



**City of Flowery Branch  
City Council Meeting  
Thursday, February 4, 2021, 6:00pm  
City of Flowery Branch City Hall  
5410 Pine Street, Flowery Branch, GA 30542**



**CALL PUBLIC HEARING TO ORDER:**

Mayor Miller called the Public Meeting to order at 6:06 pm.

**PLEDGE OF ALLEGIANCE:** Mayor Miller led the Pledge of Allegiance.

**PUBLIC HEARING:**

Consider a rezoning request submitted by Mr. Bill Stark. Request is to rezone six parcels totaling 118 +/- acres from M-1 (Light Industrial) to R-3 (Multi-Family) with the intent to construct a residential community consisting of single family detached homes and townhomes. Applicant has requested the case be tabled until the March 4, 2021 Council Meeting.

The applicant has asked for more time to review the proposed project. There was a consensus among Council that this could be tabled until March 4, 2021.

Consider variance requests for four properties submitted by Mr. Chris Hill of Hillgrove Homes.

Mr. Atkinson presented the requests for Ordinances 625, 626, 627, and 628. These variances are for 6026 Lights Ferry Road, 6040 Morrow Drive, 6041 Morrow Drive and 6043 Morrow Drive. The four addresses are 13 legal lots of record.

- Current lots are legal non-conforming
- Applicant wishes to build upon the legal 50 x 100 lots
- Lots are zoned R-2 which requires larger lots (75 feet wide; 1500 square foot minimum lot size)
- Lots cannot be built upon under current R-2 zoning
- Applicant wishes to keep lots zoned R-2 and build upon them
- Variances are required in order to make this request possible
- Variance requests are for each parcel
- Reduction in minimum required lot size from 15,000 square feet to 7,000 square feet.
- Reduction in minimum required lot width from 75 feet to 50 feet.
- Reduction in required side setback from 10 feet to 5 feet.

Options:

- Approve the variances and allow the 13 lots to become buildable (9 to be constructed at this time)
- Deny the variances and the lots remain legal non-conforming lots of record
- This means they are unable to be built upon as construction would end the legal non-conforming status
- To be built upon, the lots would need to be combined/reconfigured to meet the R-2 zoning requirements

Mr. Asbridge asked about the house size. Mr. Atkinson pointed out that it was in the Staff Report. The applicant responded to those questions.

Mr. Anglin asked for clarification of the project location. There was a review of the map provided by Mr. Atkinson. Mr. Atkinson will be providing Mayor and Council the projected timeline of the variance requests.

In Favor: None

Opposed: Clyde Grine, 6034 Morrow Drive, Flowery Branch, GA 30542.

The applicant responded to Mr. Grine's concerns about the project.

Mayor Miller closed the Public Hearing at 6:40 pm.

Mayor Miller opened the work session at 6:43 pm.

**UNFINISHED BUSINESS - WORK SESSION:**

Discussion about Ordinance #2020-623 a rezoning application submitted by Mr. Bret Clark.

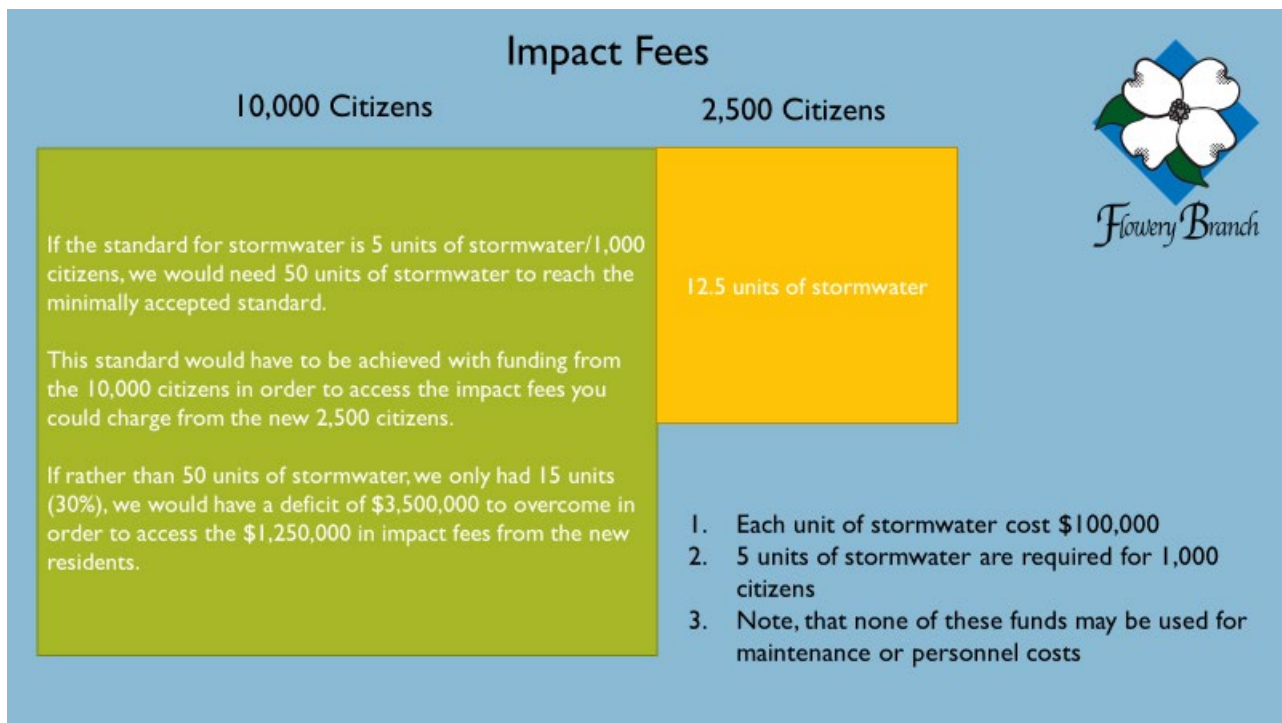
Mr. Atkinson presented the details of the application. The property is located at 5519 McEver Road; 08099 000007 with a total 11.34+/- acres. The request is to rezone from A (Agriculture) to HB (Highway Business) and R-3 (Multi-family) to construct a mixed-use development of townhomes and commercial outparcels. Mr. Atkinson discussed the timeline of the project as well as the site layout.

Mr. Anglin expressed concern about the buffering of the site in relation to Gainesville Street and stressed the importance of having buffering for all four seasons of the year. It was determined that this request will be added as a condition.

Stormwater Utility and Impact Fee discussion (Bill Ross, Rich Edinger)

Mr. Ross and Mr. Edinger provided information for the discussion of the two fees. These fees had previously been discussed in numerous meetings.

Mr. Andrew created a simplified version of how the Impact Fees would be determined/spent.



Mr. Anglin expressed a concern on where the developer's responsibilities begin and end in relation to the fees charged. He also questioned the City collecting additional fees since we are already collecting for Hall County. Mr. Anglin requested a list of neighboring communities that currently have stormwater utility fees. Mr. Asbridge pointed out that the stormwater needs are primarily in the Downtown area.

Consider approval of New Operations Development Charge

Ms. Gamble shared examples of the bill impact with this new charge. Staff recommends denying approval of the new ODC charge. The reasons include accounting issues with software; room for error with recording and notification processes, causing confusion for the customer and the inability to provide streamlined processes for monitoring.

**ODC Bill Impact Examples (from Summit Lakes current billing cycle)**

| Planned Increases | FY2022 | FY2023 | FY2024 | FY2025 | FY2026 | FY2027 | FY2028 | FY2029 | FY2030 | FY2031 |
|-------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Water             | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     |
| Wastewater        | 7%     | 7%     | 7%     | 7%     | 7%     | 7%     | 7%     | 7%     | 7%     | 7%     |
| Credit            | 2%     | 2%     | 2%     | 2%     | 2%     | 2%     | 2%     | 2%     | 2%     | 2%     |

|                        |                             | Year 1   | Year 2   | Year 3   | Year 4   | Year 5   | Year 6   | Year 7   | Year 8   | Year 9   | Year 10  | Year 11 |
|------------------------|-----------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|---------|
| <b>Bill Example 1:</b> |                             |          |          |          |          |          |          |          |          |          |          |         |
| 20-0000810-01          | Water                       | \$17.66  | \$18.54  | \$19.47  | \$20.44  | \$21.46  | \$22.53  | \$23.66  | \$24.84  | \$26.08  | \$27.38  | \$28.75 |
|                        | Acct Srv Charge             | 1.75     | 1.75     | 1.75     | 1.75     | 1.75     | 1.75     | 1.75     | 1.75     | 1.75     | 1.75     | 1.75    |
|                        | Sewer                       | 23.99    | 25.67    | 27.47    | 29.39    | 31.45    | 33.65    | 36.01    | 38.53    | 41.23    | 44.12    | 47.21   |
|                        |                             | \$43.40  | \$45.96  | \$48.69  | \$51.58  | \$54.66  | \$57.93  | \$61.42  | \$65.12  | \$69.06  | \$73.25  | \$77.71 |
|                        | Operation Prepayment Credit | -\$10.83 | -\$11.05 | -\$11.27 | -\$11.50 | -\$11.73 | -\$11.96 | -\$12.20 | -\$12.44 | -\$12.69 | -\$12.94 |         |
|                        |                             | \$32.57  | \$34.91  | \$37.42  | \$40.08  | \$42.93  | \$45.97  | \$49.22  | \$52.68  | \$56.37  | \$60.31  | \$77.71 |

|                        |                             |          |          |          |          |          |          |          |          |          |          |          |
|------------------------|-----------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| <b>Bill Example 2:</b> |                             |          |          |          |          |          |          |          |          |          |          |          |
| 20-0001200-01          | Water                       | \$33.92  | \$35.62  | \$37.40  | \$39.27  | \$41.23  | \$43.29  | \$45.45  | \$47.72  | \$50.11  | \$52.62  | \$55.25  |
|                        | Acct Srv Charge             | 1.75     | 1.75     | 1.75     | 1.75     | 1.75     | 1.75     | 1.75     | 1.75     | 1.75     | 1.75     | 1.75     |
|                        | Sewer                       | 44.59    | 47.71    | 51.05    | 54.62    | 58.44    | 62.53    | 66.91    | 71.59    | 76.60    | 81.96    | 87.70    |
|                        |                             | \$80.26  | \$85.08  | \$90.20  | \$95.64  | \$101.42 | \$107.57 | \$114.11 | \$121.06 | \$128.46 | \$136.33 | \$144.70 |
|                        | Operation Prepayment Credit | -\$10.83 | -\$11.05 | -\$11.27 | -\$11.50 | -\$11.73 | -\$11.96 | -\$12.20 | -\$12.44 | -\$12.69 | -\$12.94 | -\$13.20 |
|                        |                             | \$69.43  | \$74.03  | \$78.93  | \$84.14  | \$89.69  | \$95.61  | \$101.91 | \$108.62 | \$115.77 | \$123.39 | \$131.50 |

|                        |                             |          |          |          |          |          |          |          |          |          |          |          |
|------------------------|-----------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| <b>Bill Example 3:</b> |                             |          |          |          |          |          |          |          |          |          |          |          |
| 20-0000390-01          | Water                       | \$69.24  | \$72.70  | \$76.34  | \$80.16  | \$84.17  | \$88.38  | \$92.80  | \$97.44  | \$102.31 | \$107.43 | \$112.80 |
|                        | Acct Srv Charge             | 1.75     | 1.75     | 1.75     | 1.75     | 1.75     | 1.75     | 1.75     | 1.75     | 1.75     | 1.75     | 1.75     |
|                        | Sewer                       | 73.59    | 78.74    | 84.25    | 90.15    | 96.46    | 103.21   | 110.43   | 118.16   | 126.43   | 135.28   | 144.75   |
|                        |                             | \$144.58 | \$153.19 | \$162.34 | \$172.06 | \$182.38 | \$193.34 | \$204.98 | \$217.35 | \$230.49 | \$244.46 | \$259.30 |
|                        | Operation Prepayment Credit | -\$10.83 | -\$11.05 | -\$11.27 | -\$11.50 | -\$11.73 | -\$11.96 | -\$12.20 | -\$12.44 | -\$12.69 | -\$12.94 | -\$13.20 |
|                        |                             | \$133.75 | \$142.14 | \$151.07 | \$160.56 | \$170.65 | \$181.38 | \$192.78 | \$204.91 | \$217.80 | \$231.52 | \$246.10 |

**Assumptions**

Assumes 3/4" meter, larger meters would receive a larger credit if applicable

Water rate/base charge increases at 5% per year

Sewer rate/base charge increases at 7% per year

No increase for the Account Servicing fee

Operations Developer Prepayment Credit is raised 2% per year

Future rate increase needs may differ under high growth situation or changes in future costs and should be updated annually

**NEW BUSINESS -WORK SESSION:**

Consider a rezoning request submitted by Mr. Bill Stark. Request is to rezone six parcels totaling 118 +/- acres from M-1 (Light Industrial) to R-3 (Multi-Family) with the intent to construct a residential community consisting of single family detached homes and townhomes. Applicant has requested the case be tabled until the March 4, 2021 Council Meeting.

Applicant has requested the public hearing be tabled until the March 4, 2021 City Council meeting to further investigate the proposed use and layout.

Consider variance requests for four properties submitted by Mr. Chris Hill of Hillgrove Homes.

Mr. Asbridge asked Mr. Atkinson about the dates of the schedule for review/approval. Mr. Atkinson will be providing a potential schedule for review as well as the lot layouts.

Consider-Lease with Lend USA, LLC d/b/a American Eagle Mortgage for 5514 Main Street

Mr. Andrew presented the lease extension. The extension continues the current terms on the lease until the end of September 2021 to match the lease the City has with Hillgrove Homes. American Eagle Mortgage pays \$1,300 per month for the space.

Leads on Line Contract

Mr. Spillers presented the details of the contract. It will provide data on criminal activity. The fees will be paid for by the Technology Fund. The cost is \$792 for rest of this year and \$2,113 for FY 22.

Request to approve and execute CW2020010 GEFA Loan Documents

Ms. Gamble presented the key points of the GEFA Loan:

- Clean Water State Revolving Fund (CWSRF)
- Award letter received 1/25/2021
- Sanitary Sewer System Improvements Loan
- \$23,300,000
- Interest rate of 1.04%
- Interest accrues and is payable monthly once construction draw requests begin.
- The City must sign all documents before GEFA will execute the loan agreement.
- Request for approval for the Mayor to sign and execute the CW2020010 loan documents.

Events and Information Coordinator Proposal

Mr. Andrew presented the proposal for the new position.

**JOB SUMMARY**

This position is responsible for coordinating and executing city events and public programs. Other duties will include providing assistance, when needed to the City Clerk. Under the City Clerk's supervision and in cooperation with the City Manager, the Public Information Officer will pursue opportunities to promote the City, develop and maintain an awareness of city programs and events, and regularly contact various groups, associations and news media. The position will provide expertise in internal and external communications, public relations and media relations. Work includes extensive writing, editing, social media initiatives, measuring outcomes and working in a collaborative team environment.

## MAJOR DUTIES

- Plans, coordinates, and executes city events.
- Downtown marketing and events.
- Coordinate and manage the downtown Farmer's Market.
- Coordinates event preparations with other city departments and with business and community partners.
- Develops and implements marketing strategies for city events.
- Coordinates with vendors to acquire equipment and supplies for city events.
- Recruits and hires entertainment.
- Processes vendor invoices and applications.
- Develops and administers event budgets.
- Recruits and coordinates the work of event staff and volunteers.
- Manage all changes/updates to the city's website.
- Manage and schedule all social media posts on all social media platforms.
- Regular electronic sign updates

\*Per the Carl Vinson Institute of Government Recommendation:  
(we recommend starting at Grade C, \$54,233)

Salary Grade 19  
\$52,374 - \$72,823

\*\*Official job description is attached.

|   | Account         | Name                           | FY2022 Budget |
|---|-----------------|--------------------------------|---------------|
| 1 | 100-7540-511100 | Tourism / Salaries             | \$54,233.00   |
|   | 100-7540-511300 | Tourism / Overtime             | \$1,699.65    |
|   | 100-7540-512100 | Tourism / Health Insurance     | \$12,276.00   |
|   | 100-7540-512200 | Tourism / FICA & Medicare      | \$4,057.00    |
|   | 100-7540-512220 | Tourism / Long Term Disability | \$429.00      |
|   | 100-7540-512400 | Tourism / Retirement           | \$ -          |
|   | 100-7540-512600 | Tourism / GA SUI               | \$65.00       |
|   | 100-7540-521201 | Tourism / Public Relations     | \$3,000.00    |
|   | 100-7540-523200 | Tourism / Communications       | \$3,600.00    |
|   | 100-7540-523201 | Tourism / Cell Phone           | \$720.00      |
|   | 100-7540-523300 | Tourism / Advertising          | \$3,000.00    |
|   | 100-7540-523400 | Tourism / Printing             | \$3,000.00    |
|   | 100-7540-523500 | Tourism / Travel Expenses      | \$3,000.00    |
| 2 | 100-7540-523700 | Tourism / Training             | \$3,000.00    |
| 3 | 100-7540-531192 | Tourism / Events Support       | \$25,000.00   |

1. Salaries amount above includes sick time and annual bonus.

2. Clerk Training

3. for event emergencies (since we do not know the condition of supplies in the depot cage)  
plus \$14,000 from LLCVB Support budget.

### Cost if hired in FY2021 - 10 pay periods remaining:

\$20,858.85  
\$653.71  
\$2,455.20  
\$1,560.38  
\$85.80  
\$25.00  
\$600.00  
\$720.00  
\$144.00  
\$600.00  
\$600.00  
\$600.00  
\$600.00  
\$600.00

### Pros for hiring now:

Provides time for training and acclimation to duties.  
Provides time for planning of events and activities with the LLCVB.  
Provides immediate support to City Clerk, Directors and the City Manager.  
Provides immediate liaison for social media monitoring.  
Provides immediate support to work with the City Manager and Council for the vision of downtown.  
Provides a replacement for rental management company.

### Cons for hiring now:

No events are taking place because of the COVID pandemic.  
Should be considered in the rank priority of hiring needs among other departments.

\$117,079.65      \$29,502.94

Mr. Andrew reminded Council that this is in consideration of approval along while knowing there are other staffing requests needed city-wide.

Each of the below departments provided a brief update on Staffing Requests

Planning Staffing Request

Finance Staffing Request

Wastewater/Water Staffing Request

Public Works Staffing Request

Police Department Staffing Request

**DEPARTMENT REPORTS:**

**ADJOURNMENT WORK SESSION:**

Mayor Miller adjourned the work session at 8:47 pm.

**VOTING SESSION AGENDA**

**CALL VOTING SESSION TO ORDER:**

Mayor Miller called the voting session to order at 8:47 pm.

**PUBLIC COMMENTS:**

The following citizens expressed support in hiring more personnel for the Police Department.

Bob Hayes, 6905 Hopscotch Court, Flowery Branch, GA 30542

Aubrey Duke, 7016 Treehouse Way, Flowery Branch, GA 30542

William McDaniel, 7369 Lazy Hammock Way, Flowery Branch, GA 30542

**CONSENT AGENDA:**

Per Diem-Mike Miller

Consider January 7, 2021 Meeting Minutes

There was a motion made to approve the consent agenda.

MOTION: Leslie Jarchow

SECOND: Ed Asbridge

AYES: Ed Asbridge, Joe Anglin, Amy Farah, Chris Mundy, Leslie Jarchow

NAYS: None

Motion carried

**UNFINISHED BUSINESS - VOTING SESSION:**

*Consider approval of New Operations Development Charge*

There was a motion made to deny approval of New Operations Development Charge.

MOTION: Ed Asbridge  
SECOND: Leslie Jarchow  
AYES: Ed Asbridge, Joe Anglin, Amy Farah, Chris Mundy, Leslie Jarchow  
NAYS: None  
Motion carried

**NEW BUSINESS - VOTING SESSION:**

*Consider-Lease with Lend USA, LLC d/b/a American Eagle Mortgage for 5514 Main Street*

There was a motion made to approve.

MOTION: Chris Mundy  
SECOND: Amy Farah  
AYES: Ed Asbridge, Joe Anglin, Amy Farah, Chris Mundy, Leslie Jarchow  
NAYS: None  
Motion carried

*Leads on Line Contract*

There was a motion made to approve

MOTION: Leslie Jarchow  
SECOND: Chris Mundy  
AYES: Ed Asbridge, Joe Anglin, Amy Farah, Chris Mundy, Leslie Jarchow  
NAYS: None  
Motion carried

*Request to approve and execute CW2020010 GEFA Loan Documents*

There was a motion made to approve the authorization for the Mayor to sign GEFA loan documents for the CW2020010 Wastewater Plant Expansion approved funding of \$23,300,000.

MOTION: Leslie Jarchow  
SECOND: Amy Farah  
AYES: Ed Asbridge, Joe Anglin, Amy Farah, Chris Mundy, Leslie Jarchow  
NAYS: None  
Motion carried



**EXECUTIVE SESSION:** There was no executive session.

**ADJOURNMENT:**

There was a motion made to adjourn at 9:08 pm.

MOTION: Leslie Jarchow

SECOND: Chris Mundy

AYES: Ed Asbridge, Joe Anglin, Amy Farah, Chris Mundy, Leslie Jarchow

NAYS: None

Motion carried

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Mayor – Mike Miller

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Date

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City Clerk – Vickie Short