



**April 01, 2014 9:00 am**

1. Call to Order by Mayor Jan Moore
2. Invocation and Pledge of Allegiance by Councilman John Riggs
3. Recognitions/Public Presentations
  - A) Presentation of the Proclamation for "Arbor Day". Mr. Henry Clay and the Tree Board will accept the Proclamation.
  - B) Presentation of the Proclamation for the Bulloch Academy Lady Gators 2014 Class AAA State Champions
  - C) Recognition of Jeremy Mincey, defensive end football player for the Dallas Cowboys of the National Football League
4. Public Comments (Agenda Item):
5. Consideration of a Motion to approve the Consent Agenda
  - A) Approval of Minutes
    - a) 03-18-2014 Council Minutes
  - B) Notification of alcohol license application:
    - a) Licensee: Gregory M. Parker  
DBA: Parker's #47  
Location: 1588 Brampton Avenue  
Type of Alcohol License: Packaged Beer & Wine  
Type of Business: Convenience Store
    - b) Licensee: Ana Lilia Escutia  
DBA: Southern Lounge  
Location: 406 Fair Road Suite 10  
Type of Alcohol License: Pouring – Beer, Wine & Liquor  
Type of Business: Sports Restaurant
6. Public Hearing and Consideration of a Motion to approve the following:
  - A) **APPLICATION # RZ 14-02-01:** Dennis Rhodes dba Coley Homes requests a zoning map amendment from R20 (Single-Family Residential) District to R4 (High Density Residential) for property located at 444 South College Street. (Tax Parcel Number S21000011000)
7. Consideration of a motion to set a date and time for a work session regarding revision of Chapter 6 of the Statesboro Code of Ordinances which addresses the sale and consumption of alcoholic beverages.

8. Presentation and Consideration of a Motion to Approve Task Order No. 2 of Professional Services Agreement with Ecological Planning Group in the amount of \$75,870.00 to assist the City with the development of Comprehensive Storm Water Management Program
9. Consideration of a Motion to approve the upgrade of the Water/Sewer operations software and network systems not to exceed \$250,000.
10. Other Business from City Council
11. Public Comments (General)
  - A) Bryan Davis will address Council on the projects at Midtown, South Mulberry Street and East Grady St.
  - B) Heath Robinson would like to update Council regarding the fire code for “The Hall”.
12. Consideration of a Motion to enter into Executive Session to discuss “Personnel Matters” in accordance with **O.C.G.A.§50-14-3 (2012)**
13. Consideration of a Motion to Adjourn

## ARBOR DAY

WHEREAS, In 1872, J Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, The holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our City increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal,

NOW THEREFORE, I, Jan J. Moore, Mayor of the City of Statesboro, do hereby proclaim April 26<sup>th</sup>, 2014 as

## ARBOR DAY

in the City of Statesboro, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

FURTHER, I urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

Dated this 1<sup>st</sup> day of April in the year 2014

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Jan J. Moore, Mayor



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**CITY OF STATESBORO  
Council Minutes  
March 18, 2014**

A regular meeting of the Statesboro City Council was held on March 18, 2014 at 5:15 p.m. in the Council Chambers at City Hall. Present were Mayor Jan J. Moore, Council Members: Will Britt, Phil Boyum, John Riggs, Gary Lewis and Travis Chance. Also present were City Manager Frank Parker, City Clerk Sue Starling, City Attorney Alvin Leaphart, City Engineer Robert Cheshire and Director of Community Development Mandi Cody as well as Development Project Manager Cindy Steinman

The Council Meeting was called to order by Mayor Jan Moore.  
The Invocation and Pledge of Allegiance given by Councilman Phil Boyum

**Recognitions/Public Presentations**

**A) Recognition of the promotions for Lieutenant Brad Bouchillon, Lieutenant Andrew Farrar, Lieutenant Rabon Hutchinson and Division Chief Bobby Duggar**

Mayor Moore recognized the promotions that were given within the Statesboro Fire Department.

**B) Representatives from Keep Bulloch Beautiful will give a presentation on the upcoming Children's Water Festival**

Kelly Collingsworth, Dr. Marie Wall and Elizabeth Lippincott updated Council on the festivities that would be held at the Children's Water Festival as well as the experience of being a part of an event that would be fun and educational for children.

**Public Comments (Agenda Item):** None

**Consideration of a Motion to approve the Consent Agenda**

**A) Approval of Minutes**

- a) 03-04-2014 Council Work Session Minutes**
- b) 03-04-2014 Council Meeting Minutes**
- c) 03-04-2014 Council Executive Session Minutes**

Mayor Pro Tem Will Britt made a motion, seconded by Councilman Chance to approve the consent agenda in its entirety. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a Motion to approve the second reading of Ordinance 2014-01: An Ordinance Amending Certain Sections of Chapter 6 of the Statesboro Code of Ordinances (Alcoholic Beverages) (Drive-Thru Sales).**

Councilman Chance read an e-mail that he received stating the citizen was against a drive-thru window for alcohol sales. Mayor Moore asked for a motion. Hearing no motion, Mayor Pro Tem Will Britt asked for the item to be brought back up under other business for further discussion.

**Public Hearing and Consideration of a Motion to approve the following:**

- A) APPLICATION # RZ 14-02-01: Dennis Rhodes dba Coley Homes requests a zoning map amendment from R20 (Single-Family Residential) District to R4 (High Density Residential) for property located at 444 South College Street. (Tax Parcel Number S21000011000)**

Development Project Manager Cindy Steinman presented the request to Council. Director of Community Development Mandi Cody answered questions that were asked by Council. Mayor Pro Tem Will Britt stated without seeing the construction plans he had concerns regarding the request. John Dotson representing Maxwell Reddick Inc. and Dennis Rhodes spoke in support of the request. Mr. Rhodes stated the new construction would match the existing buildings. Councilman Riggs made a motion, seconded by Councilman Chance to table the item until the next Council meeting. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote

- B) APPLICATION # RZ 14-02-02: TI-Gentilly Garden LLC requests a zoning map amendment pursuant to the Statesboro Zoning Ordinance from R15 (Single-Family Residential) & R3 (Medium Density Residential) District to CR (Commercial Retail) District for the property located at 625 Gentilly Road (Tax Parcel Number MS73000002000).**

Development Project Manager Cindy Steinman presented the request to Council. Director of Community Development Mandi Cody answered questions that were asked by Council. Councilman Boyum made a motion, to include conditions recommended by staff, seconded by Mayor Pro Tem Will Britt to approve APPLICATION # RZ 14-02-02: TI-Gentilly Garden LLC requests a zoning map amendment pursuant to the Statesboro Zoning Ordinance from R15 (Single-Family Residential) & R3 (Medium Density Residential) District to CR (Commercial Retail) District for the property located at 625 Gentilly Road (Tax Parcel Number MS73000002000). Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

**Consideration of a Motion to approve Resolution 2014-05: A resolution to approve the supplemental contract for the Gas Portfolio IV project between the City of Statesboro (“Member”) and the Municipal Gas Authority of Georgia Authorizing the Execution, Delivery and Performance of the Supplemental Contract for the Gas Portfolio Project, and for other purposes.”**

Councilman Chance made a motion, seconded by Mayor Pro Tem Will Britt to approve **Resolution 2014-05**: A resolution to approve the supplemental contract for the Gas Portfolio IV project between the City of Statesboro (“Member”) and the Municipal Gas Authority of Georgia Authorizing the Execution, Delivery and Performance of the Supplemental Contract for the Gas Portfolio Project, and for other purposes.” Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote

**Consideration of a Motion to approve the Fire Department to seek a grant funding for the replacement of the Fire Safety Education House. This is a 5% match grant for a total amount requested \$64,232. The 5% match will be funded from the Fire Fund at \$3,211.60.**

Councilman Boyum made a motion, seconded by Councilman Chance to approve the motion for the Fire Department to seek a grant funding for the replacement of the Fire Safety Education House. This is a 5% match grant for a total amount requested \$64,232. The 5% match will be funded from the Fire Fund at \$3,211.60. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote

**Consideration of a motion to approve the retirement of K-9 Bruno from active police services and donation of Bruno to his handler Statesboro Police Corporal Andrew Samples**

Councilman Chance made a motion, seconded by Councilman Lewis to approve the retirement of K-9 Bruno from active police services and donation of Bruno to his handler Statesboro Police Corporal Andrew Samples. Bruno has been replaced by the drug dog named Reo. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote

#### **Other Business from City Council**

- A) Planning and Development to update Council regarding L&D Produce at Highway 80**
- B) Announcement regarding Retail Strategies presentation on March 20**

Director of Community Development Mandi Cody updated Council on the progress of the L & D Produce site. Ms. Cody outlined the deadlines that were never met and asked for Council’s direction on how to proceed since the business does not have a valid business license. David Gerrald, owner of the business, and Lehman Franklin spoke to Council. They stated they were in the process of getting the permits from GDOT. Mr. Franklin stated that GDOT has tentatively approved the permit. Mr. Gerrald stated the drive way cut has to be approved before the rest of the construction can begin. Councilman Chance made a motion for the completion of the project in its entirety to be complete in 120 days from today, including the permit that will supposedly be issued by GDOT for the drive way cut. The motion was seconded by Councilman Gary

Lewis. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote

Director of Community Development Mandi Cody announced to Council of the presentation that would be given by the Retail Strategies on Thursday morning at 9:00 am. in the Council Chambers.

The Ordinance 2014-01 was opened for discussion. Mayor Pro Tem Will Britt stated there were 27 states that did not allow drive thru alcohol sales. He also stated that citizens have contacted him with concerns and were opposed to the Ordinance being approved. Councilman Riggs also stated that citizens have contacted him with the same concerns and does not want the drive thru window for alcohol sales. Mayor Moore asked for a motion. There was no motion made and no vote taken on Ordinance 2014-01.

Director of Human Resource Jeff Grant announced the State Employment Panel would be held at GSU on March 25<sup>th</sup> at the Nesmith Lane Building.

City Clerk Sue Starling updated Council on the renewal of an alcohol license. The Ordinance states that an alcohol license can be prorated if the application is after December 31<sup>st</sup> of the fiscal year.

**Public Comments (General):** None

### **Consideration of a Motion to Adjourn**

Councilman Chance made a motion, seconded by Councilman Lewis to adjourn. Councilman Britt, Boyum, Riggs, Lewis and Chance voted in favor of the motion. The motion carried by a 5-0 vote.

The meeting was adjourned at 6:55 p.m.

CITY OF STATESBORO, GEORGIA

APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

DATE OF APPLICATION 2/13/14

TYPE OF BUSINESS TO BE OPERATED:

- RETAIL BEER & WINE PACKAGED ONLY \$1,250.00
- RETAIL BEER & WINE BY THE DRINK \$1,250.00
- BEER, WINE & LIQUOR BY DRINK \$3,750.00
- WHOLESALE LICENSE \$1,000.00
- APPLICATION FEE - PACKAGED SALES \$ 150.00 - Pd
- APPLICATION FEE - POURING SALES \$ 150.00

APPLICANTS FULL NAME Amy Mae Lane

OWNERS NAME Gregory M. Parkers, Inc.

DBA (BUSINESS NAME) Parkers #47

CHECK THE TYPE OF ALCOHOL LICENSE YOU ARE APPLYING FOR: Convenience Store   
RESTAURANT  SPORTS RESTAURANT  PRIVATE CLUB  PACKAGE

BUSINESS ADDRESS 1588 Brampton Ave, Statesboro, GA 30458

BUSINESS MAILING ADDRESS 222 Drayton St, Savannah, GA 31401

BUSINESS TELEPHONE # 912-231-1001

ARE YOU A CITIZEN OF THE UNITED STATES?  YES  NO

HAVE YOUR EVER BEEN ARRESTED FOR ANYTHING?  YES  NO

IF YES, WHEN AND WHY \_\_\_\_\_

IS THE APPLICANT THE OWNER OF THE BUSINESS?  YES  NO

IF NO, WHAT IS YOUR TITLE IN THE BUSINESS? COO

HOW MANY PARTNERS, SHAREHOLDERS, ETC. ARE INVOLVED IN THE BUSINESS \_\_\_\_\_

PLEASE LIST BELOW:

Gregory M. Parker \_\_\_\_\_



RECEIVED  
3-12-14

CITY OF STATESBORO, GEORGIA

APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

DATE OF APPLICATION 3-10-2014

TYPE OF BUSINESS TO BE OPERATED:

- RETAIL BEER & WINE PACKAGED ONLY \$1,250.00
- RETAIL BEER & WINE BY THE DRINK \$1,250.00
- BEER, WINE & LIQUOR BY DRINK \$3,750.00
- WHOLESALE LICENSE \$1,000.00
- APPLICATION FEE - PACKAGED SALES \$ 150.00
- APPLICATION FEE - POURING SALES \$ 150.00 - Collected 3-12-14 (cash)

APPLICANTS FULL NAME Ana Lilia Escutia

OWNERS NAME Ana Lilia Escutia

DBA (BUSINESS NAME) Southern Lounge

CHECK THE TYPE OF ALCOHOL LICENSE YOU ARE APPLYING FOR:

RESTAURANT  SPORTS RESTAURANT  PRIVATE CLUB  PACKAGE

BUSINESS ADDRESS 406 Fair Rd Suit 10 Statesboro GA 30458

BUSINESS MAILING ADDRESS 406 Fair Rd Suite 10 Statesboro GA 30458

BUSINESS TELEPHONE # (912) 492-3208

ARE YOU A CITIZEN OF THE UNITED STATES?  YES  NO

HAVE YOUR EVER BEEN ARRESTED FOR ANYTHING?  YES  NO

IF YES, WHEN AND WHY \_\_\_\_\_

IS THE APPLICANT THE OWNER OF THE BUSINESS?  YES  NO

IF NO, WHAT IS YOUR TITLE IN THE BUSINESS? \_\_\_\_\_

HOW MANY PARTNERS, SHAREHOLDERS, ETC. ARE INVOLVED IN THE BUSINESS 1

PLEASE LIST BELOW:

\_\_\_\_\_

\_\_\_\_\_



City of Statesboro – Department of Planning and Development

P.O. Box 348  
Statesboro, Georgia 30458

» (912) 764-0630  
» (912) 764-0664 (Fax)

**RZ 14-02-01  
ZONING MAP AMENDMENT  
444 South College Street**

**LOCATION:** 444 South College Street

**REQUEST:** Rezone from R20 (Single-Family Residential) to R4 (High Density Residential)

**APPLICANT:** Dennis Rhodes dba Coley Homes

**OWNER(S):** Dennis Rhodes

**LAND AREA:** 1.32 acres

**PARCEL TAX MAP #s:** S21000011000

**COUNCIL DISTRICT:** District 2 (Lewis)



**PROPOSAL:**

The applicant is requesting the rezoning of approximately 1.32 acres of property located at 444 South College Street from R20 (Single-Family Residential) District to R4 (High Density Residential) District to develop and construct six additional single-family style structures on the site to create a small neighborhood environment. (See **Exhibit A** – Location Map & Exhibit B – Sketch Plan)

**BACKGROUND:**

The subject site of this request is adjacent to northern parcel tax map S21000011001 which was rezoned from PUD/CR (Planned Unit Development with Commercial Retail overlay) to R4 (High Density Residential) in May of 2012 in case RZ 12-05-02. In August of 2012, .27 acres of the subject site was subdivided and combined with the above mentioned northern adjacent parcel and rezoned from R20 (Single-Family Residential) to R4 (High Density Residential) in case RZ 12-06-10 leaving the remaining 1.32 acres of the subject site zoned R20 (Single-Family Residential). The site currently contains four existing single-family units. The applicant wishes to develop and construct six additional units, totaling nine units all together on the site, necessitating a zoning map amendment.

**SURROUNDING LAND USES/ZONING:**

ZONING:		LAND USE:
<b>NORTH:</b>	R4 (High Density Residential)	Residential duplexes
<b>SOUTH:</b>	R20 (Single Family Residential)	Single-Family Residential
<b>EAST:</b>	HOC (Highway Oriented Commercial)	Commercial
<b>WEST:</b>	R20 (Single Family Residential)	Single-Family Residential

The subject property is located in a primarily residential use area with the eastern property line backed by commercial uses such as mini storage, used car sales etc. **(See Exhibit A & C)**

**COMPREHENSIVE PLAN:**

The subject site lies within the “Urban Core” character area as identified by the City of Statesboro Future Development Map within the *City of Statesboro Comprehensive Plan*. The “Urban Core” character areas are identified as the activity and cultural hub of the region and support a wide range of acceptable uses. As a major gateway into downtown, traditional development patterns of buildings along the sidewalk and a lively streetscape are respected and promoted, while encouraging retail uses with large storefront windows at street level.

Neighborhood-scaled retail and commercial, arts and entertainment venues, civic centers, office, neighborhood services, lofts and urban residential including single-family residential along secondary streets, mixed use, multi-story buildings with retail on the street and office/residential above are all appropriate land uses for properties within the Urban Core character area. Some suggested development and implementation strategies for the area include the following:

- Encourage mixed-use infill and redevelopment.
- New development should respect historic context of building mass, height and setbacks.
- Economic development strategies should continue to nurture thriving commercial activity.
- Develop sites within the southern portions of the character area (especially along South Main, generally from Grady Street to Fair Road) in a manner that promotes the functional and aesthetic objectives of the character area while providing a greater physical linkage between Georgia Southern University and downtown.

*Statesboro Comprehensive Plan, Community Agenda pages 12-13.*

The land use strategy in the *Statesboro Downtown Master Plan* states that sites in the vicinity of College and Bulloch Streets offer potential locations to develop a significant amount of urban housing. Within that area high-density housing would comprise buildings which are two to four-stories in height with a density of 8 to 12 units per acre. These sites would be potential locations for development in the near-term:

- Underutilized or vacant parcels – including a significant number of sites that accommodate infill, high-density construction.
- Amenities – proximate to transit (when available or planned), new parks, retail and services within short walking distances.

*Statesboro Downtown Master Plan, Land Use Strategy page 41.*

**COMMUNITY FACILITIES (EXCEPT TRANSPORTATION):**

The subject site is currently served by city utilities including water and sewer, sanitation, and public safety services. No significant impact is expected on community facilities as a result of this request.

**ENVIRONMENTAL:**

The subject property does not contain wetlands but is located in a special flood hazard zone; however, this request should not generate any additional issues. There is no expected environmental impact associated with this request. Any potential issues will be brought forth and discussed during standard permitting and review procedures.

**ANALYSIS:**

The entire 1.32 acre site is currently zoned R20 (Single Family Residential) and contains four single family homes. The applicant’s request to rezone the property from R20 (Single Family Residential) to R4 (High Density Residential) would allow the proposed development of an additional six units to be constructed on the property.

The request to rezone the subject property should be considered in light of the standards for determination of zoning map amendments given in Section 2007 of the *Statesboro Zoning Ordinance*; the vision and community policies articulated within the city’s two (2) primary land use policies: *The Statesboro Comprehensive Plan* and the *2035 Bulloch County/City of Statesboro Long Range Transportation Plan*; and the potential for the property to develop in conformance with the requirements of the proposed R4 (High Density Residential) zoning district for residential uses only as set forth in the *Statesboro Zoning Ordinance*.

Section 2007 of the Statesboro Zoning Ordinance provides eight (8) standards for the Mayor and City Council to consider “in making its determination” regarding a zoning map amendment and “balancing the promotions of the public health, safety, morality (morals), and general welfare against the right of unrestricted use of property.” Those standards are numbered below 1-8. Staff findings regarding some of the factors are given for Council’s consideration of the application:

- (1) Existing uses and zoning or (of) property nearby;**
  - o Existing uses and zoning of nearby property range from highway commercial to high density residential and single family residential homes. According to the *Statesboro Comprehensive Master Plan*, this area provides urban style housing opportunities through live-work and loft housing. Expanding housing options in downtown is encouraged in the *Statesboro Comprehensive Master Plan*.
- (2) The extent to which property values are diminished by the particular zoning restrictions.**
- (3) The extent to which the description of property values of the property owner promotes the health, safety, morals or general welfare of the public.**
- (4) The relative gain to the public, as compared to the hardship imposed upon the property owner.**
  - o Rezoning of the site would allow for infill development, increased property values, and enhancement of the existing structures at the site.
- (5) The suitability of the subject property for the zoned purposes.**
  - o The proposed land use meets the provisions of the *Statesboro Zoning Ordinance* and the *Comprehensive Plan* and could be developed in conformance with R4 (High Density Residential) Standards.
  - o The property is currently utilized in a residential manner.
- (6) The length of time the property has been vacant as zoned, considered in the context of land development in the area in the vicinity of the property.**
  - o The parcel currently holds only four single family units. The majority of the lot is vacant. Allowing the applicant to rezone will allow development of the underutilized portion of the property.
- (7) The extent the proposed change would impact the following: population density in the area; community facilities; living conditions in the area; traffic patterns and congestion; environmental aspects; existing and future land use patterns; property values in adjacent areas;**
  - o Traffic counts for the immediate area (and thereby relative to the subject property’s proposed use) states that the total average annual daily trips reached approximately 1,310 trips both ways for the year 2011 which is an increase of 1,000 trips from 2010 but is not expected to increase significantly with the applicant’s request.
  - o *The Long Range Transportation Plan* does not identify the level of service at this segment.
  - o The proposed use is not expected to have a negative impact on population density, community facilities, living conditions, traffic patterns and property values in adjacent areas given its current single family zoning district, and is not expected to be negative or burdensome to the general public or surrounding property owners.
- (8) Consistency with other governmental land use, transportation, and development plans for the community.**
  - o The requested zoning map amendment is consistent with the policies articulated within the *2035 Bulloch County/City of Statesboro Long Range Transportation Plan*.
  - o As illustrated on the sketch plan submittal, the subject property can be developed in conformance with the requirements for the proposed R4 (High Density Residential) zoning district. The property will be sufficient in size and shape for proposed residential use and should meet the setback and other standards of the R4 (High Density Residential) zoning districts as well as the parking, buffering, and other development requirements set forth in the *Statesboro Zoning Ordinance*.
  - o The *Statesboro Comprehensive Plan* adopts a goal of “promot[ing] infill and redevelopment” stating that “infill development, which consists of developing vacant lots dispersed in developed areas, strengthens neighborhoods and reinvests money into infrastructure which is already in place”. (*Community Agenda, page 51*). The requested utilization of the subject site would achieve this goal.
  - o Use of the property as high density residential is consistent with the vision and guiding principles of the “Urban Core” character area as articulated within the *Statesboro Comprehensive Plan* which promotes new developments to include mixed uses such as small to mid-size retail, single family residential, and multifamily residential.

**STAFF RECOMMENDATION:**

Based on the factors of consideration for zoning map amendments given in Section 2007, *the Comprehensive Plan*, and the *Long Range Transportation Plan*, staff recommends approval of the zoning map amendment requested by application RZ 14-02-01.

**PLANNING COMMISSION RECOMMENDATION:**

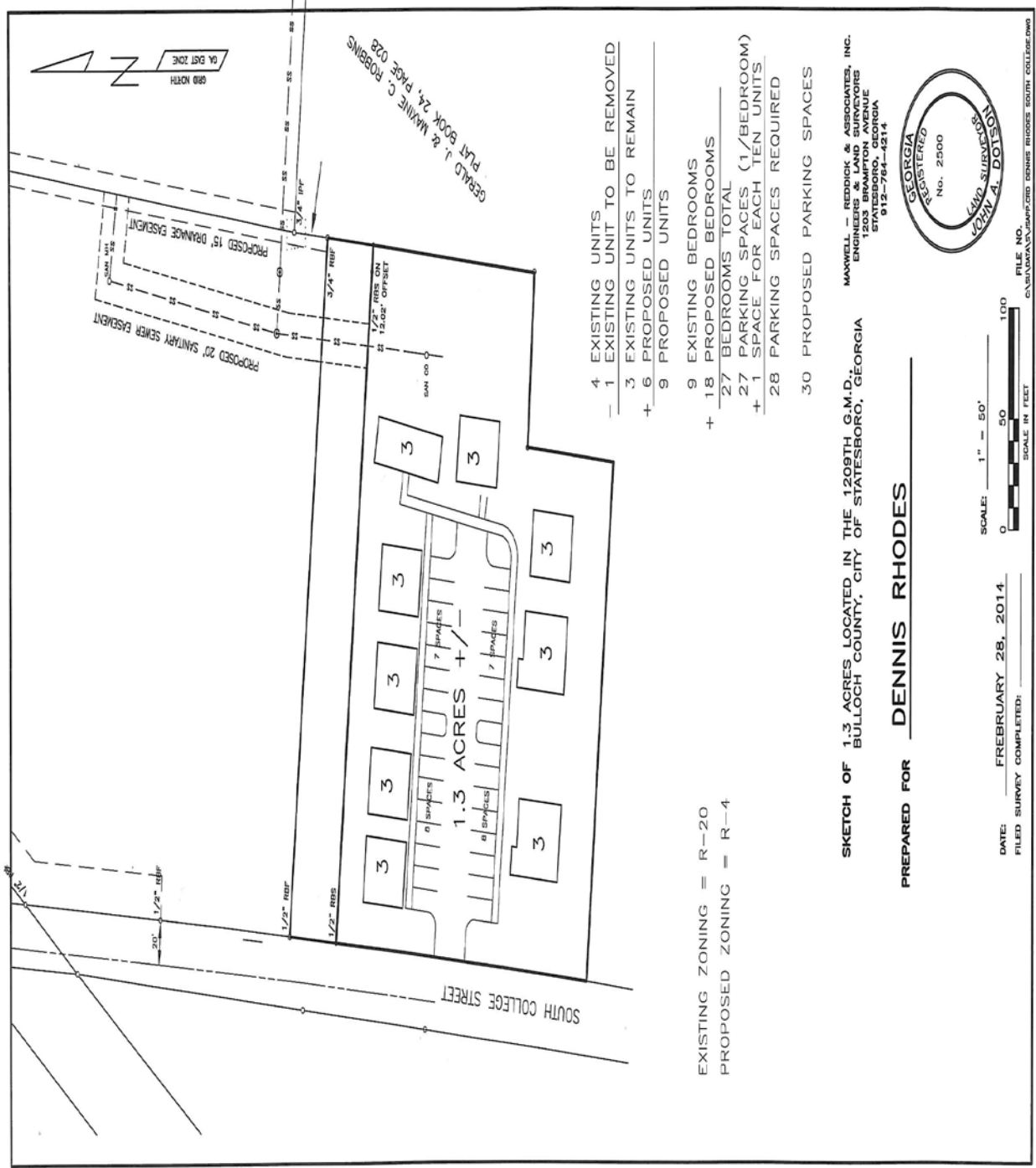
Planning Commission voted 4-0 to recommend approval of the zoning map amendment requested by application RZ 14-02-01.

*(Please note: Unless otherwise stated in any formal motion by City Council, staff considers the conceptual site plan (Exhibit B) submitted on behalf of the applicant for this request to be illustrative only. Approval of the application does not constitute approval of any final building or site plan).*

**EXHIBIT A: LOCATION MAP**



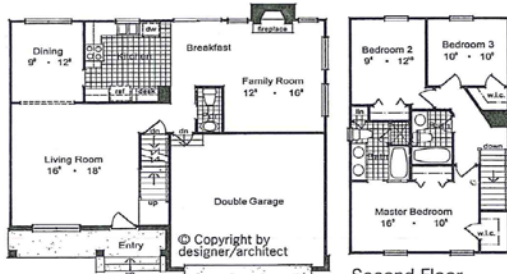
**EXHIBIT B: SITE PLAN & PROPOSED DEVELOPMENT PROTOTYPE**



**EXHIBIT B: SITE PLAN & PROPOSED DEVELOPMENT PROTOTYPE CONT'D**

1

**MADEIRA**  
Plan #653-047D-0014



First Floor  
978 sq. ft.

Second Floor  
692 sq. ft.



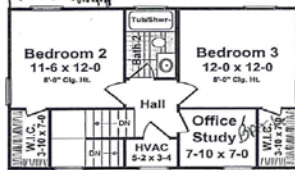
Total living area: 1,670  
Width: 40'-0" Depth: 39'-8"  
3 bedrooms, 2 1/2 baths  
2-car garage  
Basement foundation  
Price Code C

**charming two-story with porch**

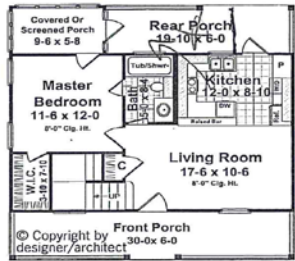
- There is plenty of closet space throughout this home
- The delightful family room is flooded with sunlight from many windows
- Open living areas make this home appear larger

**LAURELWOOD PLACE**

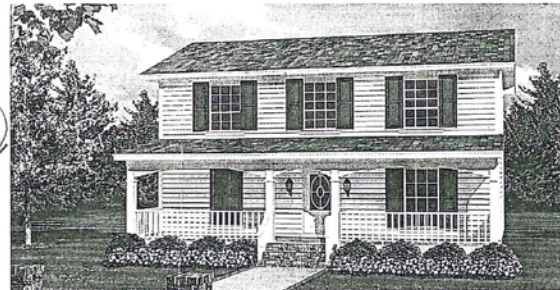
Plan #653-077D-0106



Second Floor  
600 sq. ft.



First Floor  
600 sq. ft.



Total living area: 1,200  
Width: 30'-0" Depth: 32'-0"  
3 bedrooms, 2 baths  
Slab or crawl space foundation,  
please specify when ordering  
Price Code F

**delightful two-story**

- The raised snack bar connects the kitchen to the living room, creating a lovely open living area
- Front and rear covered porches provide lovely settings for relaxing in the great outdoors
- Each bedroom features a walk-in closet for easy organization

1-800-373-2646  
houseplansandmore.com



**EXHIBIT C: PHOTOS OF SUBJECT SITE AND GENERAL VICINITY**



Figure 1: Eastern view of Subject Property from South College Street



Figure 2: Southern view of Subject Property from northern side of Subject Property

**EXHIBIT C: PHOTOS OF SUBJECT SITE AND GENERAL VICINITY CONT'D**



Figure 3: Northern Parcel Adjacent to Subject Site



Figure 4: Southern Parcel Adjacent to Subject Site

**EXHIBIT C: PHOTOS OF SUBJECT SITE AND GENERAL VICINITY CONT'D**



Figure 5: Across South College from Subject Property.



Figure 6: Eastern Parcel Adjacent to Subject Site

## TASK ORDER NO. 2

### To the PROFESSIONAL SERVICES AGREEMENT For Ecological Planning Group

This Task Order, made and entered into by and between the Mayor and City Council of Statesboro, GA hereinafter called the "CITY" and Ecological Planning Group, LLC., hereinafter called the "CONSULTANT", shall be incorporated into and become a part of the PROFESSIONAL SERVICES AGREEMENT (the "AGREEMENT") entered into by the parties hereto on \_\_\_\_\_.

#### A. PURPOSE

This Task Order authorizes and directs the CONSULTANT to proceed with assisting the CITY in providing services for a Stormwater Management Program (SWMP) Assessment & Funding Analysis.

#### B. CONSULTANT'S SCOPE OF SERVICES

The Scope of Services, dated March 21, 2014, is specifically described herein.

The Project Team will work with City Staff to develop the SWMP Assessment & Funding Analysis. In general, the Assessment and Funding Analysis will include the following elements and activities in Tasks 1 – 7.

- Drainage System GIS Inventory & Condition Assessment Pilot Study
- Capital Drainage Improvement Program, Project Identification & Prioritization Matrix
- Existing SWMP Level of Service (LOS) and Cost of Service (COS) analysis
- Development of an Extent of Service (EOS) policy
- SWMP needs assessment
- Future SWMP LOS and COS analysis
- Impervious Surface GIS Delineation
- Future SWMP Funding Analysis
- Preliminary storm water user fee revenue estimate

#### ***Task 8: SW Utility Customer Education & Outreach Campaign***

The Project Team will assist the City in a public relations campaign to inform the City's future customers of the upcoming changes to the SWMP and the stormwater user fee charge. This effort will be based on the final approved Public Education & Outreach Plan, but will likely include the following educational methods:

- Large/Key Customer Education (Georgia Southern, Bulloch County, BOE, Hospital)
  - (5-6 meetings)
- Brochures, Bill Stuffers, Educational Pieces
  - City will pay reproduction and mailing cost.

- Top 10% Customer Notification Letters
  - City will pay reproduction and mailing cost.
- Public Meetings
  - (3-4 meetings)
- General Customer Notification Post Card/Billing Insert
  - City will pay reproduction and mailing cost.

Budget: \$19,780 (Hourly, Not-To-Exceed)

***Task 9: Master Account File (MAF) Development***

The Project Team will utilize the Impervious Surface Database, and the City's current utility billing database to develop the SW Utility MAF, which generally includes: (1) parcel identification number and/or unique utility account ID (2) land use data, (3) impervious surface area, (4) parcel categorization information, (5) parcel utility account data, (6) utility account location and customer information, and (6) parcel owner/address information.

It is our understanding that the City would utilize the existing public utility billing system to deliver the bill to the future SW Utility customer base. The Project Team understands that the City prefers to utilize the City's public utility billing system because the City bills for other user fee type services including water, sewer and sanitation. As such, we assume that the City will provide us an electronic copy of the existing customer billing database for our use in developing the future SW Utility user fee charge MAF database..

The Project Team will take the data compiled in previous tasks (and in this task) and develop the MAF. Once the final MAF is developed and QA/QC'd, it will be uploaded to the City's existing system billing system. The Project Team will implement the following activities under Task 9:

- Compute & Assign User Fee Charges to Parcels/Customers
- Match Parcels & Impervious Area Data to existing Public Utility Billing Accounts
- Perform Data Quality Assurance/Quality Control
- Upload MAF to Existing City Public Utility Billing System

This task provides for gathering the working materials, data, information on support systems, and other resources that will be used in preparation of the SW Utility user fee charge MAF. The Project Team will take the data compiled previously and begin the process of developing the MAF. This effort will consist of the following subtasks:

Compute & Assign SFR Fees: The Project Team will compute and assign a user fee charge (assumes a flat rate) to each developed residential property within the City. Future maintenance of the data after the initial billing will be a City responsibility unless negotiated as part of an additional service to this Contract.

Compute & Assign NSFR Fees: The Project Team will compute the total impervious area for each NSFR parcel as it is anticipated that a custom bill will be sent to each NSFR customer. A database will be developed which will contain each NSFR parcel identification number, and the computed total impervious area on each of these NSFR parcels. A specific number of billing

units or Equivalent Residential Units (ERUs) will be computed for each NSFR parcel and a stormwater user fee charge will be computed for and assigned to each account. This task provides for the Project Team to assemble and/or generate the actual data to be used in calculating stormwater user fee charges for individual customer accounts. Future maintenance of the data after the initial billing event will be a City staff responsibility unless negotiated as part of an additional service to this Task Order. The deliverable product will include rates, charges and basis for all SFR and NSFR properties within the designated City boundaries.

Special Account Data Development: The use of a parcel database billing system and the assumption that the occupant/tenant (via the public utility billing accounts) will be the future SW Utility customer may create a small number of special cases regarding the development of a SW Utility MAF. These situations typically occur where a non-residential parcel has multiple public utility billing accounts for a single parcel (i.e. a shopping center). In these cases where a single (or master meter) customer cannot be easily identified; we will work with the City staff to develop an equitable means of apportioning the common impervious surfaces to each customer for billing purposes. It is assumed that the number of “special accounts” will be limited to less than ten percent of the total number of NSFR accounts.

Match Parcels & Impervious Area Data to Utility Billing Records: In order to ensure that the customer accounts are billed accurately, we will develop a GIS point feature identifying the location of each customer account. The spatial location of the customer accounts will be established for improved properties (i.e. properties with impervious area). The location will be established utilizing a combination of the City’s aerial photography, site plan information, GIS parcel data and/or field verification efforts. We assume that the existing billing database includes the public utility account information as well as the parcel ID (i.e. PIN) for each parcel in the City to facilitate matching of the City’s existing billing database with the future parcel-specific impervious area database that we will create. Additionally, it is assumed that field verification efforts will be limited primarily to NSFR accounts.

The Project Team will create one SW Utility MAF database which contains parcel identification numbers (PIN) and stormwater user fees for each SFR and NSFR customer account in the City.

At this time, the Project Team anticipates that the following data fields will be included in the MAF:

- SW Utility Account Number
- Customer Name and Address
- Parcel Identification Number (PIN)
- Master SW Utility Class
- Effective SW Utility Class
- Customer Billing Codes
- Total Impervious Surface Area
- Number of Stormwater Units to be Billed
- Credit Amount
- Credit Start Date
- Credit End Date

- Billing Rate
- Monthly Bill Amount
- Special Notes

Budget: \$24,500 (Hourly, Not-To Exceed)

***Task 10: Finalize Rate Model and Revenue Projection***

The Project Team will utilize the updated customer billing information to update the financial model created as part of Phase 1. The updated rate model will provide a more accurate revenue projection for the future SW Utility, which will allow the City Council to make a decision regarding its creation, and will also allow City staff to make budget decisions in early 2015.

Budget: \$2,000 (Lump Sum)

***Task 11: SW Utility Credit Policies and Credit Manual***

The Project Team will work with City staff in the development of procedures to be used in granting user fee charge credits for eligible properties/customers. A credit system also can play an important role in enhancing the rate structure equity by reducing stormwater fees for a parcel/customer that undertakes onsite mitigation of runoff impacts. For example, on-site detention or other stormwater management controls that reduce the impact of stormwater runoff (discharge rate, volume, pollutant, velocity, etc.) should be granted some form of credit against the user fee charge in recognition of the cost of service reductions realized to the City's SWMP. Education credits are sometimes offered as well since government entities such as public schools can alleviate some of the cost and responsibility for water resources education. The Project Team will prepare a credit manual that describes the specific criteria to be used in the computation of user fee charge credits.

Budget: \$3,620 (Lump Sum)

***Task 12: SW Utility Ordinance***

The Project Team will develop a SW Utility Ordinance to codify key legal provisions. We will utilize our existing SW Utility Enterprise Fund Ordinance and Rate Ordinance templates as a starting point. We anticipate that the following sections will likely be incorporated into the SW Utility Ordinance(s):

- |                              |                                      |
|------------------------------|--------------------------------------|
| • Purpose                    | • User Fee Charges and Billing Rates |
| • Findings                   | • Credits                            |
| • Definitions                | • Exemptions                         |
| • SW Utility Enterprise Fund | • Enforcement & Inspections          |
| • Scope of Responsibility    | • Billing & Collections              |
| • Customer Classes           | • Adjustments & Appeals              |

The Project Team will coordinate with the City Attorney on the development of the ordinance. We assume that the City Attorney will format the ordinance and incorporate it into the City Code. If requested, we will assist City staff in presenting the ordinance to the City Council for their approval.

Budget: \$3,160 (Lump Sum)

***Task 13: Assist Existing City Staff and Billing Vendor for MAF Upload***

Once the MAF has been established and the SW Utility Ordinance has been approved, the Project Team will work with the City staff to develop a streamlined approach that will allow for transfer of the MAF data to the City's public utility billing system database. The Project Team will work closely with the City's Utility Billing/Finance departments to ensure that the applicable data is transferred and uploaded correctly. The Project Team will also assist the City with a "test run" of bills to ensure that the data is uploaded correctly.

Should the City elect to purchase and install a new billing software package in conjunction with the establishment of the stormwater user fee system, this budget below may be subject to change based on the need for our assistance.

Budget: \$2,960 (Hourly, Not-To-Exceed)

***Task 14: Customer Service Training Program & Manual***

The Project Team will develop a customer service training program and manual for the City staff to utilize as a part of SW Utility implementation. Immediately prior to SW Utility implementation, we will also perform a one day training seminar for all City staff that will be a part of the SW Utility customer service process to educate them on the customer service procedures and manual. The customer service manual will outline responses to typical customer inquiries and questions regarding their SW Utility bill and the SWMP.

Following SW Utility implementation and delivery of the bills, the Project Team proposes to make the key Project Team staff members available on an hourly basis to assist the City staff with account questions and SWMP implementation issues.

Budget: \$5,200 (Lump Sum)

***Task 15: SW Utility Implementation Report/Policies and Project Management***

The Project Team will develop and deliver a SW Utility Implementation Report that will document and summarize the work completed for the project. It is anticipated that this report will include the following sections:

- Executive Summary
- SWMP Assessment & Funding Analysis



- SW Utility Policies
  - Rate Methodology
  - Customer Classes
  - Rate Structure & Modifiers
  - Credits & Exemptions
  - Organizational Structure
  - Bill Delivery Systems & Frequency
- Public Education Program
- SW Utility Ordinance
- SW Utility Credit Manual
- Customer Service Program
- Database Materials

The Project Team will also meet with the City staff/elected officials as necessary to implement the project. For the purposes of the budget, this task will include one Project Team meeting/workshop with the City Council, and three meetings with City staff. Our Project Manager, Courtney Reich, will be available to City staff for an unlimited amount of conference calls, as needed.

Budget: \$14,650 (Hourly, Not-to-Exceed)

**TOF 2 Schedule:** The Scope of this TOF will be implemented in accordance with the schedule below:

<b>PHASE 2: STORMWATER UTILITY SET UP/ IMPLEMENTATION</b>	
<b>TASK 8: PUBLIC EDUCATION &amp; INVOLVEMENT PROGRAM</b>	
8.A Large/Key Customer General Public Education Program	Apr – Jul 2014
8.B Brochures, Bill Stuffers, Educational Pieces	Apr 2014 – Jun 2015
8.C Top 10% Customer Notification Letters	January 2015
8.D Public Meetings	Feb – Mar 2015
8.E General Customer Notification	May – Jun 2015
<b>TASK 9: MASTER ACCOUNT FILE (MAF DEVELOPMENT)</b>	Apr 2014 – Mar 2015
<b>TASK 10: UPDATE RATE MODEL AND REVENUE ESTIMATE</b>	Oct 2014
<b>TASK 11: SW UTILITY CREDIT POLICIES AND CREDIT MANUAL</b>	Sep – Oct 2014
<b>TASK 12: SW UTILITY ORDINANCE</b>	Sep – Oct 2014
<i>City Council Presentation #3: Consideration of the SW Utility Ordinance</i>	Nov 2014
<b>CITY COUNCIL DECISION POINT #3: Adopt SW Utility Rate Ordinance</b>	December 2014
<b>FY 2016 BUDGET DISCUSSIONS</b>	Jan 2015 – Apr 2015
<b>TASK 13: CUSTOMER SERVICE TRAINING PROGRAM &amp; MANUAL</b>	Feb – Mar 2015

<b>TASK 14: ASSIST CITY STAFF AND BILLING VENDOR FOR MAF UPLOAD</b>	Apr - Jun 2015
<b>TASK 15: SW UTILITY IMPLEMENTATION REPORT AND PROJECT MANAGEMENT</b>	Apr - May 2015
<i>Mail First Customer Bills</i>	<i>Jul 2015</i>

**TOF 2 Deliverables:**

- Large/Key Customer Education (Georgia Southern, Bulloch County, BOE, Hospital)
  - (5-6 meetings)
- Brochures, Bill Stuffers, Educational Pieces
  - City will pay reproduction and mailing cost.
- Top 10% Customer Notification Letters
  - City will pay reproduction and mailing cost.
- Public Meetings
  - (3-4 meetings)
- General Customer Notification Post Card/Billing Insert
  - City will pay reproduction and mailing cost.
- Master Account File
- Updated Rate Model
- SW Utility Credit Manual
- SW Utility Ordinance
- Customer Service Training Manual
- Customer Service Training Session
- Three (3) Project Team coordination meetings
- Presentation to the City Council (Ordinance)

C. CONSULTANT’S COMPENSATION

As consideration for providing the services enumerated within Item B (above) of this Task Order, the CITY shall pay the CONSULTANT in accordance with the AGREEMENT. The specific method of compensation for this Task Order is \$75,870 as broken down below and as enumerated in the Exhibit B of the AGREEMENT.

- Task 8:           \$19,780 (Hourly, Not-To-Exceed)
- Task 9:           \$24,500 (Hourly, Not-To Exceed)
- Task 10:          \$2,000 (Lump Sum)
- Task 11:          \$3,620 (Lump Sum)
- Task 12:          \$3,160 (Lump Sum)
- Task 13:          \$2,960 (Hourly, Not-To-Exceed)
- Task 14:          \$5,200 (Lump Sum)
- Task 15:          \$14,650 (Hourly, Not-to-Exceed)

IN WITNESS WHEREOF, the parties hereto have executed this Task Order on this, the \_\_\_\_ day of \_\_\_\_\_, 201\_.

City of Statesboro, GA

By: \_\_\_\_\_  
Signature

Jan J. Moore, Mayor

Ecological Planning Group, LLC.

By: \_\_\_\_\_  
Signature

Courtney Reich, President