



ALAN HALLMAN
MAYOR

MIKE RAST
ALDERMAN AT LARGE

BRETT REICHERT
COUNCILMAN AT
LARGE

MARK ADAMS
COUNCILMAN WARD I

CHLOE ALEXANDER
COUNCILMAN WARD II

MAYOR AND COUNCIL WORK SESSION

Join in person at 700 Doug Davis Drive, Hapeville, GA 30354 Or, visit the City's Website for live stream at
<https://hapevillega.civicclerk.com/Web/Player.aspx?id=611&key=-1&mod=-1&mk=-1&nov=0>

March 15, 2022 6:00 PM

AGENDA

1. CALL TO ORDER:

2. ROLL CALL:

Alan Hallman
Mike Rast
Brett Reichert
Mark Adams
Chloe Alexander

3. WELCOME:

4. PUBLIC HEARING:

- 4.I. Consideration and Action of a Special Use Permit request to operate a personal care home 601 Coleman Street

Background:

Stacyann Wint-Barnes is requesting a Special Use Permit to operate a personal care home at 601 Coleman Street, Parcel Identification Number 14-0099-0003-120-6. The property is zoned V, Village and is subject to the zoning regulations under Section 93-11.1-5 (Special uses) of the City of Hapeville Zoning Ordinance.

The Planning Commission considered this item on March 8, 2022 and recommended approval subject to satisfaction of the conditions outlined in the Planner's report. Staff supports their recommendation.

Staff Comments:

Applicant Comments:

Public Comments:

Supporting Document(s):

1. Application - 601 Coleman Street_Conditional Use Permit_Redacted
 2. Plans - 601 Coleman Street
 3. Planners Report 601 Coleman St SUP - Personal Care Home
 4. Minutes - 03-08-2022_draft
 5. Legal Adv - 601 Coleman Street_SUP
- 4.II. Consideration and Action of a request to rezone the properties located at 3309, 3319, and 3327 Dogwood Drive from V, Village to U-V, Urban Village

Background:

Green River Construction Georgia, LLC is requesting to rezone the properties located at 3309 Dogwood Drive, 3319 Dogwood Drive, 3327 Dogwood Drive, Parcel Identification Numbers 14-0098-0016-010-5, 14-0098-0016-011-3, 14-0098-0016-012-1 from V, Village to U-V, Urban Village for the purpose of

constructing a residential townhome development.

The Planning Commission considered this request on March 8, 2022 and recommended approval. Staff supports their recommendation.

Staff Comments:

Applicant Comments:

Public Comments:

Supporting Document(s):

1. Application - 3309-3327 Dogwood Drive_Rezoning_Redacted
2. Plans - 3309-3327 Dogwood Drive_Rezoning
3. Planners Report 3309-3327 Dogwood Drive_Rezoning
4. Minutes - 03-08-2022_draft
5. Legal Adv. - 03-15-2022_3309-3327 Dogwood Drive_Rezoning

5. QUESTIONS ON AGENDA ITEMS:

The public is encouraged to communicate their questions, concerns, and suggestions during Public Comments. The Council does listen to your concerns and will have Staff follow-up on any questions you raise. Any and all comments should be addressed to the Governing Body, not to the general public and delivered in a civil manner in keeping with common courtesy and decorum.

6. CONSENT AGENDA:

- 6.I. Consideration and Action to approve March 1, 2022, Council Meeting minutes.

Supporting Document(s):

1. Drafted Minutes 03012022

- 6.II. Consideration and Action to approve March 1, 2022, Executive Meeting minutes.

7. OLD BUSINESS:

- 7.I. Consideration and Action on Board Appointment Ordinance

Background:

At the February 1st Council Meeting, the Mayor and Council approved re-appointments and new board appointments. The Board of Appeals, Planning Commission, and Design Review appointments were tabled until the Council Retreat. Due to the postponement of the retreat, staff asking the Council to approve and appoint the attached list of recommended candidates.

Supporting Document(s):

1. 2nd Board Appointment list
2. Service Board Redacted appls
3. Board Appointment Ordinance

8. NEW BUSINESS:

- 8.I. Consideration and Action to approve the Georgia Power Easement Request.

Background:

Georgia Power is looking to place current overhead distribution and transmission lines underground in the City of Hapeville. Overhead lines are more prone to outages caused by trees contacting lines or vehicular collisions. To accomplish this task, Ga Power is seeking an easement from the City of Hapeville to place the lines underground and place supporting power cubicles on the property of the Criminal Justice Center located at 700 Doug Davis Drive.

Supporting Document(s):

1. Notice of Distribution Line Work Letter
2. Easement - Project 2021120043 (GPC GRID WILLINGHAM DRIVE W1718-AHG ZONE B (FULTON COUNTY) DISTRIBUTION LINE) Parcel 013 - UNDERGROUND 1-10-2022

- 8.II. Consideration and Action to enter into an agreement with the state of Georgia for the Bright from the Start Summer Food Service Program, and to nominate Ashley Moody as Delegated Principle, and acceptance from Ashley Moody of this position as Principal.

Background:

The Summer Food Service Program (SFSP) is a federally-funded, state-administered reimbursement program that offers free, healthy meals to youth under 18 and adults with disabilities in low-income areas. The SFSP grant allows the Recreation Department to serve breakfast and lunch at no charge to children who attend summer camp and children around the Hapeville area. The Hapeville Recreation Department has participated in this program for the past ten years. Last year we were reimbursed \$6,000, being able to serve 857 breakfasts and 920 lunches to youth during a time span of 8 weeks. This is a non-matching reimbursement grant.

The Recreation Department nominated Ashley Moody as the Delegated Principal for the summer of 2022. Ashley Moody accepts the appointment of Principal of the City of Hapeville and will have all duties and responsibilities pertinent to this appointment.

Supporting Document(s):

1. Del of Authority 2022

9. CITY MANAGER REPORTS:

10. PUBLIC COMMENTS:

Members of the public wishing to speak shall sign in with the City Clerk prior to the start of the meeting. Time limitations for Registered Comments are three (3) minutes per person. The total Registered Comment session shall not last more than fifteen (15) minutes unless extended by Council. Each member of the public, who fails to sign up with the City Clerk prior to the start of the meeting, wishing to address Mayor and Council shall have a total of two (2) minutes. The entire general comment session for Unregistered Comments shall not last more than ten (10) minutes unless extended by Council.

11. MAYOR AND COUNCIL COMMENTS:

- 12. EXECUTIVE SESSION:** When Executive Session is Required one will be called for the following issues: 1) Litigation O.C.G.A. §50-14-2; 2) Real Estate O.C.G.A. §50-14-3(b)(1); or 3) Personnel O.C.G.A. §50-14-3(b)(2).

13. ADJOURN:

Public involvement and citizen engagement is welcome as Hapeville operates a very open, accessible and transparent government. We do however remind our attendees/residents that there are times allocated for public comments on the agenda. In order for council to conduct their necessary business at each meeting, we respectfully ask that side-bar conversations and comments be reserved for the appropriate time during the meeting. This will allow the City Council to conduct the business at hand and afford our meeting attendees ample time for comments at the appropriate time during the meeting.

22-PC-13-10

CITY OF HAPEVILLE
ECONOMIC DEVELOPMENT DEPARTMENT
PLANNING COMMISSION APPLICATION

Name of Applicant Stanyan Wint-Barnes

Mailing Address: 601 Coleman St Hapeville, Ga 30354

Telephone _____ Mobile # _____ Email ntelegentt@DJWnational
Enterprise LLC
com

Property Owner (s) DeDonavon Christie

Mailing Address _____

Telephone _____ Mobile # _____

Address/Location of Property: 601 Coleman St Hapeville, GA 30354

Parcel I.D. # (INFORMATION MUST BE PROVIDED): 14-0099-0003-120-6

Present Zoning Classification: C Size of Tract: 0.69 acre(s)

Present Land Use: Personal Care Home

Please check the following as it applies to this application

☐ Site Plan Review

☒ Conditional Use Permit

☐ Temporary Use Permit

Other (Please State) _____

I hereby make application to the City of Hapeville, Georgia for the above referenced property. I do hereby swear or affirm that the information provided here and above is true, complete and accurate, and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application. I understand that the City of Hapeville, Georgia, reserves the right to enforce any and all ordinances. I further understand that it is my/our responsibility to conform with all of City of Hapeville's Ordinances in full. I hereby acknowledge that all requirements of the City of Hapeville shall be adhered too. I can read and write the English language and/or this document has been read and explained to me and I have full and voluntarily completed this application. I understand that it is a felony to make false statements or writings to the City of Hapeville, Georgia pursuant to O.C.G.A. 16-10-20 and I may be prosecuted for a violation thereof.

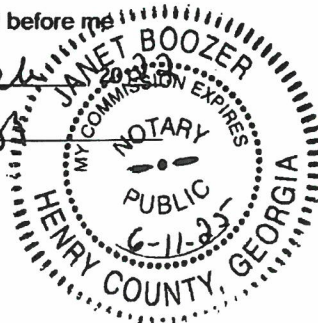
Stanyan Wint-Barnes
Applicant's signature

Date: 2/4/22

Sworn to and subscribed before me

This 4 day of Feb

Janet Boozer
Notary Public



CITY OF HAPEVILLE
ECONOMIC DEVELOPMENT DEPARTMENT
PLANNING COMMISSION APPLICATION

AUTHORIZATION OF PROPERTY OWNER

I CERTIFY THAT I AM THE OWNER OF THE PROPERTY LOCATED AT:

601 Coleman St
Hapeville Ga 30354

City of Hapeville, County of Fulton, State of Georgia

WHICH IS THE SUBJECT MATTER OF THIS APPLICATION. I AUTHORIZE THE APPLICANT NAMED BELOW TO ACT AS THE APPLICANT IN THE PURSUIT OF THIS APPLICATION FOR PLANNING COMMISSION REVIEW.

Name of Applicant Stacyann Wint-Barnes

Address of Applicant 601 Coleman St Hapeville Ga 30354

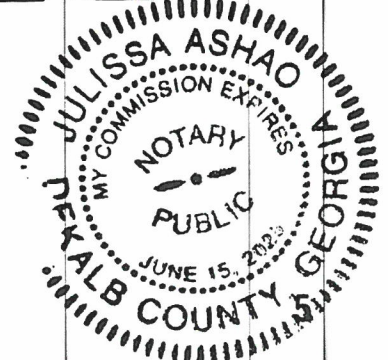
Telephone of Applicant [REDACTED]

[Signature]
Signature of Owner

Donavan Christie, MD
Print Name of Owner

Personally Appeared Before Me this 02 day of February, 20 22

[Signature]
Notary Public
Julissa Ashao
Exp 6/15/2025



CITY OF HAPEVILLE
ECONOMIC DEVELOPMENT DEPARTMENT
PLANNING COMMISSION APPLICATION

WRITTEN SUMMARY

In detail, provide a summary of the proposed project in the space provided below. (Please type or print legibly.)

The proposed will be Personal care Home

The proposed use will be Personal care Home.
Fully staff with an overall amount of ten
from CNA to cook. I know there is already
a street sign I wont be putting up one
The correct SF 7,500

4-6 - CNA	Monday - Sunday	Daytime
1-2 - CNA	"	NightTime
1-2	Cook	
1	Housekeeper	
1	Maintenance	
	Driver	

14 Parking Spaces

Site Plan Checklist – Please include with your application.

A site plan is used to determine the practical ability to develop a particular property within the City of Hapeville. Information relating to environmental condition, zoning, development impact, consistency with the Hapeville Comprehensive Plan and relevant town master plans will be considered in the decision process. To be considered, a site plan **must** contain the following information:

(Please **initial** each item on the list above certifying the all required information has been included on the site plan)

- SW A brief project report shall be provided to include an explanation of the character of the proposed development, verification of the applicant's ownership and/or contractual interest in the subject site, and the anticipated development schedule. Please complete and submit all forms contained within the application for site plan review.
- SW Site plans shall be submitted indicating project name, applicant's name, adjoining streets, scale, north arrow and date drawn.
- SW The locations, size (sf) and height (ft) of all existing and proposed structures on the site. Height should be assessed from the base of the foundation at grade to the peak of the tallest roofline.
- SW Site plans shall include the footprint/outline of existing structures on adjoining properties. For detached single-family residential infill development, the front yard setback shall be assessed based on the average setback of existing structures on adjoining lots. Where practical, new construction shall not deviate more than ten (10) feet from the average front yard setback of the primary residential structure on an adjoining lot. Exemption from this requirement due to unnecessary hardship or great practical difficulty can be approved at the discretion of the Planning Commission. To be considered for an exemption, the applicant must submit a "Request for Relief" in writing with their site plan application, including the conditions that necessitate relief (i.e. floodplain, wetland encroachment, excessive slope, unusual lot configuration, legally nonconforming lot size, unconventional sitting of adjoining structures, etc).

SW

The location and general design cross-section characteristics of all driveways, curb cuts and sidewalks including connections to building entrances. A walkway from the primary entrance directly to the public sidewalk is required for all single-family residential development.

SW

The locations, area and number of proposed parking spaces. Please refer to Article 22.1 Chart of Dimensional Requirements to determine the correct number of parking spaces for your particular type of development.

SW

Existing and proposed grades at an interval of five (5) feet or less.

SW

The location and general type of all existing trees over six (6) inch caliper and, in addition, an identification of those to be retained. Requirements for the tree protection plan are available in Code Section 93-2-14(f). Please refer to Sec. 93-2-14(y) to determine the required tree density for your lot(s).

SW

A Landscape Plan: The location and approximate size of all proposed plant material to be used in landscaping, by type such as hardwood deciduous trees, evergreen trees, flowering trees and shrub masses, and types of ground cover (grass, ivies, etc.). Planting in parking areas should be included, as required in Section 93-23-18.

SW

The proposed general use and development of the site, including all recreational and open space areas, plazas and major landscape areas by function, and the general location and description of all proposed, outdoor furniture (seating, lighting, telephones, etc.). Detached single-family residential development may be exempt from this requirement.

SW

The location of all retaining walls, fences (including privacy fences around patios, etc.) and earth berms. Detached single-family residential development may be exempt from this requirement.

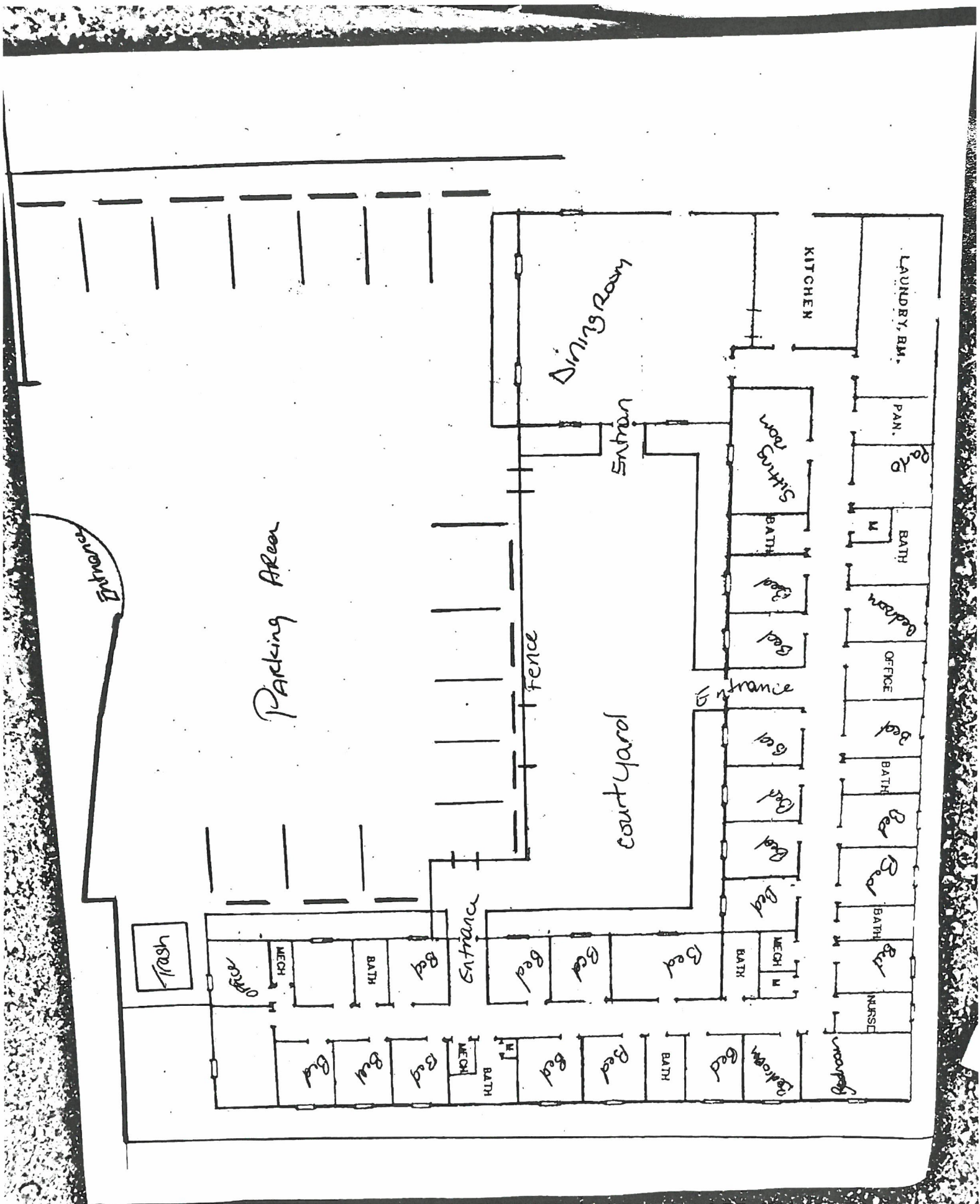
SW

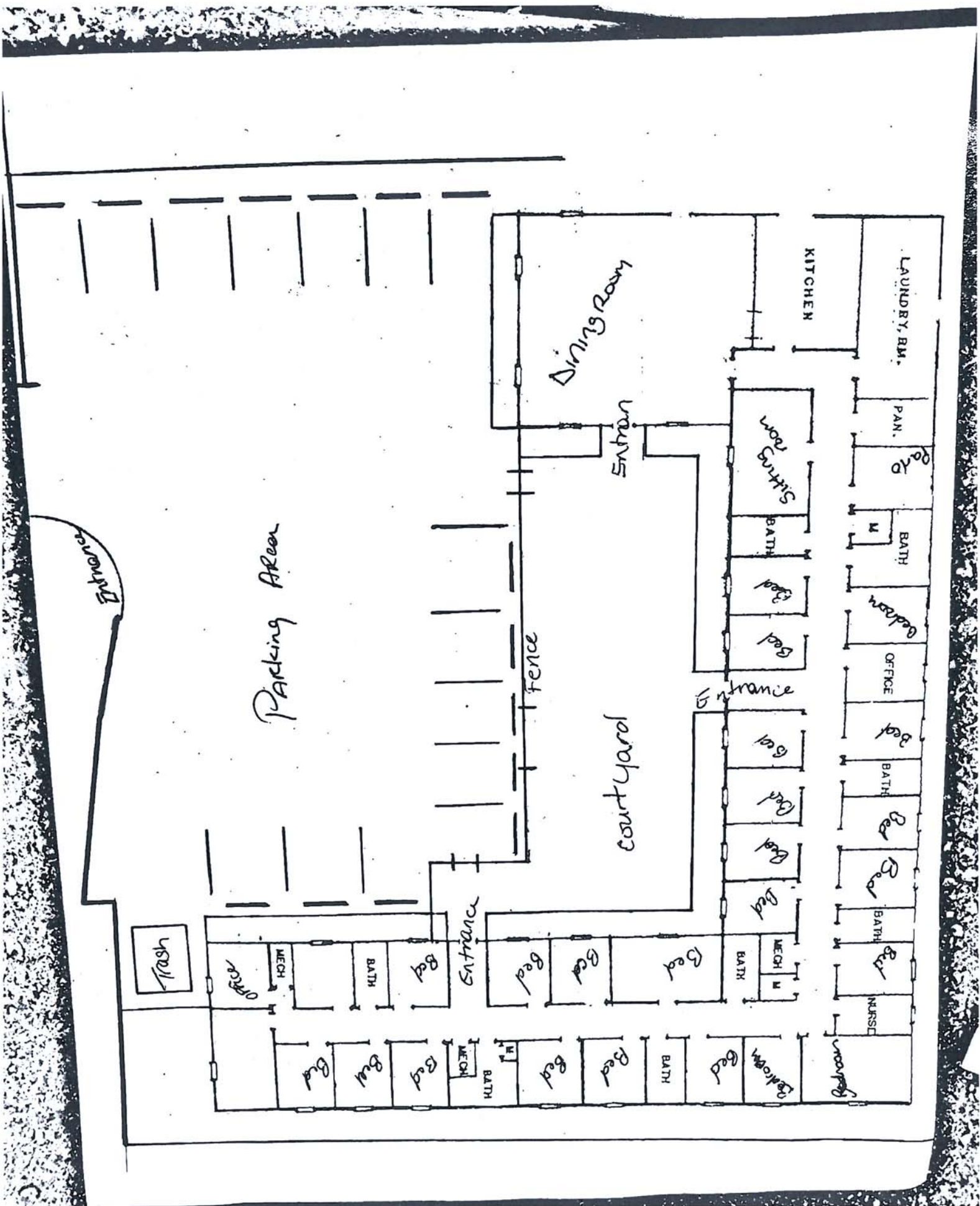
The identification and location of all refuse collection facilities, including screening to be provided. Detached single-family residential development may be exempt from this requirement.

- _____ Provisions for both on-site and offsite storm-water drainage and detention related to the proposed development.
- SWB ~~NO SIGN~~ Location and size of all signs. Detached single-family residential development may be exempt from this requirement.
- SWB Typical elevations of proposed building provided at a reasonable scale (1/8" = 1'0") and include the identification of proposed exterior building materials. Exterior elevations should show all sides of a proposed building.
- SWB Site area (square feet and acres).
- SWB Allocation of site area by building coverage, parking, loading and driveways, and open space areas, including total open space, recreation areas, landscaped areas and others. Total dwelling units and floor area distributed generally by dwelling unit type (one-bedroom, two-bedroom, etc.) where applicable.
- SWB Floor area in nonresidential use by category. Detached single-family residential development may be exempt from this requirement.
- SWB Total floor area ratio and/or residential density distribution.
- SWB Number of parking spaces and area of paved surface for parking and circulation
- SWB At the discretion of the planning commission, analyses by qualified technical personnel or consultants may be required as to the market and financial feasibility, traffic impact, environmental impact, storm water and erosion control, etc. of the proposed development.

Please initial each item on the list above certifying the all required information has been included on the site plan, sign and submit this form with your site plan application. Failure to include this form and information required herein may result in additional delays for the consideration of your application.

Applicant Signature: Wayne Wint Barnes
Date 2/2/22







DEPARTMENT OF PLANNING AND ZONING

PLANNER'S REPORT

To: Adrienne Senter
From: Lynn Patterson
Date: February 28, 2022
RE: **Special Use Permit – 601 Coleman Street**

BACKGROUND

The City of Hapeville received a request for a Special Use Permit from Stacyann Wint-Barnes to operate a "personal care home" within an existing structure located at 601 Coleman Street. The structure has previously operated as a nursing home and is currently vacant. A hand drawn site plan, not to scale, shows the property has fourteen parking spaces. The parking lot may include two handicapped spaces, however, these are not shown on the site plan provided. The application also refers to 7,500 SF which is assumed to be the square footage of the building, but this is not clear. The applicant has not indicated the number of residents. Ten (10) staff are expected to serve the facility, including 4-6 CNAs during the day, 1-3 CNAs at night, 1-2 cooks, 1 housekeeper, 1 maintenance /driver.

The property is zoned V, Village, and is within the A-D, Arts District Overlay.

Personal care homes are permitted as a Special Use within the V Zoning District and are subject to the provisions of Article 3.2 below:

CODE

Sec. 93-1-2. - Definitions.

Dwelling. A building, or portion thereof, designed, arranged or used mainly for residential occupancy, but not including trailers, mobile homes or recreation vehicles.

Nursing home. Any facility for the aged, recuperating, or chronically ill persons who need medical care or medical monitoring in which three or more persons not related to the operator are kept or provided with food and shelter or care for compensation for 24 hours per day; but not including hospitals, clinics, or similar institutions devoted primarily to the diagnosis and treatment of the sick or injured.

Personal care home. Any dwelling, whether operated for profit or not, which undertakes through its ownership or management to provide or arrange for the provision of housing, food service, and one or more personal services for two or more adults who are not related to the owner or administrator by blood or marriage. The term "personal services" includes but is not limited to, individual assistance with or supervision of self-administered medication, assistance with ambulation and transfer, and essential activities of daily living such as eating, bathing, grooming, dressing, and toileting.

ARTICLE 11.1. - V ZONE (VILLAGE)

Sec. 93-11.1-1. - Intent.

The V district is established in order to:

- (1) Accommodate a mixed-use, urban fabric that preserves neighborhood scale;
- (2) Accommodate residents in the district with pedestrian access to services and employment typical of a live/work community;
- (3) Promotes neighborhoods established near shopping and employment centers;
- (4) Encourage pedestrian and neighborhood uses in the commercial area;
- (5) Discourage land uses, which are automobile or transportation related;
- (6) Exclude industrial uses such as manufacturing, processing and warehousing;
- (7) Promote retail and related commercial uses such as business offices, florists, card shops antiques, apparel and banks; and
- (8) Encourage mixed use with commercial uses on the first floor and residential living above.

Sec. 93-11.1-5. - Special uses.

The following uses require a special use permit, in accordance with sections 93-3.2-5 and 93-3.2-6, in any V zone:

- (1) Nursing Home
- (2) Personal care homes, subject to the restrictions in section [93-2-21].

ARTICLE 28. - A-D ZONE (ARTS DISTRICT OVERLAY)

ARTICLE 3.2. - CONDITIONAL USES

Sec. 93-28-7.5. - Residential uses.

The maximum number of dwelling units in a single building shall not be limited, provided that no development shall exceed 50 units. The parking requirement for such uses shall be one space for each dwelling unit. No minimum lot area shall apply in the arts district overlay provided all other development standards of this article are met.

Should the facility be classified as a personal care home, and not a nursing home, then 1 space per dwelling unit is required, which does not appear to be the case.

Sec. 93-3.2-1. - Permit required.

Zoning districts established herein permit certain uses which are allowable therein provided they meet specified conditions, as set forth therein and here. No such use shall be permitted until a conditional use permit has been issued authorizing such use. The procedures for granting such permits shall be the same as for amendments to the zoning ordinance or zoning map.

Sec. 93-3.2-2. - Review of applications.

Those conditions specified in the zoning district regulations shall be considered to be the minimum standards which must be met before the conditional use application may be considered by the planning commission for review and recommendation and the mayor and council for decision. In deciding upon whether or not a conditional use meets the minimum standards and promotes the health, safety, morals, or general welfare of the city, the mayor and council shall utilize the applicable standards of review of section 93-25-6.

Sec. 93-3.2-3. - Issuance of permit.

If the mayor and council, after applying the evidence to the standards of review, have been convinced that the allowance of the conditional use will promote the health, safety, morals, or general welfare of the city, a conditional use permit may be granted, subject to those provisions that may be imposed by the mayor and council.

Sec. 93-3.2-4. - Procedures regarding delays in use of condition.

If a building permit, grading permit or occupation tax permit has not issued and construction (if any is necessary) begun within a 12-month period after such conditional use is approved, the conditional use may be withdrawn at a meeting of the mayor and council. The mayor and council may then reinstate the prior zoning district and regulations. In the alternative, the mayor and council may extend the conditional use for 12 months and any number of subsequent 12-month periods by only one such period at a time.

Sec. 93-3.2-5. - Special use permit procedures.

Mayor and council may in considering a special use permit following a public hearing impose reasonable conditions deemed necessary to the protection or benefit of owners of adjacent and nearby properties to ensure compatibility of the proposed development or use with surrounding uses. The decision of mayor and council concerning consideration of a special use shall be given to the applicant in writing, by certified U.S. mail to the address indicated in the application. Aggrieved applicants shall have 30 calendar days from the date of receipt of the notice in which to petition the superior court of Fulton County for writ of certiorari.

REVIEW

Sec. 93-3.2-6. - Special use permit criteria and standards.

- (a) *Special use permit criteria.* Special uses are compatible uses of land or the improvement of structures within a zoning district that reasonably require special consideration and therefore, are not allowed "by right." The following standards shall be considered in evaluating the appropriateness of all proposed special uses of property:
- (1) Impact on the use or development of adjacent properties, or the surrounding area, as concerns public health, safety or general welfare;
Use of the property as a personal care home should have no negative impact on the use or development of adjacent properties or the surrounding area as concerns public health, safety or general welfare. The property was previously operated as a nursing home.
 - (2) Capacity of the lot to accommodate the use and satisfy the dimensional requirements of the ordinance;
The Code does not provide guidance for dimensional requirements placed on personal care homes. The minimum space per dwelling unit for personal care homes is mandated by state law as 80 square feet; the provided floor plan does not detail square footage. The use would occupy an existing structure and as such would not be required to meet the setback requirements of the Village district. The facility would provide 14 parking spaces, which is not sufficient to meet the minimum of one parking space per dwelling unit required by the Arts District overlay for residential uses.
 - (3) Compatibility with adjacent properties and other land uses in the vicinity;
Personal care homes are a residential use, which are compatible with the Village district and the Arts District Overlay.
 - (4) Potential nuisance or hazardous characteristics, specifically as concerns the number of individuals projected to use such facility or nature of the activity;
The applicant has not indicated the number of residents. The number of residents is limited to those imposed by State law and the occupancy load as determined by the fire marshal during his inspection of the facility.
 - (5) Impact on traffic movement, availability of off-street parking, options for buffering or protective screening, hours and manner of operation, lighting, signs and access to the property; and
Sufficient parking is not provided off-street for the facility if classified as a personal care home. As the use is primarily residential, no buffers, protective screening, or additional lighting are recommended, nor are restrictions on the hours and manner of operation. Any proposed signs will need to comply with the city's sign ordinance.
 - (6) Conformance of the special use to other requirements of the ordinance.
See below

Sec. 93-2-21. - Use regulations regarding personal care homes.

- (a) Personal care homes, as defined herein, may be permitted in any RMU, V, U-V, C-R, N-C, C-1 and C-R zone, subject to special use permit and the following conditions:
- (1) Any exterior modifications to an existing structure or construction of a new structure shall be consistent with the character of the surrounding area;
No exterior modifications have been proposed at this time.

- (2) The personal care home provides on-site parking and/or drop-off space adequate to meet the needs of the proposed facility;

Per the provided floor plan and site plan, the site has 14 off-street parking spaces. This is not compliant with the requirements of the Arts District overlay for one parking space per dwelling unit. Further, per the applicant, the residents of the personal care home will generally not have their own vehicles, and the provided parking will mainly be used by staff, guests, and deliveries. The provided parking is adequate to meet the needs of the facility.

- (3) The personal care home provides to the Hapeville fire and police departments a current list of residents living in the facility who have disabilities, and information concerning special needs, so as to ensure each resident's safety and evacuation from the premises in the event of a fire or other emergency within the home; and

The applicant must furnish this information to the Hapeville fire and police departments with every new admission to the facility.

- (4) The personal care home has obtained all federal and/or state permits or licenses required for its operation.

The applicant must provide copies of all relevant federal and/or state permits to the Department of Community Services prior to obtaining a Certificate of Occupancy.

RECOMMENDATION

The proposed use may be more akin to that of a nursing home rather than a personal care home and should be clarified. In either case, the use is compatible with the Village Zoning District and poses no foreseeable conflict with the intent of the district. The special use application is recommended for approval with the following conditions:

1. The number of total residents should provided and meet any limits imposed by State law.
2. The number of all occupants, including guests and staff, should be restricted by the occupancy load as determined by the fire marshal during his inspection of the facility pursuant to its acquisition of an Occupational Tax Permit.
3. The owner must furnish a list of all residents living in the facility with disabilities and special needs to the Hapeville Police and Fire Departments with every new admission to the facility.
4. The owner must provide copies of all relevant federal and/or state permits to the Department of Community Services prior to obtaining a Certificate of Occupancy.



Planning Commission Meeting
700 Doug Davis Drive
Hapeville, Georgia 30354

March 8, 2022 6:00 PM

MINUTES

Brian Wismer, Chairman
Lucy Dolan, Vice Chairman
G. Leah Davis
Larry Martin
Jeanne Rast
Cliff Thomas

1. Called to order at 6:01 p.m.

2. Roll Call

Brian Wismer, Chairman
Lucy Dolan, V. Chairman
G. Leah Davis
Larry Martin
Jeanne Rast, Absent
Cliff Thomas

3. Approval of Minutes

3.I. Minutes of February 8, 2022

MOTION ITEM: Cliff Thomas made a motion, Leah Davis seconded to approve the minutes of February 8, 2022. Motion Carried: 4-0.

4. Old Business

4.I. 609-627 College Street (Pod B)

Site Plan Review

Background:

Tiffany Hogan of D.R. Horton, LLC and representative for Theo Stone of Atwell, LLC requested approval of a revised site plan for the properties located at 609 College Street, 613 College Street, 623 College Street and 627 College Street, Parcel Identification Numbers 14-0098-0020-036-4, 14-0098-0020-037-2, 14-0098-0020-038-0, and 14-0098-0020-052-1 for the purpose of constructing townhomes. The properties are zoned RMU, Residential Mixed Use. *The Planning Commission approved this item on November 16, 2021.*

The previous approval was subject to the Board of Appeals granting a variance to reduce the buffer requirement. The Board of Appeals denied the buffer variance request. Ms. Hogan stated the revised site plan includes the removal of several units to eliminate the buffer encroachment.

Findings:

Staff recommends approval of the site plan with the following conditions that meet code requirements.

1. Provide impervious surface detail and total.
2. Provide detail for required continuous wall, fence, hedge or retaining wall.
3. Provide detail for required landscape area.

4. Provide required buffer between single family attached and single family detached (west of project).
5. Provide intervening driveway materials detail.
6. Provide heights for townhomes.
7. Provide location and parking for mail kiosk.
8. Address any outstanding issues with the Tree Conservation Ordinance as per City Arborist report.
9. Address any outstanding issues on the Engineer's Report.

Any approval of the site plan requires the applicant shall comply with all other zoning rules, regulations, covenants, and easements of record.

MOTION ITEM: Cliff Thomas made a motion, Leah Davis seconded to approve the site plan request for 609-627 College Street (Pod B) subject to the conditions outlined in the Planner's Report. Motion Carried: 4-0.

4.II. 3608-3622 Georgia Ave., 3619-3637 Union Ave. (Pod D) Site Plan Review

Background:

Tiffany Hogan of D.R. Horton, LLC and representative for Theo Stone of Atwell LLC is requesting approval of a revised site plan for the properties located at 3608 Georgia Avenue, 3614 Georgia Avenue, 0 Georgia Avenue, 3619 Union Avenue, 3627 Union Avenue, and 3637 Union Avenue, Parcel Identification Numbers 14- 0097-0008-011-4, 14-0097-0008-010-9, 14-0097-0008-009-8, 14-0097-0008-002-3, 14-0097-0008-003-1 and 14-0097-0008-004-9 for the purpose of constructing townhomes. The properties are zoned RMU, Residential Mixed Use. *The Planning Commission approved this item on November 16, 2021.*

Findings:

Staff recommends approval of the site plan with the following conditions that meet code requirements.

1. Provide impervious surface detail and total.
2. Provide detail for required continuous wall, fence, hedge or retaining wall.
3. Provide required buffer between single family attached and single family detached (west of project).
4. Provide intervening driveway materials detail.
5. Provide heights for townhomes.
6. Provide location and parking for mail kiosk.
7. Address any outstanding issues with the Tree Conservation Ordinance as per City Arborist report.
8. Address any outstanding issues on the Engineer's Report.

Any approval of the site plan requires the applicant shall comply with all other zoning rules, regulations, covenants, and easements of record.

Motion Item: Cliff Thomas made a motion, Larry Martin seconded to approve the site plan request for 3608-3622 Georgia Avenue and 3619-3637 Union Avenue (Pod D) subject to the conditions outlined in the Planner's Report. Motion Carried: 4-0.

4.III. 3636-3654 Union Avenue & 511-579 Chestnut Street (Pod F) Site Plan Review

Background:

Tiffany Hogan of D.R. Horton, LLC and representative for Theo Stone of Atwell LLC is requesting approval of a revised site plan for the properties located at 3636 Union Avenue, 0 Union Avenue, 3644 Union Avenue, 3650 Union Avenue, 3654 Union Avenue, 579 Chestnut Street, 0 Chestnut Street, 573 Chestnut Street, 511(573) Chestnut Street, 569 Chestnut Street, 567 Chestnut Street and 565 Chestnut Street, Parcel Identification Numbers 14-0096-0002-026-9, 14-0096-0002-025-4, 14-0096-0002-024-4, 14-0096-0002-023-6, 14-0096-0002-022-8, 14-0096-0002-032-7, and 14-0096-0002-012-9 for the purpose of constructing townhomes. The properties are zoned RMU, Residential Mixed Use. *The Planning Commission approved this item on November 16, 2021.*

Findings:

Staff recommends approval of the site plan with the following conditions that meet code requirements.

1. Provide impervious surface detail and total.
2. Provide dimensions for rear entry concrete driveways.
3. Provide dimensions for sidewalk.
4. Provide detail for required continuous wall, fence, hedge or retaining wall.
5. Provide detail for required landscape buffer area, specifically the fence/wall and enhanced landscaping as proposed at Board of Appeals.
6. Provide nearest setback dimensions for all vertical elements.
7. Provide intervening driveway materials detail.
8. Provide heights for townhomes.
9. Address any outstanding issues with the Tree Conservation Ordinance as per City Arborist report.
10. Address any outstanding issues on the Engineer's Report.

Any approval of the site plan requires the applicant shall comply with all other zoning rules, regulations, covenants, and easements of record.

Motion Item: Cliff Thomas made a motion, Lucy Dolan seconded to approve the site plan request for 3636-3654 Union Avenue & 511-579 Chestnut Street (Pod F) subject to the conditions outlined in the Planner's Report. Motion Carried: 4-0.

5. New Business

5.I. 461 North Central Avenue

Final Plat Review

Background:

Joseph Latimer requested final plat review for a 2.642-acre property located at 461 N. Central Avenue, Parcel Identification Number 14-0095-0003-015-2. The property is zoned U-V, Urban Village. The property has been redeveloped as the Dwarf House restaurant and associated parking.

Recommendation:

The final plat may be approved conditional upon the satisfaction of all the City Engineer's comments.

MOTION ITEM: Larry Martin made a motion, Leah Davis seconded to approve the final plat for 461 North Central Avenue subject to the deficiencies outlined in the Engineer's Report.
Motion Carried: 4-0.

5.II. 3112 Grove Circle

Site Plan Review

Background:

William Brooks Kay and Brett M. Reichert requested site plan review to construct a 3,241 single-family dwelling at 3112 Grove Circle, Parcel Identification Number 14-0094-0010- 061-8. The property is zoned R-SF, Residential Single Family and is subject to the Neighborhood Conservation Area of the Architectural Design Standards.

Discussion ensued regarding the proposed front driveway. Dr. Patterson stated that the Design Review Committee would consider a modification request related to the location of the driveway.

Recommendation:

The applicant should provide the following information:

- The north side setback should be provided and must include any roof overhang.
- The gravel guest parking must be removed.
- Gravel may not be used as a finishing material for the driveway and must be replaced with either porous concrete, asphalt, plain concrete, brick and concrete pavers, or other permeable pavements.
- Provide development schedule.

MOTION ITEM: Cliff Thomas made a motion, Lucy Dolan seconded to approve the site plan request for 3112 Grove Circle subject to the conditions outlined in the Planner's Report.

Motion Carried: 4-0.

5.III. 601 Coleman Street

Special Use Permit

Background:

Stacyann Wint-Barnes requested a Special Use Permit to operate a personal care home within an existing structure located at 601 Coleman Street, Parcel Identification Number 14-0099-0003-120-6. The property is zoned V, Village and is subject to the zoning regulations under Section 93-11.1-5 (Special uses) of the City of Hapeville Zoning Ordinance.

The structure has previously operated as a nursing home and is currently vacant. A hand drawn site plan, not to scale, shows the property has fourteen parking spaces. The parking lot may include two handicapped spaces; however, these are not shown on the site plan provided. The application refers to 7,500-square feet which is assumed to be the square footage of the building, but this is not clear.

Ms. Wint Barnes stated 24 beds will occupy the building. The residents will not have vehicles but there is a day program that will provide transportation to activities and events. The clients are more independent and do not require staff licensed physicians.

Dr. Patterson stated that should the facility be classified as a personal care home, and not a nursing home, then 1 space per dwelling unit is required. There are current 14 parking spaces on site. A

parking variance from the Board of Appeals is required to reduce the required number of required parking spaces.

Review:

Sec. 93-3.2-6. - Special use permit criteria and standards.

- (a) *Special use permit criteria.* Special uses are compatible uses of land or the improvement of structures within a zoning district that reasonably require special consideration and therefore, are not allowed "by right." The following standards shall be considered in evaluating the appropriateness of all proposed special uses of property:

- (1) Impact on the use or development of adjacent properties, or the surrounding area, as concerns public health, safety or general welfare;

Use of the property as a personal care home should have no negative impact on the use or development of adjacent properties or the surrounding area as concerns public health, safety or general welfare. The property was previously operated as a nursing home.

- (2) Capacity of the lot to accommodate the use and satisfy the dimensional requirements of the ordinance; *The Code does not provide guidance for dimensional requirements placed on personal care homes. The minimum space per dwelling unit for personal care homes is mandated by state law as 80 square feet; the provided floor plan does not detail square footage. The use would occupy an existing structure and as such would not be required to meet the setback requirements of the Village district. The facility would provide 14 parking spaces, which is not sufficient to meet the minimum of one parking space per dwelling unit required by the Arts District overlay for residential uses.*

- (3) Compatibility with adjacent properties and other land uses in the vicinity;
Personal care homes are a residential use, which are compatible with the Village district and the Arts District Overlay.

- (4) Potential nuisance or hazardous characteristics, specifically as concerns the number of individuals projected to use such facility or nature of the activity;
The applicant has not indicated the number of residents. The number of residents is limited to those imposed by State law and the occupancy load as determined by the fire marshal during his inspection of the facility.

- (5) Impact on traffic movement, availability of off-street parking, options for buffering or protective screening, hours and manner of operation, lighting, signs and access to the property; and
Sufficient parking is not provided off-street for the facility if classified as a personal care home. As the use is primarily residential, no buffers, protective screening, or additional lighting are recommended, nor are restrictions on the hours and manner of operation. Any proposed signs will need to comply with the city's sign ordinance.

- (6) Conformance of the special use to other requirements of the ordinance.
See below

Sec. 93-2-21. - Use regulations regarding personal care homes.

- (a) Personal care homes, as defined herein, may be permitted in any RMU, V, U-V, C-R, N-C, C-1 and C-R zone, subject to special use permit and the following conditions:

- (1) Any exterior modifications to an existing structure or construction of a new structure shall be consistent with the character of the surrounding area;

No exterior modifications have been proposed at this time.

DRAFT

- (2) The personal care home provides on-site parking and/or drop-off space adequate to meet the needs of the proposed facility;

Per the provided floor plan and site plan, the site has 14 off-street parking spaces. This is not compliant with the requirements of the Arts District overlay for one parking space per dwelling unit. Further, per the applicant, the residents of the personal care home will generally not have their own vehicles, and the provided parking will mainly be used by staff, guests, and deliveries. The provided parking is adequate to meet the needs of the facility.

- (3) The personal care home provides to the Hapeville fire and police departments a current list of residents living in the facility who have disabilities, and information concerning special needs, so as to ensure each resident's safety and evacuation from the premises in the event of a fire or other emergency within the home; and

The applicant must furnish this information to the Hapeville fire and police departments with every new admission to the facility.

- (4) The personal care home has obtained all federal and/or state permits or licenses required for its operation.

The applicant must provide copies of all relevant federal and/or state permits to the Department of Community Services prior to obtaining a Certificate of Occupancy.

Recommendation:

The proposed use may be more akin to that of a nursing home rather than a personal care home and should be clarified. In either case, the use is compatible with the Village Zoning District and poses no foreseeable conflict with the intent of the district. The special use application is recommended for approval with the following conditions:

1. The number of total residents should be provided and meet any limits imposed by State law.
2. The number of all occupants, including guests and staff, should be restricted by the occupancy load as determined by the fire marshal during his inspection of the facility pursuant to its acquisition of an Occupational Tax Permit.
3. The owner must furnish a list of all residents living in the facility with disabilities and special needs to the Hapeville Police and Fire Departments with every new admission to the facility.
4. The owner must provide copies of all relevant federal and/or state permits to the Department of Community Services prior to obtaining a Certificate of Occupancy.

MOTION ITEM: Cliff Thomas made a motion, Larry Martin seconded to recommend the Mayor and Council approve the Special Use Permit request to operate a personal care home at 601 Coleman Street subject to the conditions outlined in the Planner's report. Motion Carried: 4-0.

5.IV. 3309, 3319, and 3327 Dogwood Drive Rezoning Request

Background:

Monte Hewitt and Briana Garcia of Green River Construction Georgia, LLC requested approval to rezone the properties located at 3309 Dogwood Drive, 3319 Dogwood Drive, 3327 Dogwood

Drive, Parcel Identification Numbers 14-0098-0016-010-5, 14-0098-0016-011-3, 14-0098-0016-012-1 from V, Village to U-V, Urban Village for the purpose of constructing a residential townhome development.

Recommendation:

The proposed zoning is required for the assemblage and development of the project in its entirety. The difference between V, Village and U-V, Urban Village are negligible for single family attached dwellings. Staff recommends approval of the rezoning.

Commissioner Martin asked regarding the transition between V, Village and U-V, Urban Village. Dr. Patterson stated the existing zoning serves as a buffer between the U-V and V zoning designations. Further, Commissioner Martin expressed concern with setting a precedent for other areas within the city. Chairman Wismer stated each rezoning request is particular to a parcel and existing conditions.

MOTION ITEM: Lucy Dolan made a motion, Cliff Thomas seconded to recommend Mayor and Council approve of the request to rezone the properties located at 3309, 3319, and 3327 Dogwood Drive from V, Village to U-V, Urban Village. Motion Carried: 3-1; Larry Martin opposed.

6. Open Discussion

6.I. Parking Study Discussion

Dr. Patterson stated the survey for the Comprehensive Plan Update is active and the Atlanta Regional Commission is collecting the data. Dr. Patterson encourage the members to complete the online survey.

7. Next Meeting Date – Tuesday, April 12, 2022 at 6:00PM

8. Adjourn

MOTION ITEM: Larry Martin made a motion, Lucy Dolan seconded to adjourn the meeting at 7:17 p.m. Motion Carried: 4-0.

Respectfully submitted by,

Brian Wismer, Chairman

Adrienne Senter, Secretary



CITY OF HAPEVILLE
3468 NORTH FULTON AVENUE
ATLANTA, GA 30354

THE DAILY REPORT
136 Pryor Street, SW
Suite CB14
Atlanta, GA 30303

PUBLISHER'S AFFIDAVIT

STATE OF GEORGIA
COUNTY OF FULTON

In Re: Ad # 581309

Before me, the undersigned, a Notary Public, this day personally came the undersigned who, being duly sworn, according to law, says she is an agent for the ALM, LLC publishers of the Daily Report, the official legal organ of Fulton County, published in Atlanta, Georgia, in said county and state, and that the publication, of which is annexed is true copy, was published in said newspaper as provided by law on the following dates: 2/25/22, _____, _____, _____

Alicia Seals
Agent of the Daily Report

Sworn to and subscribed before me this
11th day of March, 2022

K Mosley
Signature, Notary Public
K. Mosley

My Commission Expires Apr. 22, 2022
Location: Fulton County, Georgia



NOTICE
City of Hapeville

A Public Hearing will be held by the City of Hapeville Mayor and Council on **Tuesday, March 15, 2022 at 6:00 p.m.** at the City of Hapeville Municipal Annex located at 700 Doug Davis Drive, Hapeville, Georgia 30354. The meeting will be made available to the public by live streaming only via teleconference/videoconference in accordance with O.C.G.A § 50-14-1(g) at <https://ga-hapeville3.civicplus.com/562/Agendas-and-Minutes> to consider the following:

Consideration of a Special Use Permit to operate a personal care home at 601 Coleman Street, Parcel Identification Number 14-0099-0003-120-6. The property is zoned V, Village and is subject to the zoning regulations under Section 93-11.1-5 (Special uses) of the City of Hapeville Zoning Ordinance.
Applicant: Stacyann Wint-Barnes

Public Hearing Comments: For those who are unable to physically attend the meeting, citizen comments must be emailed to the City Clerk at ssteed@hapeville.org or called in at 404-766-3004 no later than 5:00 p.m. on March 14, 2022. When emailing or verbally delivering your comment to the City Clerk, please include your name, address, the agenda item, and the comment for or against the item. All comments submitted to the City Clerk will be read into the record during the meeting. Citizens may not make comments on public hearing agenda items via teleconference/videoconference.
#0000581309:2/25-1AS

22-PC-03-09

**CITY OF HAPEVILLE
ECONOMIC DEVELOPMENT DEPARTMENT
REZONING APPLICATION**

Name of Applicant Green River Construction Georgia, LLC
Mailing Address 5775 Glenridge Drive, Bldg B, Ste 100, Atlanta, GA 30328
Telephone 404-981-0680 Mobile# [REDACTED]
Email Briana.garcia@montehewett.com
Property Owner (s) Dogwood Assemblage, LLC
Mailing Address 3715 Northside Parkway NW, Bldg 400-100, Atlanta GA 30327
Telephone 404-846-4010 Mobile# [REDACTED]
Address/Location of Property: See exhibit A - Survey
Parcel ID #: _____
Square Foot of Property Approx 129,898 Acres Approx 2.982
Present Zoning Classification UV and V Proposed Zoning Classification UV
Present Land Use Residential
Proposed Land Use Residential

I hereby make application to the City of Hapeville, Georgia for the above referenced property. I do hereby swear or affirm that the information provided here and above is true, complete and accurate, and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application. I understand that the City of Hapeville, Georgia, reserves the right to enforce any and all ordinances regardless of any action or approval on this application. I further understand that it is my/our responsibility to conform with all of City of Hapeville's Ordinances in full. I hereby acknowledge that all requirements of the City of Hapeville shall be adhered too. I can read and write the English language and/or this document has been read and explained to me and I have full and voluntarily completed this application. I understand that it is a felony to make false statements or writings to the City of Hapeville, Georgia pursuant to O.C.G.A. 16-10-20 and I may be prosecuted for a violation thereof.

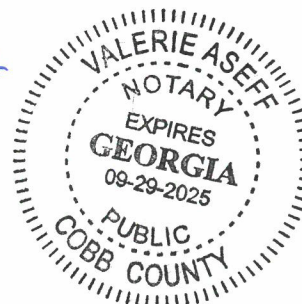
[Signature]
Applicant's signature

Date: 2/7/2022

Sworn to and subscribed before me

This 7th day of February, 2022.

[Signature]
Notary Public



**CITY OF HAPEVILLE
ECONOMIC DEVELOPMENT DEPARTMENT
REZONING APPLICATION**

LETTER OF INTENT

In detail, provide a summary of the proposed project in the space provided below. Include the proposed use of each existing or proposed building, and the proposed land use.

Our plan is to enhance the already great city of Hapeville using the authenticity of the city as inspiration.

We will be demoing the existing structures and building a townhome community.

There will be 59 townhomes with an amenity building and pool. There will be 6 townhome buildings total.

We have chosen to use 3 separate product types in hopes of capturing a larger demographic.

We have a smaller back to back product, a 20x35 rear loaded, and a 20x45 rear loaded townhome.

Our hope is to work closely with the city to ensure we create something truly special.

What are the reasons the property cannot be used in accordance with the existing regulations?

Right now the property does not have the same zoning.

Tracts 1, 2 & 3 are V and tracts 4 & 5 are UV.

Will the proposed zoning change create an isolated zoning district that is unrelated to adjacent and nearby districts? Yes _____ No ☒

If so, why should this property be placed in a different zoning district than all adjoining property?

N/A

How would the proposed zoning change impact on public facilities and services?

We are proposing to make all parcels UV, which 2 of the 5 are already.

What environmental impacts would the proposed project have?

The current parcels have residential housing and we are keeping residential housing.

Describe the effect the proposed zoning request will have on the adjacent properties and how it will impact the character of the neighborhood.

We are very cognizant in keeping the integrity of the Hapeville community.

In designing our product we base it on the neighborhood culture.

Are there any proffered conditions you would like to apply to and be made part of this application for rezoning? Yes _____ No ☒

Please list any written proffered conditions below.

N/A

Any development and site plans or other demonstrative materials presented as proffered conditions shall be referenced below and attached to this application as follows: (Please include a date or other identifiable information of each piece of material attached)

N/A

**CITY OF HAPEVILLE
ECONOMIC DEVELOPMENT DEPARTMENT
REZONING APPLICATION**

AUTHORIZATION OF PROPERTY OWNER

I CERTIFY THAT I AM THE OWNER OF THE PROPERTY LOCATED AT:

see Exhibit A

City of Hapeville, County of Fulton, State of Georgia

WHICH IS THE SUBJECT MATTER OF THIS APPLICATION. I AUTHORIZE THE APPLICANT NAMED BELOW TO ACT AS THE APPLICANT IN THE PURSUIT OF A REZONING FOR THE PROPERTY.

Green River Construction, LLC

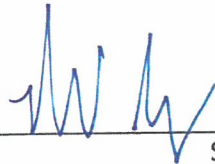
Name of Applicant

5775 Glenridge Drive, Bldg B, Ste 100, Atlanta, GA 30328

Address of Applicant

404.981.0680

Telephone of Applicant

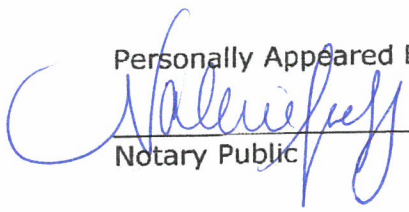


Signature of Owner

Dagwood Assemblage, LLC

Print Name of Owner

Personally Appeared Before Me this 7th day of February, 2022.


Notary Public



**CITY OF HAPEVILLE
ECONOMIC DEVELOPMENT DEPARTMENT
REZONING APPLICATION**

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS & GIFTS

Application filed on February 8, 2022 for action by the City Council on the following requested rezoning:
V :Village to UV : Urban Village

Address to be rezoned: See Exhibit A

All individuals, business entities or other organizations having a property or other interest in said property that is subject of this application are as follows:

Green RiverConstruction, LLC

The undersigned below, making application for Rezoning, has complied with the Official Code of Georgia Section 36-67A-1, et. Seq., Conflict of Interest in Zoning Actions, and has submitted or attached the required information on this form as provided.

Have you as applicant or anyone associated with this application or property, within the two (2) years immediately preceding the filing of this application, made campaign contributions aggregating \$250 or more to a member of the Hapeville City Council? Yes ☐ No ☒

If YES, please complete the following section (attach additional sheets if necessary):

Name and Official Position of Government Official	Contributions (List all which aggregate to \$250 or more)	Date of Contribution (Within last 2 years)
N/A		

I do hereby certify the information provided herein is both complete and accurate to the best of my knowledge.

Signature of Applicant

Type or Print Name and Title

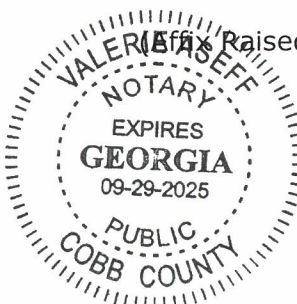
Signature of Applicant's Representative

Type or Print Name and Title

Signature of Notary Public

Date

2/8/2022



Issuing Office File No.: 21-2330CM

Exhibit "A"

3309 Dogwood Drive
Parcel ID:
14 0098 00140165

all that tract and parcel of land lying and being in Land Lot 98 of the 14th District of Fulton County, Georgia, and more particularly described as follows:

Beginning at a point on the West side of Stewart Avenue 1510 feet, more or less, North of the right-of-way of the Central of Georgia Railway Company, and running thence Westerly parallel with said right-of-way two hundred eighty-eight (288), more or less, to the (formerly owned) L.G. Whitney property; thence Northerly along the line of said Whitney property Fifty (50) feet; thence Easterly parallel with said right-of-way two hundred eighty-six (286) feet, more or less, to Stewart Avenue; thence Southerly along the West side of Stewart Avenue sixty-seven (67) feet to the point of beginning. Said described property being Lot No. 34 of the subdivision of the Sims property; and being the same property conveyed to Mrs. W.A. Gregg by John L. Sims dated March 16, 1908, recorded in Deed Book 186 Page 743, Clerk's office, Fulton Superior Court (Fulton County Records).

Exhibit "A"

3319 Dogwood Drive
Parcel ID:
14009800160113

All that tract or parcel of land lying and being in the City of Hapeville, in Land Lot 98 of the 14th District of originally Henry, now Fulton County, Georgia, more particularly described as follows:

Beginning at a point on the West side of Stewart Avenue 1510 feet North of the right-of-way of the Central Georgia Railroad Company at the Southeast corner of the Gregg (formerly Sims) lot; running thence Westerly along the line of the Greg Lot 298, more or less, to the formerly L.G. Whitley, now or formerly the Ross K. Driver line, thence South along the line of the Driver property 100 feet to Lot 31, as per plat of the Mrs.E.M. Sims property; thence East along the North line of said Lot 31, as per plat 300 feet, more or less, to Stewart Avenue; thence Northerly along the West side of Stewart Avenue 100 feet to the point of beginning; being Lots 32 and 33 of the Mrs.E.M. Sims property and being the property conveyed by J.L. Fulgham to Howard K. Moss by deed dated May 7, 1914, recorded in Deed Book 406, Page 127, Fulton County Records, excepting from the foregoing description a strip of land off the South side of Lot 32, fronting 5 feet on the West side of Stewart Avenue and running back Westerly the same width, 300 feet to be used a one-half of a mutual alley between the property above described and the adjacent lot immediately South of the said alley, being improved property known as 3319 Stewart Avenue a/k/a 3319 Dogwood Drive, Hapeville.

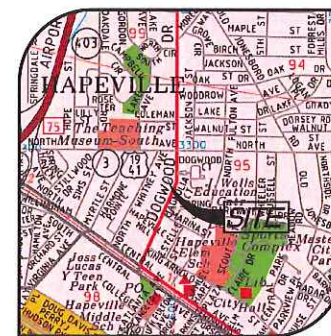
Issuing Office File No.: 21-2329CM

3327 Metropolitan
Parkway aka
Dogwood Drive
Parcel I.D.
14009800160121

Exhibit "A"

All that tract or parcel of land lying and being in Land Lot 98 of the 14th District, Fulton County, Georgia, being more particularly described as follows:

Beginning at a point on the northwesterly side of Stewart Avenue 1,366.65 feet northeasterly from the intersection of the northwesterly side of Stewart Avenue with the northeasterly right-of-way line of Central of Georgia Railroad; running thence northeasterly along the northwesterly side of Stewart Avenue 55 feet; running thence northwesterly 291.7 feet; running thence southwesterly 55 feet; running thence southeasterly 292.7 feet to the northwesterly side of Stewart Avenue and the point of beginning; being improved property and having a house thereon known as 3327 Stewart Avenue, according to the present system of numbering houses in the City of Hapeville, Fulton County, Georgia.



VICINITY MAP

SURVEY NOTES

- 1) PROPERTY SHOWN HEREON WAS SURVEYED JULY 23, 2021. CLOSURE OF 1" IN 41,712" WITH AN ANGULAR ERROR OF 4.12 SECONDS PER ANGLE POINT AND WAS ADJUSTED USING THE COMPASS METHOD.
- 2) A SOKKIA IX TOTAL STATION, TOPCON SR GPS RECEIVER, AND CARLSON SURVEYOR2 DATA COLLECTOR WERE USED FOR FIELD SURVEY MEASUREMENTS.
- 3) THIS PLAT HAS A MAP CLOSURE OF 1" IN 11,217'.
- 4) SAID DESCRIBED PROPERTY IS LOCATED WITHIN AN AREA HAVING A ZONE DESIGNATION OF PLANNED INSURANCE RATE MAP NO. 1314, INSURANCE RATE A, ZONE OF IDENTIFICATION 10 SEPTEMBER 2013, FOR THE COMMUNITY IN WILSON, MISSOURI, IN FULTON COUNTY OF STATE OF GEORGIA, WHICH IS THE CURRENT FLOOD INSURANCE RATE MAP FOR THE COMMUNITY IN WHICH SAID PROPERTY IS SITUATED.
- 5) BEARING BASIS (NAD83, GAESEST) AND VERTICAL DATUM (NAVD83, GEOID10) FOR THIS SURVEY WERE ESTABLISHED USING A TOPCON HIPER SR GPS RECEIVER UTILIZING NETWORK RTK CORRECTIONS PROVIDED BY THE REAL TIME NETWORK OPERATED BY THE STATE OF GEORGIA. THE DATA ACCURACY WAS CALCULATED ACCORDING TO THE FEDERAL GEOGRAPHIC DATA COMMISSIONED SURVEY NATIONAL STANDARD FOR SPATIAL DATA ACCURACY WHICH IS .03 FEET HORIZONTAL AND .07 FEET VERTICAL AT THE 95% CONFIDENCE LEVEL.
- 6) UTILITIES SHOWN PER MARKINGS PLACED BY UTILISURVEY, L.L.C. UTILITIES OTHER THAN THOSE SHOWN HEREON MAY EXIST. LOWERY & COMPANY MAKES NO GUARANTEE AS TO THE EXISTENCE OR NON-EXISTENCE OF SAID UTILITIES.

ZONING

ZONING FOR THE SUBJECT TRACTS ARE AS FOLLOWS:
TRACTS 1, 2, & 3 - V (VILLAGE)
TRACTS 4 & 5 - UV (URBAN VILLAGE)

ZONING INFORMATION PER THE CITY OF HAPEVILLE
ZONING MAP.

LINE	BEARING	DISTANCE
L1	S23°37'58"W	43.65
L2	S23°24'02"W	55.00

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C1	432.07'	67.00'	66.93'	S12°15'35"W
C2	432.07'	67.38'	67.25'	S20°14'06"W

UTILITY CONTACTS

GAS
SOUTHERN COMPANY GAS (FORMER ATLANTA GAS LIGHT)
10 PEACHTREE STREET NE
ATLANTA, GA 30309
REGGIE TERRELL
404-584-3474
G2SOGASLINELOC@SOUTHERNCO.COM

POWER
GEORGIA POWER COMPANY
823 JEFFERSON STREET
ATLANTA, GA 30318
404-506-4569
IKE COLLINS

WATER
CITY OF HAPEVILLE WATER DEPARTMENT
3474 NORTH FULTON AVENUE
HAPEVILLE, GA 30354
404-669-2122
LEMUEL EURANKS

COMMUNICATION
AT&T
208 S. AKARD ST.
DALLAS, TX 75201
210-821-4105
ANGELO HINES
404-409-1542

VERIZON / MCI
2400 N GLENVILLE
RICHARDSON, TX 75082
404-624-9675

COMCAST
404-559-6879
OLIVER BROOKS
470-787-4657

ZAYO FIBER SOLUTIONS
400 CENTENNIAL PKWY, SUITE. 200
LOUISVILLE, CO 80027
404-666-2493
NIC FLORES

LEGEND

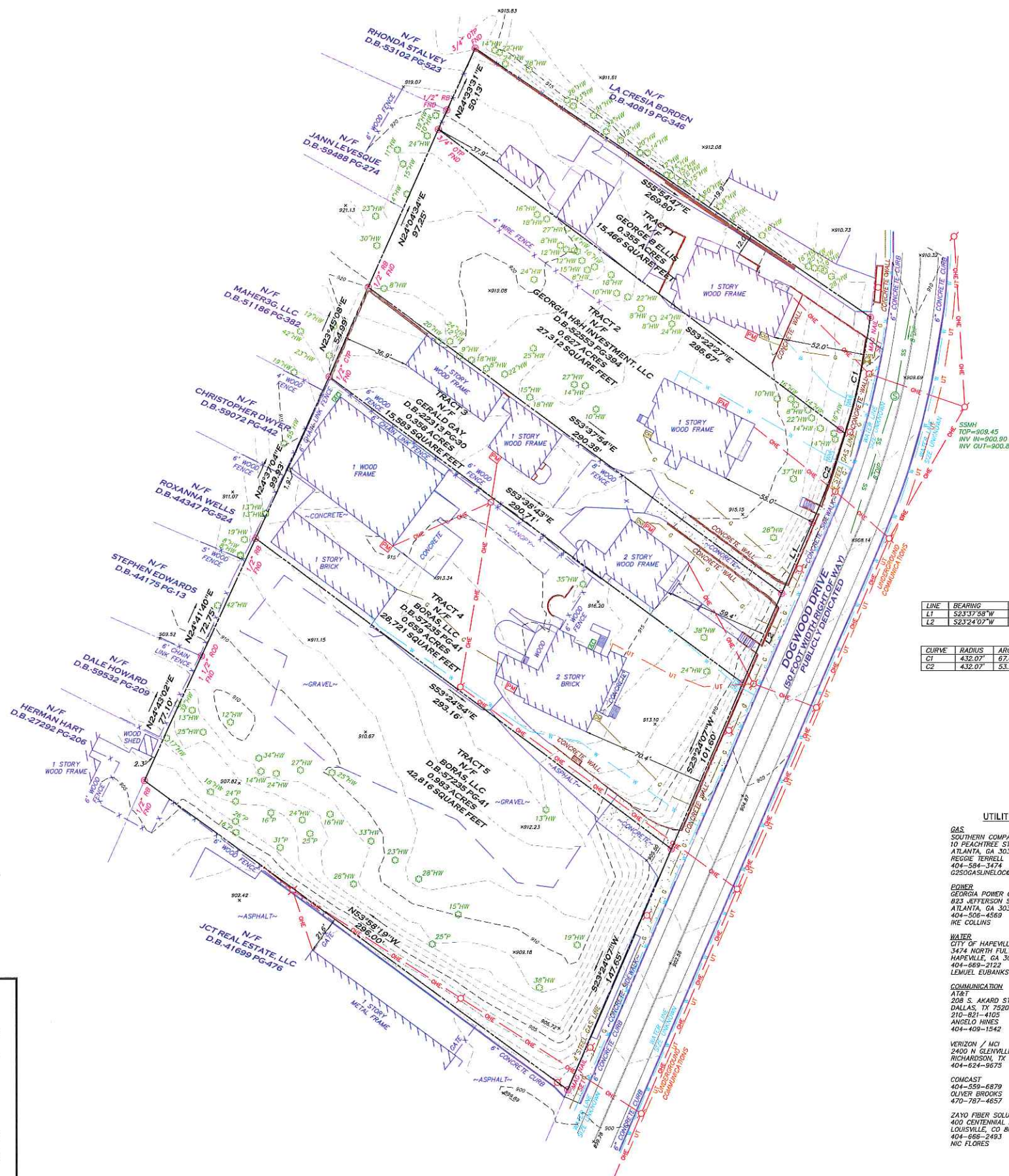
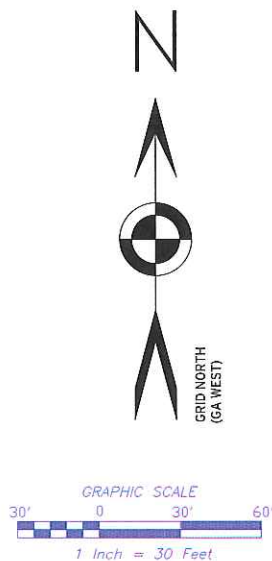
(BEARING/DISTANCE)	PROPERTY LINE
	RECORD CALLS
	BUILDING SETBACK LINE
B.S.L.	BUILDING SETBACK LINE
W	WATER LINE
OH/E	OVERHEAD UTILITY LINE
G	GAS LINE
SS	SANITARY SEWER LINE
UGE	UNDERGROUND ELECTRIC LINE
UT	UNDERGROUND TELEPHONE LINE
X	FENCE LINE
	STORM DRAIN PIPE
WV	WATER VALVE
FDH	FIRE HYDRANT
CO	CLEAN OUT
SMH	SANITARY SEWER MANHOLE
SMH	SANITARY SEWER MANHOLE
OCS	OUTLET CONTROL STRUCTURE
YI	YARD INLET
RCP	REINFORCED CONCRETE PIPE
PVC	POLYVINYL CHLORIDE PIPE
CMP	CORRUGATED METAL PIPE
	FLOW DIRECTION
C	CURB INLET
D	DROP INLET
SWCB	SINGLE-WING CATCH BASIN
DWCB	DOUBLE-WING CATCH BASIN
	JUNCTION BOX
RB	REBAR
CRB	CAPPED REBAR
CRM	CONCRETE R/W MONUMENT
FO	FOUND
	LIGHT POLE
	SIGN
	TREE

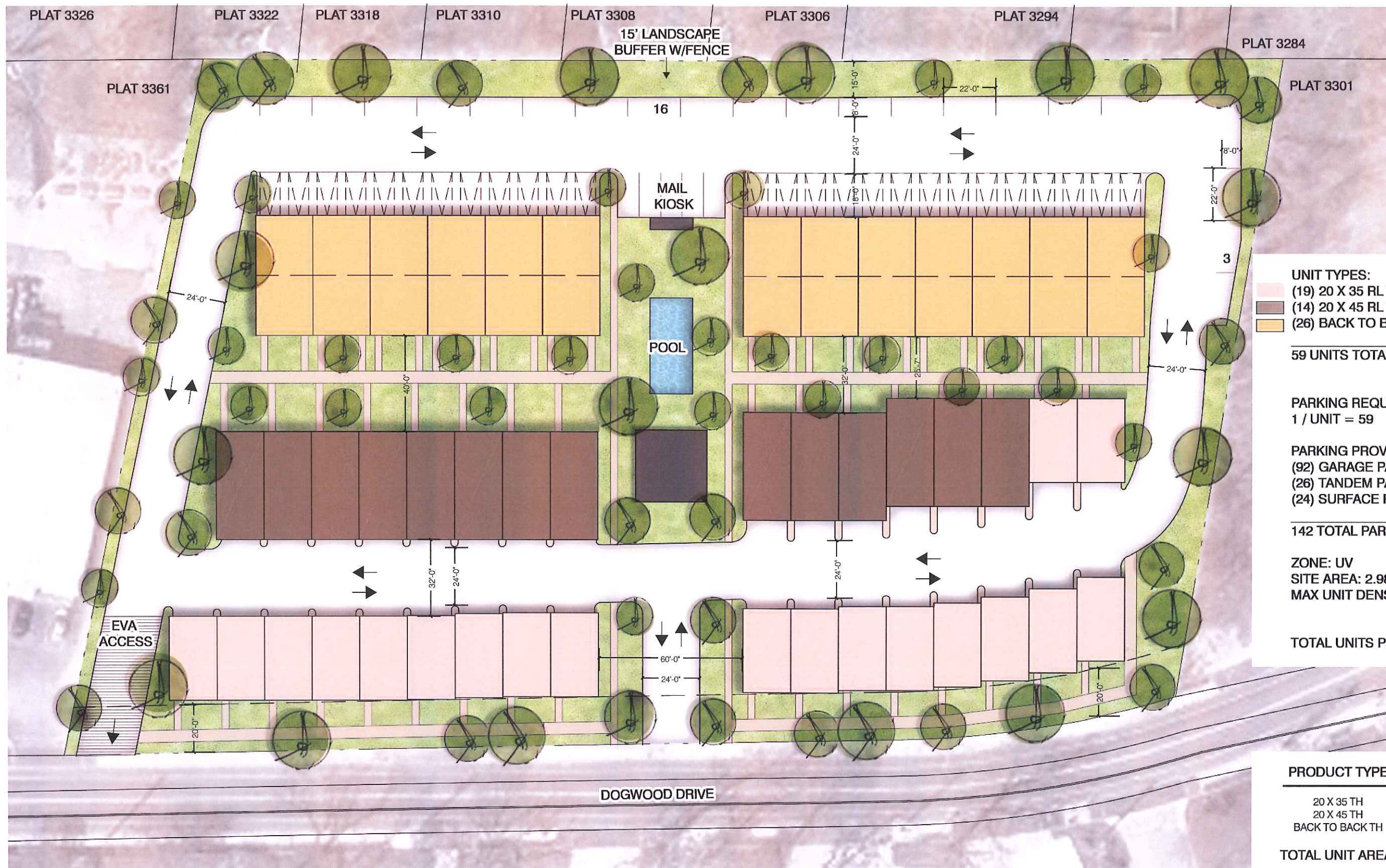


DATE: JULY 27, 2021
JOB #: 213362
SCALE: 1"=30'

SURVEYOR'S CERTIFICATION

THIS PLAN IS A RETACEMENT OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT SUBDIVIDE OR CREATE A NEW PARCEL OR MAKE ANY CHANGES TO ANY REAL PROPERTY BOUNDARIES. THE RECORDING INFORMATION OF THE DOCUMENTS, MAPS, OR RECORDS OF THE EXISTING PARCEL OR PARCELS ARE STATED HEREIN. RECOGNITION OF THIS PLAN DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, JURISDICTION OF PENALTY OR VIOLATION WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR TYPE OF THE LAND. FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAN COMPLIES WITH THE MINIMUM STANDARDS AND STANDARDS OF PRACTICE OF THE GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-6-67.





UNIT TYPES:
 (19) 20 X 35 RL TH
 (14) 20 X 45 RL TH
 (26) BACK TO BACK TH

59 UNITS TOTAL

PARKING REQUIRED:
 1 / UNIT = 59

PARKING PROVIDED:
 (92) GARAGE PARKING
 (26) TANDEM PARKING
 (24) SURFACE PARKING

142 TOTAL PARKING PROVIDED

ZONE: UV
SITE AREA: 2.98 ACRES
MAX UNIT DENSITY (44/ACRE) = 44 X 2.98
= 131 UNITS

TOTAL UNITS PROVIDED = 59 UNITS

PRODUCT TYPE	UNITS	SF/UNIT
20 X 35 TH	19	2,015 SF
20 X 45 TH	14	2,500 SF
BACK TO BACK TH	26	1,800 SF
TOTAL UNIT AREA =		120,085 SF



DATE: February 28, 2022
TO: Adrienne Senter
FROM: Lynn Patterson
RE: Rezoning for 3 tracts from V, Village to U-V, Urban Village
Parcel numbers 14 009800160105, 14 009800160113, and 14 009800160121

The City of Hapeville received a rezoning application from Green River Construction Georgia LLC on behalf of Dogwood Assemblage, LLC for the rezoning of 3 parcels from V, Village to U-V, Urban Village as part of an assemblage. The proposed assemblage will include 59 townhomes with an amenity building and pool.

Parcel ID	Property Address
14 009800160105	3309 Dogwood Drive
14 009800160113	3319 Dogwood Drive
14 009800160121	3327 Dogwood Drive

Figure 1 City of Hapeville Current Zoning Map



Figure 2 City of Hapeville Future Land Use Map

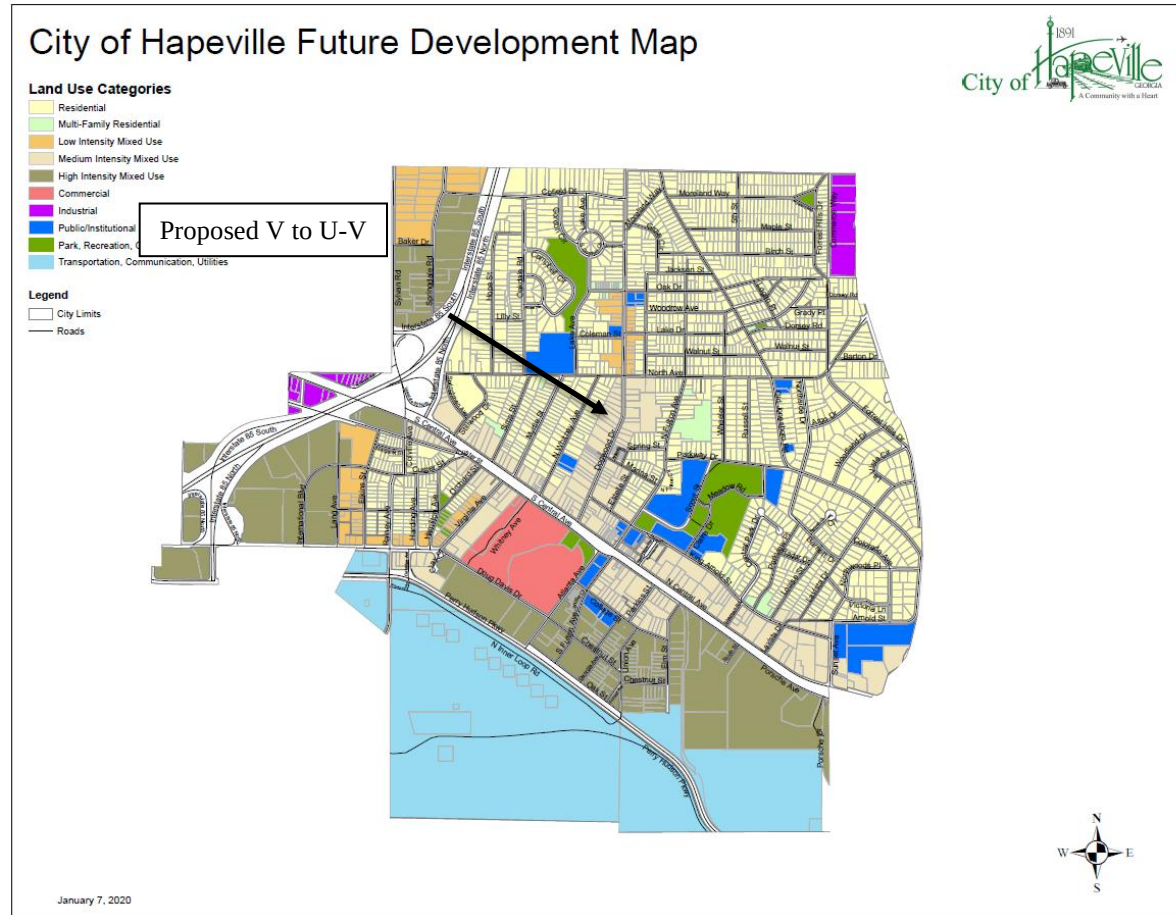


Table 2 Permitted Uses

V, Village (Current)	U-V, Urban Village (Proposed)
Any use permitted in the D-D zone;	Business and professional offices/agencies
Any use permitted in the C-1 zone subject to the requirements of this article;	Institutional uses
Single-family detached dwellings;	Retail; sales, with a maximum floor area of 6,000 square feet
Single-family attached dwellings with at least four units attached	Retail; drugstores, pharmacies and soda shops with a maximum floor area of 15,000 square feet.
Group homes, subject to the restrictions in section 93-2-19 ;	Retail; sales, with a maximum floor area of 20,000 square feet*
Adult daycare facilities	Retail; grocery stores with a minimum floor area of 30,000 square feet.
Condominiums subject to approval as a conditional use; and	Personal services, with a maximum floor area of 6,000 square feet
Combination of residential and business applications within a single structure. However, each use must have a separate entrance	Customary accessory uses and buildings including noncommercial gardens and greenhouses.

	Bed and breakfast inns without kitchens or cooking facilities in rooms used for guest occupancy.
	Restaurants or carry-out restaurants but not including drive-through/drive-in restaurants with a maximum size of 6,000 square feet. Such restaurants shall be allowed to operate no more than six billiard tables upon the premises. Drive-through or drive-in restaurants may be allowed through special permit. The desired configuration for a drive-through or drive-in restaurant in this district is not a stand-alone building but rather part of a larger development and the site plan specifically addresses pedestrian orientation and safety.
	Theaters (with a maximum size of 8,000 square feet) which do not provide entertainment as defined in section 11-2-1 of this Code, including adult films, adult stage productions, adult videos or other adult entertainment performances.
	Customary accessory buildings and uses.
	Public, private and parochial schools operated for the purpose of instructing in elementary and high school general education subjects. In addition, other schools are allowed subject to a finding by the city planning commission that the proposed method of establishment and operation would not adversely impact the use and enjoyment of surrounding properties.
	Churches and other places of worship.
	Single-family detached dwellings, subject to the density restrictions in subsection (19) of this section.
	Single-family attached dwellings with at least two units attached, but no more than 12 and subject to the density restrictions in subsection (23) of this section.
	Group homes, subject to the restrictions in section 93-2-19 .
	Adult daycare facilities.
	Combination of residential and business applications within a single structure, provided that each use must have a separate entrance directly accessible from the required sidewalk or within a jointly used lobby.
	Bail bond offices, subject to section 93-2-23 .
	Check cashing businesses, subject to section 93-2-23 .
	Pawnshops, subject to section 93-2-23 .
	Private probation offices, subject to section 93-2-23 .
	Residential density limitations shall be as follows: The maximum permitted residential density of a master planned development shall be 40 units per acre as calculated based on the sum of all residential uses and the total acreage of the project, including multiple parcels or city blocks, but not rail lines,

	public streets, or other areas not owned by the applicant; The built residential density of individual parcels or blocks within a master planned development may be greater or less than 40 units per acre, provided the project's combined average maximum permitted residential density is not exceeded; and Any changes to an approved site plan shall require approval of the city planning commission and shall be reviewed based on the geographic extent of the original approved site plan, shall not exceed maximum density requirements of the original application, and shall indicate all built or planned improvements.
	Veterinarians and animal hospitals.

Table 3 Dimensional Requirements City of Hapeville

Zoning District	Development Type	Lot Frontage (Feet)	Min. Lot Area Sq. Ft.	Lot Area/ DU Square Feet	Floor Area/ DU Sq. Ft.	Max Lot Coverage	Minimum Front Yard		Minimum		Maximum		Min. Parking Spaces		Max Unit Per Bldg/Lot
							Minor Col.	Maj. Arterial	Side	Rear	Stories	Feet			
V	Single-family detached	50	4,000	4,000	1,000	70	15	15	5	20	2½	35	2 DU	1	
	Accessory structure(s)								5	5	2	26			
	Single-family attached—4 to 8 units	50	10,000	2,500	1,000	70	15	15	5	20	2½	35	2 DU	a.	
	Accessory structure(s)								5	5	2	25			
	Condominiums	200	43,500	2,500	1,000	70	15	15	10	25		40	2 DU	12	
	Accessory structure(s) conditional								5	5	2	25			Conditional
	Nonresidential	50	10,000	10,000	1,000	70	15	15	15	25		40	c., d., e.	N/A	
UV	Single-family detached	30	2,400		1,000	90	0/15	0/15	0	0	2½	35	1.5 DU	1	
	Accessory structure(s)								0	0	2	25			
	Single-family attached - duplex	30	2,400		1,000	90	0/15	0/15	0	0	2½	35	1 DU	2	
	Single-family attached patio/town	20	1,200		1,000	90	0/15	0/15	0	0	3	45	1 DU	1.	

	homes and live-work unit												
	Accessory structure(s)							0	0	2	25		
	Multifamily	20	2,000		600	90	0/15	0/15	0	0	4 g.	64 g.	1 DU
	Nonresidential	20	2,000			90	0/15	0/15	0	0	4 g.	64 g.	d, e, i. j. k.

REVIEW OF APPLICATION

(1) The existing land use pattern;

The existing land use pattern is a combination of single family homes and commercial buildings along Dogwood. This is the main corridor into the City of Hapeville from the north.

(2) The possible creation of an isolated district unrelated to adjacent and nearby districts;

To the north of the parcels, the zoning district is V, Village. To the south, the zoning district is U-V, Urban Village. To the rear (west), the zoning District is R-1. The area is designated as medium density mixed use in the Future Land Use Map.

(3) The population density pattern and possible increase or overtaxing of the load one public facilities including, but not limited to, schools, utilities, and streets;

The population density pattern may increase as the proposed single family attached dwelling lot area decreases from 2,500 SF per unit to 2,400 SF per unit.

(4) The cost of the city and other governmental entities in providing, improving, increasing or maintaining public utilities, schools, streets and other public safety measures;

There is no foreseeable significant increase in providing, improving, increasing or maintaining public utilities, schools, streets, and other public safety measures given the existing zoning and adjacent zoning.

(5) The possible impact on the environment, including, but not limited to, drainage, soil erosion and sedimentation, flooding, air quality and water quantity.

None of the properties are located within the FEMA Flood Map. All city and state requirements regarding drainage, soil erosion, sedimentation, flooding, air quality and water quality are required during development.

(6) Whether the proposed zoning map amendment will be a deterrent to the value or improvement of development of adjacent property in accordance with existing regulations;

There is no evidence the change in zoning is a deterrent to the value or improvement of adjacent property. Adjacent properties are zoned U-V, Urban Village, V, Village, and R-1, One Family Residential. A buffer is required at the rear between the proposed townhomes and the rear single family residential.

(7) Whether there are substantial reasons why the property cannot be used in accordance with existing regulations;

As there is a proposed assemblage, the properties must have the same zoning classification. The applicant has requested the U-V, Urban Village zoning for these properties to be consistent with the other two parcels to the south. There are no substantial reasons why the property cannot be in used in accordance with existing regulations.

(8) The aesthetic effect of existing and future use of the property as it relates to the surrounding area; *The proposed zoning would limit development to the permitted uses listed above. The proposed development is consistent with the 2017 LCI and Comprehensive Plan update. Any development, single family or otherwise, is required to follow the City's ordinances and State regulations regarding stream buffers, etc. All residential uses are subject to the Neighborhood Conservation Area of the Architectural Design Standards.*

(9) The extent to which the proposed zoning map amendment is consistent with the land use plan; *The future land use plan designates the land use as medium density mixed use. The proposed zoning amendment is consistent with the future land use map.*

(10) The possible effects of the proposed zoning map amendment on the character of a zoning district, a particular piece of property, neighborhood, a particular area, or the community; *The effects of the zoning map amendment could be minor given the proposed use. The U-V district does allow additional permitted uses not found in V, Village Zoning which should be taken into consideration.*

(11) The relation that the proposed zoning map amendment bears to the purpose of the overall zoning scheme, with due consideration given to whether or not the proposed change will help carry out the purposes of these zoning regulations; *The proposed zoning map amendment would not substantially change the purpose of these zoning regulations.*

(12) Applications for a zoning map amendment which do not contain specific site plans carry a rebuttable presumption that such rezoning shall adversely affect the zoning scheme; *A site plan was provided.*

(13) The consideration of the preservation of the integrity of residential neighborhoods shall be considered to carry great weight; *Along Dogwood Drive, there are mixed uses. To the rear, there is a single family zoning district. A buffer is required for either V or U-v zoning.*

(14) In those instances in which property fronts on a major thoroughfare and also adjoins an established residential neighborhood, the factor of preservation of the residential area shall be considered to carry great weight. *Not applicable.*

RECOMMENDATION

The proposed zoning is required for the assemblage and development of the project in its entirety. The differences between V, Village and U-V, Urban Village are negligible for single family attached dwellings. Staff recommends approval of the rezoning.



Planning Commission Meeting
700 Doug Davis Drive
Hapeville, Georgia 30354

Brian Wismer, Chairman
Lucy Dolan, Vice Chairman
G. Leah Davis
Larry Martin
Jeanne Rast
Cliff Thomas

March 8, 2022 6:00 PM

MINUTES

1. Called to order at 6:01 p.m.

2. Roll Call

Brian Wismer, Chairman
Lucy Dolan, V. Chairman
G. Leah Davis
Larry Martin
Jeanne Rast, Absent
Cliff Thomas

3. Approval of Minutes

3.I. Minutes of February 8, 2022

MOTION ITEM: Cliff Thomas made a motion, Leah Davis seconded to approve the minutes of February 8, 2022. Motion Carried: 4-0.

4. Old Business

4.I. 609-627 College Street (Pod B)

Site Plan Review

Background:

Tiffany Hogan of D.R. Horton, LLC and representative for Theo Stone of Atwell, LLC requested approval of a revised site plan for the properties located at 609 College Street, 613 College Street, 623 College Street and 627 College Street, Parcel Identification Numbers 14-0098-0020-036-4, 14-0098-0020-037-2, 14-0098-0020-038-0, and 14-0098-0020-052-1 for the purpose of constructing townhomes. The properties are zoned RMU, Residential Mixed Use. *The Planning Commission approved this item on November 16, 2021.*

The previous approval was subject to the Board of Appeals granting a variance to reduce the buffer requirement. The Board of Appeals denied the buffer variance request. Ms. Hogan stated the revised site plan includes the removal of several units to eliminate the buffer encroachment.

Findings:

Staff recommends approval of the site plan with the following conditions that meet code requirements.

1. Provide impervious surface detail and total.
2. Provide detail for required continuous wall, fence, hedge or retaining wall.
3. Provide detail for required landscape area.

4. Provide required buffer between single family attached and single family detached (west of project).
5. Provide intervening driveway materials detail.
6. Provide heights for townhomes.
7. Provide location and parking for mail kiosk.
8. Address any outstanding issues with the Tree Conservation Ordinance as per City Arborist report.
9. Address any outstanding issues on the Engineer's Report.

Any approval of the site plan requires the applicant shall comply with all other zoning rules, regulations, covenants, and easements of record.

MOTION ITEM: Cliff Thomas made a motion, Leah Davis seconded to approve the site plan request for 609-627 College Street (Pod B) subject to the conditions outlined in the Planner's Report. Motion Carried: 4-0.

4.II. 3608-3622 Georgia Ave., 3619-3637 Union Ave. (Pod D) Site Plan Review

Background:

Tiffany Hogan of D.R. Horton, LLC and representative for Theo Stone of Atwell LLC is requesting approval of a revised site plan for the properties located at 3608 Georgia Avenue, 3614 Georgia Avenue, 0 Georgia Avenue, 3619 Union Avenue, 3627 Union Avenue, and 3637 Union Avenue, Parcel Identification Numbers 14- 0097-0008-011-4, 14-0097-0008-010-9, 14-0097-0008-009-8, 14-0097-0008-002-3, 14-0097-0008-003-1 and 14-0097-0008-004-9 for the purpose of constructing townhomes. The properties are zoned RMU, Residential Mixed Use. *The Planning Commission approved this item on November 16, 2021.*

Findings:

Staff recommends approval of the site plan with the following conditions that meet code requirements.

1. Provide impervious surface detail and total.
2. Provide detail for required continuous wall, fence, hedge or retaining wall.
3. Provide required buffer between single family attached and single family detached (west of project).
4. Provide intervening driveway materials detail.
5. Provide heights for townhomes.
6. Provide location and parking for mail kiosk.
7. Address any outstanding issues with the Tree Conservation Ordinance as per City Arborist report.
8. Address any outstanding issues on the Engineer's Report.

Any approval of the site plan requires the applicant shall comply with all other zoning rules, regulations, covenants, and easements of record.

Motion Item: Cliff Thomas made a motion, Larry Martin seconded to approve the site plan request for 3608-3622 Georgia Avenue and 3619-3637 Union Avenue (Pod D) subject to the conditions outlined in the Planner's Report. Motion Carried: 4-0.

4.III. 3636-3654 Union Avenue & 511-579 Chestnut Street (Pod F) Site Plan Review

Background:

Tiffany Hogan of D.R. Horton, LLC and representative for Theo Stone of Atwell LLC is requesting approval of a revised site plan for the properties located at 3636 Union Avenue, 0 Union Avenue, 3644 Union Avenue, 3650 Union Avenue, 3654 Union Avenue, 579 Chestnut Street, 0 Chestnut Street, 573 Chestnut Street, 511(573) Chestnut Street, 569 Chestnut Street, 567 Chestnut Street and 565 Chestnut Street, Parcel Identification Numbers 14-0096-0002-026-9, 14-0096-0002-025-4, 14-0096-0002-024-4, 14-0096-0002-023-6, 14-0096-0002-022-8, 14-0096-0002-032-7, and 14-0096-0002-012-9 for the purpose of constructing townhomes. The properties are zoned RMU, Residential Mixed Use. *The Planning Commission approved this item on November 16, 2021.*

Findings:

Staff recommends approval of the site plan with the following conditions that meet code requirements.

1. Provide impervious surface detail and total.
2. Provide dimensions for rear entry concrete driveways.
3. Provide dimensions for sidewalk.
4. Provide detail for required continuous wall, fence, hedge or retaining wall.
5. Provide detail for required landscape buffer area, specifically the fence/wall and enhanced landscaping as proposed at Board of Appeals.
6. Provide nearest setback dimensions for all vertical elements.
7. Provide intervening driveway materials detail.
8. Provide heights for townhomes.
9. Address any outstanding issues with the Tree Conservation Ordinance as per City Arborist report.
10. Address any outstanding issues on the Engineer's Report.

Any approval of the site plan requires the applicant shall comply with all other zoning rules, regulations, covenants, and easements of record.

Motion Item: Cliff Thomas made a motion, Lucy Dolan seconded to approve the site plan request for 3636-3654 Union Avenue & 511-579 Chestnut Street (Pod F) subject to the conditions outlined in the Planner's Report. Motion Carried: 4-0.

5. New Business

5.I. 461 North Central Avenue

Final Plat Review

Background:

Joseph Latimer requested final plat review for a 2.642-acre property located at 461 N. Central Avenue, Parcel Identification Number 14-0095-0003-015-2. The property is zoned U-V, Urban Village. The property has been redeveloped as the Dwarf House restaurant and associated parking.

Recommendation:

The final plat may be approved conditional upon the satisfaction of all the City Engineer's comments.

MOTION ITEM: Larry Martin made a motion, Leah Davis seconded to approve the final plat for 461 North Central Avenue subject to the deficiencies outlined in the Engineer's Report.
Motion Carried: 4-0.

5.II. 3112 Grove Circle

Site Plan Review

Background:

William Brooks Kay and Brett M. Reichert requested site plan review to construct a 3,241 single-family dwelling at 3112 Grove Circle, Parcel Identification Number 14-0094-0010- 061-8. The property is zoned R-SF, Residential Single Family and is subject to the Neighborhood Conservation Area of the Architectural Design Standards.

Discussion ensued regarding the proposed front driveway. Dr. Patterson stated that the Design Review Committee would consider a modification request related to the location of the driveway.

Recommendation:

The applicant should provide the following information:

- The north side setback should be provided and must include any roof overhang.
- The gravel guest parking must be removed.
- Gravel may not be used as a finishing material for the driveway and must be replaced with either porous concrete, asphalt, plain concrete, brick and concrete pavers, or other permeable pavements.
- Provide development schedule.

MOTION ITEM: Cliff Thomas made a motion, Lucy Dolan seconded to approve the site plan request for 3112 Grove Circle subject to the conditions outlined in the Planner's Report.

Motion Carried: 4-0.

5.III. 601 Coleman Street

Special Use Permit

Background:

Stacyann Wint-Barnes requested a Special Use Permit to operate a personal care home within an existing structure located at 601 Coleman Street, Parcel Identification Number 14-0099-0003-120-6. The property is zoned V, Village and is subject to the zoning regulations under Section 93-11.1-5 (Special uses) of the City of Hapeville Zoning Ordinance.

The structure has previously operated as a nursing home and is currently vacant. A hand drawn site plan, not to scale, shows the property has fourteen parking spaces. The parking lot may include two handicapped spaces; however, these are not shown on the site plan provided. The application refers to 7,500-square feet which is assumed to be the square footage of the building, but this is not clear.

Ms. Wint Barnes stated 24 beds will occupy the building. The residents will not have vehicles but there is a day program that will provide transportation to activities and events. The clients are more independent and do not require staff licensed physicians.

Dr. Patterson stated that should the facility be classified as a personal care home, and not a nursing home, then 1 space per dwelling unit is required. There are current 14 parking spaces on site. A

parking variance from the Board of Appeals is required to reduce the required number of required parking spaces.

Review:

Sec. 93-3.2-6. - Special use permit criteria and standards.

- (a) *Special use permit criteria.* Special uses are compatible uses of land or the improvement of structures within a zoning district that reasonably require special consideration and therefore, are not allowed "by right." The following standards shall be considered in evaluating the appropriateness of all proposed special uses of property:

- (1) Impact on the use or development of adjacent properties, or the surrounding area, as concerns public health, safety or general welfare;

Use of the property as a personal care home should have no negative impact on the use or development of adjacent properties or the surrounding area as concerns public health, safety or general welfare. The property was previously operated as a nursing home.

- (2) Capacity of the lot to accommodate the use and satisfy the dimensional requirements of the ordinance; *The Code does not provide guidance for dimensional requirements placed on personal care homes. The minimum space per dwelling unit for personal care homes is mandated by state law as 80 square feet; the provided floor plan does not detail square footage. The use would occupy an existing structure and as such would not be required to meet the setback requirements of the Village district. The facility would provide 14 parking spaces, which is not sufficient to meet the minimum of one parking space per dwelling unit required by the Arts District overlay for residential uses.*

- (3) Compatibility with adjacent properties and other land uses in the vicinity;
Personal care homes are a residential use, which are compatible with the Village district and the Arts District Overlay.

- (4) Potential nuisance or hazardous characteristics, specifically as concerns the number of individuals projected to use such facility or nature of the activity;
The applicant has not indicated the number of residents. The number of residents is limited to those imposed by State law and the occupancy load as determined by the fire marshal during his inspection of the facility.

- (5) Impact on traffic movement, availability of off-street parking, options for buffering or protective screening, hours and manner of operation, lighting, signs and access to the property; and
Sufficient parking is not provided off-street for the facility if classified as a personal care home. As the use is primarily residential, no buffers, protective screening, or additional lighting are recommended, nor are restrictions on the hours and manner of operation. Any proposed signs will need to comply with the city's sign ordinance.

- (6) Conformance of the special use to other requirements of the ordinance.
See below

Sec. 93-2-21. - Use regulations regarding personal care homes.

- (a) Personal care homes, as defined herein, may be permitted in any RMU, V, U-V, C-R, N-C, C-1 and C-R zone, subject to special use permit and the following conditions:

- (1) Any exterior modifications to an existing structure or construction of a new structure shall be consistent with the character of the surrounding area;

No exterior modifications have been proposed at this time.

DRAFT

- (2) The personal care home provides on-site parking and/or drop-off space adequate to meet the needs of the proposed facility;

Per the provided floor plan and site plan, the site has 14 off-street parking spaces. This is not compliant with the requirements of the Arts District overlay for one parking space per dwelling unit. Further, per the applicant, the residents of the personal care home will generally not have their own vehicles, and the provided parking will mainly be used by staff, guests, and deliveries. The provided parking is adequate to meet the needs of the facility.

- (3) The personal care home provides to the Hapeville fire and police departments a current list of residents living in the facility who have disabilities, and information concerning special needs, so as to ensure each resident's safety and evacuation from the premises in the event of a fire or other emergency within the home; and

The applicant must furnish this information to the Hapeville fire and police departments with every new admission to the facility.

- (4) The personal care home has obtained all federal and/or state permits or licenses required for its operation.

The applicant must provide copies of all relevant federal and/or state permits to the Department of Community Services prior to obtaining a Certificate of Occupancy.

Recommendation:

The proposed use may be more akin to that of a nursing home rather than a personal care home and should be clarified. In either case, the use is compatible with the Village Zoning District and poses no foreseeable conflict with the intent of the district. The special use application is recommended for approval with the following conditions:

1. The number of total residents should be provided and meet any limits imposed by State law.
2. The number of all occupants, including guests and staff, should be restricted by the occupancy load as determined by the fire marshal during his inspection of the facility pursuant to its acquisition of an Occupational Tax Permit.
3. The owner must furnish a list of all residents living in the facility with disabilities and special needs to the Hapeville Police and Fire Departments with every new admission to the facility.
4. The owner must provide copies of all relevant federal and/or state permits to the Department of Community Services prior to obtaining a Certificate of Occupancy.

MOTION ITEM: Cliff Thomas made a motion, Larry Martin seconded to recommend the Mayor and Council approve the Special Use Permit request to operate a personal care home at 601 Coleman Street subject to the conditions outlined in the Planner's report. Motion Carried: 4-0.

5.IV. 3309, 3319, and 3327 Dogwood Drive Rezoning Request

Background:

Monte Hewitt and Briana Garcia of Green River Construction Georgia, LLC requested approval to rezone the properties located at 3309 Dogwood Drive, 3319 Dogwood Drive, 3327 Dogwood

Drive, Parcel Identification Numbers 14-0098-0016-010-5, 14-0098-0016-011-3, 14-0098-0016-012-1 from V, Village to U-V, Urban Village for the purpose of constructing a residential townhome development.

Recommendation:

The proposed zoning is required for the assemblage and development of the project in its entirety. The difference between V, Village and U-V, Urban Village are negligible for single family attached dwellings. Staff recommends approval of the rezoning.

Commissioner Martin asked regarding the transition between V, Village and U-V, Urban Village. Dr. Patterson stated the existing zoning serves as a buffer between the U-V and V zoning designations. Further, Commissioner Martin expressed concern with setting a precedent for other areas within the city. Chairman Wismer stated each rezoning request is particular to a parcel and existing conditions.

MOTION ITEM: Lucy Dolan made a motion, Cliff Thomas seconded to recommend Mayor and Council approve of the request to rezone the properties located at 3309, 3319, and 3327 Dogwood Drive from V, Village to U-V, Urban Village. Motion Carried: 3-1; Larry Martin opposed.

6. Open Discussion

6.I. Parking Study Discussion

Dr. Patterson stated the survey for the Comprehensive Plan Update is active and the Atlanta Regional Commission is collecting the data. Dr. Patterson encourage the members to complete the online survey.

7. Next Meeting Date – Tuesday, April 12, 2022 at 6:00PM

8. Adjourn

MOTION ITEM: Larry Martin made a motion, Lucy Dolan seconded to adjourn the meeting at 7:17 p.m. Motion Carried: 4-0.

Respectfully submitted by,

Brian Wismer, Chairman

Adrienne Senter, Secretary



CITY OF HAPEVILLE
3468 NORTH FULTON AVENUE
ATLANTA, GA 30354

THE DAILY REPORT
136 Pryor Street, SW
Suite CB14
Atlanta, GA 30303

PUBLISHER'S AFFIDAVIT

STATE OF GEORGIA
COUNTY OF FULTON

In Re: Ad # 581306

Before me, the undersigned, a Notary Public, this day personally came the undersigned who, being duly sworn, according to law, says she is an agent for the ALM, LLC publishers of the Daily Report, the official legal organ of Fulton County, published in Atlanta, Georgia, in said county and state, and that the publication, of which is annexed is true copy, was published in said newspaper as provided by law on the following dates: 2/25/22, _____, _____, _____

Allecia Deals
Agent of the Daily Report

Sworn to and subscribed before me this
11th day of March, 2022

K Mosley
Signature, Notary Public
K. Mosley

My Commission Expires Apr. 22, 2022
Location: Fulton County, Georgia



**NOTICE
City of Hapeville**

A Public Hearing will be held by the City of Hapeville Mayor and Council on **Tuesday, March 15, 2022 at 6:00 p.m.** at the City of Hapeville Municipal Annex located at 700 Doug Davis Drive, Hapeville, Georgia 30354. The meeting will be made available to the public by live streaming only via teleconference/videoconference in accordance with O.C.G.A § 50-14-1(g) at <https://ga-hapeville3.civicplus.com/562/Agendas-and-Minutes>

to consider the following:

Rezoning Request:

Rezoning requests for the properties located at 3309 Dogwood Drive, 3319 Dogwood Drive, 3327 Dogwood Drive, Parcel Identification Numbers 14-0098-0016-010-5, 14-0098-0016-011-3, 14-0098-0016-012-1 from V, Village to U-V, Urban Village for the purpose of constructing a residential townhome development.
Applicant: Green River Construction Georgia, LLC

Public Hearing Comments: For those who are unable to physically attend the meeting, citizen comments must be emailed to the City Clerk at ssteed@hapeville.org or called in at 404-766-3004 no later than 5:00 p.m. on March 14, 2022. When emailing or verbally delivering your comment to the City Clerk, please include your name, address, the agenda item, and the comment for or against the item. All comments submitted to the City Clerk will be read into the record during the meeting. Citizens may not make comments on public hearing agenda items via teleconference/videoconference.
#0000581306:2/25-1AS



ALAN HALLMAN
MAYOR

MIKE RAST
ALDERMAN AT LARGE

BRETT REICHERT
COUNCILMAN AT
LARGE

MARK ADAMS
COUNCILMAN WARD I

CHLOE ALEXANDER
COUNCILMAN WARD II

MAYOR AND COUNCIL REGULAR SESSION

Join in person at 700 Doug Davis Drive, Hapeville, GA 30354 Or, visit the City's Website for live stream at
<https://hapevillega.civicclerk.com/Web/Player.aspx?id=500&key=-1&mod=-1&mk=-1&nov=0>

March 1, 2022 6:00 PM

MINUTES

1. **CALL TO ORDER** by Mayor Hallman at 6:03 PM
2. **ROLL CALL:** All Members of Council were present, which constituted a quorum.
 - ✓ Alan Hallman
 - ✓ Mike Rast
 - ✓ Brett Reichert
 - ✓ Mark Adams
 - ✓ Chloe Alexander
3. **WELCOME:** Mayor Hallman welcomed all to the March 1st Meeting.
4. **PLEDGE OF ALLEGIANCE:** The pledge of allegiance was recited in unison.
5. **INVOCATION:** given by Mayor Hallman.
6. **PRESENTATIONS:**
 - 6.I. Annual Hapeville Main Street
Main Street & Grants Coordinator Bianca Howard presented to council a recap of the Mainstreet Board's 2021 active, accomplishments and upcoming events.
 - 6.II. Altumint Speed Camera
Altumint Representative Phillip Bennett presented a general outlook of the speeding camera functions and report still being installed in the City. Mr. Bennett showed reports that demonstrated the change of the speed limit for vehicles over time. As well as how the City benefits from having a camera in a school zone and residential area.
 - 6.III. Spin the District Presentation ATL Airport District Convention & Visitors Bureau.
Ms. Cookie Smoak presented an overall breakdown of logistics for this year's Spin the District Hapeville Criterium. The event is scheduled for Saturday, April 23rd.
7. **QUESTIONS ON AGENDA ITEMS:**None
8. **CONSENT AGENDA:**
 - 8.I. Consideration and Action to approve February 15, 2022, Council Meeting minutes.

MOTION: Councilman Reichert made a motion to approve the consent agenda, Councilman Adams provided a seconded. **Motion carried 4-0.**
9. **OLD BUSINESS:**
 - 9.I. Consideration and Action to Appoint a resident to the 2022 Comprehensive Plan Update Steering Committee.

MOTION: Councilman Adams made a motion to appoint Brett Reichert to the 2022

Comprehensive Plan Update Steering Committee, Councilman Alexander provided a seconded. **Motion carried 4-0.**

10. NEW BUSINESS:

- 10.I. Consideration and Action for the approval to replace the Fire Departments' 2003 Freightliner FL60 Wheel Coach Ambulance with the purchase of a new 2023 F450 Type 1 Ambulance from Custom Truck and Body Works for the amount of \$236,237.

MOTION: Alderman Rast made a motion to approval to replace the Fire Departments' 2003 Freightliner FL60 Wheel Coach Ambulance with the purchase of a new 2023 F450 Type 1 Ambulance from Custom Truck and Body Works for the amount of \$236,237., Councilman Adams provided a seconded. **Motion carried 4-0.**

- 10.II. Consideration and action on the request to hang banners, utilize City services, and to close streets for the Spin District Event scheduled for Saturday, April 23rd.

MOTION: Alderman Rast made a motion to approve the request to hang banners, utilize City services, and to close streets for the Spin District Event scheduled for Saturday, April 23rd, Councilman Alexander provided a seconded. **Motion carried 4-0.**

- 10.III. Consideration and Action to approve the Resolution to Declare Transfer Station Surplus. **Resolution 2022-05**

MOTION: Councilman Reichert made a motion to approve the Resolution to Declare Transfer Station Surplus. **Resolution 2022-05**, Councilman Adams provided a seconded. **Motion carried 4-0.**

11. CITY MANAGER REPORTS: City Manager, Tim Young spoke about the Following items:

- Mr. Young commended the Mainstreet Board and Councilmen Alexander for the amazing black history month exhibition. He stated that the event was well executed and well attended.
- Public Works will start Spring Cleaning within the Hapeville Street soon and is preparing to get all equipment up and running.
- Youth Basketball teams ages 12 and 14 are gearing up to head to Savannah for the state championship.
- Staff is preparing to start budget planning for the new Fiscal Budget year.
- Mr. Young advise Council that he will be meeting with an Atlanta Business Chronicle reporter. The reporter is writing a spot highlighting the development and growth in Hapeville.

12. PUBLIC COMMENTS:

1. Deborah Martin
2. Larry Martin
3. Frank Cranford
4. Analay Labatan
5. Melvin Traynum

13. MAYOR AND COUNCIL COMMENTS:

Councilmen Adams thanked all for their patience regarding the train that was blocked several intersections. Councilmen Adams thanked Mr. Young and the Police for resolving the issue. Councilmen Adams applaud the Mainstreet for the black history month exhibit.

Councilmen Reichert echoed the remarks of Councilman Adams also thanking police and Mr. Young for resolving the railroad issue. Councilmen Reichert also praise the Mainstreet board and Councilmen Alexander for the excellent work put into the 4th black history month exhibit. Councilmen Reichert stated that he looks forward to next years exhibit.

Mayor Hallman thanked all for coming to the council meeting and echoed Councilmen Adams thanking all residents for their patience regarding the railroad issue. Mayor Hallman stated that we are in communication with the railroad public affair rep. as the railroad plays a major in pack on the City. Mayor Hallman is hopeful that there will be a future meeting to discuss and resolve some of these issues. He stated that the city would like to keep a good relationship with the railroad but would also like to express current concerns. Mayor Hallman thanked the Mainstreet Board for the hard work and dedication on the

black history month exhibit.

14. **EXECUTIVE SESSION:** *When Executive Session is Required one will be called for the following issues: 1) Litigation O.C.G.A. §50-14-2; 2) Real Estate O.C.G.A. §50-14-3(b)(1); or 3) Personnel O.C.G.A. §50-14-3(b)(2).*

MOTION: Councilman Adams made a motion to go into recess, Alderman Rast seconded. **Motion carried 4-0.**

Councilman Reichert Horsley made a motion to go into executive session at 7:37PM. Councilman Adams seconded. **Motion carried 4-0.**

MOTION: Councilman Adams made a motion to exit executive session and enter back into regular meeting. Councilman Alexander seconded. **Motion carried 4-0.**

15. **ADJOURN:**

MOTION: Councilman Alexander made a motion to adjourn at 8:02PM, Alderman Rast provided a second. **Motion carried 4-0.**

Respectfully submitted,

Alan Hallman, Mayor

Sharee Steed, City Clerk

Board of Appeals (3 year terms)							
Board	Position	Served on another Board/Authority	Appointed Date	Reappointed Date	Terms Ends	Seeking Re-Appointment	Resigned
Mike Simpson	Chairman	Ethics		4/6/2021	12/31/2023		
John Stalvey	Vice Chairman	DRC, HDA		4/6/2021	12/31/2023		
Charlotte Rentz	Board Member	PC, MS	2/1/2022	N/A	12/31/2024		
Melanie Williams	Board Member	Personnel	4/6/2021	N/A	12/31/2023		
Jason Morris	Board Member	N/A	N/A	4/6/2021	12/31/2023		
Richard Neal	Board Member	N/A	2/1/2022	N/A	12/31/2024		
Vacant							

Staff Recommendation

Dr. Kelly Singleton

Planning Commission (4-year terms)							
Board	Position	Served on another Board/Authority	Appointed Date	Reappointed Date	Terms Ends	Seeking Re-Appointment	Resigned
Brian Wismer	Chairman	N/A		4/6/2021	12/31/2024		
Jeanne Rast	Vice Chairman	N/A		3/20/2020	12/31/2023		
Leah Davis	Commissioner	N/A		4/6/2021	12/31/2024		
Cliff Thomas	Commissioner	N/A		4/6/2021	12/31/2024		
Vacant							
Lucille Dolan	Commissioner	N/A		3/20/2018	12/31/2021		
Larry Martin	Commissioner	N/A		3/21/2018	12/31/2021		

Staff Recommendation

Rob Hall
 Mill Radford
 Lucille Dolan

Design Review Commission (3-year terms)							
Board	Position	Served on another Board/Authority	Appointed Date	Reappointed Date	Terms Ends	Seeking Re-Appointment	Resigned
Jonathan Love	Chairman	N/A		4/6/2021	12/31/2023		
Brian Gregory	Secretary	N/A		4/6/2021	12/31/2023		
Gregory Morgan	Commissioner	N/A	1/8/2019	2/1/2022	12/31/2024		
Jacquie Smyth	Commissioner	N/A		4/6/2021	12/31/2023		
John Stalvey	Commissioner	BOA, HDA		1/8/2019	12/31/2021		

Staff Recommendation

John Stalvey

From: noreply@civicplus.com
To: [Crystal Griggs-Epps](#); [Maria Rodriguez](#)
Subject: Online Form Submittal: Board Application Form
Date: Friday, December 17, 2021 3:39:02 PM

The following form was submitted via your website: Board Application Form

Select the Board, Commission, or Committee applying for:: Planning & Zoning Commission,Board of Appeals

Name:: Rob

Home Address:: Hall

Home Phone Number:: [REDACTED]

Business Phone Number:: [REDACTED]

Occupation:: Real Estate Broker

Email Address:: [REDACTED]

Why do you want to serve on a Board or Commission?: I currently own two properties in Hapeville, my new construction primary residence and a rental duplex with two long standing tenants (20 years). I've fallen in love with our village and witnessing how quickly it's growing and gaining national attention excites me.

As a real estate broker with over 10 years professional experience, I feel I would be a great asset to help support and guide our town's growth. My goal will be to respect the longstanding Hapevilleians wishes to protect and preserve our town's classic small town charm, while at the same time understanding the vision of the new residents that it continues to attract. That takes balance, and a fresh new perspective that I can bring to the table. I will work to protect and uphold our zoning codes, while ensuring we maintain a good quality of life for all the entire community, our residents and guests.

Are you available in the evenings? : Yes

If yes, which evenings are best for you? : Tuesday

Length of Residency in League City:: < 1 yr

High School:: George Washington High School, Indianapolis

College:: Indiana University

Trade or Business School:: Champions School of Real Estate

Hobbies:: Investing, Outdoor Adventures, Mens Fashion and Fitness and community advocacy for at-risk/underprivileged children

Are you currently serving on other Boards, Commissions, or Committees?: No

If yes, which::

Have you served on a Board, Commission, or Committee before?: Yes

If yes, which::

Please list organization memberships and positions held:: HOA Board President, 2008.
Keller Williams Agent Leadership Council, 2019

Please List Areas of Special Interest: New construction housing, infrastructure, traffic improvement.

Please Enter Basic Resume Information Below:

Please provide three references:: Mark Jones - [REDACTED]
Jeff Shumate - [REDACTED]
Danielle Galimidi - [REDACTED]

Electronic Signature (First, Last): Please be aware that an electronic signature is as legally binding as a handwritten signature.: Robert Hall

Additional Information:

Form submitted on: 12/17/2021 3:38:53 PM

Submitted from IP Address: 73.43.208.22

Referrer Page: No Referrer - Direct Link

Form Address: <http://hapeville.org/Forms.aspx?FID=118>

From: noreply@civicplus.com
To: [Crystal Griggs-Epps](#); [Maria Rodriguez](#)
Subject: Online Form Submittal: Board Application Form
Date: Sunday, December 19, 2021 3:31:03 PM

The following form was submitted via your website: Board Application Form

Select the Board, Commission, or Committee applying for:: Planning & Zoning Commission,Board of Appeals,Design Review Committee

Name:: Miller Radford

Home Address:: [REDACTED] Old Jonesboro Road

Home Phone Number:: [REDACTED]

Business Phone Number:: [REDACTED]

Occupation:: Associate Asset Manager

Email Address:: [REDACTED]

Why do you want to serve on a Board or Commission?: Serving on the Planning & Zoning Commission, Board of Appeals, or Design Review Committee presents the opportunity to share best practices from invigorating public-private partnerships, build multi-variable analytical tools to interpret market data and outcomes, as well as work alongside senior leaders to advance community interests while preserving Hapeville's unique characteristics that have led to its historic charm and continued safety. While it is certainly essential to be a part of the community, it is even more worthwhile to contribute to the community as a leader. This is a position where I can become more engaged, expose myself to a variety of perspectives to fine-tune solutions, and expose others to proven and successful real estate and planning strategies. As much as there is to give, there is even more to learn. Yet when one learns more, there become even more ways to give. This is my chance to evolve with the community and bring forth balanced and fair compromises so all groups share the fruits of Hapeville's growth.

Are you available in the evenings? : Yes

If yes, which evenings are best for you? : Monday ,Tuesday,Wednesday,Thursday,Friday

Length of Residency in League City:: 6 months

High School:: The Westminster Schools

College:: University of Pennsylvania

Trade or Business School:: University of Georgia Terry College of Business

Hobbies:: Running, Dirtbiking, and International Travel

Are you currently serving on other Boards, Commissions, or Committees?: No

If yes, which::

Have you served on a Board, Commission, or Committee before?: No

If yes, which::

Please list organization memberships and positions held:: NAIOP Atlanta - Member
Fulbright Scholarship - Grant Recipient
Kappa Alpha Society - Member

Please List Areas of Special Interest: Real Estate Asset Management
Real Estate Development
Community Engagement
Education and Curriculum Development

Please Enter Basic Resume Information Below: Asset Management Analyst - JAMESTOWN LP, Atlanta, GA
2018 - Present

Private Equity Real Estate

- Provide monthly financial analyses for Washington DC assets. Underwrite ~\$1B for senior management across four mixed-use assets: 700 Pennsylvania Ave (700 Penn Ave), Georgetown Renaissance (3077– 3330 M St), Georgetown Park (3222 M St), and The Ellington (1301 U St).
- Initiate recommendations for proprietary office and retail innovations consistent with Jamestown brand and mission.
- Provide written and oral analysis for redevelopment and renovation projects, COVID relief agendas, and debt placement projections.
- Maintain Argus and Excel based property models for regular budgeting, reforecasting and project reports.
- Underwrote and presented two Redevelopment scenarios for Investment Committee exceeding \$120M in incremental cost, respectively.
- Initiated multifamily portfolio-wide adopted innovations: Concierge Services, Concession Alternatives, Contract Restructurings, Resident Services Mobile Apps, Digital Leasing/Marketing Technologies, Short-Term Rental Partnerships, Smart Locks, Community Tool Share, Package Systems, Transportation Programs/Partnerships.
- Built and maintained three of four asset models for all budget, reforecast, and capital tracking (pre and post renovation).

Project Analyst - SUPERIOR BUSINESS MANAGEMENT INC., Atlanta, GA 2016-2017
Accounting, Tax and Business Management Services for HNW families, entertainers and athletes.

- Directed project support for Kris Benson (Founder & CEO).
- Managed specific projects for certain high-profile clients.
- Produced financial summaries, variance reports, and income statements for film and music projects.
- Managed GA Film Tax Credit applications and filings.
- Directly managed GA Film Tax Credit initiative for a portfolio of three production companies (RiTE Media, DDP Yoga Studios, Raymond-Braun Media Group) utilizing state sponsored credits.
- Successfully appealed two property tax assessments for HNW client rental properties.
- Supported account management for Essence Music Festival and Fourth of November.

FULBRIGHT AWARD RECIPIENT, Kota Belud, Malaysia 2015

Post-graduate education and research exchange

Award Recipient

- Appointed to a 12-month Teaching Assistant position in Kota Belud, Malaysia by U.S. State Department.
- Coordinated, assisted in curriculum design and taught district level English language learning programs sponsored by the Malaysian Ministry of Education.
- Directed and produced 4 short-films depicting state-level cultural exchange projects undertaken by Fulbright recipients.

Please provide three references:: Matt Bronfman - CEO, Jamestown, matt.bronfman@jamestownlp.com
Amy Knopf - Head of Asset Management, Jamestown, amy.knopf@jamestownlp.com
Mark Witschorik - Northeast Regional Director, Jamestown, mark.witschorik@jamestownlp.com

Electronic Signature (First, Last): Please be aware that an electronic signature is as legally binding as a handwritten signature.: Miller Radford

Additional Information:

Form submitted on: 12/19/2021 3:30:56 PM

Submitted from IP Address: 23.113.223.188

Referrer Page: No Referrer - Direct Link

Form Address: <http://hapeville.org/Forms.aspx?FID=118>

From: noreply@civicplus.com
To: [Sharee Steed](#); [Maria Rodriguez](#)
Subject: Online Form Submittal: Board Application Form
Date: Tuesday, January 4, 2022 8:25:59 PM

The following form was submitted via your website: Board Application Form

Select the Board, Commission, or Committee applying for:: Design Review Committee

Name:: John Stalvey

Home Address:: [REDACTED] north Whitney ave

Home Phone Number: [REDACTED]

Business Phone Number:: [REDACTED]

Occupation:: Building engineer

Email Address:: [REDACTED]

Why do you want to serve on a Board or Commission?: I've been serving on this board and enjoy it. I love helping make sure that we have quality projects coming to town.

Are you available in the evenings? : Yes

If yes, which evenings are best for you? : Monday ,Tuesday,Wednesday,Thursday

Length of Residency in League City:: 15 yrs

High School:: Lowndes

College:: VSU

Trade or Business School::

Hobbies:: Fishing. Gardening

Are you currently serving on other Boards, Commissions, or Committees?: Yes

If yes, which:: Board of appeals Development Authority

Have you served on a Board, Commission, or Committee before?: Yes

If yes, which:: DRC HDA appeals alcohol review

Please list organization memberships and positions held:: Exchange club President.

Please List Areas of Special Interest:

Please Enter Basic Resume Information Below: Building engineer Meadows and Ohly 2014-current

Please provide three references:: Alan Hallman

Richard Murray

Allen Poole

Electronic Signature (First, Last): Please be aware that an electronic signature is as legally binding as a handwritten signature.: John Stalvey

Additional Information:

Form submitted on: 1/4/2022 8:25:54 PM

Submitted from IP Address: 73.43.210.102

Referrer Page: No Referrer - Direct Link

Form Address: <http://www.hapeville.org/Forms.aspx?FID=118>

From: noreply@civicplus.com
To: [Sharee Steed](#); [Maria Rodriguez](#)
Subject: Online Form Submittal: Board Application Form
Date: Monday, January 24, 2022 5:49:54 AM

The following form was submitted via your website: Board Application Form

Select the Board, Commission, or Committee applying for:: Hapeville Development Authority ,Development Authority of the City of Hapeville

Name:: Kelly Singleton, PhD

Home Address:: [REDACTED] Orchard St Hapeville

Home Phone Number:: [REDACTED]

Business Phone Number:: [REDACTED]

Occupation:: Cargo Control Lead - Delta

Email Address:: [REDACTED]

Why do you want to serve on a Board or Commission?: I want to bring my experience and knowledge to Hapeville. Since living here, I have become very familiar with the city including walking the entire city over a few days just exploring. In my exploration, there are so many opportunities for development and improvement of our city. I want to bring some of the vision I see for Hapeville to fruition.

Are you available in the evenings? : Yes

If yes, which evenings are best for you? : Monday ,Tuesday,Wednesday,Thursday,Friday

Length of Residency in League City:: Hapeville

High School:: South Pike HS

College:: Ottawa - BA Walden U - PhD Public Policy

Trade or Business School:: Webster U - MBA

Hobbies:: Traveling, health & fitness, trading, runner

Are you currently serving on other Boards, Commissions, or Committees?: Yes

If yes, which:: Fulton County Community Zoning Board

Have you served on a Board, Commission, or Committee before?: Yes

If yes, which:: See below

Please list organization memberships and positions held:: Georgia Equality - Board of Directors, C-4 (Lobbying) Chair,

The Main Street Academy - A Fulton County Charter School - Academic and School Performance Chair

The Coalition for South Fulton Now - Board that lead to the creating of the city of South Fulton - Treasurer

Please List Areas of Special Interest: Economic Equity and Development, Environmental Equity and Conservation, Public Finance, Marketing

Please Enter Basic Resume Information Below: Lead Cargo Agent, Cargo Control Center

01/2018– Present

Delta Air Lines, Inc.

- Support the mission of the Cargo Control Center (CCC) of proactive failure prevention, and rapid service recovery
 - Monitor critical products movement across the globe to ensure operational metrics are met
 - Take any action necessary to support operational metrics, including calling the stations when critical shipments are at risk of failure
- Partner with other teams in CCC, such as Trucking, ULD Control and Air France/KLM, to resolve issues with movement of freight
- Monitor mail movement through stations utilizing various reporting tools and contact stations to ensure timely acceptance and scanning of mail

Ready Reserve, ACS

10/2014-01/2018

Delta, Air Lines, Inc.

Finance Director/Fundraiser

07/2017-11/2017

The Friends of Josh McNair, Inc.

Candidate for Fulton County Board of Commissioners District 4

- Worked with Mr. McNair to establish financial back office and fundraising structure for their campaign.
- Created and supported fundraising events as well as staffing to ensure ease of financial operations.
- Compiling and maintaining a database of community leadership

Finance Director/Fundraiser/Communications Director

04/2015-04/2017

The Committee to Elect Rafer Johnson, Inc.

Candidate for GA House District 62, City of South Fulton Mayor, & BOC D6

- Worked with Mr. Johnson to maximize the amount of donations from immediate and larger community circles to fund campaign activities
- Created and managed communications database, including vision and mission statements for the campaign, write campaign emails for fundraising, event coordination, volunteer signups, etc.
- Managed campaign account and funds to ensure maximum solvency and complete and accurate reporting of financial campaign data to the state.

Political Consultant

11/2014-05/2015

The Office of the Chairman of the Board of Commissioners

- Created and implemented a communication and marketing plan for the Chairman to more effectively communicate successes and opportunities to his constituency
- Created a business continuity plan for the Office of the Chairman to make the transition process easier
- Data mined voter data to understand voter trends and attitudes to better predict the outcome of the next election
- Created a branding strategy for the Chairman to ensure maximum visibility to the constituency of Fulton County

Investment Associate (Sales) - Series 7 & 63 Licenses

05/2013 – 08/2013

YieldQuest Securities

- Performed performance and pricing analyses on municipal bonds which were slated to be purchased in consumer and business accounts
- Researched and collected data on blocks of bonds in understanding the overall health of the municipality issuing the bond to ensure liquidity and continuity of payments of interest
- Created a survey for families to understand their risk tolerances to extract information to help our advisors to recommend the right product according to their risk preferences
- Researched strategic investment opportunities in municipalities to ensure maximum ROI

EDUCATION

- PhD, Public Policy (Policy Analysis), Walden University '17 (Atlanta, GA)
- MBA, (Finance), Webster University '07 (Louisville, KY)
- BA, (Management), Ottawa University, '06, (Jeffersonville, IN)
- Nuclear Engineering Certification, USN Nuclear Power School, '01(Goose Creek, SC)

Please provide three references:: Renitta Shannon - [REDACTED]

Dr. John Eaves - [REDACTED]

Donny Taylor - [REDACTED]

Electronic Signature (First, Last): Please be aware that an electronic signature is as legally binding as a handwritten signature.: Dr. Kelly Singleton

Additional Information:

Form submitted on: 1/24/2022 5:49:45 AM

Submitted from IP Address: 205.174.22.25

Referrer Page: <https://ga-hapeville3.civicplus.com/68/Boards-and-Commissions>

Form Address: <http://ga-hapeville3.civicplus.com/Forms.aspx?FID=118>

From: noreply@civicplus.com
To: [Crystal Griggs-Epps](#); [Maria Rodriguez](#)
Subject: Online Form Submittal: Board Application Form
Date: Thursday, December 23, 2021 2:31:04 PM

The following form was submitted via your website: Board Application Form

Select the Board, Commission, or Committee applying for:: Planning & Zoning Commission

Name:: Lucille M. Dolan

Home Address: [REDACTED], Parkview Place

Home Phone Number:: [REDACTED]

Business Phone Number:: [REDACTED]

Occupation:: Retired

Email Address:: [REDACTED]

Why do you want to serve on a Board or Commission?: I'm pleased to be involved in the growth and development of the City of Hapeville. I enjoy working with the other members of the Planning Commission and the professional team that helps move the city forward.

Are you available in the evenings? : Yes

If yes, which evenings are best for you? : Tuesday

Length of Residency in League City:: Hapeville

High School:: St. Joseph

College:: Georgia State University

Trade or Business School::

Hobbies:: Reading, Sewing, Genealogy

Are you currently serving on other Boards, Commissions, or Committees?: Yes

If yes, which:: Planning and Zoning

Have you served on a Board, Commission, or Committee before?: No

If yes, which::

Please list organization memberships and positions held:: President, Northwoods Neighborhood Association
Paper Piecing Quilting Group of Intown Quilters

Please List Areas of Special Interest: TESOL International
TESOL Arabia

Please Enter Basic Resume Information Below: GSU, 1993, Master's of Science in Applied Linguistics and ESL
Taught at GSU, Mercer, USIS in Egypt, Bi-National Fulbright Commission in Cairo, Egypt, UAE University, Al

Ain

Please provide three references:: Charlotte Rentz
Susan Bailey
Ellen Free

Electronic Signature (First, Last): Please be aware that an electronic signature is as legally binding as a handwritten signature.: Lucille Dolan

Additional Information:

Form submitted on: 12/23/2021 2:30:57 PM

Submitted from IP Address: 74.190.1.44

Referrer Page: No Referrer - Direct Link

Form Address: <http://www.hapeville.org/Forms.aspx?FID=118>

1 **STATE OF GEORGIA**

2
3 **CITY OF HAPEVILLE**

4
5 **ORDINANCE NO. 2022-06**

6
7 **AN ORDINANCE FOR THE REAPPOINTMENT OF BOARD MEMBERS OF THE CITY**
8 **OF HAPEVILLE PURSUANT TO PART I (“CHARTER AND RELATED LAWS”),**
9 **SUBPART A (“CHARTER”), ARTICLE II (“THE MAYOR AND COUNCIL”),**
10 **CHAPTER 4 (“ORGANIZATION AND PROCEDURE”), SECTION 2-401 (“ANNUAL**
11 **ORGANIZATIONAL MEETING”) OF THE CITY CHARTER; TO PROVIDE FOR**
12 **SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN**
13 **EFFECTIVE DATE; AND TO PROVIDE FOR OTHER LAWFUL PURPOSES.**

14
15 **WHEREAS**, the Mayor and Council shall have full power and authority to provide for the
16 execution of all powers, functions, rights, privileges, duties and immunities of the city, its officers,
17 agencies, or employees granted by the City of Hapeville’s Charter or by state law; and,

18
19 **WHEREAS**, the municipal government of the City of Hapeville (hereinafter “City”) and
20 all powers of the City shall be vested in the Mayor and Council. The Mayor and Council shall be
21 the legislative body of the City; and,

22
23 **WHEREAS**, every official act of the Mayor and Council which is to become law shall be
24 by ordinance;

25
26 **WHEREAS**, the Mayor and Council has the right to establish, abolish, merge, or
27 consolidate officers, positions of employment, departments and agencies of the City that are
28 necessary and proper for the administration of the affairs and government of the City; and

29
30 **WHEREAS**, the Mayor and Council nominate and appoint the following persons for the
31 following officers for the 2022 Calendar Year in accordance with the City Charter.

32
33 **BE IT, AND IT IS HEREBY ORDAINED BY THE MAYOR AND COUNCIL OF**
34 **THE CITY OF HAPEVILLE, GEORGIA THAT:**

35
36 **Section One. Appointments of Office.** The Mayor and City Council make the following
37 appointments for the 2022 Calendar Year:

38

<u>OFFICE</u>	<u>NAME</u>
Board of Appeals	
Planning Commission	
Design Review Committee	

39
40
41 **Section Two. Codification and Certify.** This Ordinance adopted hereby shall be codified
42 and certified in a manner consistent with the laws of the State of Georgia and the City.

43
44 **Section Three. Severability.**

(a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

(b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.

(c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinance and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

Section Four. Repeal of Conflicting Ordinances. All ordinances and parts of ordinances in conflict herewith are hereby expressly repealed.

Section Five. Effective Date. The effective date of this Ordinance shall be the date of adoption unless otherwise stated herein.

ORDAINED this 15th day of March, 2022.

CITY OF HAPEVILLE, GEORGIA

Alan Hallman, Mayor

ATTEST:

City Clerk

APPROVED BY:

95

96

97

City Attorney





241 Ralph McGill Blvd NE
Atlanta, GA 30308

01/20, 2022

CITY OF HAPEVILLE, GEORGIA
700 Doug Davis Dr
Atlanta, GA, 30354

RE: Easement for Parcel Number 140097 LL0378

NOTICE OF DISTRIBUTION LINE WORK
Willingham

Dear Property Owner:

Georgia Power's Grid Investment Plan is a multi-year initiative to enhance service and reliability in communities across Georgia. Georgia Power is committed to making smart investments for Georgia's energy future to ensure our customers are provided the clean, safe, reliable, and affordable energy they expect and deserve. The company is investing \$1.3 billion over the next three years as the initial phase of our multi-year grid investment plan. Our investment plan focuses on upgrading transmission and distribution infrastructure across the power grid to decrease the number and length of power outages experienced by customers. With our customers more connected than ever both at home and work, these enhancements are increasingly important to better serve our customers.

Overhead lines in certain areas may be more prone to outages caused by trees contacting lines or vehicular collisions. By placing targeted portions of overhead lines underground, we hope to reduce the number and length of power outages experienced by our customers. In order to place the distribution lines underground, supporting equipment such as transformers and cubicles will need to be placed throughout the neighborhoods. Based on the proposed engineered location of equipment, we would like to work with you to obtain an easement.

Your land agent, Grace Gazaway, would like the opportunity to discuss with you the possibility of placing this equipment on your property based on the engineering design. Their contact information can be found below.

We appreciate your cooperation in working with our agents and contractors to help enhance service and reliability in communities across Georgia.

Please reach out to your land agent at your earliest convenience utilizing the contact info in the signature below.

Sincerely,

Grace Gazaway

Real Estate Agent

PIKE Electric
Phone: (404) 226-1250
Email: ggazaway@pike.com

For more information, visit
georgiapower.com/grid
or call 888-404-1056.

Tax Parcel ID = 14 0097 LL0378

After recording, return to:
Georgia Power Company
Attn: Land Acquisition (Recording)
241 Ralph McGill Blvd NE
Bin 10151
Atlanta, GA 30308-3374

PROJECT 2021120043 LETTER FILE DEED FILE MAP FILE
ACCOUNT NUMBER 10553863-GPC4013-KPT-15
NAME OF LINE/PROJECT: GPC GRID WILLINGHAM DRIVE W1718-AHG ZONE B (FULTON COUNTY)
DISTRIBUTION LINE

PARCEL NUMBER 013

STATE OF GEORGIA
FULTON COUNTY

U N D E R G R O U N D E A S E M E N T

For and in consideration of the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration, in hand paid by GEORGIA POWER COMPANY, a Georgia corporation (the "Company"), the receipt and sufficiency of which are hereby acknowledged, CITY OF HAPEVILLE, GEORGIA (the "Undersigned", which term shall include heirs, successors and/or assigns), whose mailing Address is 3468 N Fulton Ave, Atlanta, GA 30354-1466, does hereby grant and convey to the Company, its successors and assigns, the right, privilege and easement to go in, upon, along, across, under and through the Property (as defined below) for the purposes described herein.

The "Property" is defined as that certain tract of land owned by the Undersigned at 700 DOUG DAVIS DR, ATLANTA, GA 30354 (Tax Parcel ID No. 14 0097 LL0378) in Land Lot 97 of the 14 District of Fulton County, Georgia.

The "Easement Area" is defined as any portion of the Property located (a) within ten (10) feet of the centerline of the underground distribution line(s) as installed in the approximate location(s) shown on "Exhibit A" attached hereto and made a part hereof, and (b) within ten (10) feet from each side of any related above-ground equipment and facilities, including without limitations cubicles, transformers and service pedestals, as installed in the approximate location(s) shown in "Exhibit A".

The rights granted herein include and embrace the right of the Company to construct, operate, maintain, repair, renew and rebuild continuously upon and under the Easement Area its lines for transmitting electric current with wires,

PARCEL 013 NAME OF GPC GRID WILLINGHAM DRIVE W1718-AHG ZONE B
 LINE/PROJECT: (FULTON COUNTY) DISTRIBUTION LINE

transformers, service pedestals, manholes, conduits, cables and other necessary apparatus, fixtures and appliances; the right to stretch communication or other lines of any other company or person under the Easement Area; the right to assign this Underground Easement in whole or in part; the right at all times to enter upon the Easement Area for the purpose of inspecting said lines and/or making repairs, renewals, alterations and extensions thereon, thereunder, thereto or therefrom; the right to cut, trim, remove, clear and keep clear of said underground lines, transformers, fixtures, and appliances all trees and other obstructions that may in the opinion of the Company now or hereafter in any way interfere or be likely to interfere with the proper maintenance and operation of said underground lines, transformers, fixtures, and appliances; the right of ingress and egress over the Property to and from the Easement Area; and the right to install and maintain electrical and communication lines and facilities to existing and future structure(s) within the Easement Area under the easement terms provided herein. Any timber cut on the Easement Area by or for the Company shall remain the property of the owner of said timber.

The Undersigned does not convey any land, but merely grants the rights, privileges and easements hereinbefore set out.

The Company shall not be liable for or bound by any statement, agreement or understanding not herein expressed.

[Signature(s) on Following Page(s)]

PARCEL 013 NAME OF GPC GRID WILLINGHAM DRIVE W1718-AHG ZONE B
 LINE/PROJECT: (FULTON COUNTY) DISTRIBUTION LINE

IN WITNESS WHEREOF, the Undersigned has/have hereunto set his/her/their
hand(s) and seal(s), this _____ day of _____, _____.

Signed, sealed and delivered in the CITY OF HAPEVILLE
presence of:

_____	By: _____ (SEAL)
Witness	Name: _____
	Title: _____
_____	Attest: _____ (SEAL)
Notary Public	Name: _____
	Title: _____

[CORPORATE SEAL]



BRIGHT FROM THE START

Georgia Department of Early Care and Learning

2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, Georgia 30334

DELEGATION OF AUTHORITY FROM AN OFFICER TO A PRINCIPAL

I, Allen Hallman am the Mayor of City of Hapeville, and
(Officer's Name) (Title) (Name of Organization)

hereby grant authorization to Ashley Moody, as a legal employee, to act on the behalf of
(Principal's Name)

City of Hapeville while conducting business and/or activities pertinent to administering and/or
(Name of Organization)

operating the SFSP Food Program.
(CACFP or SFSP)

Ashley Moody is to be considered an agent of the City of Hapeville and therefore
(Principal Name) (Name of Organization)

the signature of said agent is binding and causes the City of Hapeville to assume all responsibilities connected to or
(Name of Organization)

associated with the signature as they may relate to City of Hapeville
(Name of Organization)

SFSP Food Program business.
(CACFP or SFSP)

I, Ashley Moody understand that it is my sole responsibility to grant and terminate any such authorization and
(Principal's Name)

to ensure that Bright from the Start receives notice of such grant or termination within 30 days. The attached documentation demonstrates my appointment as Officer, and/or documentation supporting the governing board's approval of the delegation of authority to Ashley Moody.
(Principal's Name)

I, Ashley Moody, hereby accept my appointment as Principal of City of Hapeville with all
(Principal) (Name of Organization)

duties and responsibilities pertinent to this appointment.

I, Ashley Moody, hereby declare that I have fully read Bright from the Start's Participation Agreement and understand the terms and conditions of the agreement.
(Principal)

Signature of Officer

Title:

Date:

Signature of Delegated Principal

Title:

Date:

Legal Name of Organization: _____

Sworn to and Subscribed before me

This _____ day of _____ 20____

My Commission Expires: _____

Notary Public Signature

Bright from the Start: Georgia Department of Early Care and Learning

Delegation of Authority from an Officer to a Responsible Principal and/or Individual

New and existing institutions participating in the Child and Adult Care Food Program (CACFP) or the Summer Food Service Program (SFSP) must complete the *Delegation of Authority from an Officer to a Principal* at the time of submitting a new application or as part of annual application requirements.

Per federal regulations and Bright from the Start's Participation Agreement, institutions agree to accept final financial and administrative responsibility for management of an effective food service operation and to comply with federal regulations for the CACFP and SFSP.

Bright from the Start policies require all new and existing institutions to identify and designate an individual that will act on behalf of the institution and becomes Bright from the Start's point of contact, and binds the organization legally, financially and administratively as it pertains to the administration and/or operation of the CACFP or SFSP. A Principal is also subject to liability, separate and distinct, from the organization as it pertains to the administration and/or operation of the CACFP and SFSP. Officers authorized to delegate authority to Principals must be Officers of the entity, including board members, partners, or council/commission representatives of the entity and must have the authority to further delegate authority to a responsible Principal. The responsible Principal must be legally employed by the entity.

Therefore, institutions must submit the Form and documentation to support the Officer's authority to further delegate authority to a responsible Principal on an annual basis. Below is a list of acceptable documentation:

Public or Private Non-Profit Entities:

- Official, signed board meeting minutes, which at a minimum include the names of all members in attendance at the meeting, demonstration by vote that the entity accepts full responsibility to participate in the CACFP or SFSP, and acceptance of appointment by the Principal.

For-Profit Entities (entities required to have a governing boards and/or partnerships only):

- Corporations: Official, signed board meeting minutes, which at a minimum include the names of all members in attendance at the meeting, demonstration by vote that the entity accepts full responsibility to participate in the CACFP or SFSP, and acceptance of appointment by the responsible Principal. **OR,**
- Partnerships: Official, signed letter between partners acknowledging participation in the CACFP or SFSP, acceptance of full responsibility for participation in the CACFP or SFSP, and appointment of the responsible Principal by all Partners.

Government Entities:

- Council Resolution or board meeting minutes, which at a minimum includes, authorization from the governing body to participate in the CACFP or SFSP, identifies the Principal or Individual that accepts full responsibility for the entity's participation in the CACFP or SFSP, and acceptance of appointment by the responsible Principal.

Faith-Based Organizations (Churches without a separate and distinct non-profit organization):

- Official, signed board meeting minutes, which at a minimum include the names of all members in attendance at the meeting, demonstration by vote that the governing body accepts full responsibility for the organization's participation in the CACFP or SFSP, and acceptance of appointment by the responsible Principal.
- Signed, notarized letter from the Organization's church body leader, if not a member of the governing body (i.e., board of Deacons or Trustees), approving and acknowledging participation in the CACFP or SFSP, and granting authority to the governing body to act on behalf of the church when participating in the CACFP or SFSP.

Contact to the Policy Administrator at 404.651.8193 for questions concerning this form or documentation requirements.