Stanton E. Porter

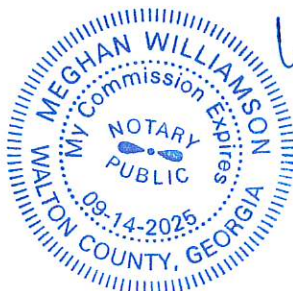
Address: P.O. Box 88, Winder, Georgia 30680

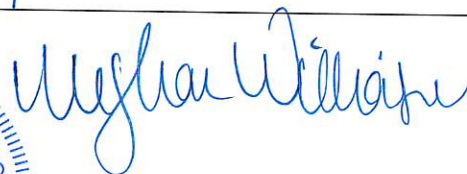
E-mail address: stanton@stantonporter.com

Phone number: 470-997-2010

Signature: 

Notary Seal:







Property owner information (if different than the applicant)

Property owner (please print): 1618 Land Holdings, LLC

Signature of property owner: _____

Notary Seal:

Please provide the following at time of submittal:

- Payment of \$325.00
- Legal description – one hard copy and on a flash drive
- Current survey of property – one hard copy and on a flash drive
- Site plan – one hard copy and on a flash drive
- Detailed description of request
- Conflict of interest disclosure (attached)
- Disclosure of campaign contributions (attached)



Conflict of Interest Disclosure

Identify all members of the City Council of the City of Flowery Branch and Employees of the City of Flowery Branch Community Development Department who

Have a property interest in the real property affected by this request

None.

Have a financial interest (direct ownership interest) of the total assets or capital stock of a business entity where such ownership interest is more than 10% in any business entity which has a property interest in the real property affected by this request

None.

Have a member of the family (spouse, mother, father, brother, sister, son or daughter) having a property financial interest as herein defined, in the real property affected by this request

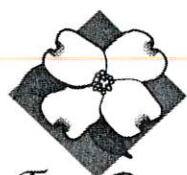
None.

Disclosure of Campaign Contributions

List below the names of local government officials of the City of Flowery Branch to whom campaign contributions were made, within two (2) years immediately preceding the filing of this application, which campaign contributions total \$250.00 or more or to whom gifts were made having a total value of \$250.00 or more.

Elected Officials Name

Amount of Description of Gift



Flowery Branch

PLANT LIST:				
QTY	SYM	BOTANICAL NAME	COMMON NAME	%TOTAL SIZE
CANOPY TREES				
5	Ar	Acer rubrum	Red Maple	31.3 3"
6	Up	Ulmus parvifolia 'Athena'	Athena Chinese Elm	37.5 3"
5	Zs	Zelkova serrata	Japanese Zelkova	31.3 3"
16	TREE TOTALS			

PARKING LOT TREES:

ONE (1) TREE FOR EACH 10 PARKING SPACES

39 PROPOSED PARKING SPACES

4 TREES REQUIRED

4 TREES PROVIDED

30' LANDSCAPE STRIP:

ONE (1) TREE FOR EACH 40 LINEAR FEET OF LANDSCAPE STRIP

320.0 L.F. ALONG THURMON TANNER PARKWAY

EXCLUDING BUFFERS AND DRIVEWAYS

8 TREES REQUIRED

8 TREES PROVIDED

160.0 L.F. ALONG ATLANTA HIGHWAY

EXCLUDING BUFFERS AND DRIVEWAYS

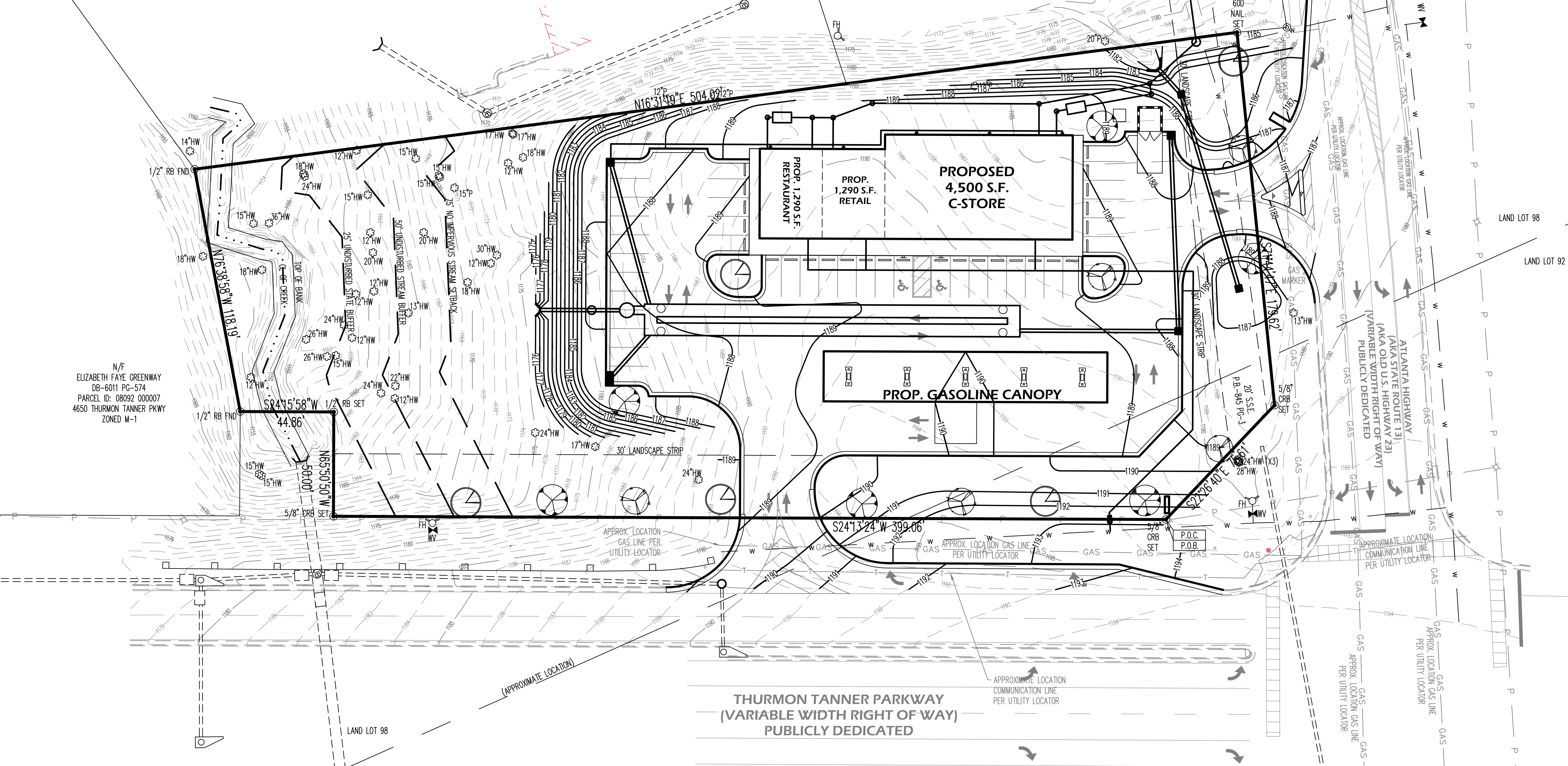
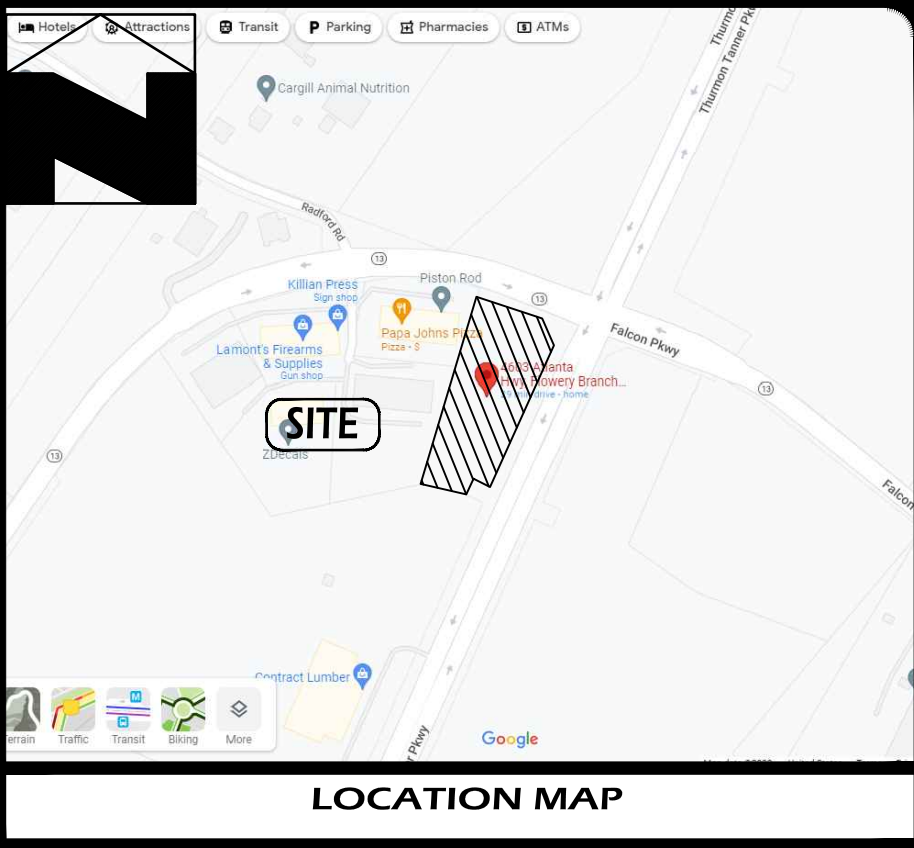
4 TREES REQUIRED

5 TREES PROVIDED

N/F
ELIZABETH FAYE GREENWAY
DB-7780 PG-527
DB-5076 PG-428
PARCEL ID: 08092 001024
4611 ELK RIDGE CT
ZONED M-1

N/F
HUTCH LLC
DB-8075 PG-788
PARCEL ID: 08092 001024
4605 ELK RIDGE CT
ZONED M-1

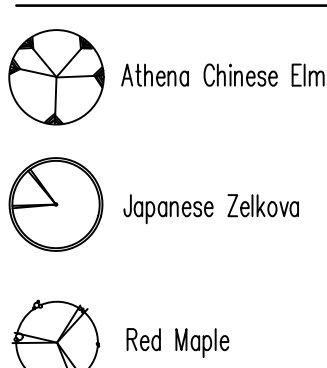
APPROXIMATE LOCATION
PER P.B.-845, PG-3
UNABLE TO RECOVER
FORCE MAIN



UTILITY DISCLAIMER:

IN ADDITION TO SHOWING THE STRUCTURES TO BE BUILT UNDER THIS CONTRACT, THE DRAWINGS SHOW CERTAIN INFORMATION OBTAINED BY THE ENGINEER REGARDING THE PIPES, POLE LINES, CONDUITS, AND OTHER STRUCTURES WHICH EXIST ALONG THE LINE OF THE WORK, BOTH AT AND BELOW THE SURFACE OF THE GROUND. THE ENGINEER AND THE OWNER EXPRESSLY DISCLAIM ANY RESPONSIBILITY FOR THE ACCURACY OR COMPLETENESS OF THE INFORMATION GIVEN ON THE DRAWINGS WITH REGARD TO EXISTING STRUCTURES, AND THE CONTRACTOR WILL NOT BE ENTITLED TO ANY EXTRA COMPENSATION ON ACCOUNT OF ANY INACCURACY OR INCOMPLETENESS OF SUCH INFORMATION, SAID STRUCTURES BEING INDICATED ONLY FOR THE CONVENIENCE OF THE CONTRACTOR, WHO MUST VERIFY THE INFORMATION TO HIS OWN SATISFACTION. THE GIVING OF THIS INFORMATION UPON THE CONTRACT DRAWINGS WILL NOT RELIEVE THE CONTRACTOR OF HIS OBLIGATION TO SUPPORT AND PROTECT ALL PIPES, CONDUITS, AND OTHER STRUCTURES. THE CONTRACTOR SHALL LOCATE ALL UNDERGROUND OBSTRUCTIONS PRIOR TO EXCAVATION SO AS TO PREVENT ANY DAMAGE TO THOSE SERVICES OR OTHER UTILITIES. ANY SUCH DAMAGES MUST BE REPAIRED WITHOUT DELAY AND THE COST OF SUCH REPAIRS MUST BE BORNE BY THE CONTRACTOR.

PLANT LEGEND:



OWNER/DEVELOPER:

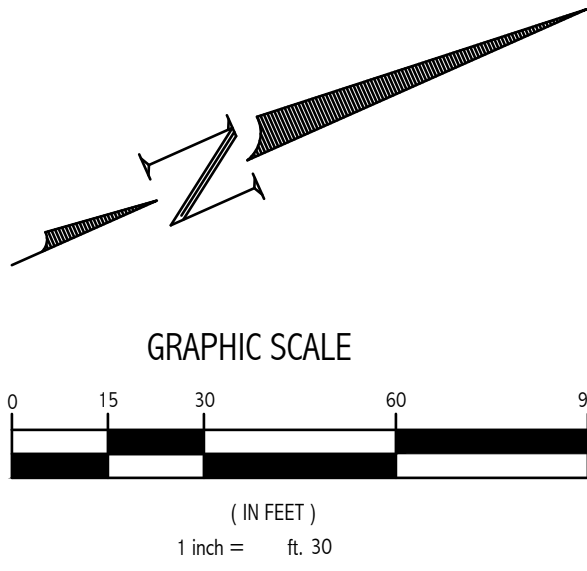
1618 LAND HOLDINGS LLC
1550 N BROWN RD SUITE 130,
LAWRENCEVILLE, GA 30043
LEAH CRUZ

24-HR CONTACT:

YUSUF ALI
770.617.4527

ENGINEER:

EVANS DESIGN GROUP, INC.
4755 SUMMER SONG COURT
BUFORD, GA 30519
678.207.6830 (Ph)
CONTACT: JON M. EVANS, P.E.



Evans Design Group, Inc.
Civil Engineering /
Site Planning /
Land Development Services
4755 Summer Song Court
Buford, GA 30519
(Ph) 678.207.6830
jevans@evansdg.com

REGISTERED
NO. 28681
PROFESSIONAL
ENGINEER
JON M. EVANS
12-22-22
CSWCC LEVEL II CERT. # 10877

PROJECT NAME
**FLOWERY
BRANCH
C-STORE &
RETAIL**

**4603 ATLANTA HWY
I.I. 92, 8th DIST.
CITY OF FLOWERY
BRANCH, GEORGIA**

DATE:
6/16/22

DESIGN BY	DRAWN BY	CHECKED BY
JME	JME	JME

☒ Not Released For Construction
☐ Released For Construction

OWNER/DEVELOPER

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THEY SHALL NOT BE REPRODUCED OR
CONVEYED IN ANY MANNER NOR ARE THEY
TO BE USED FOR ANY OTHER PROJECTS
OTHER THAN THAT SPECIFICALLY INDICATED
HEREIN WITHOUT WRITTEN PERMISSION
FROM AND DUE COMPENSATION TO EVANS
DESIGN GROUP, INC.

REVISIONS	
1	12-22-22
FIRST SUBMITTAL	

JOB NUMBER:
22-029

SHEET TITLE
**LANDSCAPE
PLAN
C-11**

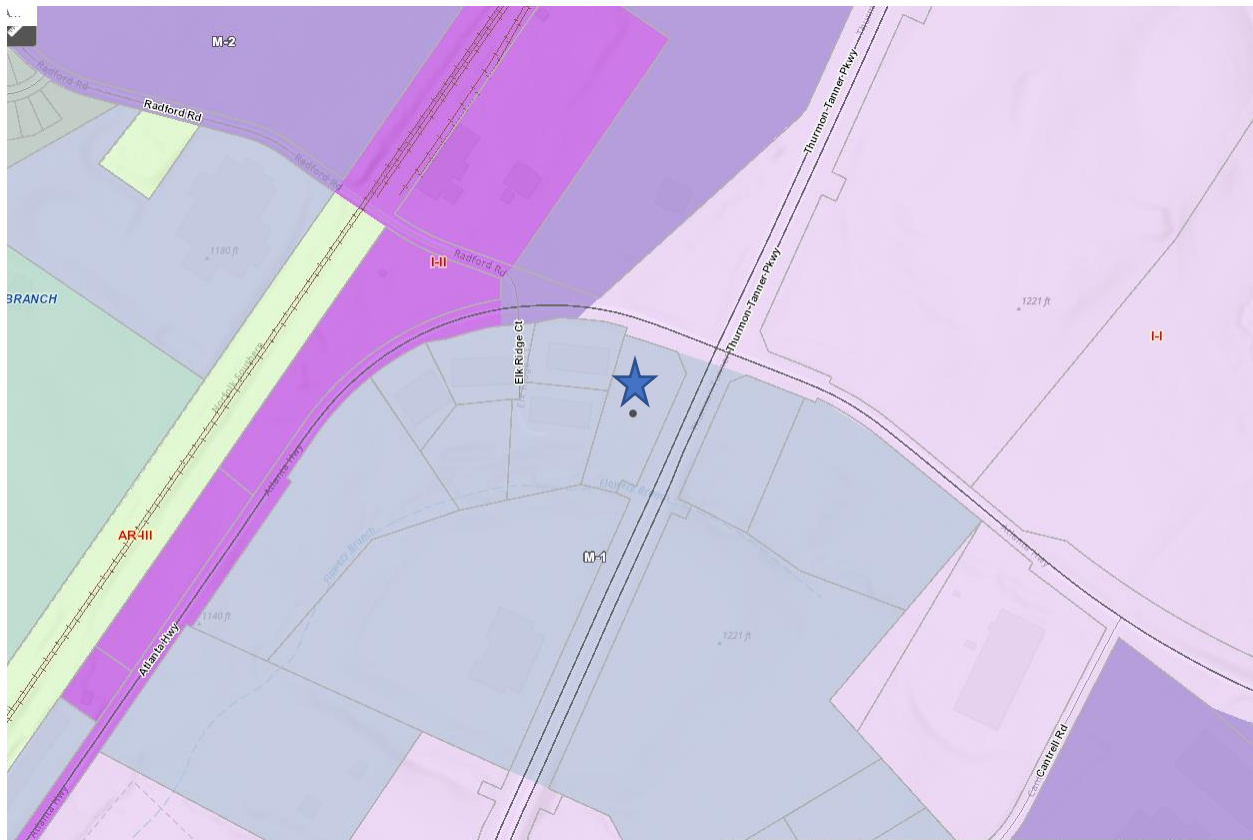


VARIANCE
4603 Atlanta Highway
Parcel# 08092 000001

Applicant is Stanton E. Porter; the current owner of the property is 1618 Land Holdings. LLC.

Variance from the requirements set forth in the City of Flowery Branch Zoning Ordinance;
Article 10, Development Requirements and Guidelines section 10.9 (f):
Convenience stores shall locate gas pumps behind the principal structure in order to effectively screen the pumps from view of the street.

The 2.21 +/- property is currently zoned Light Industrial (M1) and the use (gas station) is inherently allowed.







Public Hearing Published 03/15/2023
Public Hearing 04/20/2023

First Reading 05/04/2023
Adopted 05/18/2023

ORDINANCE 693

AN ORDINANCE GRANTING A VARIANCE FROM THE REQUIREMENTS OF ARTICLE 10, SECTION 10.9.(F) OF THE FLOWERY BRANCH ZONING ORDINANCE TO 4603 ATLANTA HIGHWAY, TAX PARCEL IDENTIFICATION NO.08092 000001, OWNED BY 1618 LAND HOLDINGS, LLC, AS SHOWN ON EXHIBIT "A", DESCRIBED ON EXHIBIT "B", AND SUBJECT TO THE CONDITIONS SET FORTH IN EXHIBIT "C", BY ALLOWING FUEL PUMPS TO BE LOCATED IN FRONT OF THE PRIMARY STRUCTURE; PROVIDING FOR SEVERABILITY; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR AN EFFECTIVE DATE; AND FOR ALL OTHER LAWFUL PURPOSES.

WHEREAS, 1618 Land Holdings, LLC. has submitted a written and signed application to the City of Flowery Branch, Georgia requesting a specific variance for property located at 4603 Atlanta Highway; and

WHEREAS, a survey and complete description of the property subject to the requested variance is included in the application; and

WHEREAS, the City Council of the City of Flowery Branch, Georgia held a public hearing on April 20, 2023, to consider the application, which was duly noticed as prescribed by law and published in the Gainesville Times, as shall be set forth in the minutes of said meeting; and

WHEREAS, the City Council of the City of Flowery Branch, Georgia has considered the subject variance application of 1618 Land Holdings, LLC, in conjunction with the standards set forth in Article 37, Section 37.5 of the Zoning Ordinance.

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

SECTION 1. FINDINGS:

The City Council finds that the proposed variance from the City of Flowery Branch Zoning Ordinance Article 10, Section 10.9.(f) is consistent with the adopted standards for governing the exercise of the zoning power consistent with O.C.G.A. § 36-66-5 and requirements of Article 37, Section 37.5 of the City of Flowery Branch Zoning Ordinance as identified below.

Sec. 37.5. Criteria for Granting Variances.

Any applicant requesting consideration of a variance to any provision of the zoning ordinance shall provide a written justification that one or more of the following condition(s) exist. The City Council shall not approve a variance application unless it shall have adopted findings that one or more of the following conditions exist:

- (a) There are extraordinary and exceptional conditions or practical difficulties pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district;

- (b) A literal interpretation of the provisions of this ordinance would effectively deprive the applicant of rights commonly enjoyed by other properties of the district in which the property is located;
- (c) Granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant's property is located;
- (d) The requested variance will be in harmony with the purpose and intent of this ordinance and will not be injurious to the neighborhood or to the general welfare;
- (e) The special circumstances are not the result of the actions of the applicant;
- (f) The variances requested are the minimum variances that will make possible the proposed use of the land, building, or structure in the use district proposed; and
- (g) The variance shall not permit a use of land, buildings or structures, which is not permitted by right in the zoning district or overlay district involved.

SECTION 2. LEGAL DESCRIPTION, VARIANCES GRANTED AND CONDITIONS IMPOSED:

The properties as shown in attached Exhibit "A" and as legally described in Exhibit "B" shall be granted the following variance from the requirements set forth in the Flowery Branch Zoning Ordinance Article 10, Section 10.9.(f):

1. Fuel pumps shall be allowed to be placed in front of the primary structure

Conditions set forth in Exhibit "C" are imposed on said property. Said Exhibits are incorporated by reference as if fully set forth herein.

SECTION 3. 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.

Public Hearing Published 03/15/2023
Public Hearing 04/20/2023

First Reading 05/04/2023
Adopted 05/18/2023

SECTION 4. EFFECTIVE DATE.

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

SECTION 5. REPEALER.

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

Adopted this 18th day of May 2023.

Edward R. Asbridge, Mayor

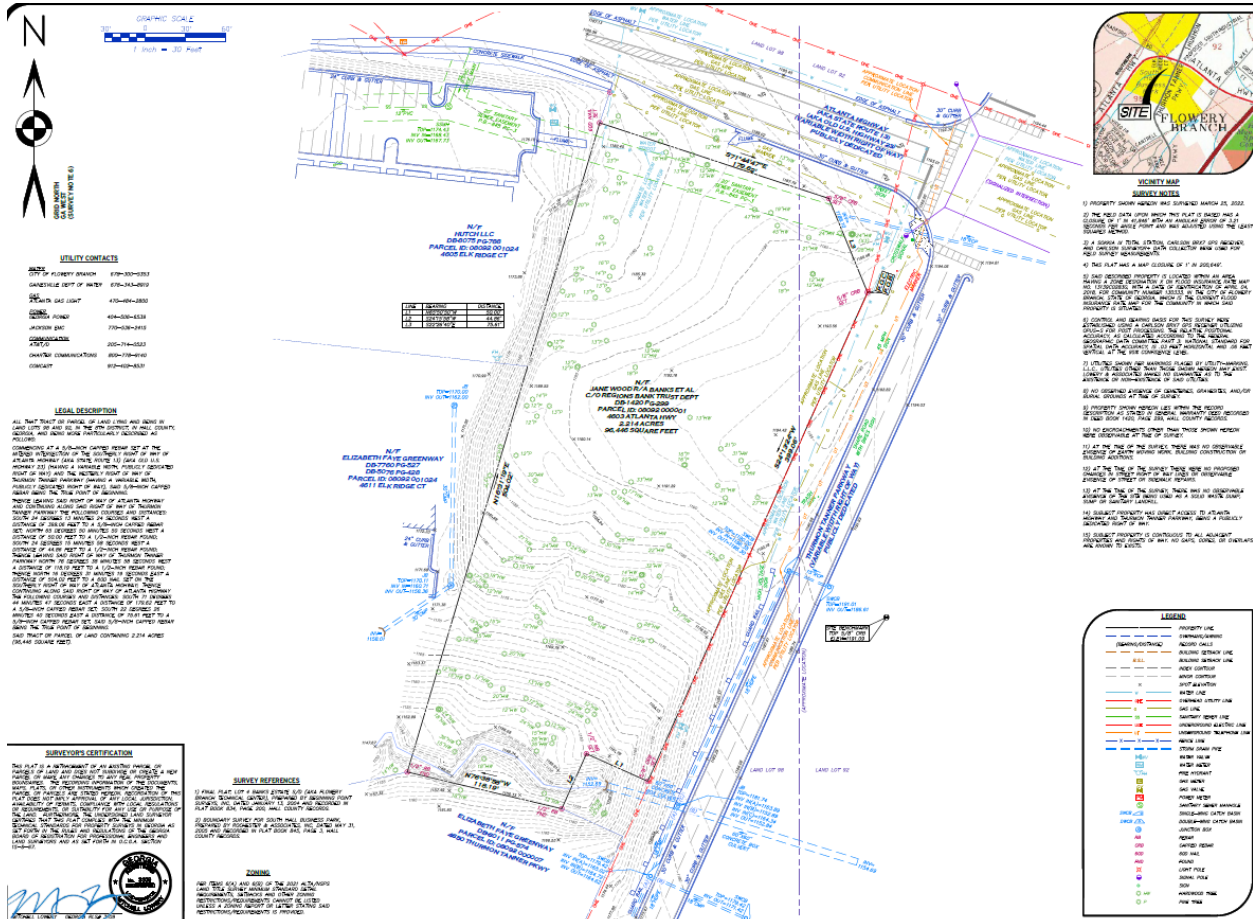
ATTEST:

Shelia R. Cooper, City Clerk

APPROVED AS TO FORM:

Karen Thomas, City Attorney

Exhibit "A"



Public Hearing Published 03/15/2023
Public Hearing 04/20/2023

First Reading 05/04/2023
Adopted 05/18/2023

Exhibit "B"

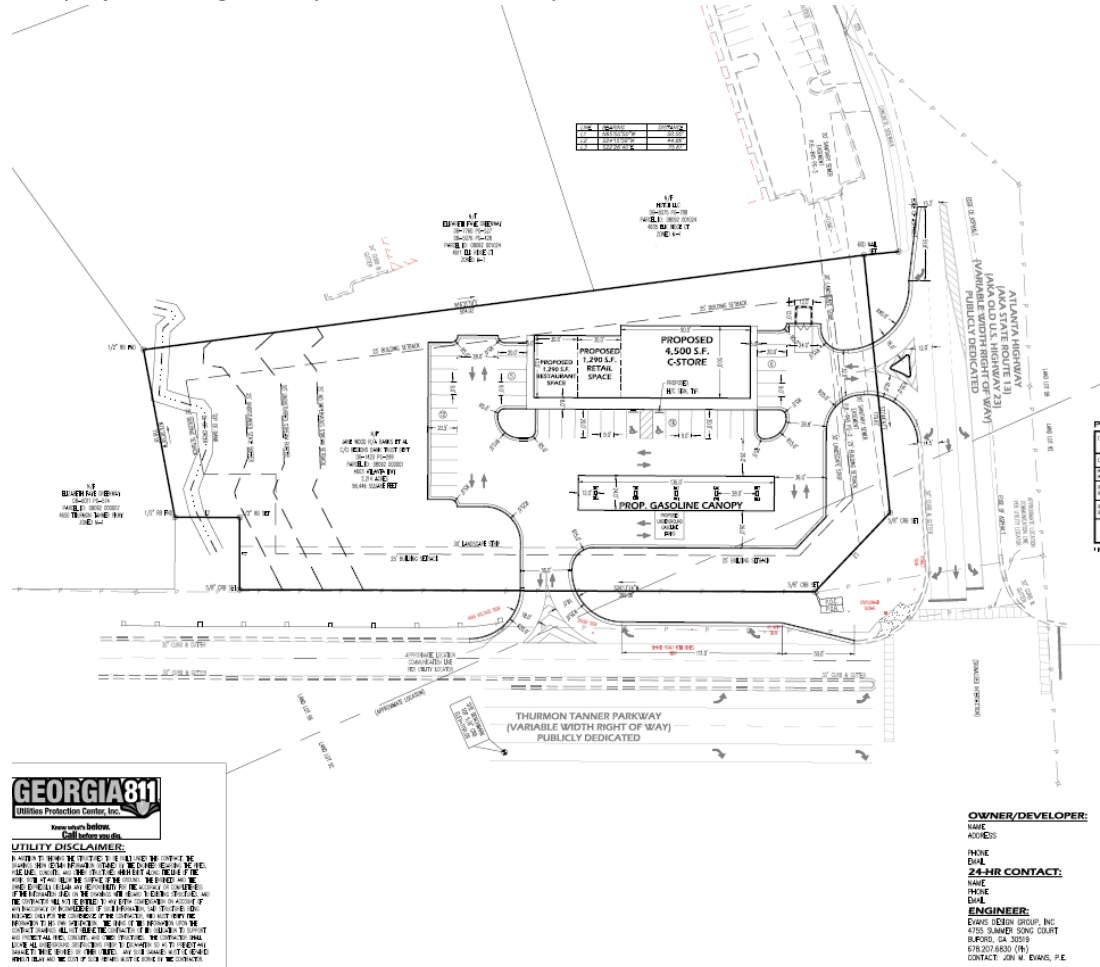
LEGAL DESCRIPTION

All that tract or parcel of land lying and being in Land Lots 92 and 98, 3th Land District, Hall County, Georgia, being Lot 3 as shown on a survey for South Hall Business Park, dated September 20, 2001, last revised October 3, 2001, prepared by Rochester & Associates, Inc., Georgia Registered Land Surveyors, and recorded in Plat Slide 805, page 105A of the Hall County, Georgia Plat Records, last revised at Plat Book 845, Page 3, Hall County, Georgia Records. Said plat and the record thereof are incorporated herein by reference for a more complete description of said property.

Exhibit "C"

Conditions of Zoning

1. The project shall generally adhere to the site plan as shown below:



2. Sewer shall be provided to the project by the City of Flowery Branch.
3. Water shall be supplied by the City of Gainesville.
4. Welcome to Flowery Branch monument sign.
5. Exterior building material shall be brick and stone on all 4 sides.
6. The dumpster enclosure shall be brick.
7. Gas canopy pillars shall be brick.
8. Detailed professionally drawn landscape plan required to be submitted and approved by staff prior to the issuance of a building permit.
9. A lighting plan shall be submitted and approved by staff prior to the issuance of a building permit.
10. Five (5) foot sidewalks required along the property length of Thurmon Tanner and Atlanta Highway.

Public Hearing Published	03/15/2023	First Reading	05/04/2023
Public Hearing	04/20/2023	Adopted	05/18/2023

11. The following uses shall be prohibited in the additional retail space attached to the primary structure (convenience store): vape or smoke shop, massage parlor, tattoo shop, or health spa.
12. Development shall be serviced by right-in-right out entrance/exit as shown on approved plan.



FLOWERY BRANCH CITY COUNCIL

EXECUTIVE SUMMARY



SUBJECT: Consider the First Reading of Ordinance 694, a Text Amendment Implementing Zoning Ordinance Changes.

COUNCIL MEETING DATE: May 18, 2023

HISTORY:

City Council requested certain changes and updates to the current zoning ordinance to better present the standards and expectations of the City's vision for responsible development. Additionally, there are legal updates that need to be adopted regarding advertising time lines for rezonings, conditional use permits, and variances.

FACTS AND ISSUES:

Articles 6, 8, 9, 10, 33, 34, 37, and 38 of the Zoning Ordinance are attached as part of Ordinance 694.

OPTIONS:

.

IF FUNDING IS INVOLVED, ARE FUNDS APPROVED IN THE CURRENT BUDGET:

No

AMOUNT AND SOURCE OF FUNDS:

RECOMMENDATION:

Approve the First Read of Ordinance 694

SAMPLE MOTION:

I make a motion to approve the first read of ordinance 694.

COLLABORATING DEPARTMENT:

DEPARTMENT: Planning

Prepared by: Shelia Cooper

ATTACHMENTS

- [Ordinance 694.pdf](#)

ORDINANCE NO. 694

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF FLOWERY BRANCH, GEORGIA, ORDINANCE NO. 694, TO STRIKE ARTICLE 6, (AGRICULTURAL AND CONVENTIONAL REIDENTIAL ZONING DISTRICTS), SECTIONS 6.1, 6.2, 6.3, 6.4, TABLE 6.1, AND TABLE 6.2, ARTICLE 8 (PUD), ARTICLE 9 (NONRESIDENTIAL ZONING DISTRICTS) SECTION 9.3, AND TABLE 9.1, ARTICLE 10 (DEVELOPMENT REQUIREMENTS AND GUIDELINES) ADDING SECTIONS 10.21 (RESIDENTIAL STREET DESIGN REQUIREMENTS) AND SECTION 10.22 (OPEN SPACE REQUIREMENTS), ARTICLE 33 (TEXT AMENDMENTS), ARTICLE 34 (REZONING AND CONDITIONAL USE APPLICATIONS), ARTICLE 37 (VARIANCES), AND ARTICLE 38 (ADMINISTRATIVE VARIANCES), TO BE REPLACED BY NEW ARTICLES , SECTIONS AND TABLES (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.

Strike Article 6, (Agricultural and Conventional Residential Zoning Districts), Sections 6.1, 6.2, 6.3, 6.4, Table 6.1, and Table 6.2, Article 8 (PUD), Article 9 (Nonresidential Zoning Districts) Section 9.3, and Table 9.1, Article 10 (Development Requirements and Guidelines) adding Section 10.21 (Residential Street Design Requirements) and Section 10.22 (Open Space Requirements), Article 33 (Text Amendments), Article 34 (Rezoning and Conditional Use

Applications), Article 37 (Variances), and Article 38 (Administrative Variances), replacing same articles, sections, and tables as shown on 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 XXX day of June 2023.

Edward R. Asbridge, Mayor

ATTEST:

Shelia R. Cooper, City Clerk

APPROVED AS TO FORM:

Karen Thomas, City Attorney

Exhibit "A"

ARTICLE 6
AGRICULTURAL AND CONVENTIONAL
RESIDENTIAL ZONING DISTRICTS

ARTICLE 6. - AGRICULTURAL AND CONVENTIONAL RESIDENTIAL ZONING DISTRICTS

Sec. 6.1. - A, Agricultural District.

- (a) *Purpose and Description.* The Agricultural District is established to maintain those areas within the City of Flowery Branch that are not intended to convert to urban or suburban development in the short term.
- (b) *Permitted and Conditional Uses.* Permitted and conditional uses shall be as provided in Table 6.1, "Permitted and Conditional Uses in Agricultural and Conventional Residential Zoning Districts."
- (c) *Dimensional Requirements.* Dimensional requirements shall be as provided in Table 6.2, "Dimensional Requirements in Agricultural and Conventional Residential Zoning Districts."
- (d) *Design Requirements.* See Articles 10, 12 and 40 of this Zoning Ordinance.

Sec. 6.2. – R-1, Residential, Detached Single Family, Low-Density District.

- (a) *Purpose and Description.* This zoning district is established to accommodate single-family residences at low suburban densities and to protect the future development of land in accordance with the comprehensive plan. This district consists predominantly of detached single-family dwellings (site built or modular) and is "" intended to implement the "suburban residential" character area established in the comprehensive plan. The regulations that apply to the R-1 district are designed to encourage the formation and continuance of a stable, healthy, and attractive living environment for its residents.
- (b) *Permitted and Conditional Uses.* Permitted and conditional uses shall be as provided in Table 6.1, "Permitted and Conditional Uses in Agricultural and Conventional Residential Zoning Districts."
- (c) *Dimensional Requirements.* Dimensional requirements shall be as provided in Table 6.2, "Dimensional Requirements in Agricultural and Conventional Residential Zoning Districts."
- (d) *Design Requirements.* See Articles 10, 12 and 40 of this Zoning Ordinance.

Sec. 6.3. - R-2, Residential, Detached Single Family

- (a) *Purpose and Description.* This zoning district is established to accommodate single-family residences at moderate suburban densities and to protect the future development of land in accordance with the comprehensive plan. This district consists of detached single-family dwellings (site built or modular) and is intended to implement the "suburban residential" character area established in the comprehensive plan. The regulations that apply to the R-2

district are designed to encourage the formation and continuance of a stable, healthy, and attractive living environment for its residents.

- (b) *Permitted and Conditional Uses.* Permitted and conditional uses shall be as provided in Table 6.1, "Permitted and Conditional Uses in Agricultural and Conventional Residential Zoning Districts."
- (c) *Dimensional Requirements.* Dimensional requirements shall be as provided in Table 6.2, "Dimensional Requirements in Agricultural and Conventional Residential Zoning Districts."
- (d) *Design Requirements.* See Articles 10, 12 and 40 of this Zoning Ordinance.

Sec. 6.4. - MHP, Manufactured Home Park District.

- (a) *Purpose and Description.* This zoning district is intended exclusively for the placement of manufactured homes in manufactured home parks and for the development of land in accordance with the comprehensive plan. This district is also intended to implement the "urban density community" character area established in the comprehensive plan, as it pertains to existing manufactured home park use. The regulations that apply to the MHP district are designed to encourage the formation and continuance of a stable, healthy, and attractive living environment for its residents.
- (c) *Permitted and Conditional Uses.* Permitted and conditional uses shall be as provided in Table 6.1, "Permitted and Conditional Uses in Agricultural and Conventional Residential Zoning Districts."
- (d) *Dimensional Requirements.* Dimensional requirements shall be as provided in Table 6.2, "Dimensional Requirements in Agricultural and Conventional Residential Zoning Districts." Dimensional requirements such as specifications for manufactured home spaces shall be as designated on an approved site plan.
- (e) *Limitations on Rezoning.* There shall be no rezoning to the MHP zoning district, unless it is contiguous to an existing MHP zoning district, or unless it is designated MHP at the time of annexation into the city limits.
- (f) *Design Requirements.* See Articles 10 and 40 of this Zoning Ordinance.

Table 6.1
Permitted and Conditional Uses in
Agricultural and Conventional Residential Zoning Districts
(P = Permitted Use C = Conditional Use X = Prohibited)

Use	A	R-1	R-2	MHP
Accessory apartment, attached	X	X	C	X
Accessory apartment, detached	X	C	C	X
Accessory building, structure, or use	P	P	P	P
Agriculture, production of field crops, fruits, nuts, and vegetables	P	P	X	X
Agriculture, raising of poultry or livestock	P	C	X	X
Cemetery	P	C	C	X
Church, temple, synagogue, or place of worship, including specified accessory uses (see Sec. 14.3) (Ord. 348-11)	C	C	C	X
Club or lodge, nonprofit, sponsored by a civic or similar organization	C	C	C	X
Community recreation	P	P	P	P
Conservation areas and passive recreational facilities	P	P	P	P
Conservation subdivision	C	C	P	P
Construction field office (temporary use)	X	X	P	P
Dwelling, single-family detached, fee-simple	P	P	P	X
Dwellings, single-family detached, condominium	X	X	X	X
Dwelling, townhouse (single-family attached, fee-simple)	X	X	X	X
Dwelling, two-family (duplex)	X	X	X	X
Dwelling, multi-family (apartment, attached residential condominium)	X	X	X	X
Garden, non-commercial, accessory to single-family detached dwelling	P	P	P	X
Golf course	P	P	P	X
Greenhouse, non-commercial, accessory to single-family detached dwelling	P	P	P	X
Guest house (accessory building/use)	P	P	P	X
Home occupation (Office Use Only)	P	P	P	P
Horse stables, non-commercial, as accessory to single-family residential use	P	C	X	X
Leasing or sales office for a subdivision or residential development (accessory or principal use)	P	P	P	P

Manufactured home, Class A	C	X	X	P
Use	A	R-1	R-2	MHP
Model home for single-family subdivision or townhomes (temporary)	P	P	P	X
Public or semi-public use	P	P	P	X
School, private, elementary, middle, or high (Ord. 348-11)	C	C	x	X
School, public	P	x	x	X
School, special	C	x	x	X
Temporary use	P	P	P	X

Table 6.2
Dimensional Requirements for Agricultural and
Conventional Residential Zoning Districts

Requirement (measurement unit)	A	R-1	R-2	MHP
Maximum height (feet)	75	35	35	35
Maximum height (number of stories)	3	3	3	1
Maximum density (units per acre)	0.333	2.18	4	4
Minimum lot size for detached single-family dwelling (square feet) (1)	130,680	20,000	15,000	10,000
Minimum lot size for two-family dwelling (square feet) (1)	N/A	N/A	N/A	N/A
Minimum lot size for other uses (square feet) (1)	130,680	43,560	15,000	10,000
Minimum lot width (feet)	200	90	75	50
Minimum heated floor area per dwelling unit (square feet)	1,500	2,200	1,800	1,000
Minimum front yard setback from lot line, all principal buildings (feet)	80	35	25	25
Minimum side setback, interior lot line, all principal buildings (feet)	25	25	15	20
Minimum side setback, corner lot, all principal buildings (feet)	60	35	25	20
Minimum rear setback, all principal buildings (feet)	35	25	20	20

Minimum setback, all principal or accessory buildings and structures abutting an R-1, R-2, or R-3 district (feet)	Side and rear setbacks shall apply	50		
Minimum width of natural buffer abutting R-1, R-2, or R-3 district (feet)	None			40
Minimum landscape strip required along right-of-ways for any nonresidential use if permitted (width in feet)	15	15	10	10
Minimum landscape strip required along right-of-ways for any apartment or condominium (multi-family residential) use (width in feet)	N/A	N/A	N/A	N/A
Minimum landscape strip required along side property lines for any nonresidential use if permitted (width in feet)	5	5	5	5
Maximum coverage of principal and accessory buildings (percent of lot)	25	25	35	50
Minimum landscaped open space, all principal uses except detached, single-family residential lots (percent)	20	20	15	15

(1) Where an on-site sewage system is used, minimum lot size requirements of the Hall County Environmental Health Department shall be required and may exceed these minimums.

ARTICLE 8. - MIXED-USE DEVELOPMENT DISTRICT

Sec. 8.1. - Description and Intent.

This zoning district is intended to implement certain residential and mixed-use developments in a way that meets objectives that cannot necessarily be accomplished by conventional residential zoning districts. It is specifically intended to primarily implement the “mixed use – neighborhood” character area.

Sec. 8.2. - Objectives.

The Mixed-Use Development District is intended to meet the following objectives:

- (a) Allow mixes of land uses, that are not elsewhere permitted in conventional zoning districts.
- (b) Permit a broader mix of residential housing types, including detached and attached dwellings, and specific commercial uses to be developed in one cohesive development.
- (c) Allow the development of tracts of land as single developments that are planned neighborhoods or communities, including residential and commercial uses that help to make up a community.
- (d) Preserve the natural amenities of the land through maintenance of conservation areas and open spaces within developments.
- (e) Provide a more desirable living environment than would be possible through the strict application of conventional residential zoning requirements.
- (f) Ensure that the design of building forms is interrelated and architecturally harmonious.

Sec. 8.3. - Character.

Design of detached single-family neighborhoods and residential communities in the MU district may follow principles of conventional suburban subdivision design which include curvilinear streets with some cul-de-sacs. However, MU districts are intended to differ from conventional subdivisions in that they provide greater pedestrian access and interconnections between and among units of the neighborhood.-This district is primarily envisioned to apply to urban and suburban areas with sanitary sewer and public water service, though it may be used to provide for imaginative site arrangements in rural areas at exurban/rural densities.

Chart 8.1 Permitted Uses

Dwelling, single-family detached, fee simple
Dwelling, townhome, single-family attached
Dwelling, two-family, duplexes
Dwelling, multi-family, apartment, attached residential condominium
Home Occupation (office Use Only)
Commercial uses as allowed per the Neighborhood Shopping District

Chart 8.2 Dimensional Requirements

Requirement (measurement unit)	MU
Maximum density (units per acre)	6
Minimum lot width, single-family detached (feet)	50
Minimum heated floor area per dwelling unit (square feet)	1,200
Minimum width of natural buffer abutting R-1, R-2, or R-3 district (feet)	None
Minimum landscape strip required along right-of-ways for any nonresidential use if permitted (width in feet)	25
Minimum landscape strip required along right-of-ways for any apartment or condominium (multi-family residential) use (width in feet)	25
Minimum landscape strip required along side property lines for any nonresidential use if permitted (width in feet)	25
Minimum landscaped open space	See Article 10

Sec. 8.4. - Design Requirements

The following requirements are a part of the rezoning approval process. Substantial deviation from, or inconsistency with, the guidelines in this Section shall be grounds for denial of a rezoning to the MU district.

- (a) Open spaces. Open spaces such as town greens and public squares, within developed portions of the development, should be located and designed to add to the visual amenities of the development. Greens and squares shall be spatially defined and distributed throughout the development so that no lot is more than a walking distance of 1,500 feet from a green, square, park or open space. Greens and squares should not be less than 8,000 square feet in area. A mix of peripheral as well as internal green space shall be provided. If two MUs are developed next to each other, there should be contiguous open space between the two MU's-
- (b) Greenspace. Preserve patches of high-quality habitat, as large and circular as possible, feathered at the edges, and connected by wildlife corridors. When continuous greenspace corridors cannot be provided or must be broken up for road access or other valid reasons, patches should be retained as "stepping stones" for wildlife corridors.
- (c) Residential portion of the project must include a minimum of 50% single-family detached homes.
- (d) A minimum of 50% of the residential portion of the project must be served by rear loaded, alley fed, two car garages.
- (e) All structures are required to meet all design and material requirements of the zoning ordinance.
- (f) Additional requirements when the development exceeds 35 residential units:
 - 1. Outdoor activities space such as neighborhood pocket park(s). Pedestrian-friendly paving should be used.

Placement:

- Outdoor activities space should be designed at a location well connected with most residential units.
- Those semi-public use should be located adjacent to outdoor activities space.
- Sidewalk shall be constructed at least 8 feet wide but not exceed 15 feet wide.

2. Landscape

- An additional enhanced landscape area of not less than 3% of the total property shall be provided. This area shall consist of accent plant materials including a minimum of 10% shrubs and 15% annuals or perennials. This area should also achieve 75% coverage within 3 years of planting while following nursery recommended spacing.
- Bioswales or any storm water retention solution should be considered as part of landscaping design.
- Fountains, drinking fountains, sculptures or other public art, decorative hardscape feature are encouraged.
- Underground sprinkle systems are required.
- Parking areas and sidewalks shall be illuminated.
- Natural green space should be located to ensure maximum exposure to sunlight.

3. Parking

- Automobile parking, PTV parking, and bicycle parking, shall be provided.

4. Amenities

- Outdoor benches shall be provided 1 for every 100 linear feet of sidewalk. It is encouraged to use creative outdoor table set, designer benches, or swing set as outdoor furniture enrichment.
- Trash and recycling cans shall be provided 1 for every 100 linear feet of sidewalk.
- Recreational facilities, dog run/exercise areas and health/fitness facilities should be considered.

(g) See also Article 10 of this Zoning Ordinance.

Sec. 9.3. NS, Neighborhood Shopping District.

- (a) Purpose and Description. This zoning district is intended to implement the “commercial” designation of the future land use plan contained within the

comprehensive plan of the City of Flowery Branch. It is also intended to implement the “neighborhood commercial” character area established in the comprehensive plan.

- (b) Character. Neighborhood commercial districts are intended to provide areas for limited, small-scale commercial uses of a convenience nature serving nearby residential neighborhoods as opposed to a regional market. This district provides for attractive, non-auto related neighborhood businesses and services, with distinctive architectural features and a scale compatible with pedestrians and connected to adjacent residential neighborhoods. Uses within neighborhood commercial character areas generally occur within enclosed buildings with no outside storage and limited outdoor display of goods and merchandise. Pedestrian accessibility is promoted via sidewalks connected to nearby neighborhoods but uses are mostly reliant on the automobile for access. Nonetheless, buildings and developments are scaled to be compatible with and promote pedestrian activity. Entrances, frontages, and building façades are softened with landscaping and low-lying identification signs.
- (c) Permitted and Conditional Uses. Permitted and conditional uses shall be as provided in Table 9.1, “Permitted and Conditional Uses in Nonresidential Zoning Districts.” Auto-related, highway-oriented commercial uses are not permitted. Neighborhood commercial districts are not intended to permit or accommodate automotive uses or other types of more intensive highway business activities, or those uses that generate excessive traffic, noise, odors, pollution, safety hazards, or other adverse impacts which would detract from the desirability of adjacent properties for residential use.
- (d) Dimensional Requirements. Dimensional requirements shall be as provided in Table 9.2, “Dimensional Requirements in Nonresidential Zoning Districts.” Business establishments do not exceed 2,500 square feet in any one tenant space, to keep the bulk and intensity in scale with the needs of adjacent neighborhoods. Open space is limited to suburban plazas or small open spaces. A three-story height limit is imposed.

Table 9.1
Permitted and Conditional Uses in Nonresidential Zoning Districts
(P = Permitted Use C = Conditional Use X = Prohibited)

Use	O-P	INST	NS	HB	CBD	M-1	M-2
Accessory building, structure, or use	P	P	P	P	P	P	P
Adaptive reuse of a detached single-family dwelling for a personal service establishment or enclosed retail establishment	C	C	P	P	P	X	X
Adult business (see Adult Entertainment of Code of Ordinances No. 360)	X	X	X	X	X	P	P
Agricultural processing	X	X	X	X	X	X	C
Aircraft landing area	X	X	X	X	X	X	C
Animal hospital or veterinary clinic	P	P	P	P	X	X	X
Animal rendering, slaughtering, and recycling plant	X	X	X	X	X	X	X
Animal shelter	X	P	X	C	X	P	P
Apparel manufacturing	X	X	X	X	X	P	P
Art gallery	P	P	P	P	P	X	X
Asphalt plant	X	X	X	X	X	X	C
Auction house or auction yard (excluding livestock)	X	X	X	X	X	P	P
Auction house or auction yard (including livestock)	X	X	X	X	X	X	P
Automated teller machines (accessory use)	P	P	P	P	X	P	P
Automobile sales and service establishment	X	X	X	P	X	X	X
Automobile sales without service	X	X	X	P	X	X	X
Automobile service establishment without sales	X	X	X	P	X	P	P

Bank or financial institution	P	P	P	P	P	X	X
Batching plant	X	X	X	X	X	X	C
Bed and breakfast inn	P	P	P	P	P	X	X
Big box commercial building	X	X	X	C	X	C	C
Borrow site	X	C	X	C	X	X	P
Botanical garden	P	P	P	C	X	X	X
Bottling or canning plant	X	X	X	X	X	C	P
Brewery or distillery	X	X	X	X	X	P	P
Broadcasting studio	P	P	P	P	X	P	P
Building material sales	X	X	X	C	X	P	P
Building sales establishment	X	X	X	C	X	P	P
Bulk storage	X	X	X	X	X	X	P
Business service establishment, not exceeding 2,500 square feet of gross floor area	C	C	P	P	P	P	P
Business service establishment, more than 2,500 square feet of gross floor area	X	X	X	P	P	P	P
Camp or campground	X	C	X	C	X	X	X
Car wash	X	X	X	C	X	P	P
Caretaker's residence	X	X	X	C	C	P	P
Carnival	X	X	X	C	X	X	P
Cemetery or mausoleum	X	P	X	C	X	P	P
Church, temple, synagogue, or place of worship, including specified accessory uses (see Sect. 14.3) (Ord. 348-11)	P	P	C	P	X	C	C
Clinic	P	P	P	P	X	X	X
Club or lodge, nonprofit, sponsored by a civic or similar organization	P	P	C	P	X	C	C

Club, private (Ord. 348-11)	X	C	X	C	X	X	X
Cold storage plant or frozen food locker	X	X	X	X	X	P	P
Co-generation facility	X	X	X	X	X	C	C
College or university (Ord. 348-11)	C	P	X	C	X	C	C
Commercial recreational facility, indoor (Ord. 348-11)	X	X	C	P	X	C	C
Commercial recreational facility, outdoor	X	X	X	C	C	C	C
Communication tower and antenna	P	P	X	P	X	P	P
Community recreation area	P	P	P	P	P	P	P
Composting facility	X	X	X	X	X	X	P
Use	O-P	INST	NS	HB	CBD	M-1	M-2
Conservation areas and passive recreational facilities	P	P	P	P	P	P	P
Construction field office and/or yard (temporary use)	X	P	X	P	X	P	P
Continuing care retirement community	C	P	X	P	C	X	X
Contractor's establishment	X	X	X	P	X	P	P
Convenience store, with or without gasoline pumps	X	X	X	C	X	X	X
Cottage industry	P	P	P	P	P	P	P
Crematorium in conjunction with a funeral home or mortuary (Ord. 348-13)	X	C	X	C	X	P	P
Crematorium not in conjunction with a funeral home or mortuary (Ord. 348-13)	X	X	X	X	X	X	P
Crisis center	C	P	X	P	X	P	P
Custom order shop	X	X	P	P	P	P	P
Day care center serving no more than 17 persons	P	P	P	P	X	C	C

Day care center serving 18 persons or more	X	P	C	P	X	C	C
Distribution center, including truck terminals	X	X	X	C	X	P	P
Dry cleaning plant	X	X	X	C	X	P	P
Dwelling, single-family detached, fee-simple	P	P	X	X	P	X	X
Dwelling, single-family detached, condominium	P	P	X	X	P	X	X
Dwelling, townhome (single-family attached fee-simple)	X	X	X	X	P	X	X
Dwelling, multi-family	X	X	X	X	C	X	X
Dwelling, two-family (duplex)	C	C	X	X	X	X	X
Dwelling, located within a building containing a nonresidential principal use	X	X	X	X	X	X	X
Explosives storage	X	X	X	X	X	X	C
Exterminating and pest control business or disinfecting service	X	X	C	P	X	P	P
Extraction and removal of sand, gravel, top soil, clay, dirt, precious metals, gems, and minerals	X	X	X	X	X	X	C
Fairgrounds	X	P	X	X	C	P	P
Finance, insurance, and real estate establishment, 2,500 square feet or less of gross floor area per establishment	P	P	P	P	P	P	P
Finance, insurance, and real estate establishment, more than 2,500 square feet of gross floor area per establishment	P	P	P	P	P	X	X
Food processing plant	X	X	X	X	X	X	P
Fuel oil distributor	X	X	X	X	X	P	P
Funeral home or mortuary	X	X	X	C	X	P	P
Gas tank sales	X	X	X	C	X	X	P
Greenhouse (commercial)	X	X	X	P	X	P	P

Group home	C	P	X	P	X	X	X
Growler							
Gym or exercise facility, not open 24 hours a day	P	P	P	P	P	P	P
Gym or exercise facility open 24 hours a day	P	P	X	P	P	P	P
Hazardous waste receiving, handling, and/or disposal facility, or volatile organic liquid handling and storage	X	X	X	X	X	X	C
Health spa	X	X	X	P	P	P	P
Hospital	C	P	X	P	C	C	C
Incinerator	X	X	X	X	X	X	C
Institutional residential living and care facility, serving no more than 17 persons	P	P	P	P	X	X	X
Institutional residential living and care facility, serving 18 persons or more	C	P	X	P	X	X	X
Junk/salvage yard	X	X	X	X	X	X	C
Kennel	X	X	X	P	X	P	P
Laboratory	P	P	C	P	X	P	P
Landfill (sanitary, construction/demolition, inert waste)	X	X	X	X	X	X	C
Landscaping company	X	X	X	P	X	P	P
Live/work unit	C	X	C	C	P	P	P
Lodging service (hotel, motel, motor hotel, inn)	X	C	X	P	P	X	X
Logging yard	X	X	X	X	X	X	P
Lumber yard	X	X	X	C	X	P	P
Machine shop	X	X	X	P	X	P	P
Manufactured home, "Class A"	X	X	X	X	X	X	X
Manufactured home other than "Class A"	X	X	X	X	X	X	X

Manufactured home park	X	X	X	X	X	X	X
Manufacturing, ceramics	X	X	X	X	X	C	P
Manufacturing, cosmetics or toiletries	X	X	X	X	X	P	P
Manufacturing, coating of cans, coils, fabrics, vinyl, metal furniture, appliance surfaces, wire, paper, and flat wood paneling	X	X	X	X	X	C	C
Manufacturing, electronics, camera, or photographic or communication equipment	X	X	X	X	X	P	P
Manufacturing, instrument assembly	X	X	X	X	X	P	P
Manufacturing, metal products	X	X	X	X	X	C	P
Manufacturing, pharmaceuticals and medical supplies	X	X	X	X	X	P	P
Manufacturing, textiles	X	X	X	X	X	P	P
Manufacturing, wood products	X	X	X	X	X	P	P
Manufacturing, processing, and assembling, within buildings, not otherwise specified	X	X	X	X	X	C	C
Marina	X	C	X	P	X	X	X
Materials recovery facility	X	X	X	X	X	X	C
Micro brewery	X	X	X	X	P	P	P
Mixed use building or development	C	X	P	P	P	C	X
Museum	P	P	P	P	P	P	P
Office	P	P	P	P	P	P	P
Office-warehouse	X	X	X	C	X	P	P
Open air business	X	X	X	P	C	C	C
Open storage yard (principal use)	X	X	X	C	X	P	P
Package Store	X	X					
Parking deck or structures, on-site or off-site	C	C	X	P	C	C	C
Parking lot, off-site	P	P	P	P	C	P	P

Personal service establishment	C	C	P	P	P	P	P
Petroleum bulk storage site	X	X	X	X	X	X	P
Power plant, private	X	X	X	X	X	X	C
Public or semi-public use	P	P	P	P	P	P	P
Rail yard	X	C	X	X	X	X	P
Railroad freight terminal	X	C	X	X	X	X	P
Recreational vehicle park	X	X	X	C	X	X	X
Recovered materials processing facility	X	X	X	X	X	X	C
Recycling center	X	X	X	X	X	C	C
Restaurant, excluding drive-ins or drive through facilities and fast-food restaurants as defined	X	C	P	P	P	P	P
Restaurant, including drive-ins or drive through facilities and fast-food restaurants as defined	X	X	X	P	X	C	C
Retail trade establishment, enclosed	X	X	P	P	P	P	P
Retreat center	P	P	X	P	X	X	X
Riding academy or equestrian center	X	X	X	P	X	C	C
Rooming or boarding house	C	X	X	C	X	X	X
Sawmill	X	X	X	C	X	X	P
School for the arts (Ord. 348-10; Ord. 348-11)	P	P	C	P	C	C	C
School, private, elementary, middle, or high (Ord. 348-11)	P	P	C	P	X	C	C
School, public	P	P	X	X	X	X	X
School, professional (Ord. 348-11)	P	P	C	P	X	C	C
School, special (Ord. 348-11)	P	P	X	X	X	C	C
School, trade (Ord. 348-11)	C	C	X	X	X	C	C
Self-service storage facility (mini-warehouse)	X	X	X	C	X	P	P

Service and fuel-filling station	X	X	X	P	X	P	P
Showroom	X	X	X	X	X	P	P
Slaughterhouse	X	X	X	X	X	X	C
Solid waste handling and/or transfer facility	X	X	X	X	X	X	C
Special event facility (Ord. 348-11)	C	P	C	P	X	X	X
Taxi cab and limousine service	X	X	X	X	X	X	X
Temporary use approved by the Zoning Administrator	P	P	P	P	P	P	P
Therapeutic camp	X	C	X	X	X	X	X
Tow service	X	X	X	P	X	C	P
Truck stop or truck terminal	X	X	X	C	X	X	P
Utility company	P	P	X	P	X	P	P
Use	O-P	INST	NS	HB	CBD	M-1	M-2
Utility company substation	P	P	P	P	P	P	P
Vehicle emission testing facility	X	X	X	P	X	P	P
Warehouse or storage building	X	X	X	C	X	P	P
Water plant or wastewater treatment facility	X	X	X	X	X	X	X
Wholesale trade establishment	X	X	X	C	C	P	P
Wireless telecommunications equipment	X	C	X	C	X	C	C
Wireless telecommunications facility	X	C	X	C	X	C	C
Wrecked motor vehicle compound	X	X	X	C	X	X	P
Yoga Studio	P	P	P	P	P	P	P

(Ord. 694)

10.21. Residential Street Design Requirements

10.21.1 General Landscaping Standards for Streets

The following is a list of general landscaping standards for all street landscaping. A full, detailed plan for the entire community must be submitted and approved as part of the land disturbance/civil plans.

1. Landscape Area grading and slopes shall not exceed 5:1 for turf areas and 4:1 for planting areas. If Landscape Area grading or slopes exceed these ratios, a retaining wall shall be required. All retaining walls over 4 feet in height shall be reviewed and approved by the City.
2. The minimum planting size for a tree shall be 15-gallon, with two-third (2/3) of all trees being 2" caliper or larger.
3. All street trees shall be selected from the approved City list
4. Street Trees shall be located every 25' on center spacing.
5. Secondary Trees or Accent Trees shall occur in informal groupings of three or five trees of the same species, planted between the sidewalk and adjacent land use property line. Mixed massings of flowering trees and evergreen species are required.
6. Street Trees and Secondary Trees or Accent trees shall be a combination of deciduous and evergreen trees for purposes of screening and creating seasonal change. A minimum of 30% of the Street Trees and Secondary or Accent trees on a particular street shall be evergreen species.
7. All trees planted within 10 feet of a street, sidewalk, paved trail, walkway or plaza element shall be separated by a tree root barrier to prevent damage to public improvements and private property. The tree root barrier shall be installed at time of planting of the tree.
8. A minimum distance of 10' is required between the center of a tree and all light standards.
- 9.. Shrub plantings adjacent to walls and fences shall be group massings, layered to provide visual interest. Variety in height is required. Multiple rows of layered plantings are encouraged where space is adequate.
10. All shrub planting (i.e. small, medium, large) along any Landscape Corridor and intersections containing entry monuments shall be a minimum of 5-gallon in size. When shrubs are planted to serve as a hedge or screen, the shrub shall be planted at a spacing relative to the plant species' mature width (a shrub with a four-foot-wide mature width shall be planted at four feet on center). Plants that are not commercially available in a 5-gallon size, may be substituted with a 1-gallon size.
11. When a particular size plant is specified across large sections of the proposed landscape plan, (i.e. medium shrub), the landscape architect shall use alternating groupings of plants to achieve a planting design that has different genus and species along the entire streetscape. This shall be done to prevent a monolithic plant palette extending along the street.
12. All groundcover planting shall be 1-gallon or grown in flats of up to 64 plants. Root cuttings from plants shall not be located greater than 12 inches on center spacing.

Containerized 1-gallon groundcover plants shall not be located greater than 3' on center spacing.

13. Groundcover plantings shall be located between all separated sidewalks and back of curb/right-of-way ("ROW") along all publicly maintained Landscape Corridors, or as determined by the City.
14. A 3" layer of walk-on type bark mulch shall be located in all planter areas around trees, shrubs and groundcover within all Landscape Corridors.
15. Locations of colored concrete enhanced paving shall be submitted and evaluated at the entitlement stage of each development project.
16. All bulbouts shall be planted in a combination of shrubs and groundcover, and/or concrete paving as applicable to adjacent land use.
17. All tree grates shall be located at back of curb. Tree guards shall not be installed.

10.21.2 Specific Residential Street Landscaping Requirements

1. Primary Residential Street

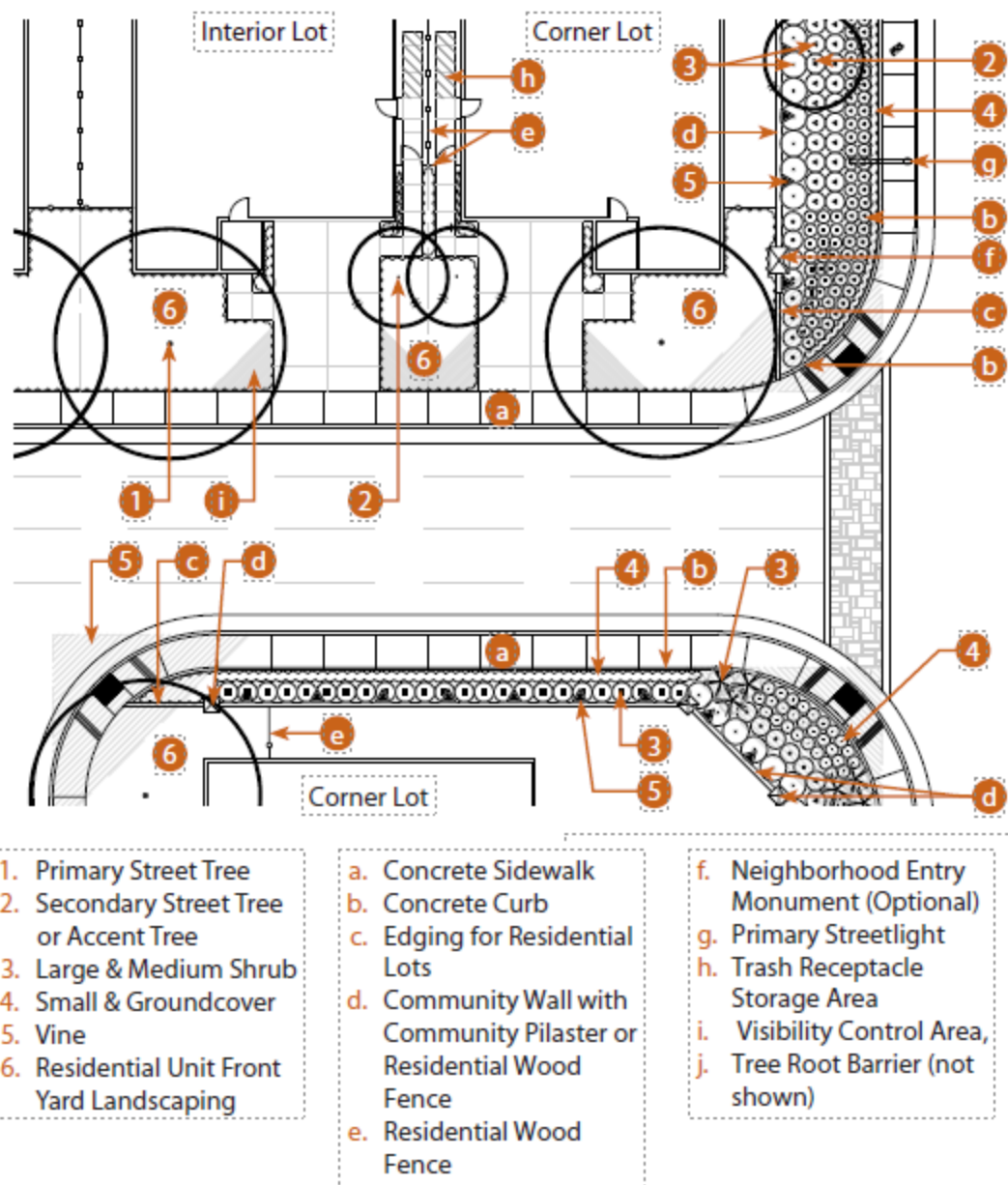
Primary Residential Streets provide access into and through the neighborhoods. When single-family residential houses back onto the street, a Community Wall is required at the property line and an additional 8' Landscape Area shall be required to provide screening of the Community Wall. In this application, all landscape improvements including the 8' Landscape Area and the landscaping within the separated sidewalk shall be considered public improvements and shall comply with all City requirements. When single-family residential houses fronts the street, the entire Landscape Area on that side of the street shall be private landscaping designed to the City's satisfaction and maintained by the landowner.

2. Local Residential Street

Local residential streets provide access into and through neighborhoods. Only residential houses will front a local residential street. Therefore, all landscape improvements shall be private landscaping designed to the City's satisfaction and maintained by the landowner.

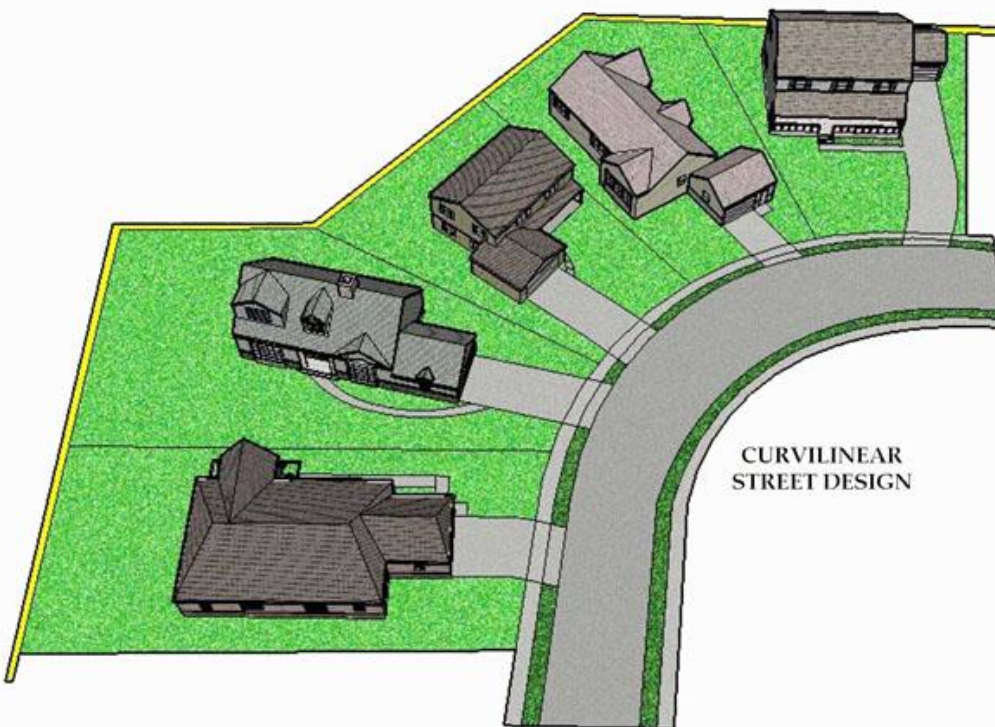
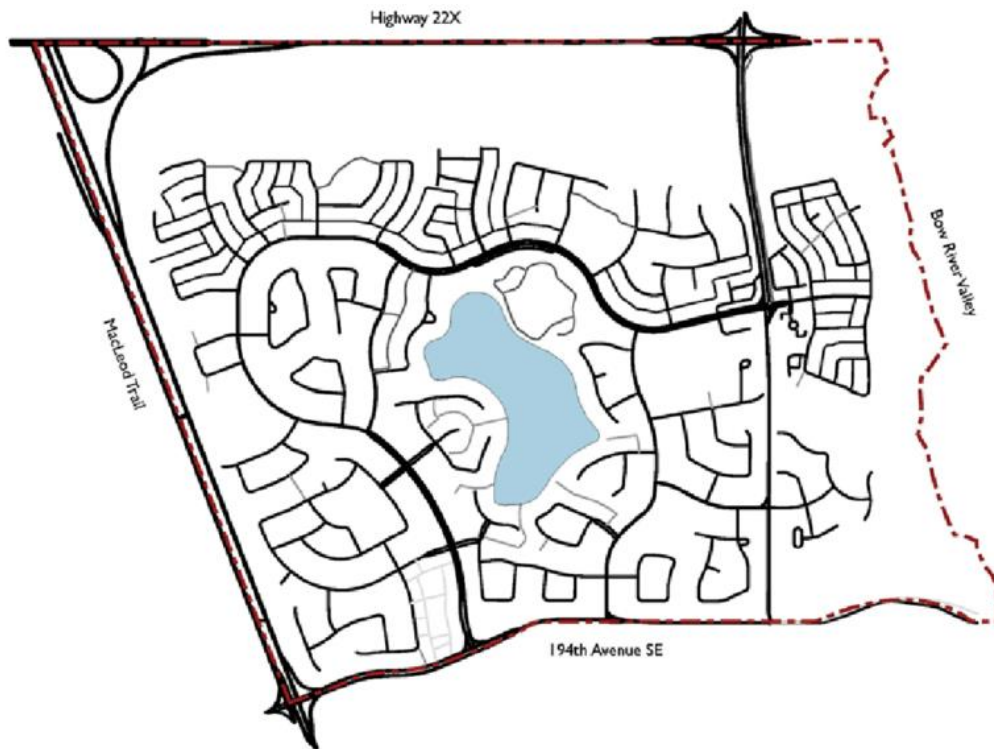
3. Corner Lot Landscaping Requirements

Residential corner lots are a critical component to the overall theme of a community. The individual residential unit improvements specified in this section are outside of the ROW for each associated street. Therefore, all landscape improvements shall be private landscaping designed to the City's satisfaction and maintained by the landowner. The standards in this chapter regarding corner lot landscaping are the minimum requirements. The builder/designer may deviate from the planting design as long as the design consistency is preserved throughout the community. Any deviation to the planting design shall be approved by the City.



10.21.3 Residential Street Design Requirements

All new residential streets shall be curvilinear. All streets more than three hundred and sixty (360) feet in length shall have at least twenty-five feet of lateral deviation from a straight course.



10.22 Open Space Requirements

Defined. Open space is the horizontal outdoor area of a site reserved to provide separation, resource protection, scenic enjoyment, recreation, or amenity. It includes two types: civic space and amenity space.

Minimum Requirements

Uses	Open Space minimum required percentage
Non-Residential (Sites Under 5 Acres)	Amenity Space + Civic Space: 15% min.
Non-Residential (Sites Over 5 Acres)	Civic Space: 10% min Amenity Space: 5% min
Residential	Civic Space: 10% min Amenity Space: 5% min

- New developments with a mix of residential and non-residential uses shall satisfy both requirements independently.

Development

- Restaurants with one or more exterior walls shall be subject to the following additional requirements:
 1. An outdoor dining area equal to at least 10% of the restaurant floor area shall be provided. When the outdoor dining area conforms to Sec. xxx it may be counted towards amenity space requirements.
 2. When the restaurant abuts a public street (including across an intervening parking lot) the required outdoor dining area shall be located along the portion of the façade facing such public street.
 3. The Director of Community Development has the authority to authorize the required outdoor dining to be placed in locations other than required by "b" above when:
 - a. There is insufficient area between the restaurant and the street to accommodate all the required outdoor dining; or
 - b. There are other unique circumstances not created by the applicant than render this requirement unfeasible.
- Civic Space. Civic space is the portion of open space for public use defined by the combination of certain physical constants including the relationships among their intended use, their size, their landscaping, and their adjacent buildings. Above-ground cistern design and appearance shall require approval by the Director of Community Development.
 1. Park. An open space available for structured or unstructured recreation. A park may be independent of surrounding buildings at its edges. Its landscape may consist of paths and trails, meadows and lawns, water bodies, runoff reduction measures such as bioretention areas, swales, cisterns, and woodlands.

Recreation fields and courts may also be included. The minimum size for a park is one acre.

2. **Square.** An open space available for unstructured recreation and civic purposes. A square is spatially defined by building or streets at its edges. Its landscape must consist of paths and trees and may also include runoff reduction measures such as bioretention areas and cisterns, lawns and non-asphalt paved surfaces. The minimum size for a square is one-half acre.
 3. **Plaza.** An open space, available for civic purposes and commercial activities. A plaza must be spatially defined by building or streets at its edges. Its landscape must consist primarily of non-asphalt paved surfaces and trees, and may include runoff reduction measures such as bioretention areas and cisterns. The minimum size for a plaza is one-quarter acre.
 4. **Pocket Park.** An open space, available for unstructured recreation. A pocket park may be spatially defined by buildings or streets at its edges. Its landscape must consist of lawn and trees and may include runoff reduction measures such as bioretention areas and cisterns. There is no minimum size for pockets parks.
 5. **Playground.** An open space designed and equipped for the recreation of children. A playground must be fenced and may include an open shelter. Playgrounds must be interspersed within residential areas, may be placed within a block, and may be included in parks and greens. There is no minimum size for playgrounds. Playgrounds may include runoff reduction measures such as bioretention and underground detention.
 6. **Performance Venues.** An open space available for outdoor performance. Performance venues typically include a stage surrounded by formal or informal seating on at least one side. Performance venues may have a combination of landscaped and hardscaped areas. The minimum size for a performance area is one-half acre.
 7. **Multi-Use Trails with Potential Connections to Offsite Trails.** A linear open space consisting of a conforming multi-use trail that includes a connection to existing or proposed off-site trails. There is no minimum size for this type of open space.
 8. **Park Overlooks.** An open space primarily intended for the viewing of parks and other open spaces. Park overlooks must include seating. There is no minimum size for park overlooks.
- **Amenity space.** Amenity space is the covered or uncovered, but unenclosed, outdoor areas of at least 100 square feet each for use by the occupants, invitees and guests of the development and specifically excluding Civic Spaces and required sidewalks. Amenity spaces may include, but are not limited to:
 1. Rooftop decks
 2. Balconies (min. 6' x 8')
 3. Patios and porches
 4. Outdoor dining areas;
 5. Pool areas;
 6. Tennis courts, basketball courts, and similar uses;
 7. Yards, lawns, and flower gardens;

8. Community gardens;
9. Hardscape areas improved for pedestrian enjoyment;
10. Wooded areas; and
11. Runoff reduction measures such as bioretention areas and cisterns.

Each amenity area approved must be available and accessible as exterior space appropriately improved for pedestrian amenity or for aesthetic appeal, subject to approved by Director of Community Development. Above-ground cistern design and appearance shall also require approval by the Director.

- Open space requirement may be met using existing and/or new open space, subject to approval of the Director of Community Development.
- Open space may be privately, or publicly owned. Private open space is open space that is owned by a corporation, individual, or homeowners' association. Public open space is open space owned by a governmental agency.
- Wetlands, lakes, ponds, streams, rivers, flood zones, and stream buffers may only be considered open space when located within one of the eight types of civic spaces identified in Sec. 2.10.C or within an amenity space that conforms Sec. 2.10.10.D, unless part of an approved stormwater management plan for the site that includes runoff reduction measures.
- No required buffer may be used to satisfy open space requirements, except for stream buffers that are improved with trails and other authorized amenities.
- Stormwater management facilities for the site may be used to satisfy open space requirements if they meet this Chapter's definition of open space. Open space credit may be given at the discretion of the Director of Community Development.
- No areas used for vehicles, except for incidental service, maintenance, or emergency actions, may be used to satisfy open space requirements.

Sec. 33.6. - Standards for Text Amendments.

The City Council shall consider the following standards in considering any proposal that would result in a change to the text of this Zoning Ordinance, giving due weight or priority to those factors that are appropriate to the circumstances of each proposal:

- (a) Is the proposed amendment consistent with the purpose of this Zoning Ordinance as stated under Article 1?
- (b) Does the proposed amendment further or is it compatible with the purpose and intent of the Comprehensive Plan?
- (c) Is the proposed amendment required to adequately address new or changing conditions or to properly implement the Comprehensive Plan?
- (d) Does the proposed amendment reasonably promote the public health, safety, morality or general welfare?

Copies of the standards for review, as outlined above, shall be printed and available for distribution to the general public at the public hearing held by the City Council.

Sec. 33.11. – Special Public Notice and Hearing Requirements for Text Amendments Pertaining to Single-Family Zoning Classifications and Multifamily Uses.

The procedures set forth in O.C.G.A. § 36-66-4(h)(1) shall apply:

- (a) Where a text amendment proposes to revise one or more zoning classifications or definitions related to single-family residential uses of property so as to authorize multifamily uses of property pursuant to such classification or definitions, or to grant blanket permission, under certain or all circumstances, for property owners to deviate from the existing zoning requirements of a single-family residential zoning; or
- (b) To any zoning decisions that provide for the abolition of all single-family residential zoning classifications within the territorial boundaries of a local government, or that result in the rezoning of all property zoned for single-family residential uses within the territorial boundaries of a local government to multifamily residential uses of property.

This Section shall not apply to zoning decisions for the rezoning of property from a single-family residential use of property to a multifamily residential use of property when the rezoning is initiated by the owner or authorized agent of the owner of such property.

Sec. 33.12. - Incorporation Clause.

This Article is intended to comply with the provisions of the Georgia Zoning Procedures Act, O.C.G.A. § 36-66-1 et seq., which Act is incorporated by reference in its entirety into this ordinance. Where any provision of this Article is in conflict with any provision of the Act, the Act shall control. Or where this Article is incomplete in having failed to incorporate a provision necessarily required for the implementation of the Act, such provision of the Act, so as to meet the mandate of the Act, shall be fully complied with.

**ARTICLE 33
TEXT AMENDMENTS**

- Sec. 33.1. Authority to Amend.
- Sec. 33.2. Initiation of Proposals for Text Amendments.
- Sec. 33.3. Application Requirements.
- Sec. 33.4. Limitation on Concurrent Consideration.
- Sec. 33.5. Notice of Public Hearing.
- Sec. 33.6. Public Hearing.
- Sec. 33.7. Decision.
- Sec. 33.8. Withdrawal of Text Amendment.
- Sec. 33.9. Refunds When Application is Withdrawn.
- Sec. 33.10. Notice of Action
- Sec. 33.11. Incorporation Clause.

Sec. 33.1. Authority to Amend.

The City Council may from time to time amend any regulation pertaining to any zoning district; or may amend any other Article or Section of this Zoning Ordinance.

Sec. 33.2. Initiation of Proposals for Text Amendments.

An application to amend the text of this Zoning Ordinance may be initiated by:

- (a) The City Council; or
- (b) Any person, firm, corporation or agency, provided said individual, firm, corporation or agency is the owner or owner's agent of the property for which an amendment is sought, and further provided that the applicant has attended a pre-application meeting with the Zoning Administrator; or
- (c) The Zoning Administrator.

Sec. 33.3. Application Requirements.

Applications to amend the text of this zoning ordinance shall require submittal of an application fee, application form, and proposed text amendment in a form approved in advance by the Zoning Administrator. The Zoning Administrator shall waive the application fee required by this Section when an application is initiated by the City Council or the Zoning Administrator.

Sec. 33.4. Limitation on Concurrent Consideration.

In cases where an applicant is proposing a text amendment to modify or create a new zoning district or to add a permitted or conditional use to an existing zoning district, and where the applicant also desires to rezone property to the new or modified zoning district (or establish a conditional use in accordance with the amendment), the two applications shall not be considered concurrently.

Sec. 33.5. Notice of Public Hearing.

At least thirty (30) but not more than forty-five (45) days prior to the date of the public hearing before the City Council, the city shall cause to be published within a newspaper of general circulation within the City a notice of the public hearing before Mayor and City Council. The notice shall state the time, place, and purpose of the public hearing.

Sec. 33.6. Public Hearing.

The City Council shall hold a public hearing on all text amendments in accordance with the public hearing procedures specified in Article 35 of this zoning ordinance.

Sec. 33.7. Decision.

- (a) Within a period ninety (90) calendar days from the date of the public hearing held by the City Council on any such application(s), the City Council shall render a decision on the application(s).

- (b) The City Council may approve or disapprove the proposed text amendment as written, or it may approve modifications of the text amendment as originally proposed.
- (c) In rendering a decision on any such application, the City Council shall consider all information supplied by the applicant and Zoning Administrator.

Sec. 33.8. Withdrawal of Text Amendment.

Any application for an amendment to the text of this zoning ordinance may be withdrawn at any time at the discretion of the person or agency initiating such a request, upon written notice to the Zoning Administrator.

Sec. 33.9. Refunds When Application is Withdrawn.

- (a) When any application for a text amendment is initiated by a party other than the City Council or the Zoning Administrator, and said text amendment is withdrawn within ten (10) calendar days from the date of approval for initiation by the Zoning Administrator, one half (1/2) of the entire application fee paid by the applicant shall be refunded to the applicant. The Administrator shall refund that portion of the application fee within thirty (30) calendar days of the date of withdrawal of the application.
- (b) No portion of a required application fee shall be refunded on any application withdrawn by an applicant later than ten (10) calendar days from the date of approval for initiation by the Zoning Administrator.

Sec. 33.10. Notice of Action.

When a text application is filed by a property owner, the Zoning Administrator shall notify the applicant of the action taken by the City Council on the application no later than five (5) working days from the date the City Council took action on said application.

Sec. 33.11. Incorporation Clause.

This Article is intended to comply with the provisions of the Georgia Zoning Procedures Act, O.C.G.A. § 36-66 et. seq., which Act is incorporated by reference in its entirety into this ordinance. Where any provision of this Article is in conflict with any provision of the Act, the Act shall control. Or where this Article is incomplete in having failed to incorporate a provision necessarily required for the implementation of the Act, such provision of the Act, so as to meet the mandate of the Act, shall be fully complied with.

**ARTICLE 34
REZONING AND CONDITIONAL USE APPLICATIONS**

- Sec. 34.1. Authority to Amend.
- Sec. 34.2. Initiation of Proposals for Rezoning.
- Sec. 34.3. Initiation of Conditional Use Applications.
- Sec. 34.4. Application Requirements.
- Sec. 34.5. Site Plan Requirements.
- Sec. 34.6. Development Statistics Required.
- Sec. 34.7. Analysis Requirements.
- Sec. 34.8. Application Compliance and Completeness.
- Sec. 34.9. Administrative Processing of Applications.
- Sec. 34.10. Concurrent Consideration of Applications.
- Sec. 34.11. Investigations and Recommendation.
- Sec. 34.12. Notice of Public Hearing.
- Sec. 34.13. Public Notice Sign.
- Sec. 34.14. Special Notice Requirements for Halfway Houses and Related Uses.
- Sec. 34.15. Public Hearing.
- Sec. 34.16. Decision.
- Sec. 34.17. Withdrawal of Application.
- Sec. 34.18. Refunds When Application is Withdrawn.
- Sec. 34.19. Limitations on the Frequency of Filing Applications.
- Sec. 34.20. Notice of Action.
- Sec. 34.21. Incorporation Clause.

Sec. 34.1. Authority to Amend.

City Council may from time to time amend the boundaries of any zoning district established in this Zoning Ordinance, and it may consider upon application the approval, conditional approval, or denial of conditional use applications.

Sec. 34.2. Initiation of Proposals for Rezoning.

An application to amend the official zoning map of the City, thus changing the boundaries of a zoning district, may be initiated by:

- (d) City Council; or
- (e) Any person, firm, corporation or agency, provided said individual, firm, corporation or agency is the owner or owner's agent of the property for which an amendment is sought.

Sec. 34.3. Initiation of Conditional Use Applications.

An application for conditional use may be initiated by any person, firm, corporation or agency, provided said individual, firm, corporation or agency is the owner or owner's agent of the property for which the conditional use is sought.

Sec. 34.4. Application Requirements.

Applications to amend the official zoning map of this zoning ordinance or for a conditional use shall require submittal of an application requirements specified in this Section. The Zoning Administrator may waive the application fee and certain application requirements specified in this Section when an application for amendment of the official zoning map is initiated by City Council or authorized by the City Manager. (Ord. 348-11)

- (a) Application fee as specified by this ordinance or established by resolution of the City Council;
- (b) Application form furnished by the Zoning Administrator, including signed and notarized signature of property owner;
- (c) Legal description of the property;
- (d) Survey plat of the property;
- (e) Letter of intent describing the proposed use of the property or other action requested;
- (f) Site plan of the property at an appropriate engineering scale showing the proposed use and relevant information regarding proposed improvements;
- (g) Statistics regarding the proposed development;
- (h) Description of any special conditions voluntarily made a part of the request; and
- (i) Other information as may be required by the Zoning Administrator.

Sec. 34.5. Site Plan Requirements.

Applications described in this Article shall include a site plan, which shall at minimum include on the site plan information specified in this Section.

- (a) Existing and proposed buildings and structures;
- (b) Parking and internal circulation;
- (c) Proposed landscaping;
- (d) Buffers, where required; and
- (e) Other information as may be required by the Zoning Administrator.

Sec. 34.6. Development Statistics Required.

Applications described in this Article shall submit development statistics and specifications shall at minimum include on the site plan or in written form the information specified in this Section.

- (a) Maximum and proposed height of any structure;
- (b) Maximum and proposed gross square footage of the building area (nonresidential only);
- (c) Color renderings of any proposed structures;
- (d) Material list (with percentages) of any proposed structures;
- (e) Maximum and proposed number of dwelling units and minimum and proposed square footage of heated floor area for any dwelling unit (residential only);
- (f) Maximum and proposed lot coverage of building area (square feet and percent);
- (g) Minimum and proposed square footage of landscaped area (square feet and percent);
- (h) Minimum, maximum and proposed number of parking spaces; and
- (i) Other dimensional information as may be required by the Zoning Administrator.

Sec. 34.7. Analysis Requirements.

Applications to amend the official zoning map and applications for conditional uses shall provide a written analysis comparing the proposed action with the criteria in this Section. A zoning map amendment or conditional use application may be justified only if it bears a reasonable relationship to the public health, safety, morality, or general welfare, and after consideration of the analysis requirements which may in individual cases be considered criteria relevant to Zoning Administrator in making recommendations and by the City Council in the decision-making process.

- (a) Whether the proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property.
- (b) Whether the proposal will adversely affect the existing use or usability of adjacent or nearby property.
- (c) Whether the property to be affected by the proposal can be used in accordance with the existing regulations and has a reasonable economic use as currently zoned.
- (d) Whether the proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools
- (e) Whether the proposal is in conformity with the policy and intent of the comprehensive plan including but not limited to the character area map and future land use plan map.

- (f) Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the proposal
- (g) Existing use(s) and zoning of the subject property and nearby properties.
- (h) Existing value of the property under the existing zoning district classification, the extent to which the property value of the subject property is diminished by the existing zoning district, and the value of the property under the proposed zoning district; if such information is provided by the applicant or can be discerned. This consideration may include the length of time the property has been vacant or unused as currently zoned and efforts taken by the property owner(s) to use the property or sell the property under the existing zoning district classification.
- (i) Whether a proposed zoning map amendment or conditional use approval will be a deterrent to the value or improvement of development of adjacent property in accordance with existing regulations
- (j) The possible creation of an isolated zoning district unrelated to adjacent and nearby districts
- (k) Possible effects of the change in zoning district map, or change in use, on the character of a zoning district.
- (l) The possible impact on the environment, including but not limited to, drainage, soil erosion and sedimentation, flooding, air quality and water quality.
- (m) The relation that the proposed map amendment or conditional use bears to the purpose of the overall zoning scheme and the purposes of this Zoning Ordinance.

Sec. 34.8. Application Compliance and Completeness.

- (a) No application described in this Article shall be processed by the Zoning Administrator unless it complies with the procedural requirements of this Article and is found to be complete with regard to application materials, payment of fees, supportive materials, and any other application requirements specified by this Article.
- (b) If an application described and regulated by this Article does not comply with all provisions of this Article, the Zoning Administrator shall reject the application and refuse to process it.
- (c) In cases where more than one application (rezoning, conditional use, variance) pertaining to a particular piece of property is filed simultaneously, the applicant must prepare separate applications and meet all application requirements for each application filed; provided, however, that the Zoning Administrator may waive separate site plan, fees, and the letter of intent filing requirements when they would be unnecessarily duplicative.

Sec. 34.9. Administrative Processing of Applications.

The Zoning Administrator is hereby authorized to establish administrative deadlines for the receipt of applications specified in this Article. Upon a finding by the Zoning Administrator that an application is complete and complies with the requirements of this Article, including deadlines, the application shall be marked received and approved for initiation, and the date of such consideration shall be indicated in the file of the application.

Sec. 34.10. Concurrent Consideration of Applications.

- (a) Concurrent Conditional Use Applications. In cases where an applicant is proposing a rezoning (i.e., amendment to the official zoning map), and where the applicant files an application to obtain a conditional use at the same time of filing a rezoning application, the two applications may be processed simultaneously, but the conditional use application shall not be considered until the rezoning application is approved (which may be the same public hearing or meeting), since the conditional use would not otherwise be permitted without the rezoning.
- (b) Concurrent Variance Applications. In cases where an applicant is proposing a rezoning (i.e., amendment to the official zoning map), and where the applicant files an application to obtain a variance at the same time of filing a rezoning application, the two applications may be processed simultaneously, but the variance application shall not be considered until the rezoning application is approved (which may be the same public hearing or meeting), since the variance would not otherwise be permitted without the rezoning.

Sec. 34.11. Investigations and Recommendation.

- (a) Within a reasonable period of time after acceptance of a complete application, the Zoning Administrator may send the application out for review by internal municipal departments and external agencies as may be appropriate (i.e., inter-agency review). Such internal municipal agencies should include the police department and public works/utilities department. External agencies may include but are not limited to the Hall County Board of Education; Georgia Regional Transportation Authority, Georgia Department of Transportation; Georgia Mountains Regional Development Center, adjacent local governments, and various departments of Hall County Government.
- (b) Any written comments received in a timely manner shall be submitted to City Council for consideration, and any such comments shall become an official public record.
- (c) With respect to each rezoning or conditional use application, and any concurrent variances filed, the Zoning Administrator may investigate and make a recommendation regarding any or all of the relevant matters concerning the application. Any such investigation and recommendation shall if in writing be made available to the applicant and City Council and shall become an official public record.
- (d) Copies of the Zoning Administrator's findings and recommendations may be provided to the applicant prior to the public hearing and shall be available upon request to interested members of the public prior to or at public hearing on the matter.

Sec. 34.12. Notice of Public Hearing.

- (a) At least thirty (30) but not more than forty-five (45) days prior to the date of the public hearing before City Council, the city shall cause to be published within a newspaper of general circulation within the City a notice of the public hearing before Mayor and City Council, on each application that is the subject of this Article. The notice shall state the time, place, and purpose of the public hearing.
- (b) If the zoning decision of a local government is for the rezoning of property and the rezoning is initiated by a party other than the local government, then the notice shall include the location of the property, the present zoning classification, and the proposed zoning classification of the property.
- (c) Each public notice sign pertaining to a conditional use shall state the existing or proposed zoning classification and the proposed use of the property. Each public notice sign pertaining to a concurrent variance shall state the proposed zoning classification and the type of variance applied for.

Sec. 34.13. Public Notice Sign.

- (a) For all applications involving an amendment to the official zoning map, application for conditional use, or application for a concurrent variance, the Zoning Administrator shall cause to have posted in a conspicuous location on said property one (1) or more sign(s).
- (b) The public notice sign shall be erected not less than thirty (30) calendar days prior to the public hearing before the City Council pertaining to said application. Each public notice sign shall state the time, place, and purpose of the public hearing and the location of the property.
- (c) Each public notice sign pertaining to an amendment to the official zoning map shall state the present zoning classification and the proposed zoning classification of the property.
- (d) Each public notice sign pertaining to a conditional use shall state the existing or proposed zoning classification and the proposed use of the property.

Sec. 34.14. Special Notice Requirements for Halfway Houses and Related Uses.

This section is adopted pursuant to the specific requirements of the State Zoning Procedures Law. When a proposed zoning map amendment or conditional use application relates to or will allow the location or relocation of a halfway house, drug rehabilitation center, or other facility for treatment of drug dependency, a duly noticed public hearing shall be held by City Council on the proposed action in accordance with the procedures and requirements established in this zoning ordinance. In addition, the following requirements shall apply.

- (a) Such public hearing before the City Council shall be held at least six (6) months but not more than nine (9) months prior to the date of final action on the application.

- (b) All published or posted notices of the public hearing shall include a prominent statement that the proposed zoning map amendment or conditional use relates to or will allow the location or relocation of a halfway house, drug rehabilitation center, or other facility for treatment of drug dependency.
- (c) The published notice shall be at least six (6) column inches in size and shall not be located in the classified advertising section of the newspaper.

Sec. 34.15. Public Hearing.

City Council shall hold a public hearing on all rezoning and conditional use applications in accordance with the public hearing procedures specified in Article 35 of this zoning ordinance.

Sec. 34.16. Decision.

- (d) Within a period of ninety (90) calendar days from the date of the public hearing on any such application(s) described in this Article, City council render a decision on the application(s).
- (e) City Council may approve or disapprove the proposed rezoning or conditional use as applied for, or it may approve modifications of the application as originally proposed, and it may place conditions of approval on the application.
- (f) In rendering a decision on any such application, City Council shall consider all information supplied by the applicant and Zoning Administrator.

Sec. 34.17. Withdrawal of Application.

Any application described in this Article may be withdrawn at any time at the discretion of the person or agency initiating such a request, upon written notice to the Zoning Administrator.

Sec. 34.18. Refunds When Application is Withdrawn.

- (c) When any application described in this Article is initiated by a party other than City Council, and said application is withdrawn within ten (10) calendar days from the date of approval for initiation by the Zoning Administrator, one half (1/2) of the entire application fee paid by the applicant shall be refunded to the applicant. The Administrator shall refund that portion of the application fee within thirty (30) calendar days of the date of withdrawal of the application.
- (d) No portion of a required application fee shall be refunded on any application withdrawn by an applicant later than ten (10) calendar days from the date of approval for initiation by the Zoning Administrator.

Sec. 34.19. Limitations on the Frequency of Filing Applications.

- (a) No application regulated by this Article and affecting the same or any portion of property which was denied by the City Council shall be accepted for filing by a property owner until twelve (12) months shall have elapsed from the date of denial.
- (b) The same or any portion of property previously considered in a zoning map amendment or conditional use application which was denied by City Council may not again be initiated until the expiration of at least six (6) months immediately following denial.

Sec. 34.20. Notice of Action.

The Zoning Administrator shall notify the applicant of the action taken by City Council within five (5) working days from the date City Council took action on said application.

Sec. 34.21. Incorporation Clause.

This Article is intended to comply with the provisions of the Georgia Zoning Procedures Act, O.C.G.A. § 36-66 et. seq., which Act is incorporated by reference in its entirety into this ordinance. Where any provision of this Article is in conflict with any provision of the Act, the Act shall control. Or where this Article is incomplete in having failed to incorporate a provision necessarily required for the implementation of the Act, such provision of the Act, so as to meet the mandate of the Act, shall be fully complied with.

**ARTICLE 37
VARIANCES**

- Sec. 37.1. Authority to Grant Variances.
- Sec. 37.2. Initiation of Variance Applications.
- Sec. 37.3. Application Requirements.
- Sec. 37.4. Site Plan Requirements.
- Sec. 37.5. Criteria for Granting Variances.
- Sec. 37.6. Application Compliance and Completeness.
- Sec. 37.7. Administrative Processing of Applications.
- Sec. 37.8. Concurrent Variance Application.
- Sec. 37.9. Investigations and Recommendation.
- Sec. 37.10. Notice of Public Hearing.
- Sec. 37.11. Public Notice Sign.
- Sec. 37.12. Public Hearing.
- Sec. 37.13. Decision.
- Sec. 37.14. Withdrawal of Application.
- Sec. 37.15. Refunds When Application is Withdrawn.
- Sec. 37.16. Limitations on the Frequency of Filing Applications.
- Sec. 37.17. Notice of Action.

Sec. 37.1. Authority to Grant Variances.

The City Council shall have the power to authorize upon application in specific cases such variances from the terms of this zoning ordinance as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this zoning ordinance will in an individual case result in practical difficulty or unnecessary hardship, so that the spirit of this zoning ordinance shall be observed, public safety and welfare secured, and substantial justice done.

The City Council may upon application consider the approval, conditional approval, or denial of variances, subject to the requirements of this Article. In granting a variance, the City Council may impose such requirements and conditions with respect to the location, construction, maintenance and operation of any use or building, in addition to those expressly set forth in this zoning ordinance, as may be deemed necessary for the protection of adjacent properties and the public interest.

Sec. 37.2. Initiation of Variance Applications.

An application for variance may be initiated by any person, firm, corporation or agency, provided said individual, firm, corporation or agency is the owner or owner's agent of the property for which the variance is sought.

Sec. 37.3. Application Requirements.

Applications for variance shall require submittal of an application requirements specified in this Section.

- (j) Application fee as specified by this ordinance or established by resolution of the City Council;
- (k) Application form furnished by the Zoning Administrator, including signed and notarized signature of property owner;
- (l) Legal description of the property;
- (m) Survey plat of the property;
- (n) Letter of intent describing the proposed use of the property or other action requested;
- (o) Site plan of the property at an appropriate engineering scale showing the proposed use and relevant information regarding proposed improvements;
- (p) Statistics regarding the proposed development;
- (q) Written analysis of how the proposed action compares to decision criteria specified for deciding on the subject type of application;
- (r) Description of any special conditions voluntarily made a part of the request; and

- (s) Other information as may be required by the Zoning Administrator.

Sec. 37.4. Site Plan Requirements.

Applications for variance shall include a site plan, which shall at minimum include on the site plan information specified in this Section. The Zoning Administrator may waive one or more of the requirements of this Section in individual cases when he/she determines that one or more elements of the required information specified in this Section are not essential to the review process.

- (f) Existing and proposed buildings and structures;
- (g) Other information as may be required by the Zoning Administrator to describe and/or graphically depict the requested variance.

Sec. 37.5. Criteria for Granting Variances.

Any applicant requesting consideration of a variance to any provision of the zoning ordinance shall provide a written justification that one or more of the following condition(s) exist. The City Council shall not approve a variance application unless it shall have adopted findings that one or more of the following conditions exist:

- (a) There are extraordinary and exceptional conditions or practical difficulties pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district;
- (b) A literal interpretation of the provisions of this ordinance would effectively deprive the applicant of rights commonly enjoyed by other properties of the district in which the property is located;
- (c) Granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant's property is located;
- (d) The requested variance will be in harmony with the purpose and intent of this ordinance and will not be injurious to the neighborhood or to the general welfare;
- (e) The special circumstances are not the result of the actions of the applicant;
- (f) The variance requested is the minimum variance that will make possible the proposed use of the land, building, or structure in the use district proposed; and
- (g) The variance shall not permit a use of land, buildings or structures, which is not permitted by right in the zoning district or overlay district involved.

Sec. 37.6. Application Compliance and Completeness.

- (d) No variance application shall be processed by the Zoning Administrator unless it complies with the procedural requirements of this Article and is found to be complete with regard to

application materials, payment of fees, supportive materials, and any other application requirements specified by this Article.

- (e) If the variance application does not comply with all application submittal requirements of this Article, the Zoning Administrator shall reject the application and refuse to process it.
- (f) In cases where more than one application (rezoning, conditional use, variance) pertaining to a particular piece of property is filed simultaneously, the applicant must prepare separate applications and meet all application requirements for each application filed; provided, however, that the Zoning Administrator may waive separate site plan or letter of intent filing requirements when they would be unnecessarily duplicative.

Sec. 37.7. Administrative Processing of Applications.

The Zoning Administrator is hereby authorized to establish administrative deadlines for the receipt of variance applications. Upon a finding by the Zoning Administrator that a variance application is complete and complies with the requirements of this Article, including deadlines, the application shall be marked received and approved for initiation, and the date of such consideration shall be indicated in the file of the application.

Sec. 37.8. Concurrent Variance Application.

In cases where an applicant is proposing a rezoning (i.e., amendment to the official zoning map) or conditional use, and where the applicant files an application to obtain a variance at the same time of filing a rezoning or conditional use application, the two applications may be processed simultaneously, but the variance application shall not be considered until the rezoning or conditional use application is approved (which may be the same public hearing or meeting), since the variance would not otherwise be permitted without the rezoning or conditional use.

Sec. 37.9. Investigations and Recommendation.

- (e) Within a reasonable period of time after acceptance of a complete application, the Zoning Administrator may send the application out for review by internal municipal departments and external agencies as may be appropriate (i.e., inter-agency review). Such internal municipal agencies should include the police department and public works/utilities department. External agencies may include but are not limited to the Hall County Board of Education; Georgia Regional Transportation Authority, Georgia Department of Transportation; Georgia Mountains Regional Development Center, adjacent local governments, and various departments of Hall County Government.
- (f) Any written comments received in a timely manner shall be submitted to the City Council for consideration, and any such comments shall become an official public record.
- (g) The Zoning Administrator may investigate and make a recommendation regarding any or all of the relevant matters concerning the application. Any such investigation and recommendation shall if in writing be made available to the applicant and City Council prior to the public hearing held by the City Council and shall become an official public record.

- (h) Copies of the Zoning Administrator's findings and recommendations shall be provided to the applicant prior to the public hearing and shall be available upon request to interested members of the public prior to or at public hearing on the matter.

Sec. 37.10. Notice of Public Hearing.

- (d) At least thirty (30) but not more than forty-five (45) days prior to the date of the public hearing before the City Council, the city shall cause to be published within a newspaper of general circulation within the City a notice of the public hearing before Mayor and City Council, on the variance application. The notice shall state the time, place, and purpose of the public hearing.
- (e) Each public notice sign pertaining to a concurrent variance shall state the proposed zoning classification and the section or sections of the Zoning Ordinance proposed to be varied.

Sec. 37.11. Public Notice Sign.

- (e) For all variance applications the Zoning Administrator shall cause to have posted in a conspicuous location on said property one (1) or more sign(s).
- (f) The public notice sign shall be erected not less than thirty (30) calendar days prior to the public hearing before the City Council pertaining to said application. Each public notice sign shall state the time, place, and purpose of the public hearing before the City Council, and the location of the property.
- (g) Each public notice sign pertaining to an amendment to the official zoning map shall state the section or sections of the zoning ordinance proposed to be varied.

Sec. 37.12. Public Hearing.

The City Council shall hold a public hearing on all variance applications in accordance with the public hearing procedures specified in Article 35 of this zoning ordinance.

Sec. 37.13. Decision.

- (g) Within a period of ninety (90) calendar days from the date of the public hearing held by the City Council on any variance application, the City Council shall render a decision on the application.
- (h) The City Council may approve or disapprove the variance as applied for, or it may approve modifications of the application as originally proposed, and it may place conditions of approval on the application.
- (i) In rendering a decision on any such application, the City Council shall consider all information supplied by the applicant and Zoning Administrator.

Sec. 37.14. Withdrawal of Application.

A variance application may be withdrawn at any time at the discretion of the person or agency initiating such a request, upon written notice to the Zoning Administrator.

Sec. 37.15. Refunds When Application is Withdrawn.

- (e) When a variance application is withdrawn within ten (10) calendar days from the date of approval for initiation by the Zoning Administrator, one half (1/2) of the entire application fee paid by the applicant shall be refunded to the applicant. The Administrator shall refund that portion of the application fee within thirty (30) calendar days of the date of withdrawal of the application.
- (f) No portion of a required application fee shall be refunded on any application withdrawn by an applicant later than ten (10) calendar days from the date of approval for initiation by the Zoning Administrator.

Sec. 37.16. Limitations on the Frequency of Filing Applications.

No variance application affecting the same or any portion of property which was denied by the City Council shall be accepted for filing by a property owner until twelve (12) months shall have elapsed from the date said application was denied by City Council.

Sec. 37.17. Notice of Action.

The Zoning Administrator shall notify the applicant of the action taken by the City Council on the application no later than five (5) working days from the date the City Council took action on said application.

ARTICLE 38. - ADMINISTRATIVE VARIANCES^{[101](#)}

Footnotes:

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Editor's note— [Ord. No. 348-18](#), § 1 (Exh. A), adopted Sept. 6, 2018, repealed former Art. 38, §§ 38.1—38.12, and enacted a new Art. 38 as set out herein. Former Art. 38 pertained to similar subject matter and derived from Ord. No. 348-14, § 1, 3-16-2017.

Sec. 38.1. - Authority.

The Director of Planning and Community Development shall have the power to authorize upon application in specific cases such administrative variances from the terms of this zoning ordinance as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this zoning ordinance will in an individual case result in practical difficulty or unnecessary hardship, so that the spirit of this zoning ordinance shall be observed, public safety and welfare secured, and substantial justice done.

The Director of Planning and Community Development may upon application consider the approval, conditional approval, or denial of administrative variances, subject to the requirements of this Article. In

granting an administrative variance, the Director of Planning and Community Development may impose such requirements and conditions with respect to the location, construction, maintenance and operation of any use or building, in addition to those expressly set forth in this zoning ordinance, as may be deemed necessary for the protection of adjacent properties and the public interest.

([Ord. No. 348-18, § 1 \(Exh. A\), 9-6-2018](#))

Sec. 38.2. - Provisions that May Be Administratively Varied.

The following provisions of this zoning ordinance may be administratively varied by the Director of Planning and Community Development, subject to the specific limitations of this Section:

- (a) Front building setback for a principal building, reduction not to exceed seven (7) feet.
- (b) Side building setback for a principal building, reduction not to exceed three (3) feet.
- (c) Rear building setback for a principal building, reduction not to exceed five (5) feet.
- (d) Setback for an accessory building, reduction not to exceed two (2) feet.
- (e) Maximum height of a building, not to exceed five (5) feet above the applicable maximum.
- (f) Landscape strip minimum widths, reduction not to exceed twenty percent (20%) of the minimum required width. For example, if the minimum landscape strip width is ten feet (10'), the Director of Planning and Community Development may authorize a reduction to no less than eight feet (8'). The Director of Planning and Community Development may also authorize an average width of landscape strip rather than a minimum.
- (g) Parking above the maximum or twenty percent (20%) below the minimum required as specified in Table 21.3, on a case-by-case basis based upon the scale and impacts of the request, for good cause shown, as provided in Section 21.18 of this zoning ordinance.
- (h) The maximum height of fences and walls, not to exceed a 2-foot increase.
- (i) Certain dimensional requirements of the TND zoning district, as specified in Table 7.2 of this zoning ordinance, may be administratively varied by the Director of Planning and Community Development, for one or more lots for detached, single-family dwellings only, as follows:
 - 1. The required minimum lot size of 6,700 square feet may be reduced to 6,000 square feet (and the corresponding maximum density may be increased from 6.5 to 7.26 dwelling units per acre);
 - 2. The required minimum lot width of forty-five (45) feet may be reduced to forty (40) feet;
 - 3. The minimum lot depth may be reduced from eighty (80) feet to seventy (70) feet.

([Ord. No. 348-18, § 1 \(Exh. A\), 9-6-2018](#))

Sec. 38.3. - Initiation of Administrative Variance Applications.

An application for variance may be initiated by any person, firm, corporation or agency, provided said individual, firm, corporation or agency is the owner or owner's agent of the property for which the administrative variance is sought.

([Ord. No. 348-18, § 1 \(Exh. A\), 9-6-2018](#))

Sec. 38.4. - Application Requirements.

Applications for administrative variance shall require submittal of an application requirements specified in this Section.

- (a) Application fee as specified by this ordinance or established by resolution of the City Council;
- (b) Application form furnished by the Director of Planning and Community Development, including signed and notarized signature of property owner;
- (c) Legal description of the property;
- (d) Survey plat of the property;
- (e) Letter of intent describing the proposed use of the property or other action requested;
- (f) Site plan of the property at an appropriate engineering scale showing the proposed use and relevant information regarding proposed improvements;
- (g) Statistics regarding the proposed development;
- (h) Written analysis of how the proposed action compares to decision criteria specified for deciding on the subject type of application;
- (i) Description of any special conditions voluntarily made a part of the request; and
- (j) Other information as may be required by the Director of Planning and Community Development.

([Ord. No. 348-18, § 1 \(Exh. A\), 9-6-2018](#))

Sec. 38.5. - Site Plan Requirements.

Applications for administrative variance shall include a site plan, which shall at minimum include on the site plan information specified in this Section. The Director of Planning and Community Development may waive one or more of the requirements of this Section in individual cases when he/she determines that one or more elements of the required information specified in this Section are not essential to the review process.

- (a) Existing and proposed buildings and structures;
- (b) Other information as may be required by the Director of Planning and Community Development to describe and/or graphically depict the requested administrative variance.

([Ord. No. 348-18, § 1 \(Exh. A\), 9-6-2018](#))

Sec. 38.6. - Application Compliance and Completeness.

- (a) No administrative variance application shall be processed by the Director of Planning and Community Development unless it complies with the procedural requirements of this Article and is found to be complete with regard to application materials, payment of fees, supportive materials, and any other application requirements specified by this Article.
- (b) If the variance application does not comply with all application submittal requirements of this Article, the Director of Planning and Community Development shall reject the application and refuse to process it.

([Ord. No. 348-18, § 1 \(Exh. A\), 9-6-2018](#))

Sec. 38.7. - Criteria for Granting Variances.

Any applicant requesting consideration of an administrative variance shall provide a written justification that one or more of the following condition(s) exist. The Director of Planning and Community

Development shall not approve an administrative variance application unless it shall have adopted findings that the one or more of the following conditions exist:

- (a) There are extraordinary and exceptional conditions or practical difficulties pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district;
- (b) A literal interpretation of the provisions of this ordinance would effectively deprive the applicant of rights commonly enjoyed by other properties of the district in which the property is located;
- (c) Granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant's property is located;
- (d) The requested variance will be in harmony with the purpose and intent of this ordinance and will not be injurious to the neighborhood or to the general welfare;
- (e) The special circumstances are not the result of the actions of the applicant;
- (f) The variance requested is the minimum variance that will make possible the proposed use of the land, building, or structure in the use district proposed; and
- (g) The variance shall not permit a use of land, buildings or structures, which is not permitted by right in the zoning district or overlay district involved.

([Ord. No. 348-18, § 1 \(Exh. A\), 9-6-2018](#))

Sec. 38.8. - Procedures.

Administrative variance applications shall be considered and processed in accordance with the requirements of this Section.

- (a) Director of Planning and Community Development shall review all completed applications, as described under Sec. 38.6.
- (b) At least thirty (30) but not more than forty-five (45) days prior to the date the Director of Planning and Community Development considers an administrative variance for approval, the City shall cause to be published within a newspaper of general circulation within the city a notice stating the time, place, and purpose. Notice shall also be provided by first class mail to the owner of the property that is subject to the proposed administrative variance. This notification letter shall include the same information as the published notice and shall be mailed using the USPS Certificate of Mailing at least thirty (30) days prior to consideration by the Director.
- (c) The Director of Planning and Community Development shall render a final decision on any application for administrative variance on or before ten (10) days following the published date of consideration for approval.
- (d) The applicant shall be informed in writing of the Director's decision and the findings of fact supporting the decision, which shall be sent by regular mail within five (5) working days of the date of the decision. Failure to receive the written decision within five (5) working days shall not constitute a procedural error on the part of the City, nor affect the decision of the Director in any manner.

([Ord. No. 348-18, § 1 \(Exh. A\), 9-6-2018](#))

Sec. 38.9. - Withdrawal of Application.

An administrative variance application may be withdrawn at any time at the discretion of the person or agency initiating such a request, upon written notice to the Director of Planning and Community Development. No refunds of the application fee shall be provided in the case of a withdrawal.

([Ord. No. 348-18, § 1 \(Exh. A\), 9-6-2018](#))

Sec. 38.10. - Limitations on the Frequency of Filing Applications.

No variance application affecting the same or any portion of property which was denied by the City Council shall be accepted for filing by a property owner until twelve (12) months shall have elapsed from the date said application was denied by City Council.

([Ord. No. 348-18, § 1 \(Exh. A\), 9-6-2018](#))

Sec. 38.11. - Appeal.

- (a) *Denial.* The Director of Planning and Community Development's denial of an administrative variance shall not be appealed as an administrative determination by the subject property owner, but any applicant denied an administrative variance may file an application for variance with the City Council pursuant to Article 37 of this zoning ordinance.
- (b) *Approval.* The Director of Planning and Community Development's approval of an administrative variance may be appealed as an administrative decision, but only if there is alleged to be an error in the administration or enforcement of this zoning ordinance. If such appeal is filed it shall be processed and considered in accordance with Article 39 of this zoning ordinance. When the administrative variance application was approved by the Director of Planning and Community Development with conditions, and in the case of the subject property owner finds such conditions are not acceptable, the applicant shall not be authorized to file an appeal of the administrative decision but may file an application for variance with the City Council pursuant to Article 37 of this zoning ordinance.

([Ord. No. 348-18, § 1 \(Exh. A\), 9-6-2018](#))

Sec. 38.12. - Records.

The Director of Planning and Community Development shall keep public records of all administrative variances applied for and granted pursuant to this Article.

([Ord. No. 348-18, § 1 \(Exh. A\), 9-6-2018](#))