



October 3, 2017 9:00 am

1. Call to Order by Mayor Jan J. Moore
2. Invocation and Pledge of Allegiance by Councilman John Riggs
3. Recognitions/Public Presentations
 - A) Presentation by Ecological Planning Group on the completion of Task Order 1 of the Stormwater Master Plan.
4. Public Comments (Agenda Item):
5. Consideration of a Motion to approve the Consent Agenda
 - A) Approval of Minutes
 - a) 09-19-2017 Council minutes
6. Public Hearing and Second Reading of **Ordinance 2017-13**: An ordinance to revise Article XV (Signs) of the *Statesboro Zoning Ordinance* regarding the permitted districts in which projecting signs can be installed.
7. Public Hearing and Consideration of a Motion to Approve Alcohol License Application:
 - A) El Rancho Grande Mexican Restaurant LLC
Manuel Lopez
3000 Northside Drive West
Statesboro Ga 30458
 - B) Holiday Inn Statesboro
Jack Forstrom
455 Commerce Drive
Statesboro Ga 30458
8. Consideration of a motion for the surplus and disposal of the building located at 125 South College Street (formerly the Municipal Court Office).
9. Consideration of a Motion to Apply for the Georgia ReLeaf Program grant with the Georgia Urban Forest Council, in partnership with the Georgia Forestry Commission. The maximum grant award is \$5,000 and no local match is required.
10. Appeal by Capstone Benefits Consulting and Glenn/ Davis made pursuant to City Ord 5-336 regarding award of city insurance brokerage contract to Shaw Hankins on September 19, 2017.
11. Other Business from City Council

12. City Managers Comments

13. Public Comments (General)

14. Consideration of a Motion to enter into Executive Session to discuss “Personnel Matters” “Real Estate” and/or “Potential Litigation” in accordance with O.C.G.A.§50-14-3 (2012)

15. Consideration of a Motion to adjourn

CITY OF STATESBORO



COUNCIL

Phil Boyum, District 1
Sam Jones, District 2
Jeff Yawn, District 3
John Riggs, District 4
Travis L. Chance, District 5

Jan J. Moore, Mayor
Randy Wetmore, City Manager
Robert Cheshire, Deputy City Manager
Sue Starling, City Clerk
I. Cain Smith, City Attorney

50 EAST MAIN STREET • P.O. BOX 348
STATESBORO, GEORGIA 30459-0348

To: Randy Wetmore, City Manager

From: Jason Boyles, Director of Public Works and Engineering

Date: September 25, 2017

RE: Stormwater Master Plan Project Update

Policy Issue: Stormwater Utility CIP

Recommendation:

Presentation by Ecological Planning Group on the completion of Task Order 1 of the Stormwater Master Plan.

Background:

In October 2016 city council approved a professional services agreement with Ecological Planning Group (EPG) to perform stormwater master planning services for the City of Statesboro. In addition, council also approved Task Order 1 of the agreement which included infrastructure assessment and GIS inventory, drainage system maintenance plan and standard operating procedures, capital improvement program update and cost estimates, and drainage basin delineation. EPG has completed this phase of work and has prepared a report which summarizes their activities.

Budget Impact: Under Contract

Council Person and District: citywide

Attachments: None



Memo:

City of Statesboro, Stormwater Masterplan Update, September 2017

RE: Completion of Task Order No. 01: Drainage System GIS Inventory, Condition Assessment, & Capital Improvement Program Update & Prioritization

The specific tasks associated with Task Order No. 01 and the results from each task are summarized below.

Task 1. Drainage System GIS Inventory and Condition Assessment

A drainage system GIS inventory and condition assessment was performed for all publicly-owned drainage infrastructure throughout the City. Ecological Planning Group (EPG) worked with the City to identify the specific attributes that were collected at each structure. EPG also worked with the City's GIS Department to identify the best practice for hosting the web-based database during and after the completion of the project. In total, 3,683 structures (inlets, outlets, and junctions) were identified and inventoried both by EPG staff and by City GIS staff and interns.

In 2013, EPG had previously conducted an inventory and condition assessment on about 20% of the area of the City as part of Statesboro's Stormwater Utility project. The next 20% of the City was completed by EPG. During this time, EPG trained City crews on the inventory and condition assessment procedure so that the City crews could complete the remaining 60% of the City area.

A map-grade inventory was conducted by visiting each stormwater structure in the field and identifying its spatial location on an x/y coordinate system using a GPS-enabled tablet. The following information was collected as part of the comprehensive assessment: Structure Type; Structure Material, Pipe Size; Pipe Material; Structural Damage; presence of Sediment, Debris, Dry Weather Flows, Water Quality Issues, Erosion, Vegetation; and Line Maintenance Need. This information, along with photographs and notes were included in the GIS database.

Table 1 summarizes the condition assessment results for the 3,683 structures inventoried. The table presents the percentage of each condition identified in the inventory. As a note, some structures only had one issue, while others had multiple. Some of these details are described in the summary for Task 3. A few key results are summarized below:

- 309 structures are more than half full of sediment.
- Approximately 10% of structures (361) have some type of problematic or habitual debris issues.
- 150 structures are overgrown and 23 are lacking vegetation.

- 132 structures have some type of structural damage that requires repair; this includes 29 with major damage and 8 that should be addressed immediately.
- The most common type of erosion is structural erosion; 522 structures have moderate or severe structural erosion.
- There are 227 structures with moderate or severe bank erosion, and 49 structures have moderate or severe channel erosion.
- The inspections were completed for about 95% of all structures identified. The ones not completed either had some type of obstruction or condition (e.g., submerged or buried) that did not allow the structure to be fully evaluated. In some cases, the structure could not be opened, i.e. it was welded shut. Incomplete evaluations totaled 191 structures.

Table 1: Summary of Condition Assessment

Field	Percentage	Field	Percentage
<i>Selections</i>		<i>Selections</i>	
Sediment		Bank Erosion	
<i>0-25%</i>	82.6%	<i>None</i>	86.8%
<i>26-50%</i>	8.9%	<i>Minor</i>	7.0%
<i>51-75%</i>	4.3%	<i>Moderate</i>	5.0%
<i>76-100%</i>	4.2%	<i>Severe</i>	1.2%
Debris		Channel Erosion	
<i>Not Present</i>	86.8%	<i>None</i>	97.2%
<i>Non-Problematic</i>	7.0%	<i>Minor</i>	1.4%
<i>Problematic</i>	5.0%	<i>Moderate</i>	1.0%
<i>Habitual</i>	1.2%	<i>Severe</i>	0.4%
Vegetation		Structural Erosion	
<i>Natural</i>	95.3%	<i>None</i>	72.1%
<i>Lacking</i>	0.6%	<i>Minor</i>	13.7%
<i>Overgrown Access</i>	1.2%	<i>Moderate</i>	11.2%
<i>Overgrown Flow</i>	2.9%	<i>Severe</i>	3.0%
Structural Damage		Evaluation Status	
<i>No Damage</i>	91.9%	<i>Complete</i>	94.8%
<i>Low Priority, Minor Damage</i>	4.5%	<i>Implied, Non-Located</i>	0.1%
<i>Monitor Condition</i>		<i>Could Not Open</i>	2.2%
<i>Damage Requiring Repair</i>	2.6%	<i>Could Not Evaluate</i>	2.9%
<i>High Priority, Major Damage</i>	0.8%		
<i>Severe Damage or Safety Issue</i>	0.2%		
<i>Requiring Immediate Action</i>			

Task 2: City Staff Training & Supervision

EPG trained City GIS staff to perform stormwater GIS inventory and condition assessment work so that they will be able to update and maintain the database over time. City staff shadowed

EPG staff in the field while EPG crew performed field work, so that they could understand the procedure under real field conditions. EPG outlined the procedure used to QA/QC the field inventory data, and they trained City staff on this process. EPG staff was available to City staff to answer any questions or troubleshoot any issues. A few areas inventoried by City crews lacked the necessary hydrologic connectivity to fully delineate the watersheds in the City. EPG conducted additional desktop and field investigations to connect these ditches, pipes, and structures as part of the QA/QC process.

Task 3: Maintenance Work Program and Standard Operating Procedures (SOP)

The first step of this task was to review the City's current work program by analyzing the existing work order database. Geographically, the only obvious pattern of stormwater issues was that there were more stormwater complaints in the urbanized areas of the City. A total of 259 completed work orders from May 19, 2015, to December 20, 2016 were analyzed to determine completion time and frequency of specific tasks.

The City's response time to work orders has improved dramatically since March 2016. The median completion time (50th percentile) has improved from 59 days to 8 days. This means that half of the work orders previously took longer than 2 months to address, and now they are being addressed within a week. The new work order system and hiring of a dedicated crew were likely responsible for this improvement. The review of the existing work orders, completion time, and specific task codes are summarized in the Maintenance Work Program SOP document.

The current work order system in HiperWeb, as of December 2016, had used 36 unique task codes. Upon inspecting the task code and task description names in detail, many seemed repetitive and unclear as to the actual issue and action needed. Statesboro's HiperWeb program consultant was working with the City in June 2017 to condense the number of task codes. EPG developed a flow chart (Figure 1) to assist administrative staff answering the phone complaints to more easily categorize the type of stormwater complaint. Not all Maintenance Issues/Action Items apply to each Subcategory, so lines are provided to restrict options to appropriate fields.

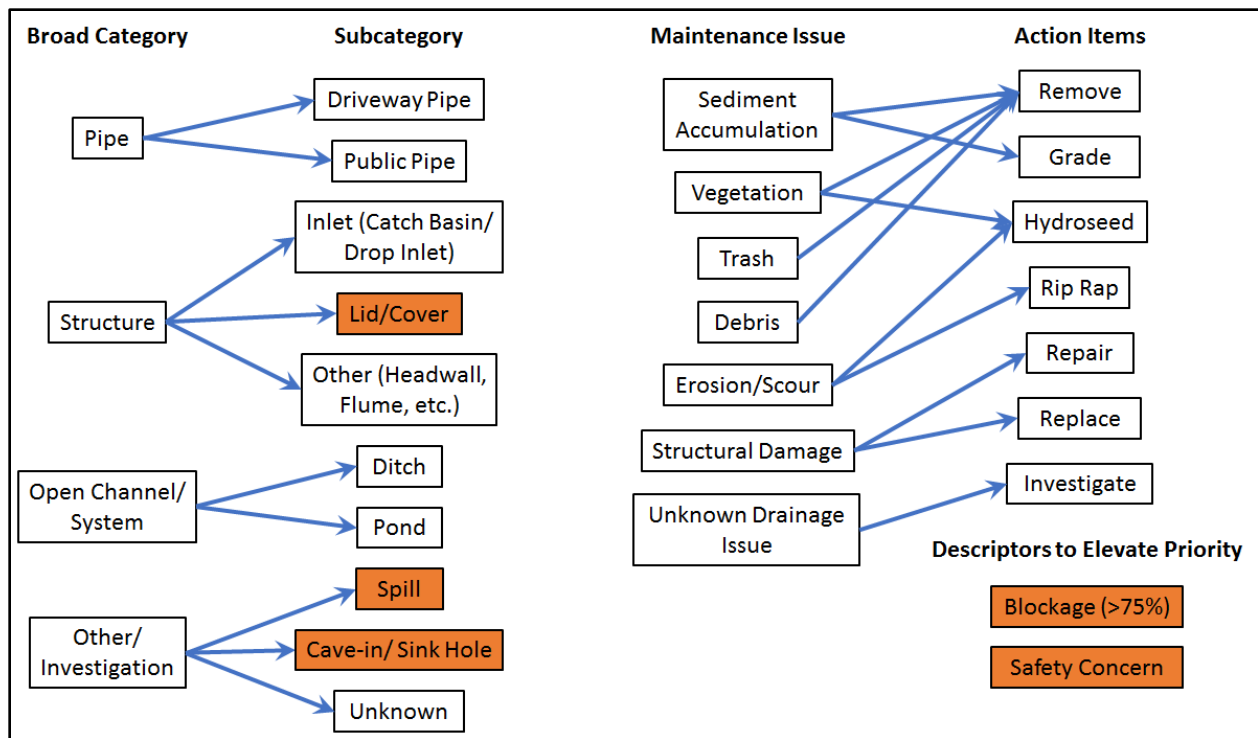


Figure 1: Flowchart for Determining Maintenance Need and Action Items

Note: Orange shading notes selections to elevate priority level to “Emergency.”

The second step was to develop a maintenance work program based on results from the GIS inventory and condition assessment. EPG reviewed the maintenance and structural issues and developed a Maintenance Work Program SOP, which is briefly summarized below. The work program includes projects that will be assigned to one of three major categories:

- 1) Operational maintenance issues, such as erosion control or sediment, debris, or vegetation removal
- 2) Capital maintenance issues, structures that required a more expensive solution, such as replacement of a broken manhole cover
- 3) Capital improvement issues, major drainage issues that require an engineered solution.

Categories 1 and 2 can be addressed by the City’s stormwater crews and Category 3 projects will be addressed as part of the Capital Improvement Program, described in Task 4.

EPG worked with the City to develop SOP for the drainage crews to conduct routine and proactive maintenance of the drainage system. This includes a description of the City’s extent of service, i.e. where the crews will and will not work, a description of the various maintenance services they provide, and a schedule for providing those services. As part of this SOP, EPG assessed the City’s current drainage system maintenance zones and schedules. The operational maintenance issues, identified above as Category 1, should be reduced as the City crews become more proactive in their maintenance procedures. The City will still respond to phone call initiated work orders shortly after they are received. Proactive maintenance, however, should reduce the volume of phone call complaints.

The City is still in the process of working out how HiperWeb will incorporate the drainage GIS database and work orders for the stormwater program. For now, EPG has set up a field in the existing GIS database that identifies if maintenance is needed based on the condition assessment. The system to prioritize and create a route and schedule are described in the Maintenance Work Program SOP. Table 2 illustrates the methodology for recognizing assigning maintenance need and the level of priority based on the condition assessment. “Elevated” has the highest priority level, followed by “Priority,” and then “Routine.”

Table 2: Method to Assign and Prioritize Maintenance Based on Condition Assessment

Field Selections	Work Order	Level of Urgency	Field Selections	Work Order	Level of Urgency
Sediment			Bank Erosion		
<i>0-25%</i>	No		<i>None</i>	No	
<i>26-50%</i>	Yes	Routine	<i>Minor</i>	No	
<i>51-75%</i>	Yes	Priority	<i>Moderate</i>	Yes	Routine
<i>76-100%</i>	Yes	Elevated	<i>Severe</i>	Yes	Priority
Debris			Channel Erosion		
<i>Not Present</i>	No		<i>None</i>	No	
<i>Non-Problematic</i>	No		<i>Minor</i>	No	
<i>Problematic</i>	Yes	Routine	<i>Moderate</i>	Yes	Routine
<i>Habitual</i>	Yes	Routine	<i>Severe</i>	Yes	Priority
Vegetation			Structural Erosion		
<i>Natural</i>	No		<i>None</i>	No	
<i>Lacking</i>	Yes	Routine	<i>Minor</i>	No	
<i>Overgrown Access</i>	Yes	Routine	<i>Moderate</i>	Yes	Routine
<i>Overgrown Flow</i>	Yes	Priority	<i>Severe</i>	Yes	Priority
Structural Damage¹			Evaluation Status²		
<i>No Damage</i>	No		<i>Complete</i>	No	
<i>Low Priority, Minor Damage Monitor Condition</i>	No		<i>Implied Non-Located</i>	Yes	Investigate
<i>Damage Requiring Repair</i>	Yes	CIP List	<i>Could Not Open</i>	Yes	Investigate
<i>High Priority, Major Damage</i>	Yes	CIP List	<i>Could Not Evaluate</i>	Yes	Investigate
<i>Severe Damage or Safety Issue Requiring Immediate Action</i>	Yes	CIP List			

¹ Assets with structural damage were investigated as part of the capital maintenance and capital improvement program.

² For the incomplete evaluations, a Work Order was added to re-evaluate and investigate further.

As an example, a map presenting sediment issues across the 12 maintenance zones is presented in Figure 2, and the points are color coded to indicate prioritization. EPG will provide a series of map books, for use by the City's storm water crews, that geolocates structures in need of require maintenance.

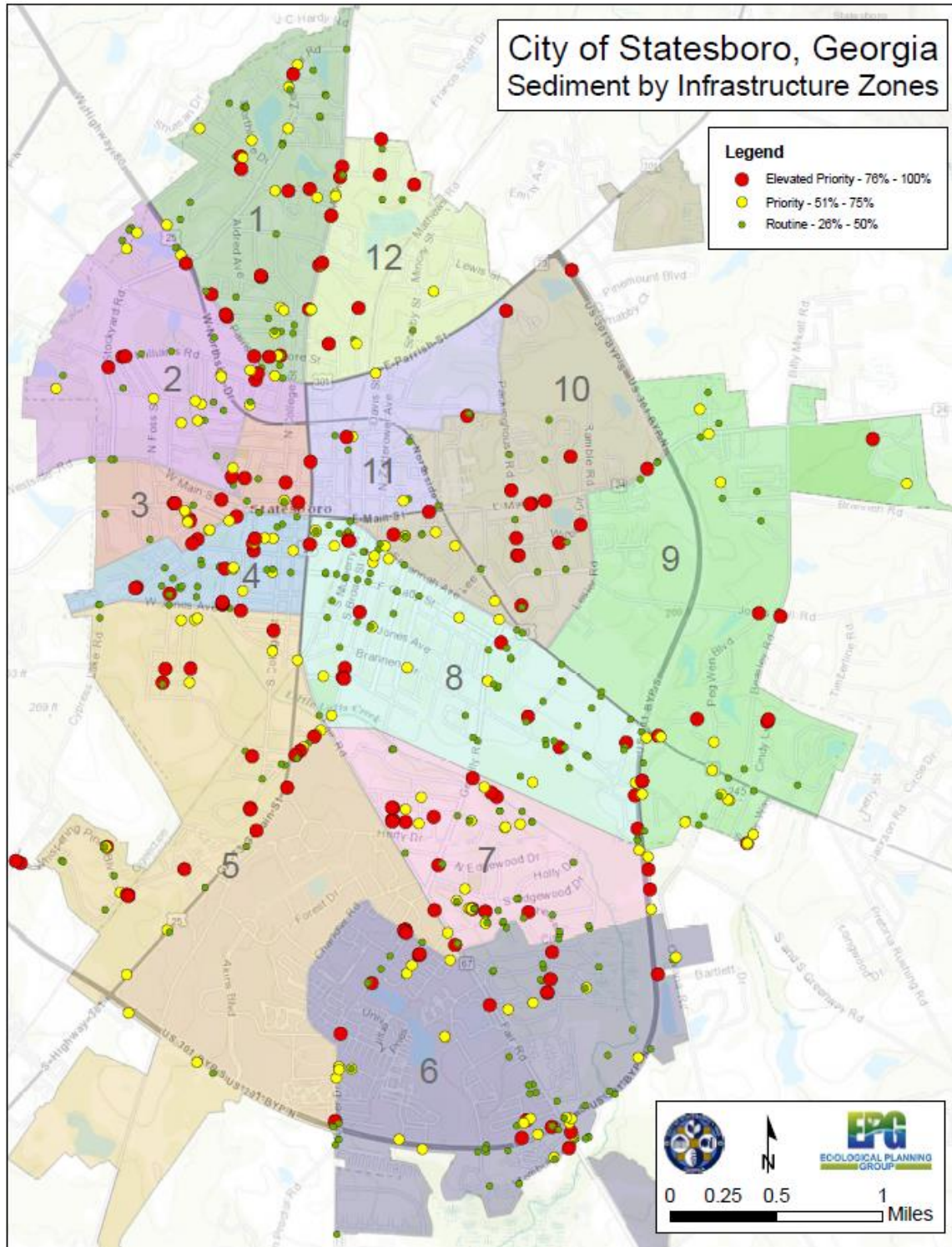


Figure 2: Sediment Issues by Maintenance Zone; Example Map

The recommended route for conducting proactive maintenance is based on the City's current 12 Maintenance Zones, which were presented in Figure 2. This system seems to be the best course of action because these zones are already established and used by others. Since there are 12 maintenance zones, the proposed approach focuses on one zone per month, with similar tasks addressed on the same day (e.g., erosion control, vegetation/debris removal, sediment removal). The order of the tasks will be assigned based on priority levels.

1. First, address all "Elevated" Work Orders, moving from zone to zone until all are completed.
2. Next, move to "Priority" Work Orders and follow the same procedure.
3. Finally, address the "Routine" Work Orders. If one zone has been complete for the prioritization level being addressed, skip this zone until all of the same priority are completed.

Table 3 shows that the maintenance zones are not evenly divided by area or number of structures. The percentage of total City area ranges in area from 2.4% – 20.6%, and the number of structures ranges from 2.9% – 16.0%. Table 3 also highlights that between 35% and 60% of structures in every maintenance zone, 45% in total, will have a work order created for some type of maintenance or further inspection. Approximately 70% of these work orders are routine issues and not urgent. The work orders classified as "elevated" and "priority" status that are in need of more urgent maintenance based on the results of the condition assessment are described below.

- Total Maintenance Work Orders:
 - 1,675 Work Orders (45.5% of all structures)
- Elevated:
 - 153 Work Orders (9.1% of Work Orders)
 - Sediment, 76-100%, 153 issues
- Priority:
 - 361 Work Orders (21.6% of Work Orders)
 - Sediment, 51-75%, 156 issues
 - Bank Erosion, Severe, 43 issues
 - Channel Erosion, Severe, 14 issues
 - Structural Erosion, Severe, 111 issues
 - Vegetation, Overgrown Flow, Severe, 107 issues
 - As a note, some sites have multiple "priority" issues or some were addressed at sites with "elevated" status.
- Routine:
 - 884 Work Orders
- Other (Could Not Evaluate/Locate; Other Structural Issues; Notes in Line Maintenance Category)
 - 277 Work Orders (16.5%)

Table 3: Summary of Maintenance Zones and Subsequent Maintenance Needs

Maintenance Zone #	Total Area (Acres)	Percentage of Total	Total Structures	Percentage of Total	Structures in need of Maintenance	Percentage in need of Maintenance
1	655	7.1%	254	6.9%	124	49%
2	642	7.0%	298	8.1%	104	35%
3	240	2.6%	182	4.9%	95	52%
4	225	2.4%	246	6.7%	99	40%
5	1,897	20.6%	389	10.6%	197	51%
6	1,258	13.6%	410	11.1%	192	47%
7	525	5.7%	245	6.7%	146	60%
8	800	8.7%	589	16.0%	261	44%
9	1,302	14.1%	371	10.1%	153	41%
10	884	9.6%	317	8.6%	129	41%
11	340	3.7%	274	7.4%	127	46%
12	454	4.9%	108	2.9%	48	44%
Total	9,222		3,683		1,675	45%

In order to account for the differences in maintenance zone area, the data was normalized by dividing the number of structures with an issue by the total number of structures in the maintenance zone. The resulting rankings in Table 4 show which maintenance zone is more or less concentrated with a specific issue. A few interesting results from Table 3 include:

- The maintenance zones with the three highest percentages of structures having sediment and vegetation issues are both 1, 6, and 7.
- The maintenance zones with the four highest percentages of structures having bank erosion and structural erosion are both 3, 10, 11, and 12.

Table 4: Rank of Percentage of Structures in Need of Maintenance, per Maintenance Zone

Maintenance Zone	Sediment	Bank Erosion	Channel Erosion	Structural Erosion	Vegetation	Debris	Total
1	1	6	11	12	3	6	141
2	9	8	3	9	6	10	135
3	7	2	1	4	11	1	116
4	4	12	6	10	9	2	120
5	5	10	10	5	7	3	216
6	3	9	9	11	1	11	228
7	2	7	2	7	2	5	175
8	6	11	12	8	5	9	266
9	11	5	4	6	4	8	183
10	10	3	7	3	10	7	165
11	12	4	8	1	12	12	153
12	8	1	5	2	8	4	70
Total Issues	636	227	49	522	173	361	1,968

Task 4: Capital Improvement Program (CIP) Update & Prioritization Analysis

The Project Team worked with the City to review the City's CIP projects based on the results of the inventory and condition assessment. The Project Team reviewed the currently identified drainage capital projects, expanded 3 CIP projects, and added 12 new CIP projects. The cost estimates for all of the incomplete CIP projects were also updated for year 2017. This information is included in the Revised CIP Project Descriptions document. The Project Team visited field sites with City staff to assess CIP projects, including a few sites already identified by the City. The Project Team utilized the ranking system provided in the City's CIP to help assess the projects for implementation. They were all assigned a CIP Index (rating), and the projects were then ranked.

Based on the updated CIP, EPG worked to update the basin prioritization. The watershed delineations were revised based on 1-ft contours and the drainage system GIS inventory. The revised watershed map is presented in Figure 3.

Table 5 presents the 20 sub-basins that contain a CIP project. The higher priority basins for CIP projects are bolded and highlighted in the table. A brief reasoning for their selection is also provided in the bulleted list. The factors considered were individual ranks of CIP projects, collective ranks for sub-basins with multiple projects, cost of projects that were ranked high, density of CIP projects per sub-basin area, and location within the watershed (higher up in watershed was given priority).

- MLK West ranks 2nd in CIP projects and 3rd in density of projects per area – 6 CIPs for 242 acres. It also includes 3 CIP projects ranked in the top 15, including #2 and #4. The two highest rated projects are relatively large – \$256,908 and \$150,000. This basin is at the top of the watershed.
- Lake Sal Area has 3 CIP projects all ranked in the top 15. The 15th ranked project is proposed regional detention. This basin is at the top of the watershed.
- Johnson has both of its CIPs ranked in the top 10, totaling \$344,274. The project ranked 10th is large – \$277,968. It is near the top of the watershed.
- Cromartie has 5 CIP projects, including a relatively large project (\$190,362) that is ranked 5th overall.
- South Downtown East ranks tied for 3rd in CIP projects and 2nd in density of projects per area – 5 CIPs for 166 acres. It is near the top of the watershed.

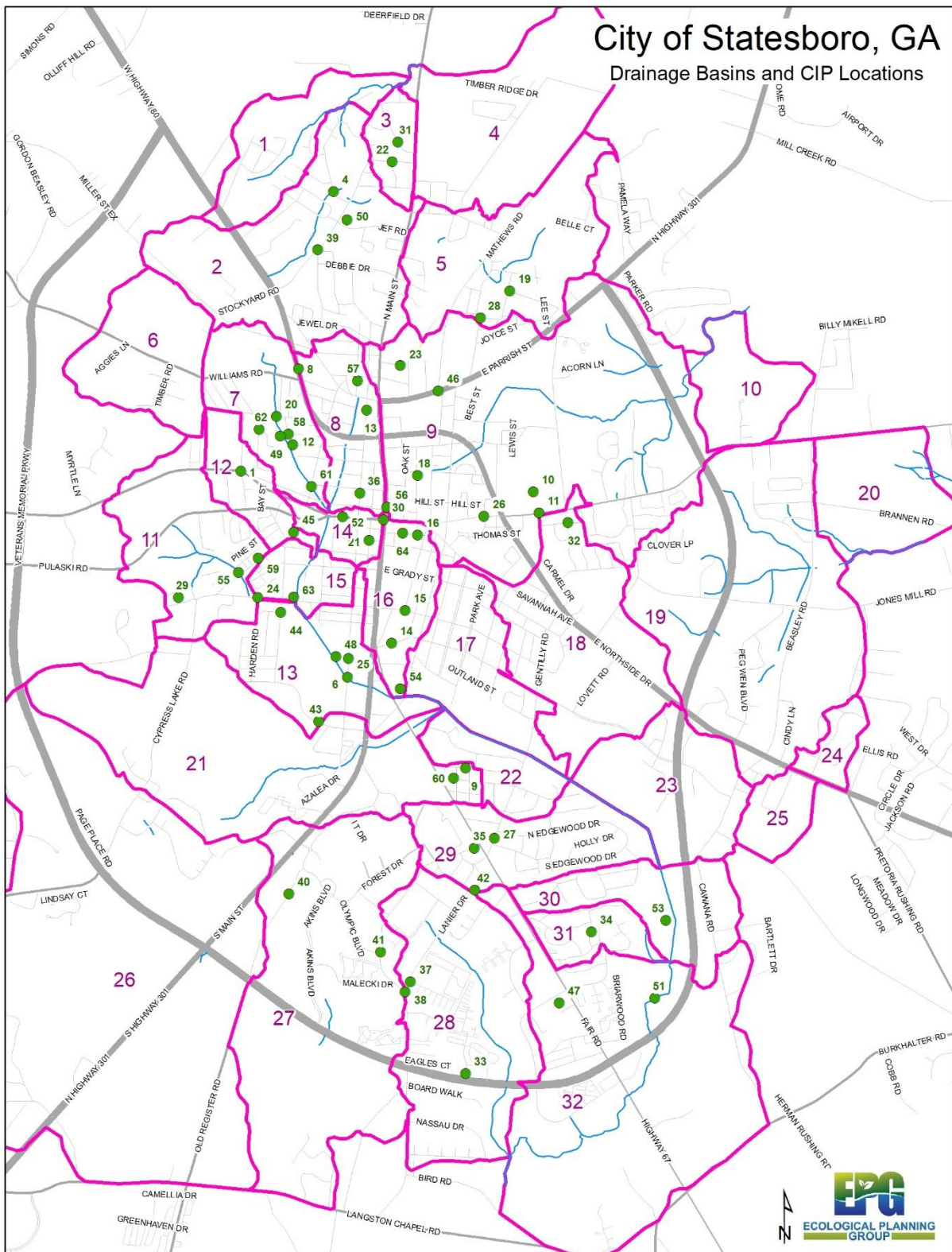


Figure 3: Watershed Map

Table 5: List of Sub-Basins with CIP Projects

Sub-Basin	Sub-Basin Name	Drainage Area (acres)	No. CIP Projects	CIP Project Cost	Ranks	Total Score
2	Lake Sal Area	624	3	\$ 425,686	2, 8, 15	595
3	Rogers Pond Area	81	2	\$ 53,125	30, 56	227
5	Whitesville	425	2	\$ 55,958	32, 44	257
7	MLK West	242	6	\$ 1,022,007	2, 4, 15, 27, 42, 46	1,004
8	MLK East	189	4	\$ 504,854	46, 49, 50, 54	434
9	Mill Creek Tributaries	1263	7	\$ 279,218	6, 21, 27, 32, 35, 54, 58	940
11	Westside	343	4	\$ 79,118	1, 13, 30, 44	664
12	Johnson	124	2	\$ 344,274	6, 10	376
13	Cromartie	305	5	\$ 373,687	5, 22, 27, 57, N/A	590
14	South Downtown Upper	70	3	\$ 344,015	20, 22, 53	411
15	South Downtown Lower	95	1	\$ 73,390	10	173
16	South Downtown East	166	5	\$ 288,700	15, 22, 22, 22, 48	715
18	Mall/High School	482	1	\$ 65,245	51	107
21	Beautiful Eagle Creek	820	2	\$ 123,338	10, 34	310
27	GSU Campus	935	3	\$ 124,046	13, 35, 41	420
28	Southside	591	2	\$ 51,703	37, 39	256
29	Edgewood	294	3	\$ 336,344	9, 15, 42	467
30	Woodlawn Terrace Upper	243	1	\$ 410,100	39	127
31	Woodlawn Terrace Lower	103	1	\$ 22,638	37	129
32	Little Lotts Creek	1072	2	\$ 1,030,940	19, 51	266
Total			59	\$ 6,008,386		8,468

Note: Bold and yellow highlighted cells represent higher priority basins for CIP projects

In order to put project ranks in perspective, the CIP Index (rating) was plotted against the total rank in Figure 4. A few important results are summarized below.

- The relationship is not linear.
- There is a more rapid drop in CIP Index (rating) at the high end and low end of the ranked projects.
- The top 10 have an Index from 173 – 243, and then the CIP Index levels off after the Top 10.
- The Index for projects ranked 13th to 53rd decrease gradually, and then the Index drops rapidly from 106 at 53rd to 77 at 58th.

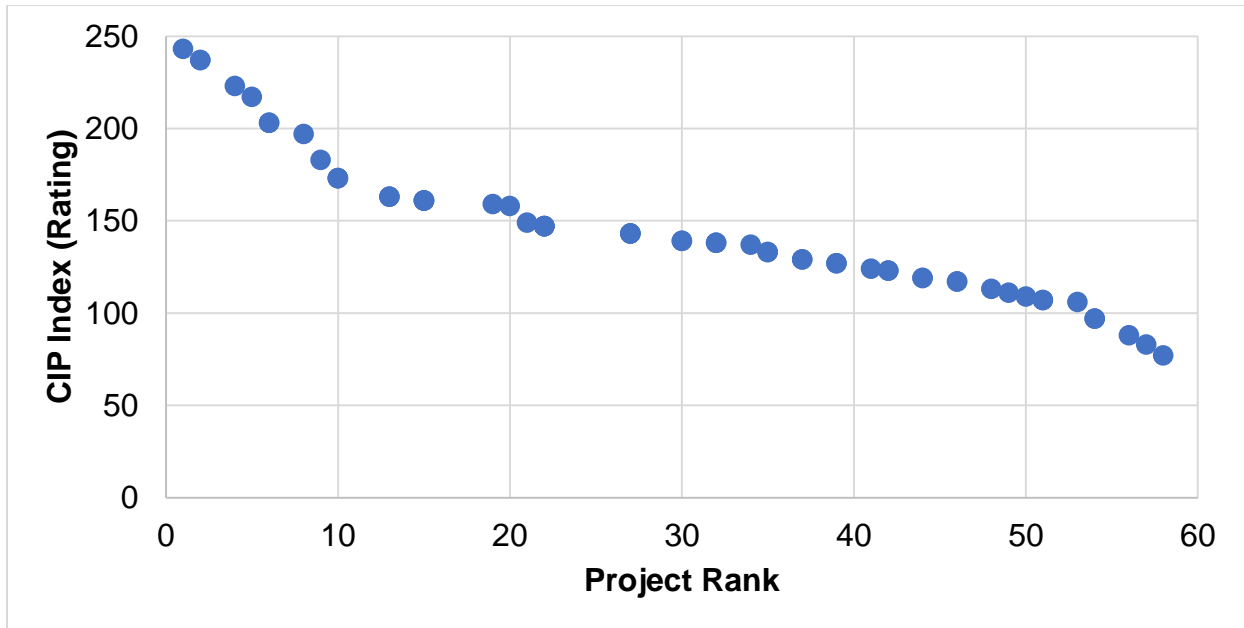


Figure 4: CIP Index (Rating) versus Project Rank

The top 10 highest rated CIP projects (including ties) are listed in Table 6. As a note, 7 of the projects on this list are in the higher priority sub-basins, including all of the top 8, except for two projects that are less than \$10,000.

Table 6: Top 10 Highest Rated CIP Projects

Rank	CIP Index	Project ID Number	Project Type	Estimated Cost	Sub-Basin
1	243	59	O&M	\$2,640	11, Westside
T2	237	4	Drainage	\$44,000	2, Lake Sal Area
T2	237	61	Drainage	\$150,000	7, MLK West
4	223	62	Drainage	\$256,908	7, MLK West
5	217	6	Drainage	\$190,362	13, Cromartie
T6	203	56	Drainage	\$8,965	9, Mill Creek Tributaries
T6	203	45	Drainage	\$66,306	12, Johnson
8	197	39	O&M	\$43,470	2, Lake Sal Area
9	183	27	O&M	\$59,284	29, Edgewood
T10	173	63	O&M	\$73,390	15, South Downtown Lower
T10	173	60	Drainage	\$8,250	21, Beautiful Eagle Creek
T10	173	1	Drainage	\$277,968	12, Johnson

Twelve sub-basins were delineated that do not contain a CIP project. Most of these span the City limits, and they were recently added to ensure all of the City’s stormwater infrastructure would be captured in a watershed. These sub-basins are described in Table 7, and the eight boundary watersheds are noted.

Table 7: List of Other Sub-Basins Without CIP Projects.

Project ID Number	Sub-Basin Name	Area (acres)	Boundary Watershed
1	Landfill	217	Yes
4	Francis Scott	400	Yes
6	Williams West	273	Yes
10	Oak Crest	182	Yes
17	Lumberyard	269	No
19	Eastside	944	No
20	Mill Creek Regional Park	255	Yes
22	Wendwood	129	No
23	Statesboro Crossing	301	No
24	Cardinal	60	Yes
25	Sandy Way	89	Yes
26	Westbrooke	2,045	Yes

EPG also worked with the City to identify which sub-basins will be initially modeled and master planned as part of Task Order 02. The first priority for modeling is MLK West (sub-basin #7), and the second priority is Lake Sal Area (sub-basin #2). These were selected because they are in the top of the watershed, and work in the upper portion of the watershed will have a positive impact on downstream conditions. These are among the highest ranked sub-basins on the CIP prioritization list, described above. The third priority is to continue south down the main drainage basin to South Downtown Upper (sub-basin #14) because there is an ongoing detention project in this basin, and it has a high density of CIP projects (3 projects in a 70-acre sub-basin). However, in order to model conditions in this basin, MLK East (sub-basin #8) would also need to be modeled because it has flow contributing to the main channel.

Task 5: Project Management

The EPG Project Team attended a kick-off meeting with City staff and continued to meet with the City periodically throughout the course of this project. EPG staff also communicated with and updated the City on the progress of this project through emails and calls. Table 8 summarizes the primary quarterly meetings with City of Statesboro, EPG, and Parker Engineering.

Table 8: Summary of Quarterly Project Team Update Meetings.

Meeting #	Date	Brief Description
1	10/24/2016	Kickoff Meeting <ul style="list-style-type: none"> • Introductions and outline of plan and schedule.
2	1/9/2017	Condition Assessment and Inventory Review <ul style="list-style-type: none"> • Review first 20% of condition assessment data, review work completed by City crews, discuss consolidation and QA/QC. • Reviewed summary of Work Order history.

Meeting #	Date	Brief Description
		<ul style="list-style-type: none"> • Discussed plan for CIP project update.
3	4/3/2017	<p>Updates for CIP Plan and Maintenance SOP</p> <ul style="list-style-type: none"> • Discussed coordination to add new CIPs identified from condition assessment and the City’s observations of ongoing issues. • Reviewed preliminary results from condition assessment and presented plan for using these data for creating work orders for proactive maintenance.
4	6/19/2017	<p>Updates for CIP Plan and Maintenance SOP</p> <ul style="list-style-type: none"> • The 12 new CIPs and 3 updated CIPs were presented. • Maintenance Work Program and SOP were outlined, and maps overlaid on the City’s maintenance zones were presented with various maintenance issues. • Initial watershed delineations were presented.
5	9/25/2017	<p>Presentation of Final Products from Task Order 01</p> <ul style="list-style-type: none"> • Map with watershed delineations • Map with prioritized watersheds based on CIP list and maintenance issues to use for Task Order 02 (H&H modeling) • Maintenance Work Program and SOP presented for City review.



**CITY OF STATESBORO
Council Minutes
September 19, 2017**

A regular meeting of the Statesboro City Council was held on September 19, 2017 at 5:30p.m. in the Council Chambers at City Hall. Present were Mayor Jan J. Moore, Council Members: Phil Boyum, Sam Lee Jones, Jeff Yawn and Travis Chance. Also present were City Manager Randy Wetmore, Deputy City Manager Robert Cheshire, City Clerk Sue Starling and City Attorney Cain Smith. Councilman John Riggs was absent.

The Meeting was called to Order by Mayor Jan J. Moore

Mayor asked for a moment of silence for the victims of Hurricane Irma.
The Invocation was led by Mayor Jan Moore

Recognitions/Public Presentations

- A) Recognition of Rob Bryan, Deputy Chief, earned his Bachelor's Degree in Criminal Justice from Reinhardt University in August.**
- B) Update on Hurricane Irma cleanup**

Deputy Chief Rob Bryan was recognized by Mayor Moore for earning his Bachelor's Degree in Criminal Justice from Reinhardt University.

Director of Public Works and Engineering Jason Boyles updated Council on the clean-up process after Hurricane Irma.

Public Comments (Agenda Item): None

Mayor Moore read several notes that were received regarding customer service. The notes reflected positive feedback from the citizens.

Consideration of a Motion to approve the Consent Agenda

- A) Approval of Minutes**
 - a) 09-05-2017 Council Minutes**
 - b) 09-05-2017 Executive Session Minutes**

Councilman Yawn made a motion, seconded by Councilman Jones to approve the consent agenda in its entirety. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Public Hearing and Second Reading of Ordinance 2017-10 An Ordinance Amending Statesboro Code of Ordinances: Chapter 6 (Alcoholic Beverages) Amendment of 6-6 to fix codifying error and allow for more Council licensure discretion.

Councilman Chance made a motion, seconded by Councilman Yawn to open the public hearing. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Councilman Yawn made a motion, seconded by Councilman Chance to close the public hearing. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Councilman Yawn made a motion, seconded by Councilman Jones to approve **Ordinance 2017-10** An Ordinance Amending Statesboro Code of Ordinances: Chapter 6 (Alcoholic Beverages) Amendment of 6-6 to fix codifying error and allow for more Council licensure discretion. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Public Hearing and Second Reading of Ordinance 2017-11: An Ordinance to revise Chapter 6 of the City Code of Ordinances to allow brew pubs to offer package sales in accordance with new Georgia Law.

Councilman Yawn made a motion, seconded by Councilman Jones to open the public hearing. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Councilman Yawn made a motion, seconded by Councilman Boyum to close the public hearing. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Councilman Yawn made a motion, seconded by Councilman Jones to approve **Ordinance 2017-11**: An Ordinance to revise Chapter 6 of the City Code of Ordinances to allow brew pubs to offer package sales in accordance with new Georgia Law. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Public Hearing and Consideration of a Motion to Approve: APPLICATION # V 17-07-02: Adam Tsang requests a variance from Article XV of the Statesboro Zoning Ordinance for 1.2 acres of property located at 727 Buckhead Drive regarding the maximum height and maximum square footage allowed for a freestanding sign in sign district 3 (Tax Parcel # MS84 000102 07A).

Councilman Boyum made a motion, seconded by Councilman Yawn to open the public hearing. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Councilman Chance made a motion, seconded by Councilman Yawn to close the public hearing. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Sam Dipolito spoke in favor of the request.

Councilman Yawn made a motion, seconded by Councilman Jones to approve **APPLICATION # V 17-07-02**: Adam Tsang requests a variance from Article XV of the Statesboro Zoning Ordinance for 1.2 acres of property located at 727 Buckhead Drive regarding the maximum height and maximum square footage allowed for a freestanding sign in sign district 3 (Tax Parcel # MS84 000102 07A). Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Public Hearing and Consideration of a Motion to Approve: APPLICATION # CUV 17-01-01: Carol Lind Mooney requests a conditional use variance from Article II of the Statesboro Zoning Ordinance for 1.46 acres of property located at 207 Lee Street to utilize the property as a drug rehabilitation center (Tax Parcel S51 000009 000).

Councilman Yawn made a motion, seconded by Councilman Jones to open the public hearing. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Councilman Yawn made a motion, seconded by Councilman Boyum to close the public hearing. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Councilman Boyum made a motion, seconded by Councilman Chance to approve **APPLICATION # CUV 17-01-01**: Carol Lind Mooney requests a conditional use variance from Article II of the Statesboro Zoning Ordinance for 1.46 acres of property located at 207 Lee Street to utilize the property as a drug rehabilitation center (Tax Parcel S51 000009 000). Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Public Hearing and Consideration of a Motion to Approve: APPLICATION # RZ 17-07-04: Steve Herndon requests a zoning map amendment from HOC (Highway Oriented Commercial) to CR (Commercial Retail) for .9 acres of property located at 6381 Burkhalter Road to construct a hotel (Tax Parcel MS88 000025 000).

Public Hearing and Consideration of a Motion to Approve: APPLICATION # V 17-07-03: Steve Herndon requests a variance from Article XXIII Section 2301 of the Statesboro Zoning Ordinance regarding the buffer requirements for a 1.9 acre (combined) parcel located at Highway 67 and 6381 Burkhalter Road in the CR (Commercial Retail) zoning district to construct a hotel (Tax Parcels MS88 000026 007 and MS88 000025 000).

Councilman Chance made a motion, seconded by Councilman Jones to open the public hearing for **APPLICATION # RZ 17-07-04** and **APPLICATION # V 17-07-03**. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

John Dotson of Maxwell, Reddick and Assoc. spoke in favor of the request.

Councilman Yawn made a motion, seconded by Councilman Jones to close the public hearing for **APPLICATION # RZ 17-07-04**. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Councilman Chance made a motion, seconded by Councilman Boyum to close the public hearing for **APPLICATION # V 17-07-03**. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Councilman Chance made a motion, seconded by Councilman Yawn to approve **APPLICATION # RZ 17-07-04**: Steve Herndon requests a zoning map amendment from HOC (Highway Oriented Commercial) to CR (Commercial Retail) for .9 acres of property located at 6381 Burkhalter Road to construct a hotel (Tax Parcel MS88 000025 000). Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Councilman Boyum made a motion, seconded by Councilman Chance to approve **APPLICATION # V 17-07-03**: Steve Herndon requests a variance from Article XXIII Section 2301 of the Statesboro Zoning Ordinance regarding the buffer requirements for a 1.9 acre (combined) parcel located at Highway 67 and 6381 Burkhalter Road in the CR (Commercial Retail) zoning district to construct a hotel (Tax Parcels MS88 000026 007 and MS88 000025 000). Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Public Hearing and Consideration of a Motion to Approve: APPLICATION # RZ 17-07-08: Five Points Stores requests a zoning map amendment from R6 (Single-Family Residential) to HOC (Highway Oriented Commercial) for a roughly .344 acre section of a parcel located at 2855 Northside Drive West to permit the construction of a convenience store (Tax Parcel S08 000057 000).

Public Hearing and Consideration of a Motion to Approve: APPLICATION # V 17-07-07: Five Points Stores requests a variance from Article XI Section 1102 (D) of the Statesboro Zoning Ordinance regarding the minimum required setback for a .88 acre parcel zoned HOC (Highway Oriented Commercial) located at 2855 Northside Drive West (Tax Parcel S08 000057 000).

Public Hearing and Consideration of a Motion to Approve: APPLICATION # V 17-07-06: Five Points Stores requests a variance from Article X Section 1003 (F) of the Statesboro Zoning Ordinance regarding commercial street access to a primarily residential road for a .88 acre parcel located at 2855 Northside Drive West (Tax Parcel S08 000057 000).

Councilman Yawn made a motion, seconded by Councilman Chance to open the public hearing for **APPLICATION # RZ 17-07-08, APPLICATION # V 17-07-07 and APPLICATION # V 17-07-06**. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Among those who spoke against the request included Gwendolyn Collier, Mattie Perry, Desiree Franklin and Jim Thibodeau. Trey Baird and Lindsey Martin, owners of the property, spoke in favor of the request.

Councilman Yawn made a motion, seconded by Councilman Chance to close the public hearing for **APPLICATION # RZ 17-07-08, APPLICATION # V 17-07-07 and APPLICATION # V 17-07-06**. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Councilman Chance made a motion, seconded by Councilman Yawn to approve **APPLICATION # RZ 17-07-08**: Five Points Stores requests a zoning map amendment from R6 (Single-Family Residential) to HOC (Highway Oriented Commercial) for a roughly .344 acre section of a parcel located at 2855 Northside Drive West to permit the construction of a convenience store (Tax Parcel S08 000057 000). The motion included an 8ft. privacy fence with a 5 ft. vegetative buffer to line Lovett Street. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Councilman Yawn made a motion seconded by Councilman Chance to approve **APPLICATION # V 17-07-07**: Five Points Stores requests a variance from Article XI Section 1102 (D) of the Statesboro Zoning Ordinance regarding the minimum required setback for a .88 acre parcel zoned HOC (Highway Oriented Commercial) located at 2855 Northside Drive West (Tax Parcel S08 000057 000). Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

The applicant (Lindsey Martin) withdrew **APPLICATION # V 17-07-06**: Five Points Stores requests a variance from Article X Section 1003 (F) of the Statesboro Zoning Ordinance regarding commercial street access to a primarily residential road for a .88 acre parcel located at 2855 Northside Drive West (Tax Parcel S08 000057 000).

Public Hearing and Consideration of a Motion to Approve: **APPLICATION # T 17-07-05**: The City of Statesboro recommends a text amendment to Article XV of the Statesboro Zoning Ordinance regarding the permitted districts in which projecting signs can be installed.

This item was actually an ordinance change with public hearing and first reading. **Ordinance 2017-13**

Councilman Yawn made a motion, seconded by Councilman Jones to open the public hearing. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Councilman Chance made a motion, seconded by Councilman Boyum to close the public hearing. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

There was no action taken.

Consideration of a motion to award a contract to Shaw Hankins to provided brokerage services for health, life and disability insurance to the City of Statesboro.

Councilman Boyum made a motion, seconded by Councilman Yawn to award a contract to Shaw Hankins to provided brokerage services for health, life and disability insurance to the City of Statesboro. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Consideration of a Motion to approve Resolution 2017-33: A Resolution to hereby further amend the Classification and Compensation Plan as follows, that the Project Manager in the Planning and Development Department is hereby reclassified to a City Planner.

Councilman Yawn made a motion, seconded by Councilman Boyum to approve Resolution 2017-33: A Resolution to hereby further amend the Classification and Compensation Plan as follows, that the Project Manager in the Planning and Development Department is hereby reclassified to a City Planner. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Consideration of a Motion to approve Resolution 2017-34: A Resolution to hereby further amend the Classification and Compensation Plan as follows, that the following positions in the Police Department are hereby reclassified one (1) Captain to Lieutenant, IT Specialist to Police Officer, and Public Relations Corporal to Detective.

Councilman Boyum made a motion, seconded by Councilman Yawn to approve Resolution 2017-34: A Resolution to hereby further amend the Classification and Compensation Plan as follows, that the following positions in the Police Department are hereby reclassified one (1) Captain to Lieutenant, IT Specialist to Police Officer, and Public Relations Corporal to Detective. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Other Business from City Council

Councilman Chance apologized for not being present when voting on the property tax millage rate but wanted to go on record stating that he would only support the rate increase to be used for public safety.

Councilman Boyum stated if there has been no resolution to the Garland Nesmith property on E. Main St. then he would suggest that the City start the condemnation process.

City Managers Comments: None

Public Comments (General)

A) Michael Czarnamski regarding towing fees

Mr. Czarnamski stated the towing rates were too high and that when his car was towed; it was very difficult to pay the fee.

Jessica Grossman also stated she had the same issue with the towing of vehicles at her apartment complex

Alan Gross addressed Council with his concerns regarding the fees that are charged for variance application fees. He would like for his fees to be waived since he is promoting the downtown area.

Consideration of a Motion to Adjourn

Councilman Chance made a motion, seconded by Councilman Yawn to adjourn the meeting. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

The meeting was adjourned at 8:30 pm.

CITY OF STATESBORO

COUNCIL

Phil Boyum
Sam Lee Jones
Jeff Yawn
John C. Riggs
Travis L. Chance



Jan J. Moore, Mayor
Randy Wetmore, City Manager
Robert Cheshire, P.E.,
Deputy City Manager
Sue Starling, City Clerk
Cain Smith, City Attorney

50 EAST MAIN STREET • P.O. BOX 348
STATESBORO, GEORGIA 30459-0348

To: Randy Wetmore, City Manager and Sue Starling, City Clerk

From: Candra Teshome, Planning & Development Specialist

Date: September 26, 2017

RE: October 3, 2017 City Council Agenda Items

Policy Issue: *Statesboro Zoning Ordinance*: Sign Ordinance Text Amendment

Recommendation: Staff suggested the text amendment for application T 17-07-05 and therefore recommends approval.

Background: The City of Statesboro recommends a text amendment to Article XV of the Statesboro Zoning Ordinance regarding the permitted districts in which projecting signs can be installed.

Budget Impact: None

Council Person and District: None

Attachments: Ordinance 2017-13: An Ordinance Amending Article XV (Signs) of the Statesboro Zoning Ordinance

Ordinance 2017-13: An Ordinance Amending Article XV (Signs) of the *Statesboro Zoning Ordinance*

WHEREAS, the City has previously adopted an ordinance regulating projecting signs; and

WHEREAS, the Mayor and City Council has determined there is sufficient reason and need to amend Article XV (Signs) of the *Statesboro Zoning Ordinance*, City of Statesboro, Georgia to allow the installation of projecting signs in sign districts 2 and 3, which includes the Commercial Retail (CR), Office and Business Office (O), Highway Oriented Commercial (HOC), Heavy Industrial (HI) and Light Industrial (LI) zoning districts; and

WHEREAS, the public hearing that preceded the adoption of the ordinance amendment was advertised; and

NOW THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Statesboro, Georgia, in regular session assembled as follows:

Article XV (Signs) Section 1509 of the *Statesboro Zoning Ordinance*, City of Statesboro, Georgia is hereby amended and shall read as follows:

A. Amend the existing Section 1509 to strike and include the following language:

Sec. 1509. Location, number and dimension of permitted signs.

B. *Location by sign district.* Signs may be erected in those districts where the applicable sign type is allowed as identified in Table 2.

Table 2. Permitted Signs by Type and Sign District

SIGN TYPE	SIGN DISTRICT 1			SIGN DISTRICTS 2 & 3	SIGN DISTRICT 4
	Residence on an individual lot	Residential development or subdivision	Nonresidential property		
<i>Building:</i>					
Projecting	Prohibited	Prohibited	Prohibited	Prohibited Needs a permit	Needs a permit

First Reading: September 19, 2017

Second Reading: October 3, 2017

THE MAYOR AND CITY COUNCIL OF THE CITY OF STATESBORO, GEORGIA

By: Jan J. Moore, Mayor

Attest: Sue Starling, City Clerk

CITY OF STATESBORO

COUNCIL

Phillip A. Boyum
Sam Lee Jones
Jeff B. Yawn
John C. Riggs
Travis L. Chance



Jan J. Moore, Mayor
Randy Wetmore, City Manager
Robert Cheshire, Deputy City Manager
Sue Starling, City Clerk
I. Cain Smith, City Attorney

50 EAST MAIN STREET • P.O. BOX 348
STATESBORO, GEORGIA 30459-0348

To: City Manager Randy Wetmore

From: City Clerk Sue Starling

Date: 9/25/2017

RE: Alcohol License Application

Policy Issue: Mayor and Council shall approve application in accordance with City of Statesboro Alcohol Ordinance Chapter 6 Sec 6-13(a)

(a) No new alcoholic beverage license to sell, dispense, pour or offer to sell, dispense or pour any distilled spirits, alcoholic beverages, wine, beer, or malt beverages within the corporate limits of the City of Statesboro shall be issued to a new owner or new location until the application has been approved by the mayor and city council after a public hearing.

Recommendation: Planning and Development, Fire, Police, Legal, Building and Engineering recommended approval.

Background: Applicant Manuel Lopez and Rebecca Vasquez have a clear background since 1993

Budget Impact: None

Council Person and District: Sam Jones (District 2)

Attachments: Application and Department Approvals

PLEASE BE ADVISED THAT KNOWINGLY PROVIDING FALSE OR MISLEADING INFORMATION ON THIS DOCUMENT IS A FELONY PURSUANT TO O.C.G.A. §16-10-20 WHICH STATES:

A person who knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes a false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document, knowing the same to contain any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of state government or of the government of any county, city, or other political subdivision of this state shall, upon conviction thereof, be punished by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both.

APPLICATION FOR LICENSE TO SELL ALCOHOLIC BEVERAGES
CITY OF STATESBORO, GEORGIA

RECEIVED
8-15-17

The undersigned applicant hereby applies to the City of Statesboro, Georgia for a license to sell alcoholic beverages within the corporate limits of the City of Statesboro. A non-refundable TWO HUNDRED dollar (\$200.00) application fee must be tendered with the application. (cash, credit card, certified check, or money order, checks should be made payable to the City of Statesboro.)

1. BUSINESS TRADE NAME: EL RANCHO GRANDE MEXICAN RESTAURANT LLC
D/B/A Name

2. APPLICANT'S NAME: _____
(Name of partnership, llc, corporation, or individual)

3. BUSINESS LOCATION ADDRESS: 3000 NORTHSIDE DR WEST STE# _____
STATSBORO, GA 30458

4. BUSINESS MAIL ADDRESS: 3000 NORTHSIDE DR. WEST

CITY: STATSBORO STATE: GEORGIA ZIP CODE: 30458

5. LOCAL BUSINESS TELEPHONE NUMBER: (912) 623-2890

CORPORATE OFFICE TELEPHONE NUMBER: _____

6. CONTACT NAME FOR BUSINESS: MANAGER LOPEZ

TELEPHONE NUMBER FOR CONTACT PERSON: 912-623-2890

7. NAME OF MANAGER: MANAGER LOPEZ - REBECA VASQUEZ
(Person responsible for Alcohol Licensing issues)

8. PURPOSE OF APPLICATION IS: (CHECK ALL THAT APPLY)

NEW MANAGER _____ NEW BUSINESS: _____ NEW OWNER: _____

PREVIOUS OWNER'S NAME: _____

BUSINESS NAME CHANGE: _____ PREVIOUS BUSINESS NAME: _____

ADDRESS CHANGE: _____ PREVIOUS ADDRESS: _____

LICENSE CLASS CHANGE: BEER _____ WINE _____ LIQUOR _____ OTHER _____

Revised 2/26/2015

9. INDICATE WHERE BUSINESS WILL BE LOCATED:

Above Ground Street or Ground Floor Level

SEC. 6-10(D) ANY PERSON WITHIN THE CITY OF STATESBORO WHO WORKS AS A BOUNCER, EITHER AS AN EMPLOYEE, AGENT, OR SUBCONTRACTOR WHOSE RESPONSIBILITIES IN AN ESTABLISHMENT THAT IS LICENSED TO SELL ALCOHOLIC BEVERAGES FOR ON-PREMISES CONSUMPTION SHALL HAVE THEIR ALCOHOLIC BEVERAGE SECURITY PERMIT ON THEIR PERSON AT ALL TIMES WHILE ACTING AS AN EMPLOYEE, AGENT OR SUBCONTRACTOR OF THE LICENSEE. AN ALCOHOLIC BEVERAGE SECURITY PERMIT SHALL BE READILY AVAILABLE FOR INSPECTION UPON THE REQUEST OF ANY STATESBORO POLICE DEPARTMENT OFFICER, CITY CODE ENFORCEMENT OFFICER, OR THE CITY MANAGER OR HIS DESIGNEE.

DOES ANY EMPLOYEE DESCRIBED IN THE ABOVE PARAGRAPH HAVE AN ALCOHOLIC BEVERAGE SECURITY PERMIT? YES NO (PERMIT SHALL BE OBTAINED FROM THE STATESBORO POLICE DEPARTMENT)

CALCULATION OF BASIC LICENSE FEE: FOR CALENDAR YEAR _____

<u>CLASSIFICATION</u>	(Mark All That Apply)	<u>LICENSE FEE</u>
Class B, Retail Beer Package	<input type="checkbox"/>	875.00
Class C, Retail Wine Package	<input type="checkbox"/>	875.00
Class D, Retail Liquor by the Drink	<input checked="" type="checkbox"/>	1,425.00
Class E, Retail Beer by the Drink	<input checked="" type="checkbox"/>	1,425.00
Class F, Retail Wine by the Drink	<input type="checkbox"/>	1,425.00
Class G, Wholesale Liquor	<input type="checkbox"/>	1,500.00
Class H, Wholesale Beer	<input type="checkbox"/>	1,500.00
Class I, Wholesale Wine	<input type="checkbox"/>	1,500.00
Class J, Licensed Alcoholic Beverage Caterer	<input type="checkbox"/>	200.00
Class K, Brewer, Manufacturer of Malt Beverages Only	<input type="checkbox"/>	1,750.00
Class L, Broker	<input type="checkbox"/>	1,750.00
Class M, Importer	<input type="checkbox"/>	1,750.00
Class O, Manufacture on Wine Only	<input type="checkbox"/>	1,750.00
Sunday Sales Permit	<input checked="" type="checkbox"/>	300.00
In Room Service Permit	<input type="checkbox"/>	150.00

Georgia Law (O.C.G.A. Section 3-3-7) states: "The sale of alcoholic beverages is lawful for consumption on the premises on Sundays from 12:30 p.m. until 12:00 midnight in any licensed establishment which derives at least 50 percent of its total annual gross sales from the sale of prepared meals or food in all of the combined retail outlets of the individual establishment where food is served and in any licensed establishment which derives at least 50 percent of its total annual gross income from the rental of rooms for overnight lodging."

Sunday sales permit holders are subject to audit for compliance with State Law. Each establishment is required to maintain Financial Records on food sales and alcohol sales by separate business location to demonstrate compliance with State and Local Law.

TOTAL ANNUAL LICENSE FEE: \$ _____

PARTIAL YEAR CALCULATION IF APPLICABLE: \$ _____

Special Event Permit 50.00
 Distance Waiver Application Fee 150.00
 Alcohol Beverage Control Security Permit(Permit Shall Be Obtained From The Statesboro Police Department) 50.00

10. TYPE OF BUSINESS: (CHECK ONE) _____ Individual _____ Corporation _____ Partnership LLC

(COMPLETE EITHER NUMBERS 11, 12 AND 13, AND/OR 14, 15 AND 16 IN THE SECTION BELOW)

11. IF APPLICANT IS AN INDIVIDUAL: Attach copy of trade name affidavit.

FULL LEGAL NAME: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____

HAVE YOU COMPLETED THE FINANCIAL AFFIDAVIT ATTACHED TO THIS APPLICATION? _____

12. IF APPLICANT IS A PARTNERSHIP, LLC, or LLP: Attach trade name affidavit, if an LLC or LLP, attach a copy of certificate of LLC or LLP as filed with the Clerk of Superior Court and trade name affidavit, a copy of your operating agreement and/or partnership agreement as well as other documents listed below that establish ownership rights of members or partners.

NAME AND ADDRESS OF PARTNERSHIP, LLC or LLP: EL RANCHO GRANDE MEXICAN RESTAURANT
3000 NORTHSIDE DR WEST, STATESBORO GA 30458

DO YOU HAVE AN OPERATING AGREEMENT OR PARTNERSHIP AGREEMENT FOR THE LLC, LLP OR PARTNERSHIP? Yes

IF NOT, WHAT DOCUMENTS ESTABLISH THE OWNERSHIP RIGHTS OF THE MEMBERS OR PARTNERS? _____

13. MEMBERS OF L.L.C. and/or PARTNERS:

FULL LEGAL NAME: MANUEZ LOPEZ PHONE# 801-928-9966

FULL LEGAL NAME: REBECA L. VASQUEZ PHONE# (801) 792-9646

FULL LEGAL NAME: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____

HAS EACH MEMBER OR PARTNER COMPLETED A FINANCIAL AFFIDAVIT TO ATTACH TO THIS APPLICATION? _____

(ATTACH ADDITIONAL PAGES IF NECESSARY)

CORPORATION-STOCKHOLDERS: All corporate applicants who are corporations shall list the names and address of all stockholders and the percentage of stock owned by each. If a named stockholder therein is another corporation, the same information shall be given for the Stockholding Corporation. If, during the life of the license, the identity of the stockholders or their percentage of ownership should change, that information shall be sent to the Finance Department.

14. IF APPLICANT IS A CORPORATION: Attach a copy of the articles of incorporation, trade name affidavit, current annual corporation registration with the Georgia Secretary of State, as well as the bylaws, the shareholders agreement, and other documents listed below that identify ownership rights.

NAME OF CORPORATION: _____
(Name shown exactly as in Articles of Incorporation or Charter)

HOME OFFICE: _____

MAIL ADDRESS IF DIFFERENT: _____

DATE AND PLACE OF INCORPORATION: _____

DO YOU HAVE A SHAREHOLDERS AGREEMENT? _____

IF NOT, WHAT DOCUMENTS ESTABLISH THE OWNERSHIP RIGHTS OF THE SHAREHOLDERS? _____

15. OFFICERS:

FULL LEGAL NAME: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____

% STOCK OWNED: _____ OFFICE HELD: _____

FULL LEGAL NAME: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____

% STOCK OWNED: _____ OFFICE HELD: _____

FULL LEGAL NAME: _____ PHONE# _____
 HOME ADDRESS: _____
 CITY: _____ STATE: _____ ZIP CODE: _____
 RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____
 % STOCK OWNED: _____ OFFICE HELD: _____
 FULL LEGAL NAME: _____ PHONE# _____
 HOME ADDRESS: _____
 CITY: _____ STATE: _____ ZIP CODE: _____
 RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____
 % STOCK OWNED: _____ OFFICE HELD: _____
 (ATTACH ADDITIONAL PAGES IF NECESSARY)

16. STOCKHOLDERS (If Different from Officer Names)

FULL LEGAL NAME: _____ PHONE# _____
 HOME ADDRESS: _____
 CITY: _____ STATE: _____ ZIP CODE: _____
 RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____
 % STOCK OWNED: _____ OFFICE HELD: _____
 FULL LEGAL NAME: _____ PHONE# _____
 HOME ADDRESS: _____
 CITY: _____ STATE: _____ ZIP CODE: _____
 RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____
 % STOCK OWNED: _____ OFFICE HELD: _____
 FULL LEGAL NAME: _____ PHONE# _____
 HOME ADDRESS: _____
 CITY: _____ STATE: _____ ZIP CODE: _____
 RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____
 % STOCK OWNED: _____ OFFICE HELD: _____
 FULL LEGAL NAME: _____ PHONE# _____
 HOME ADDRESS: _____
 CITY: _____ STATE: _____ ZIP CODE: _____
 RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____
 % STOCK OWNED: _____ OFFICE HELD: _____

HAS EACH OFFICER AND SHAREHOLDER COMPLETED THE FINANCIAL AFFIDAVIT ATTACHED TO THIS APPLICATION?

 (ATTACH ADDITIONAL PAGES IF NECESSARY)

17. If there is any individual or officer, who has resided at his current address less than five (5) years, complete information below.

NAME: _____ PHONE# _____

PREVIOUS ADDRESS: _____ FROM _____ TO _____

PREVIOUS ADDRESS: _____ FROM _____ TO _____

PREVIOUS ADDRESS: _____ FROM _____ TO _____

FULL NAME: _____ PHONE# _____

PREVIOUS ADDRESS: _____ FROM _____ TO _____

PREVIOUS ADDRESS: _____ FROM _____ TO _____

PREVIOUS ADDRESS: _____ FROM _____ TO _____

(ATTACH ADDITIONAL PAGES IF NECESSARY)

18. State name and address of owner of the property (Land and Building) where the business will be located.

Mark Anderson 502 Miller St EXT. *Joiner/Anderson*
912-764-7725 Statesboro GA 30458

19. Is the commercial space where the business is to be located rented or leased?

Answer: YES NO _____ If yes, state name of lessor or landlord and address, and provide a copy of the lease with this application.

Mark Anderson 502 Miller St EXT
912-764-7725 Statesboro GA 30458

20. Does any person or firm have any interest in the proposed business as a silent, undisclosed partner or joint venture; or has anyone agreed to split the profits or receipts from the proposed business with any persons, firm, company, corporation, or other entity.

Answer: YES _____ NO If yes, give name of person or firm and address and amount of percentage of profits or receipts to be split.

21. Is there anyone connected with this business that is not a legal resident of the United States and at least twenty-one (21) years of age?

Answer: YES _____ NO If yes, give full details on separate sheet.

If anyone connected with this business is not a U.S. Citizen, can they legally be employed in the United States.

Answer: YES _____ NO _____ N/A If yes, explain on a separate sheet and submit copies of eligibility.

22. Is there anyone connected with this business that has applied for a beer, wine, and/or liquor license from the City of Statesboro or other City or County in the State of Georgia, or other state or political subdivision and been denied such?

Answer: YES _____ NO If yes, give full details on separate sheet.

23. Is there anyone connected with this business who holds another alcohol license in any retail category or any license under any wholesale category?

Answer: YES _____ NO X If yes, give full details on separate sheet

24. Is there anyone connected with this business that has been convicted within fifteen years immediately prior to the filing of this application with any felony or for whom outstanding indictments, accusations or criminal charges exist charging such individual with any of such offenses and for which no final disposition has occurred?

Answer: YES _____ NO X If yes, give full details on separate sheet, including dates, charges and disposition.

25. Is there anyone connected with this business that has been convicted within five years immediately prior to the filing of this application of the violation (i) of any state, federal or local ordinance pertaining to the manufacture, possession, transportation or sale of malt beverages, wine, or intoxicating liquors, or the taxability thereof; (ii) of a crime involving moral turpitude; or (iii) of a crime involving soliciting for prostitution, pandering, gambling, letting premises for prostitution, keeping a disorderly place, the traffic offense of hit and run or leaving the scene of an accident, or any misdemeanor serious traffic offense?

Answer: YES _____ NO X If yes, give full details on separate sheet, including dates, charges and disposition.

26. Is there anyone connected with this business that has been convicted for selling alcohol to an under-age person within the last three (3) year period?

Answer: YES _____ NO X If yes, give full details on separate sheet.

27. Is there anyone connected with this business that is an official or public employee of the City of Statesboro, any State or Federal Agency, or whose duties include the regulation or policing of alcoholic beverages or licenses, or any tax collecting activity ?

Answer: YES _____ NO X If yes, give full details on separate sheet.

28. Have you or the applicant had any vehicles, trailers, or property belonging to you or the company in which you or any of such persons have or had an interest in ever been seized, condemned or forfeited as contraband by the State of Georgia or United States for the reason the same was being used or intended for use in criminal activities.

Answer: YES _____ NO X If yes, give full details on separate sheet.

29. Will live nude performances or adult entertainment be a part of this business' operations?

Answer: YES _____ NO X If yes, the City of Statesboro Ordinance 6-164 prohibits alcohol in an establishment having adult entertainment.

I, manuel lopez, solemnly swear, subject to the penalties O.C.G.A. §16-10-20 as provided above which I have read and understood, that all information required in this APPLICATION FOR LICENSE TO SELL ALCOHOLIC BEVERAGES and supporting documents is true and correct to the best of my knowledge and I fully understand that any false information will cause the denial or revocation of any alcohol license issued by the City of Statesboro license. I also fully understand that knowingly providing false information under oath in this affidavit will subject me to criminal prosecution and possible imprisonment.

Manuel Lopez
Print Full Name As Signed Below

Manuel Lopez
Signature of Applicant

Title

6/21/17
Date

SWORN TO AND SUBSCRIBED BEFORE ME THIS

21 DAY OF June 20 17
Charlene T Boyd
NOTARY PUBLIC (SEAL)
My Commission Expires: 12/30/2017

Charlene T Boyd
NOTARY PUBLIC

Bulloch County, GEORGIA
My Commission Expires
December 30, 2017



City of Statesboro
Department of Planning & Development Memorandum

50 East Main Street P.O. Box 348 » (912) 764-0630
Statesboro, Georgia 30458 Statesboro, Georgia 30459 » (912) 764-0664 (Fax)

DATE: August 17, 2017

TO: Teresa Skinner, Tax Clerk

SUBJECT: **ALCOHOLIC BEVERAGE APPLICATION (3000 Northside Drive West—El Rancho Grande Mexican Restaurant)**

The Department of Planning & Development has reviewed the alcoholic beverage application submitted by Manuel Lopez for El Rancho Grande Mexican Restaurant (Tax Parcel # S07 000002 000). The applicant is proposing the consumption of alcohol on premises. The proposed use and sale of alcohol is permitted at the location and **the application may be approved**. Staff's recommendation is based on the following:

- 1) **Zoning District:** 3000 Northside Drive West is located in the PUD/CR (Planned Unit Development with Commercial Retail Overlay) zoning district.
- 2) **General Regulations Pertaining to all Licenses:** Per Chapter 6 Section 6-7(c)(2) of the *Statesboro Code of Ordinances*, Class D and E alcoholic beverage licenses may be issued in the PUD/CR (Planned Unit Development with Commercial Retail Overlay) zoning district.
- 3) **Alcoholic Beverages Proximity Restrictions:** The Department of Planning & Development has reviewed the subject property for consistency with the proximity restrictions of Chapter 6 Section 6-7(e) of the *Statesboro Code of Ordinances*. The proposed location conforms to the proximity restrictions of said provisions. Planning and Development review does not serve as an approval or denial to serve alcoholic beverages at this location; but, is a recommendation to the City Clerk's Office.

Department of Planning and Development **approval** is based on the information provided within the alcoholic beverage application submitted for our review. This approval does not confer rights to open or operate the proposed business until all dimensional requirements of the *Statesboro Zoning Ordinance*, or applicable requirements of any other chapter of City Code have been met.

The Department of Planning & Development encourages all applicants to access the *Statesboro Zoning Ordinance* online at <http://www.statesboroga.gov/>. **The applicant is also encouraged to consult directly with representatives of the Engineering, Fire and other permitting departments if any work on the building or site is occurring to determine whether or not building or site plans associated with the proposed use are necessary.**

Respectfully,

Candra E. Teshome
Planning & Development Specialist



Timothy E. Grams
Fire Chief

Statesboro Fire Department

*Proudly serving the City of Statesboro and
surrounding communities since 1905!*



Jan Moore
Mayor

Print Date: 9/19/2017

INSPECTION SUMMARY REPORT

Page 1 of 1

Name: El Rancho Grande Mexican Restaurant LLC		
3000 Northside DR, Statesboro		
Date: 9/19/2017	Contact: Manuel Lopez	
Inspector Name: Fire Inspector Carlos Nevarez	Date notice sent:	
Type of Inspection: Alcohol License Re-Inspection		
Property Notes:		
Fire Code Reference	Discrepancy / Remarks	Date Resolved
Special Notes	Alcohol License: No Violations Noted After the completion of an Alcohol License Fire and Life Safety Inspection at this location, no issues were noted. The Statesboro Fire Department has no objection to the issuance of and/or renewal of an Alcohol License pending approval by additional departments as necessary.	

Inspector Signature

Site Signature

OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER
Ralph T. Hudgens, Commissioner

SAFETY FIRE DIVISION
 2 MLK, JR., SUITE 920 WEST TOWER, ATLANTA GA 30334

WWW.GAININSURANCE.ORG
SAFETY FIRE INSPECTION REPORT

GID-435-SF

Facility ID:	016-PAS-129	Building Number:	
Inspection No:	1	Inspection Time:	4:45 PM
Inspection Date:	9/18/2017	Inspector:	Craig Landolt
Facility:	El Rancho Grande Mexican Restaurant	Address:	3000 Northside DR W
Phone:		City:	Statesboro
Fax:		State:	GA
Email:		Postal Code:	30458
Contact:		Work:	
Email:		Cell:	

Inspection Type:	Inspection General	Fee:	\$100.00
------------------	--------------------	------	----------

Inspection Notes: *No Violation found. This building is cleared for Certificate of Occupancy (C/O).*

Authorized Name:	Manuel Lopez	Authorized Signature:	<i>Manuel Lopez</i>	9/18/2017
------------------	--------------	-----------------------	---------------------	-----------

Notice:
 All deficiencies and/or violations noted above and on the attached pages shall be corrected immediately in order for this facility to comply with O.C.G.A. Title 25, Chapter 2. This report shall be returned to the Safety Fire Division Office within 30 days indicating the deficiencies and/or violations noted have been corrected by initialing and dating each item. If all items are not corrected, a plan of correction shall be attached and submitted to the office within 30 days stating what corrective measures will be taken with the estimated date of completion. Failure to correct the noted deficiencies and/or violation of Georgia Safety Fire Law.

Please send a copy of this report and payment in the amount of \$100.00. Please include working email address for PDF of C/O to be sent to:

Georgia Department of Insurance Safety Fire Division
 P.O. Box 935136 Atlanta, GA 31193

Make checks/money orders out to:
Safety Fire Division

This report shall serve as Certificate of Occupancy until PDF copy is received. This Building may be fully occupied by employees and/or public.

Inspector Name:	Craig Landolt	Inspector Signature:	<i>Craig Landolt</i>	9/18/2017
-----------------	---------------	----------------------	----------------------	-----------

Violation Code	Days to Correct	Violation/Notes	Location
N/A	N/A	No Violation(s) Found	N/A



STATESBORO POLICE DEPARTMENT

Ph 912-764-9911

25 West Grady Street, Statesboro, Georgia 30458

Fx 912-489-5050

Date: 08/24/2017

To: Teresa Skinner, Tax Clerk

Reference: Alcohol Beverage Application, El Rancho Grande Mexican Restaurant LLC

The Statesboro Police Department has reviewed the alcohol application submitted by El Rancho Grande Mexican Restaurant LLC. The applicant is proposing the consumption of alcohol on premises and would be governed under 6-9 of the Alcohol Ordinance.

A review of the proposed operation of El Rancho Grande Mexican Restaurant was conducted by the Alcohol Beverage Control Officer and it has been determined that the operation of the business should be governed under **section 6-9 (a)**.

During the review of the proposed operation of the business, we **DID NOT** discover any of the procedures present that would require the designation and additional prohibitions of 6-9 (b) in the operating of the business.

Respectfully,

A handwritten signature in black ink, appearing to read "James L. Winskey", written over a horizontal line.

James L. Winskey, Captain Operations Bureau

Statesboro Police Department

El Rancho Grande

No Statesboro license history or any evidence of prior alcohol violations for the applicants. Rebecca Vasquez has no criminal history. Manuel Lopez has arrest record with a couple shoplifting arrests and an automotive hit and run. No convictions since shoplifting in 1993. Others have been dismissed or handled through plea in abeyance which is Utah's equivalent of our pretrial diversion.

There is nothing to prohibit consideration of application, and I recommend approval.

CS

El Rancho Grande Mexican Restaurant LLC
Manuel Lopez and Rebecça Vasquez
3000 Northside Drive West

Please enter your recommendations and comments with your full name.

Alcohol License Review

Department Full Name Recommendation Comments

Planning & Development	Candra Teshome	Approve	See memo
Fire Department	Carlos Nevarez	Approve	State Fire Marshal Fire Inspection approved.
Building Official Kitchen? Yes or No	SS	Yes	
Police Department	Mike Broadhead James Winskey	Approve pending investigation into business practices by Captain Winskey	No additional comments See Attached Memo (J Winskey)
Legal	Cain Smith	Approved	See Memo

CITY OF STATESBORO

COUNCIL

Phillip A. Boyum
Sam Lee Jones
Jeff B. Yawn
John C. Riggs
Travis L. Chance



Jan J. Moore, Mayor
Randy Wetmore, City Manager
Robert Cheshire, Deputy City Manager
Sue Starling, City Clerk
I. Cain Smith, City Attorney

50 EAST MAIN STREET • P.O. BOX 348
STATESBORO, GEORGIA 30459-0348

To: City Manager Randy Wetmore

From: City Clerk Sue Starling

Date: 9/25/2017

RE: Alcohol License Application

Policy Issue: Mayor and Council shall approve application in accordance with City of Statesboro Alcohol Ordinance Chapter 6 Sec 6-13(a)

(a) No new alcoholic beverage license to sell, dispense, pour or offer to sell, dispense or pour any distilled spirits, alcoholic beverages, wine, beer, or malt beverages within the corporate limits of the City of Statesboro shall be issued to a new owner or new location until the application has been approved by the mayor and city council after a public hearing.

Recommendation: Planning and Development, Fire, Police, Legal, Building and Engineering recommended approval.

Background: Applicants Rajendra Patel, Dipaben R Patel and Jack Forstrom have a clear background.

Budget Impact: None

Council Person and District: Travis Chance (District 5)

Attachments: Application and Department Approvals

PLEASE BE ADVISED THAT KNOWINGLY PROVIDING FALSE OR MISLEADING INFORMATION ON THIS DOCUMENT IS A FELONY PURSUANT TO O.C.G.A. §16-10-20 WHICH STATES:

A person who knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes a false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document, knowing the same to contain any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of state government or of the government of any county, city, or other political subdivision of this state shall, upon conviction thereof, be punished by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both.

APPLICATION FOR LICENSE TO SELL ALCOHOLIC BEVERAGES
CITY OF STATESBORO, GEORGIA

RECEIVED
R 8-31-17
9.16.17 Received resto
PH

The undersigned applicant hereby applies to the City of Statesboro, Georgia for a license to sell alcoholic beverages within the corporate limits of the City of Statesboro. A non-refundable TWO HUNDRED dollar (\$200.00) application fee must be tendered with the application. (cash, credit card, certified check, or money order, checks should be made payable to the City of Statesboro.)

1. BUSINESS TRADE NAME: Holiday Inn Statesboro
D/B/A Name

2. APPLICANT'S NAME: LRP HOTELS OF STATESBORO, LLC
(Name of partnership, llc, corporation, or individual)

3. BUSINESS LOCATION ADDRESS: 455 Commerce Drive STE# _____

4. BUSINESS MAIL ADDRESS: 455 Commerce Drive

CITY: Statesboro STATE: GA ZIP CODE: 30461

5. LOCAL BUSINESS TELEPHONE NUMBER: (912) 489-4545

CORPORATE OFFICE TELEPHONE NUMBER: (8336) 285-6416

6. CONTACT NAME FOR BUSINESS: JACK FORSTROM

TELEPHONE NUMBER FOR CONTACT PERSON: 912-489-4545

7. NAME OF MANAGER: JACK FORSTROM
(Person responsible for Alcohol Licensing issues)

8. PURPOSE OF APPLICATION IS: (CHECK ALL THAT APPLY)
NEW MANAGER _____ NEW BUSINESS: _____ NEW OWNER:
PREVIOUS OWNER'S NAME: Bulloch Hospitality Services, LLC
BUSINESS NAME CHANGE: _____ PREVIOUS BUSINESS NAME: _____
ADDRESS CHANGE: _____ PREVIOUS ADDRESS: _____
LICENSE CLASS CHANGE: BEER _____ WINE _____ LIQUOR _____ OTHER _____

Revised 2/26/2015

9. INDICATE WHERE BUSINESS WILL BE LOCATED:

 Above Ground ³ Street or Ground Floor Level

SEC. 6-10(D) ANY PERSON WITHIN THE CITY OF STATESBORO WHO WORKS AS A BOUNCER, EITHER AS AN EMPLOYEE, AGENT, OR SUBCONTRACTOR WHOSE RESPONSIBILITIES IN AN ESTABLISHMENT THAT IS LICENSED TO SELL ALCOHOLIC BEVERAGES FOR ON-PREMISES CONSUMPTION SHALL HAVE THEIR ALCOHOLIC BEVERAGE SECURITY PERMIT ON THEIR PERSON AT ALL TIMES WHILE ACTING AS AN EMPLOYEE, AGENT OR SUBCONTRACTOR OF THE LICENSEE. AN ALCOHOLIC BEVERAGE SECURITY PERMIT SHALL BE READILY AVAILABLE FOR INSPECTION UPON THE REQUEST OF ANY STATESBORO POLICE DEPARTMENT OFFICER, CITY CODE ENFORCEMENT OFFICER, OR THE CITY MANAGER OR HIS DESIGNEE.

DOES ANY EMPLOYEE DESCRIBED IN THE ABOVE PARAGRAPH HAVE AN ALCOHOLIC BEVERAGE SECURITY PERMIT? YES NO (PERMIT SHALL BE OBTAINED FROM THE STATESBORO POLICE DEPARTMENT)

CALCULATION OF BASIC LICENSE FEE: **FOR CALENDAR YEAR** 2017

<u>CLASSIFICATION</u>	(Mark All That Apply)	<u>LICENSE FEE</u>
Class B, Retail Beer Package	<u> </u>	875.00
Class C, Retail Wine Package	<u> </u>	875.00
Class D, Retail Liquor by the Drink	<input checked="" type="checkbox"/>	1,425.00
Class E, Retail Beer by the Drink	<input checked="" type="checkbox"/>	1,425.00
Class F, Retail Wine by the Drink	<input checked="" type="checkbox"/>	1,425.00
Class G, Wholesale Liquor	<u> </u>	1,500.00
Class H, Wholesale Beer	<u> </u>	1,500.00
Class I, Wholesale Wine	<u> </u>	1,500.00
Class J, Licensed Alcoholic Beverage Caterer	<input checked="" type="checkbox"/>	200.00
Class K, Brewer, Manufacturer of Malt Beverages Only	<u> </u>	1,750.00
Class L, Broker	<u> </u>	1,750.00
Class M, Importer	<u> </u>	1,750.00
Class O, Manufacture on Wine Only	<u> </u>	1,750.00
Sunday Sales Permit	<input checked="" type="checkbox"/>	300.00
In Room Service Permit	<input checked="" type="checkbox"/>	150.00

Georgia Law (O.C.G.A. Section 3-3-7) states: "The sale of alcoholic beverages is lawful for consumption on the premises on Sundays from 12:30 p.m. until 12:00 midnight in any licensed establishment which derives at least 50 percent of its total annual gross sales from the sale of prepared meals or food in all of the combined retail outlets of the individual establishment where food is served and in any licensed establishment which derives at least 50 percent of its total annual gross income from the rental of rooms for overnight lodging."

Sunday sales permit holders are subject to audit for compliance with State Law. Each establishment is required to maintain Financial Records on food sales and alcohol sales by separate business location to demonstrate compliance with State and Local Law.

TOTAL ANNUAL LICENSE FEE: \$ 4925⁰⁰

PARTIAL YEAR CALCULATION IF APPLICABLE: \$ _____

Special Event Permit 50.00
Distance Waiver Application Fee 150.00
Alcohol Beverage Control Security Permit(Permit Shall Be Obtained From The Statesboro Police Department) 50.00

10. TYPE OF BUSINESS: (CHECK ONE) _____ Individual _____ Corporation _____ Partnership LLC

(COMPLETE EITHER NUMBERS 11, 12 AND 13, AND/OR 14, 15 AND 16 IN THE SECTION BELOW)

11. IF APPLICANT IS AN INDIVIDUAL: Attach copy of trade name affidavit.

FULL LEGAL NAME: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____

HAVE YOU COMPLETED THE FINANCIAL AFFIDAVIT ATTACHED TO THIS APPLICATION? _____

12. IF APPLICANT IS A PARTNERSHIP, L.L.C., or L.L.P.: Attach trade name affidavit, if an LLC or LLP, attach a copy of certificate of LLC or LLP as filed with the Clerk of Superior Court and trade name affidavit, a copy of your operating agreement and/or partnership agreement as well as other documents listed below that establish ownership rights of members or partners.

NAME AND ADDRESS OF PARTNERSHIP, LLC, or LLP: LRP HOTELS ^{Statesboro} ~~GREENSBORO~~, LLC

618-B GUILFORD COLLEGE RD. Greensboro, NC 27409

DO YOU HAVE AN OPERATING AGREEMENT OR PARTNERSHIP AGREEMENT FOR THE LLC, LLP OR PARTNERSHIP? Yes

IF NOT, WHAT DOCUMENTS ESTABLISH THE OWNERSHIP RIGHTS OF THE MEMBERS OR PARTNERS? _____

13. MEMBERS OF L.L.C. and/or PARTNERS:

FULL LEGAL NAME: RAJENDRA PATEL PHONE# 336-285-6416

FULL LEGAL NAME: DIPABEN R PATEL PHONE# 336-285-6416

FULL LEGAL NAME: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____

HAS EACH MEMBER OR PARTNER COMPLETED A FINANCIAL AFFIDAVIT TO ATTACH TO THIS APPLICATION? _____

(ATTACH ADDITIONAL PAGES IF NECESSARY)

CORPORATION-STOCKHOLDERS: All corporate applicants who are corporations shall list the names and address of all stockholders and the percentage of stock owned by each. If a named stockholder therein is another corporation, the same information shall be given for the Stockholding Corporation. If, during the life of the license, the identity of the stockholders or their percentage of ownership should change, that information shall be sent to the Finance Department.

14. **IF APPLICANT IS A CORPORATION:** Attach a copy of the articles of incorporation, trade name affidavit, current annual corporation registration with the Georgia Secretary of State, as well as the bylaws, the shareholders agreement, and other documents listed below that identify ownership rights.

NAME OF CORPORATION: _____
(Name shown exactly as in Articles of Incorporation or Charter)

HOME OFFICE: _____

MAIL ADDRESS IF DIFFERENT: _____

DATE AND PLACE OF INCORPORATION: _____

DO YOU HAVE A SHAREHOLDERS AGREEMENT? _____

IF NOT, WHAT DOCUMENTS ESTABLISH THE OWNERSHIP RIGHTS OF THE SHAREHOLDERS? _____

15. OFFICERS:

FULL LEGAL NAME: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____

% STOCK OWNED: _____ OFFICE HELD: _____

FULL LEGAL NAME: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____

% STOCK OWNED: _____ OFFICE HELD: _____

FULL LEGAL NAME: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____

% STOCK OWNED: _____ OFFICE HELD: _____

FULL LEGAL NAME: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____

% STOCK OWNED: _____ OFFICE HELD: _____

(ATTACH ADDITIONAL PAGES IF NECESSARY)

16. STOCKHOLDERS (If Different from Officer Names)

FULL LEGAL NAME: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____

% STOCK OWNED: _____ OFFICE HELD: _____

FULL LEGAL NAME: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____

% STOCK OWNED: _____ OFFICE HELD: _____

FULL LEGAL NAME: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____

% STOCK OWNED: _____ OFFICE HELD: _____

FULL LEGAL NAME: _____ PHONE# _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RACE: _____ SEX: _____ BIRTHDATE: _____ SOCIAL SECURITY NO: _____

% STOCK OWNED: _____ OFFICE HELD: _____

HAS EACH OFFICER AND SHAREHOLDER COMPLETED THE FINANCIAL AFFIDAVIT ATTACHED TO THIS APPLICATION?

(ATTACH ADDITIONAL PAGES IF NECESSARY)

17. If there is any individual or officer, who has resided at his current address less than five (5) years, complete information below.

NAME: RAJENDRA PATEL PHONE# 336-285-6416

FULL NAME: DIPABEN R PATEL PHONE# 336-285-6416

18. State name and address of owner of the property (Land and Building) where the business will be located. Statesboro
Holiday Inn - Statesboro LRP Hotels of ~~Statesboro~~, LLC
455 Commerce Dr. Statesboro, GA 30458

19. Is the commercial space where the business is to be located rented or leased?

Answer: YES _____ NO If yes, state name of lessor or landlord and address, and provide a copy of the lease with this application.

20. Does any person or firm have any interest in the proposed business as a silent, undisclosed partner or joint venture; or has anyone agreed to split the profits or receipts from the proposed business with any persons, firm, company, corporation, or other entity.

Answer: YES _____ NO If yes, give name of person or firm and address and amount of percentage of profits or receipts to be split.

21. Is there anyone connected with this business that is not a legal resident of the United States and at least twenty-one (21) years of age?

Answer: YES _____ NO If yes, give full details on separate sheet.

If anyone connected with this business is not a U.S. Citizen, can they legally be employed in the United States.

Answer: YES _____ NO N/A _____ If yes, explain on a separate sheet and submit copies of eligibility.

22. Is there anyone connected with this business that has applied for a beer, wine, and/or liquor license from the City of Statesboro or other City or County in the State of Georgia, or other state or political subdivision and been denied such?

Answer: YES _____ NO If yes, give full details on separate sheet.

23. Is there anyone connected with this business who holds another alcohol license in any retail category or any license under any wholesale category?
 Answer: YES _____ NO If yes, give full details on separate sheet
24. Is there anyone connected with this business that has been convicted within fifteen years immediately prior to the filing of this application with any felony or for whom outstanding indictments, accusations or criminal charges exist charging such individual with any of such offenses and for which no final disposition has occurred?
 Answer: YES _____ NO If yes, give full details on separate sheet, including dates, charges and disposition.
25. Is there anyone connected with this business that has been convicted within five years immediately prior to the filing of this application of the violation (i) of any state, federal or local ordinance pertaining to the manufacture, possession, transportation or sale of malt beverages, wine, or intoxicating liquors, or the taxability thereof; (ii) of a crime involving moral turpitude; or (iii) of a crime involving soliciting for prostitution, pandering, gambling, letting premises for prostitution, keeping a disorderly place, the traffic offense of hit and run or leaving the scene of an accident, or any misdemeanor serious traffic offense?
 Answer: YES _____ NO If yes, give full details on separate sheet, including dates, charges and disposition.
26. Is there anyone connected with this business that has been convicted for selling alcohol to an under-age person within the last three (3) year period?
 Answer: YES _____ NO If yes, give full details on separate sheet.
27. Is there anyone connected with this business that is an official or public employee of the City of Statesboro, any State or Federal Agency, or whose duties include the regulation or policing of alcoholic beverages or licenses, or any tax collecting activity ?
 Answer: YES _____ NO If yes, give full details on separate sheet.
28. Have you or the applicant had any vehicles, trailers, or property belonging to you or the company in which you or any of such persons have or had an interest in ever been seized, condemned or forfeited as contraband by the State of Georgia or United States for the reason the same was being used or intended for use in criminal activities.
 Answer: YES _____ NO If yes, give full details on separate sheet.
29. Will live nude performances or adult entertainment be a part of this business' operations?
 Answer: YES _____ NO If yes, the City of Statesboro Ordinance 6-164 prohibits alcohol in an establishment having adult entertainment.

I, RAJENDA V. PATEL, solemnly swear, subject to the penalties O.C.G.A. §16-10-20 as provided above which I have read and understood, that all information required in this APPLICATION FOR LICENSE TO SELL ALCOHOLIC BEVERAGES and supporting documents is true and correct to the best of my knowledge and I fully understand that any false information will cause the denial or revocation of any alcohol license issued by the City of Statesboro license. I also fully understand that knowingly providing false information under oath in this affidavit will subject me to criminal prosecution and possible imprisonment.

RAJENDRA V PATEL
 Print Full Name As Signed Below

Rajendra Patel Signature of Applicant Member / Manager Title 7-14-17 Date

SWORN TO AND SUBSCRIBED BEFORE ME THIS
14th DAY OF July 2017
[Signature]
 NOTARY PUBLIC (SEAL)
 My Commission Expires: March 6, 2021



City of Statesboro
Department of Planning & Development Memorandum

50 East Main Street P.O. Box 348 » (912) 764-0630
Statesboro, Georgia 30458 Statesboro, Georgia 30459 » (912) 764-0664 (Fax)

DATE: September 15, 2017
TO: Teresa Skinner, Tax Clerk
SUBJECT: ALCOHOLIC BEVERAGE APPLICATION (455 Commerce Drive—Holiday Inn).

The Department of Planning & Development has reviewed the alcoholic beverage application submitted by LRP Hotels of Statesboro, LLC for 455 Commerce Drive (Tax Parcel # MS84 000102 015). The applicant is proposing the consumption of alcohol on premises. The proposed use and sale of alcohol is permitted at the location and **the application may be approved**. Staff's recommendation is based on the following:

- 1) **Zoning District:** 455 Commerce Drive is located in the CR (Commercial Retail) zoning district.
- 2) **General Regulations Pertaining to all Licenses:** Per Chapter 6 Section 6-7(c)(2) of the *Statesboro Code of Ordinances*, Class D, E and F alcoholic beverage licenses may be issued in the CR (Commercial Retail) zoning district.
- 3) **Alcoholic Beverages Proximity Restrictions:** The Department of Planning & Development has reviewed the subject property for consistency with the proximity restrictions of Chapter 6 Section 6-7(e) of the *Statesboro Code of Ordinances*. The proposed location conforms to the proximity restrictions of said provisions. Planning and Development review does not serve as an approval or denial to serve alcoholic beverages at this location; but, is a recommendation to the City Clerk's Office.

Department of Planning and Development **approval** is based on the information provided within the alcoholic beverage application submitted for our review. This approval does not confer rights to open or operate the proposed business until all dimensional requirements of the *Statesboro Zoning Ordinance*, or applicable requirements of any other chapter of City Code have been met.

The Department of Planning & Development encourages all applicants to access the *Statesboro Zoning Ordinance* online at <http://www.statesboroga.gov/>. **The applicant is also encouraged to consult directly with representatives of the Engineering, Fire and other permitting departments if any work on the building or site is occurring to determine whether or not building or site plans associated with the proposed use are necessary.**

Respectfully,

Candra E. Teshome
Planning and Development Specialist



Timothy E. Grams
Fire Chief

Statesboro Fire Department

*Proudly serving the City of Statesboro and
surrounding communities since 1905!*



Jan Moore
Mayor

Print Date: 6/2/2017

INSPECTION SUMMARY REPORT

Page 1 of 1

Name: Holiday Inn 455 Commerce DR, Statesboro		
Date: 6/1/2017	Contact: Jack Forstrom	
Inspector Name: Fire Inspector Carlos Nevarez	Date notice sent:	
Type of Inspection: Annual Re-Inspection		
Property Notes: Hotel		
Fire Code Reference	Discrepancy / Remarks	Date Resolved
Special Notes	<p>Annual Inspection: Violations Corrected After completing a re-inspection at this location for the annual Fire and Life Safety Inspection, all previously noted violations have been corrected.</p> <p>The Statesboro Fire Department would like to thank you for all your efforts in maintaining a safe establishment for the citizens and visitors of the community.</p>	

Inspector Signature

Site Signature



Timothy E. Grams
Fire Chief

Statesboro Fire Department

*Proudly serving the City of Statesboro and
surrounding communities since 1905!*



Jan Moore
Mayor

Print Date: 6/2/2017

INSPECTION SUMMARY REPORT

Page 1 of 1

Name: Emma's Cafe Holiday Inn 455 Commerce DR, Statesboro		
Date: 6/1/2017	Contact: Jack Forstrom (General Manager)	
Inspector Name: Fire Inspector Carlos Nevarez	Date notice sent:	
Type of Inspection: Annual Re-Inspection		
Property Notes:		
Fire Code Reference	Discrepancy / Remarks	Date Resolved
Special Notes	<p>Annual Inspection: Violations Corrected After completing a re-inspection at this location for the annual Fire and Life Safety Inspection, all previously noted violations have been corrected.</p> <p>The Statesboro Fire Department would like to thank you for all your efforts in maintaining a safe establishment for the citizens and visitors of the community.</p>	

Inspector Signature

Site Signature



STATESBORO POLICE DEPARTMENT

Ph 912-764-9911

25 West Grady Street, Statesboro, Georgia 30458

Fx 912-489-5050

Date: September 22, 2017

To: Teresa Skinner, Tax Clerk

Reference: Alcohol Beverage Application, Holiday Inn Statesboro, LRP Hotels of Statesboro LLC

The Statesboro Police Department has reviewed the alcohol application submitted by Holiday Inn Statesboro, LRP Hotels of Statesboro LLC. The applicant is proposing the consumption of alcohol on premises and would be governed under 6-9 of the Alcohol Ordinance.

A review of the proposed operation of Holiday Inn Statesboro was conducted by the Alcohol Beverage Control Officer and it has been determined that the operation of the business should be governed under **section 6-9 (a)**.

During the review of the proposed operation of the business, we **DID NOT** discover any of the procedures present that would require the designation and additional prohibitions of 6-9 (b) in the operating of the business.

Respectfully,

A handwritten signature in black ink, appearing to read "James L. Winskey", written over a horizontal line.

James L. Winskey, Captain Operations Bureau

Statesboro Police Department

Holiday Inn/ Emma's

One recent violation for underage sales at location. Prospective owners have no criminal history; nor does manager Johnathan ("Jack") Forstrom. Financials are clean and well documented. This appears to be a simple change in ownership with management unaffected at a location we have had little issue with in the past.

There is nothing to prohibit consideration of application, and I recommend approval.

CS

Holiday Inn
455 Commerce Drive

Please enter your recommendations and comments with your full name.

Alcohol License Review

Department Full Name Recommendation Comments

Planning & Development	Candra Teshome	Approve	See memo.
Fire Department	Carlos	Approve	See insp report
Building Official Kitchen? Yes or No	SS	Yes	
Police Department	James Winskey	Approved	See Memo
Legal	Cain Smith	Approved	See Memo

CITY OF STATESBORO

COUNCIL

Phil Boyum, District 1
Sam Jones, District 2
Jeff Yawn, District 3
John Riggs, District 4
Travis L. Chance, District 5



Jan J. Moore, Mayor
Randy Wetmore, City Manager
Robert Cheshire, Deputy City Manager
Sue Starling, City Clerk
J. Alvin Leaphart, City Attorney

50 EAST MAIN STREET • P.O. BOX 348
STATESBORO, GEORGIA 30459-0348

To: Randy Wetmore, City Manager

From: Brad Deal, P.E., City Engineer
Jason Boyles, Director of Public Works and Engineering

Date: 9/25/2017

RE: Surplus existing building at 125 South College

Policy Issue:
Surplus of Property

Recommendation:

Staff recommends approval of the existing building at 125 South College for surplus and/or disposal. Please see attachment for location map and building pictures.

Background:

Currently the existing 1700 sf one-story wooden frame building is unoccupied and has been vacant since March of 2016, previously occupied by the municipal court administrative office. The removal of the existing building will allow for additional future parking and intersection improvements. All asbestos containing material has been removed from the building.

Budget Impact:

None

Council Person and District: Sam Jones/District 2

Attachments: Location Map
Building Pictures



West Grady Street

South College Street

South Walnut Street



CITY OF STATESBORO



COUNCIL

Phil Boyum, District 1
Sam Jones, District 2
Jeff Yawn, District 3
John Riggs, District 4
Travis L. Chance, District 5

Jan J. Moore, Mayor
Randy Wetmore, City Manager
Robert Cheshire, Deputy City Manager
Sue Starling, City Clerk
I. Cain Smith, City Attorney

50 EAST MAIN STREET • P.O. BOX 348
STATESBORO, GEORGIA 30459-0348

To: Randy Wetmore, City Manager

From: Jason Boyles, Director of Public Works and Engineering

Date: September 26, 2017

RE: Georgia ReLeaf Program Grant

Policy Issue: Urban Forest Beautification and Conservation

Recommendation:

Staff requests approval to apply for \$5,000 in grant funding through the 2017 Georgia ReLeaf program with the Georgia Urban Forest Council. No local match is required.

Background:

To help restore the environmental, economic, and social health benefits that trees provide the Georgia Urban Forest Council (GUFC), in cooperation with the Georgia Forestry Commission (GFC), established the Georgia ReLeaf Program to bring urban forests back to life in storm-struck Georgia communities by planting trees in public areas such as parks, schools, main streets, and business districts. The program grants funds to qualifying applicants with a maximum request amount of \$5,000.00 and does not require matching funds.

In October of 2016 the City of Statesboro incurred damages to its tree canopy from hurricane Matthew. The City of Statesboro lost numerous trees in its right of ways, parks, trails, the Eastside Cemetery and around several of the city's government facilities. If approved this grant will be used toward the replacement of approximately 20 - 25 trees on public property and rights of ways in Statesboro.

Applications must be submitted by November 1, 2017. Eligible applicants will be awarded by December 15, 2017 and all work must be completed by March 2018.

Budget Impact: None

Council Person and District: citywide

Attachments: None



Georgia ReLeaf



Introduction

In April, 2011, tornadoes struck many southern U.S. states, taking lives and destroying homes, businesses, and city infrastructure - including thriving community trees. To help restore the many environmental, economic, and social health benefits that trees provided in these storm-struck Georgia communities, The Georgia Urban Forest Council (GUFC), in cooperation with the Georgia Forestry Commission (GFC), established the Georgia ReLeaf Program to bring urban forests back to life by planting trees in public areas such as parks, schools, main streets, and business districts.

In addition to tree planting for canopy restoration, the Georgia ReLeaf program also makes funding available for tree planting projects benefitting or involving our military veterans who have served our country. Examples of projects in this category can include tree planting at facilities such as veterans hospitals, memorial parks, and rehabilitation centers or other tree planting projects that involve veterans in the project implementation.

Funding for this Program

Georgia ReLeaf is currently funded through individual contributions, corporate sponsorships and foundations.

Tax-deductible contributions go directly to the Georgia Urban Forest Council (GUFC), a 501 (c) 3 nonprofit organization, to be used specifically for tree planting in Georgia.

Georgia ReLeaf sponsors are recognized on the GUFC website and in any electronic and printed information.

Program Objectives

The objectives of the **Georgia ReLeaf** Program are to:

- 1) Restore the environmental, economic, and social health of Georgia communities
- 2) Help sustain health and diversity in Georgia's urban forests
- 3) Provide technical assistance to communities
- 4) Improve planning efforts of city administrators, municipal tree departments and tree boards
- 5) Provide opportunities and recognition for veterans who have served our country in the armed forces.

The Georgia ReLeaf Program is not intended for the purpose of beautification tree plantings.

Program Overview

Projects submitted must fall within one of these two categories:

1. Tree planting for canopy restoration in storm-struck communities. In 2017, we are focusing on South Georgia communities only.

Projects in this category must meet the following criteria:

- a. Take place within city/county limits or boundaries (parks, schools, playgrounds, greenspaces, rights-of-way, business districts, parking lots, downtown areas) and on city/county property. Personal property will not be considered.
- b. Include an assessment of tree debris, public risk/hazard, and recovery planting.
- c. Include a tree planting site plan and map using aerial photography or GIS.
- d. Be endorsed by the local government and by the Department of Transportation, if applicable.
- e. Involve a GFC representative in the application and implementation process.

2. Tree planting benefiting or involving military veterans. (This category is not applicable in 2017.)

Projects in this category must meet the following criteria:

- a. Take place within city/county limits or boundaries (parks, schools, playgrounds, greenspaces, rights-of-way, business districts, parking lots, downtown areas) and on city/county property. Personal property will not be considered.
- b. Improve the quality of life at a veterans' facility, recognize the contribution of military veterans and/or involve veterans in the implementation of the project.
- c. Include a tree planting site plan and map using aerial photography or GIS.
- d. Be endorsed by the local government and by the Department of Transportation, if applicable.
- e. Involve a GFC representative in the application and implementation process.

Eligible Recipients

Funds may be awarded to units of government agencies, non-profit organizations or educational institutions.

Available Funds

Funding is for the purchase of trees, staking materials (if needed) and gator bags (or equivalent) and installation costs if needed **only**. The Georgia Urban Forest Council reserves the right to reject any and all proposals or to approve partial funding for any and all proposals. Maximum grant award is **\$5,000**.

Match Requirements

There are no matching funds requirements for this grant.

Grant Timeframe

Application must be received at the G UFC P.O. Box by November 1, 2017. Recipients will be notified by November 8. Funding will be sent by December 15, 2017. Approved projects can begin only after agreements are signed by the grantee and the Georgia Urban Forest Council. All efforts should be made plant trees before the end of March 2018.

Invoices and Final Reports

An invoice for trees/materials showing purchase of the trees and a final report is required of the grantees. The final report must include before and after pictures.

General Requirements

Proposals must meet the following minimum requirements to be considered.

- Proposals should follow the outline format of the Proposal Narrative (indicate the Section numbers and titles in bold). Handwritten applications will not be reviewed.
- Mail the original copy of the completed application to the address below and e-mail one copy to marylynne@gufc.org.

Mailing and Delivery Address

Georgia ReLeaf
P.O. Box 2199
Stone Mountain, GA 30086

Any questions? Call Mary Lynne Beckley at 470-210-5900.

Request for Proposals Form

Georgia ReLeaf

Please type

This page must be the first page of your application packet.

Project Information									
Project Title (10 words or less):									
Project Description (3 sentences or less):									
Applicant Information									
Organization Name:									
FEI Number:				501(c)3 status: <input type="checkbox"/> YES <input type="checkbox"/> NO					
Project Manager (All correspondence will be directed to this contact.)									
First Name:				Last Name:					
Title:									
Mailing Address:									
City:			County :			State:		Zip:	
Daytime Phone:			Fax Number:						
E-Mail Address:									
Web Site:									
Financial Information									
Funds Requested	\$								
Total Amount of Project	\$								
Signature of Agreement									
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Authorized Representative Date _____									
<hr style="border: 0; border-top: 1px solid black; margin-top: 20px;"/> Name and Title of Authorized Representative (Please print or type)									

Proposal Narrative

Narratives must be attached to the Application Form and should be concise responses to the questions and statements below. Include the Project Title and page number at the top of each page. **The narrative should be written using the outline format below. Include the number and heading for each section.**

I. Introduction and Purpose

- A. Provide a brief introduction to your community or organization in 100 words or less.
- B. Indicate the project category and explain the Purpose of your project in one or two sentences.

II. Objective

In 300 words or less, describe your project's objective and how it addresses the Georgia ReLeaf Program Objectives. Make is specific and measurable.

III. Project Detail

Provide a detailed description of how the project will be accomplished. Include:

- A. **Timeline** - Indicate the Project Start Date, a Project End Date, and Timeline of proposed completion dates by project milestone.
- B. **Partnerships and Participants** – Specifically identify current project personnel and their qualifications. Will volunteers be involved in the project? How many? Who will be involved?
- C. **Fundraising** – Do you plan to raise additional funds locally for maintenance, additional tree planting and/or other aspects of the project?
- D. **Media** - Describe any media you plan to use to support your program implementation. Examples are:
 - Radio (commercials, on-air interviews)
 - Newspapers (articles, columns)
 - Television/cable (news coverage, talk shows, on-air interviews)
 - Press releases, photographs
 - Magazines/newsletters
 - Internet/website and links to other sites
 - Trade publications
- E. **A tree planting site plan** indicating total area, intended species, and locations of tree plantings. The site plan should include pictures and a sketch or map of the project location. List **deliverables** to be accomplished with funds (i.e. number of trees planted)

- F. **A minimum three-year maintenance plan** that specifies the entity responsible for maintenance, frequency of maintenance, and scope of maintenance. Plan must address how plantings will be maintained if outdoor watering restrictions are in place.
- G. **A letter of endorsement** from the local government if planting on city or county property.
- H. **A letter certifying compliance with Department of Transportation** regulations if planting is done on state rights-of-way.
- I. **A signed liability waiver** (included at end of application) releasing the Georgia Urban Forest Council and the Georgia Forestry Commission from any liability associated with contractors, volunteers, or local government employees working on the project.

IV. Budget

- A. Indicate how funding will be used per line item using this form. Please round to the nearest whole dollar.

Cost Category	Grant Funds Requested
PLANT MATERIALS	
WATERING SUPPLIES	
INSTALLATION COSTS	
STAKING MATERIALS	
Total	\$

Additional Resources

Potential applicants are encouraged to contact their local representative from the Georgia Forestry Commission or the Georgia Urban Forest Council as appropriate to obtain assistance or information from local and state resources.

Georgia Urban Forest Council

www.gufc.org

Georgia Forestry Commission

GaTrees.org

International Society of Arboriculture

www.isa-arbor.com

Arbor Day Foundation Tree City USA Program

www.ArborDay.org

Checklist

- _____ Proposal Form – must be the first page. Form must be signed.
- _____ Proposal Narrative (I-VI) – done in outline format and includes section numbers and headings.
- _____ Budget Information (VII)
- _____ Liability Waiver

Liability Waiver

_____ hereby releases
(Organization name)

The Georgia Urban Forest Council and the Georgia Forestry Commission from any liability associated with contractors, volunteers, local government employees or other persons working on a project funded by the Georgia ReLeaf Program.

Printed Name
of Authorized
Representative: _____

Signature: _____

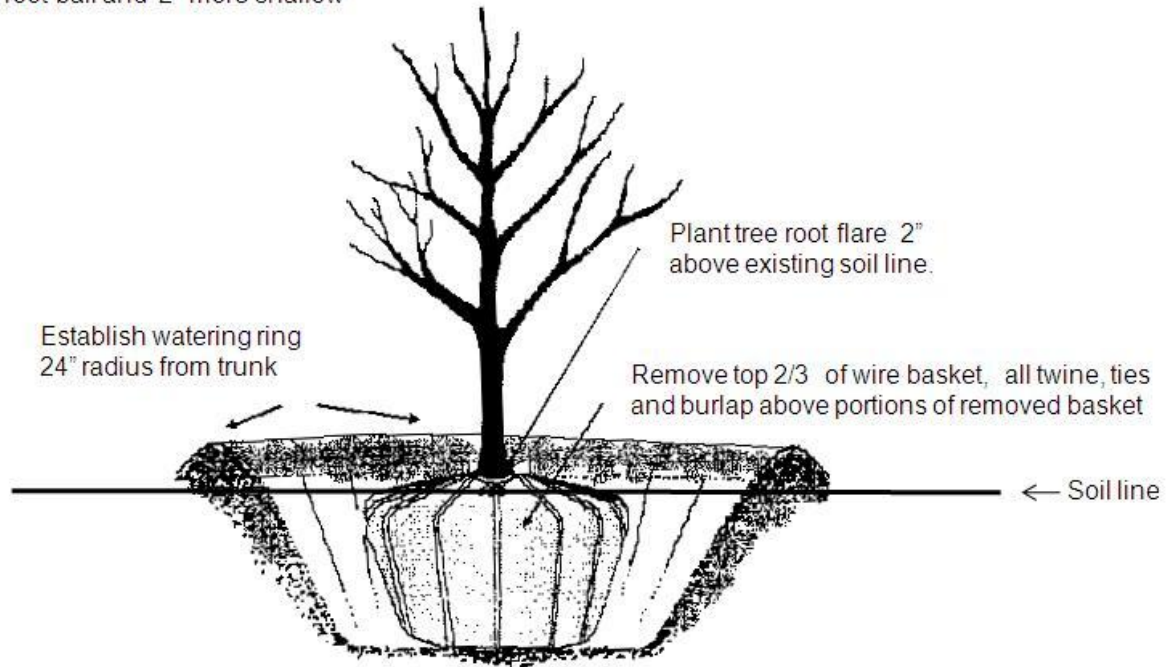
Title: _____

Date: _____

Tree Selection, Planting, and Establishment Specifications

1. All plant material will be 1 3/4" to 3" caliper in size and conform to the American Standard for Nursery Stock.
2. All trees will be installed according to the following planting detail:

Tree planting hole diameter shall be 4 times the diameter of the root ball and 2" more shallow



3. Trees damaged as a result of poor installation practices or mishandling during shipment will not be accepted.
4. All backfill will consist entirely of native soil. No soil amendments will be added.
5. Trees will not be staked unless in excess of 10 feet in height. All trees installed under these specifications will be warranted for 1 year.
6. As part of the 1 year warranty tree maintenance will include regular watering, mulching, removal of damaged branches, and insect control according to the following schedule:
 - a. Mulching with composted wood chips over the entire planting area to a depth of 2" with no mulch placed within 6" of trunk. Mulch inspection will take place quarterly for proper coverage and mulch shall be renewed in spring and fall.
 - b. Inspection and removal of damaged branches will take place quarterly.
 - c. Inspection and treatment for insect infestations will take place quarterly.