



6505 Rico Road • Chattahoochee Hills, GA 30268

City Council Regular Meeting
Tuesday, June 4, 2024 ~ 6:00pm

Visit www.chatthillsga.us or click the link below to access the meeting via teleconference or videoconference.

Click [HERE](#) for Zoom link: ID: 820 2303 7537 • Passcode: 832748
Dial in: 1-646-558-8656

CALL TO ORDER:

ROLL CALL:

PLEDGE OF ALLEGIANCE:

REVIEW AND APPROVAL OF AGENDA:

APPROVAL OF MINUTES:

1. Council Approval of Regular Council Meeting of May 7, 2024

PRESENTATIONS / PROCLAMATIONS:

PUBLIC COMMENTS:

STAFF REPORTS:

Financial Update: Robbie Rokovitz
Fire Department Report: Greg Brett
Police Department Report: Kevin Digou
Public Works/Parks Report: Darold Wendlandt
Community Development Report: Mike Morton
Economic Development Report: Chris Montesinos

PUBLIC HEARING(S):

1. **Item 24-027** – Council Approval of Adopting the Ordinance for a Variance to the Required Stream Buffer and Impervious Setback with conditions
2. **Item 24-030** – 1st Reading of Ordinance Adopting the FY2025 Budget

UNIFINISHED BUSINESS:

1. **Item 23-059** – Council Approval of Amending Ordinance of the Official Zoning Map to Rezone 202.83 acres from RL (Rural) to HM-MU (Mixed-Use Hamlet) District with conditions

NEW BUSINESS:

1. **Item 24-031** – 1st Reading of Ordinance for a Variance to the Limitation on the Location of Accessory Structures in the RL (Rural) District
2. **Item 24-032** – Council Approval to Adopt an Ordinance to Revise & Amend Chapter 28, Article III, Hotel & Motel Tax to Increase the Excise Tax from seven (7%) percent to eight (8%) percent
3. **Item 24-033** - Approval of Rico School Historic Marker content
4. **Item 24-034** – Council Approval of Resolution Appointing Historic Commission Members
5. **Item 24-035** – Council Approval of Resolution Appointing Park Commission Members
6. **Item 24-036** - Council Approval of Resolution Appointing Planning & Zoning Members

MAYOR AND COUNCIL COMMENTS:

EXECUTIVE SESSION:

ADJOURNMENT:

TOWN HALL MEETING:



6505 Rico Road • Chattahoochee Hills, GA 30268

City Council Regular Meeting
Tuesday, May 7, 2024
DRAFT MINUTES

CALL TO ORDER: Mayor Reed called the meeting to order at 6:07pm and read the Public Comments Rules

ROLL CALL: A quorum was established, with Councilmember Richard Schmidt being absent.

PLEDGE OF ALLEGIANCE: Was recited in unison.

REVIEW AND APPROVAL OF AGENDA:

Mayor Reed wanted to add the American Red Cross to the Presentations section.

It was moved by Councilmember Peek and seconded by Councilmember Foster to add the American Red Cross to the Presentations section of the agenda. Motion passed unanimously.

Approval of Resolution of Appointment & Oath of Office for City Clerk

1. **Item 24-023** - Council Approval of Resolution of Appointment for new City Clerk and Administer the Oath of Office

It was moved by Councilmember Foster and seconded by Councilmember Lowe to approve Item 24-023. Motion passed unanimously. The Oath of Office was administered by the City Attorney, Tom Lacy.

APPROVAL OF MINUTES:

1. Council Approval of Minutes of the Regular Meeting of April 2, 2024

It was moved by Councilmember Lowe and seconded by Councilmember Peek to approve the April 2, 2024, Council Meeting minutes. Motion passed unanimously.

PRESENTATIONS/PROCLAMATIONS:

1. American Red Cross – Susan Chalderon, Committee Volunteer for the south end of Fulton County, which includes Chattahoochee Hills. I am proud to announce the city has won the 2024 award for state of Georgia Red Cross BioMed, which is the division that deals with blood collections and donations in the government services category. Per capita for the number of residents, we are a little city with a mighty punch. Thank you so much for your partnership as a city and residents that constantly support the blood donation drives in the city, congratulations and I would like to present this award to the mayor.
2. Recognition of Retirement for Wayne Smith, Engineer – Mayor Reed called Wayne Smith to the front and gave a brief bio on Mr. Smith and thanked him for the 12 years with Chattahoochee Hills and presented him with a plaque. Mr. Smith stated that he is grateful for the people he got to work with.

3. Proclamation Recognizing May 5th – 11th as Municipal City Clerk's Week – Mayor Reed recognized and spoke about Dana Wicher the previous clerk, who he has relied on over the years and although she is leaving the position but not the city, she is replacing the Finance Director. Mayor Reed stated that Mrs. Wicher has been here from the beginning and has a depth of knowledge about everything that has happened here and that is irreplaceable and presented her with a horse head plaque. Mrs. Wicher stated that she happy to stay and it has been wonderful working as City Clerk and living here has given her the chance to get to know and meet her neighbors. She has enjoyed being a city clerk but knows that Ms. White is going to be amazing as the City Clerk.

Mayor Reed stated that being a city clerk is an interesting position and the way our city government works is that the city manager works for the council and all the other staff works for the city manager, except the city clerk, who works independent, we put them in place to keep us honest and on track in a very prescribed legal way. Mayor Reed read the Proclamation Recognizing Municipal Clerk's Week.

PUBLIC COMMENTS:

There were three (3) Public Comment Speakers:

Janice Barton – 9170 Selborne Lane – spoke in support of Wheel Beautiful Riverland Scenic Universal Access Trail. She spoke of her best friend, Sandra, whom she has known since the sixth grade and who was diagnosed with MS thirty (30) years ago and has been in a wheelchair for the past fifteen (15) years. They are unable to explore the world as they used to because it is too difficult and, worse unpredictable and the word unpredictable and wheelchair does not mix well. They often enjoyed finding a park bench in a natural environment to enjoy Mother nature's sanctuary, not they have to research parks to understand the parking, access, steps, restrooms, and changes in topography; even when the parks promote wheelchair accessibility, often it is not. Everyone should be required to push around for a day a friend, a child or neighbor who is wheelchair bound, it is a humbling experience, and the greatest shock will be that we do so little when we could do so much more. As past chair and current board member of the Art Farm at Serenbe, our environmental council is equally excited about this project, and we look forward to supporting this project financially and participating in all conversations regarding the integration of art in the park. Personally, I am excited for the vision this Council champions for Chattahoochee Hills. What we are building for the future generations is groundbreaking and I am filled with optimism about placemaking designed to engage all citizens. What we will do to make the Riverlands accessible for all of us is another groundbreaking opportunity to take just that little extra step to ensure that this beauty can be seen and enjoyed by all. I cannot wait to explore the 'wheel trail' with my friend. Thank you.

Jenifer Cahyono – 5 Swann Ridge – I am here tonight to show my support for the Riverlands Park project as a resident of Chatt Hills and as treasurer of community brick works. As part of our mission, Community Brick Works supports the well-being of all citizens in Chatt Hills, along with operating the community library and food pantry we help support recreational opportunities in our city through classes for adults and children. Any project that directly improves the lives of our citizens is of vital importance to us and are proud to support the Riverlands Park project with a grant of \$2,500. We are impressed with the astute planning being done to make this park a focal recreational site Chattahoochee Hills and the southside of Atlanta. Thank you.

Renee Prince – 13015 Hamilton Road – I am not here to complain. First, Mrs. Wicher, I am going to miss you being in the open records helping me with those and I really do appreciate it and Ms. White, welcome. Just a couple of things, Mr. Rokovitz, thank you so much for getting those political signs where they needed to be; also, there seems to be some folks still having issues with GFL and had called the office and was not given any information on who to contact. Can you reach out to GFL to see what they can do? Councilmembers Lowe and Foster, I want to say thank you and all the volunteers and staff that attended 'movie night.' Thanks to the Fire and Police Chiefs and their staff for all the work that they do in keeping the city safe and clean. Thanks also to the city staff for your work as well and welcome to Chris Montesinos. Councilmember Peek, thank you so much for hosting the district 5 Town Hall meeting; thanks to the mayor and council that supported the event. Were there many District 5 residents in attendance? If not, what can we do to help get more citizens involved in District 5? I am here to assist in any way that I can. Thank you.

STAFF REPORTS:

Financial Update: Robbie Rokovitz, City Manager

City Manager Robbie Rokovitz congratulated and welcomed the new City Clerk to Chatt Hills and reported on the financials through April 30th. City Manager also recognized Mike Morton's anniversary with the city was Monday, Mr. Morton has been with the city now 13 years. The City Manager also reminded citizens of advance voting taking place through May 17th from 9am to 7pm Monday through Friday and Saturdays and the closest location is the Palmetto Library. Gave an update on the Way Finding signs that were to go on the parkway, because we are not allowed by GDOT to put them on parkway. We are working with Denyse to pick up the signs, stain the posts, fix the sign, and bring them back and install them at a location we designate on our roadways until GDOT says we can place them on the parkway. Also, working with GDOT on the speed limit signs and the only thing right now, that I am told the thing keeping our speed limit from getting approved by GDOT, is on State Route 92, they are questioning whether it should stay 55 or 50. I told them the mayor and council approved in March 2022, to reduce the speed to 50 miles per hour, and I cannot circumvent that process, it has been approved and is in ordinance form to reduce the speed from 55 to 50. GDOT stated they would have to get approval. LMIG grant if applied for, we get it every year, it is about \$160k and we have to a 30% match. Well, a new one that the governor signed to allow additional LMIG, called LLR, and we are eligible for \$199k instead of \$161k and there is zero match. I have applied and submitted for that and expect another \$200k for roads, in addition to what we have now.

Fire Department Report: Greg Brett, Chief of Fire

Fire Chief Greg Brett reported that around 2:00pm today, Med 51 was called to a home delivery of a baby on Vernon Grove Road. He spoke on the new Grady Emergency Care facility coming at South Fulton Parkway and Campbellton-Fairburn Road (Hwy 92); Recruiting for Citizen Emergency Response Team (CERT) asked for volunteers to be trained to assist in disasters; and reminded the citizens that the Burn Bad went into effect May 1st and will continue until Oct. 1st.

Police Department Report: Kevin Digou

Police Chief Kevin Digou reported that the criminal investigation department since August has closed more cases than received and that is partly due to the theft ring that police stopped and have signed three additional warrants involved with that. Thanked the citizens for doing their part to assist with this. We will start our 100 days of summer heat later this month and run through Labor Day. Chief Digou also caution citizens to be aware and kind to bicyclists and that under GA law, because you have to give them 3 feet of right-away to pass, you can pass them on a double yellow line; it is

perfectly legal to do so as long as you do it safely and you yield to any oncoming traffic. Threatening to run them over is a criminal act. If they are two to five abreast, you can call 911 and report it and let us deal with them.

Public Works/Parks Report: Darold Wendlandt

Public Works Director Darold Wendlandt gave an update on the paving work being done throughout the city; scraping of roads; The Riverlands and Campbellton Parks will not be opening in June as scheduled and I will keep you updated.

Community Development Report: Mike Morton

Community Development Director, Mike Morton, reported on the stats for building permits, certificate of occupancies and inspections for April 2024 versus April 2023 and new homes are up. Reminded everyone of the Planning Commission meeting on Thurs., May 16th with two items on the agenda, the Stream Buffer Variance, and the preliminary plat for a small section of Serenbe.

Economic Development Report: Chris Montesinos

Economic Development Director, Chris Montesinos, reported on the various projects he is working on such as; representing Chatt Hills on the Trust for Public Land Chattahoochee Working Group; submitted the ARC's CDAP application for Campbellton Zoning Code and Design guidelines; working on the following: renewing the LAP credentials and submitted LAP application for certification; Art/Farms Fall Tour to create a pilot Farm/Art experience this fall; submitting an application in fall to Community Asset Mapping for GA Economic Placemaking Collaborative; attended the RTP Level 2 webinar for obtaining environmental clearance and approvals and met with Explore Georgia for marketing and tourism collaboration.

PUBLIC HEARING(S): *(There were none)*

UNFINISHED BUSINESS:

1. **Item 23-044:** Ordinance to amend the Official Zoning Map to Rezone 526 acres from the RL (Rural) District to the VL (Village) District – property is 526 acres on seven parcels located at all four corners of Cochran Mill Road and South Fulton Parkway.

It was moved by Councilmember Lowe and seconded by Councilmember Foster to Defer Item 23-044 until the July 2, 2024, Council meeting. Motion passed unanimously.

NEW BUSINESS:

1. **Item 24-024** – Council Approval of Election of GMA District 3 Southwest Officers

It was moved by Councilmember Lightsey and seconded by Councilmember Peek to approve Item 24-024. Motion passed unanimously.

2. **Item 24-025** – Council Approval of Public Works Building Change Order Request in the amount of \$21,569.

It was moved by Councilmember Peek and seconded by Councilmember Foster to approve Item 24-025. Motion passed unanimously.

3. **Item 24-026** – Council Consideration of Support of the Regional Trails Program Grant Resolution and Matching Funds in Amount Not to Exceed \$57,000

It was moved by Councilmember Foster and seconded by Councilmember Peek to approve Item 24-026. Motion passed unanimously.

4. **Item 24-027** - 1st Reading of Stream Buffer Variance in Serenbe Ordinance Amendment to Chapter 14, Article 6, Section 5(a) To Reduce the Stream Buffer, and Impervious Surface Setback Requirements to Allow Construction of a Wellness Center

This was the 1st Read Only

5. **Item 24-028** - Council Approval of Purchasing a Used Ladder Truck
Staff is recommending Council's Approval of an Emergency Purchase of a Used 2003 Pierce Dash Ladder Truck from the City of Madison, GA in an amount not exceed \$250,000 and an additional estimated \$15,000 for Initial Maintenance and Upfit.

It was moved by Councilmember Lowe and seconded by Councilmember Foster to approve the authorization to bid Item 24-024. Motion passed unanimously.

6. **Item 24-029** – Council Approval of a Resolution to Change Administrators of the Employer Provided Retirement Plan

It was moved by Councilmember Lightsey and seconded by Councilmembers Lowe and Peek to approve Item 24-029. Motion passed unanimously.

MAYOR AND COUNCIL COMMENTS:

Councilmember Ruby Foster – Thanks to the staff for all that you do, and we forgot to discuss when to plan for a 'Trash Day' for the community. Thanks to Mrs. Nan McGuffey for getting artist for the month, Jaasiel Barrientos, with Two Galleries, and has some of his art displayed in the lobby. Mrs. McGuffey has been working with us to ensure that we have art and other venues here. On July 27th, there will be a 2K Walk for Family and Seniors here at city hall. WellCare is one of the sponsors and it is being promoted by Georgia Spartans and Can I Kick It and flyers are forthcoming; there will be choir rehearsal on May 23rd, we are trying to form a Community Choir, so that we can have a summer concert and sing during Christmas. Councilmember Foster also stated we are in a new congressional district which is district 6 where David Scott was our representative, and now we have three (3) candidates for the new district, one being Mandisha Thomas, who was in District 65 and there are four (4) candidates for District 65. This is all new because the maps have changed since the 2020 census. So, residents please look at your ballots for the change.

Councilmember Richard Schmidt – Was not present.

Councilmember Camille Lowe – Seniors and the Wheel Beautiful project, there has been so many people involved and rooting for us to win that grant and with the everything going on in Serenbe with the aging in place and so many things happening, I think that will be a great resource and amenity for all ages. Everything with the topography and with a walker so many more people really want to be outside that moved here for the nature and if they can get outside safely and enjoy would be great for that location.

Councilmember Scott Lightsey – I agree with Councilmember Lowe on the idea of a universal access trail providing a place for the elderly and that it will provide a social outdoor environment. Regarding the roads, the additional paving is going to bring together both pleasures of enjoying the road and bicycles are enjoying the newly paved Campbellton Redwine and I look forward to that on Rico. So, give yourselves extra time and District 3 residents have expressed their appreciation for Mr. Wendlandt and his crew. Welcome to our newest Chatt Hills on Vernon Grove .

Councilmember Peek – I just want to reiterate what you have heard about our great staff, and this is a friendly city, and we smile most of the time so welcome to the new city clerk. Also, would like to reiterate that I have my 88-year-old father, and we go walking a lot and I have Riley who at times stumbles and sometimes in a wheelchair and mom on a walker, so this ADA trail is going to make such a difference for those that need it. Thanks for all the hard work put into this and good luck. I had a Town Hall meeting on April 18th, at Sardis Church Pavilion everyone is always invited, it is advertised on the website. We had a great turnout from the city, thanks to the mayor and councilmembers and staff, residents, and citizens from other districts. The farmland across from where we met was announced the previous day as permanently protected green space for the farm of the Barnes property and the resident who has farmed that property for the last several decades, attended the meeting and we got here from him. At the meeting we took questions and discussions, paving of the roads was discussed, we look forward to the stripes so we can see at night; and the bicyclists were discussed, I ask that everyone please be patient. There are so many new things going on in the city, I and my dad just signed up for Greystone Connect internet and we have a great staff.

Mayor Reed – I love this city and I want to say how much I appreciate your stamina, it is good to see folks that are willing to come and sit here to be involved in the city; particularly like tonight we have Brick Works, Red Cross, Parks and Historic Commission and there are people here that do things for the city all the time and you are here today. Again, I cannot say how much I appreciate it. It is always nice to celebrate staff, on a day like today, 13 years for Mike Morton, someone who not only knows our zoning inside and out, but believe and cares about it, and the reality of it is everyone like Dana Wicher and everyone are wonderful and hardworking people and are so lucky to have an amazing group of people that we have here. And council the level of thoughtfulness required and the amount of time outside of these meetings that we spend reviewing and looking at things, that I do not think people realize, but you are an amazing group, and I am super appreciative of this group.

EXECUTIVE SESSION: There was no Executive Session

ADJOURNMENT:

It was moved by Councilmember Lowe and seconded by Councilmember Foster to adjourn the May 7, 2024, Council meeting at 7:54pm.

Approved this _____ day of _____ 2024.

Tom Reed, Mayor

S. Diane White, City Clerk
{SEAL}

DRAFT



FY2024 General Fund Revenue

90% Through the Fiscal year

For Fiscal: Current Period Ending: 05/31/2024

| | | YTD Activity | Total Budget | Percent Collected |
|---------------------------------|--------------------------------|---------------------|---------------------|----------------------|
| Fund: 100 - General Fund | | | | |
| Revenue | | | | |
| 100-0000-311100 | PROPERTY TAX - CURRENT YR | \$ 3,270,493 | 3,084,896.00 | 106% |
| 100-0000-311105 | PROPERTY TAX - DELINQUENT | \$ 1,239 | \$ - | 100% |
| 100-0000-311305 | FLPA GRANT STATE | \$ - | 155,000.00 | 0% |
| 100-0000-311310 | MOTOR VEHICLE TAX | \$ 99,685 | 75,000.00 | 133% |
| 100-0000-311315 | MOTOR VEHICLE TITLE AD VALOREM | \$ 12,663 | 8,984.00 | 141% |
| 100-0000-311340 | INTANGIBLE TAX | \$ 42,182 | 70,000.00 | 60% |
| 100-0000-311600 | REAL ESTATE TRANSFER TAX | \$ 28,404 | 30,000.00 | 95% |
| 100-0000-311700 | FRANCHISE FEES | \$ 181,190 | 175,000.00 | 104% |
| 100-0000-313100 | LOCAL OPTION SALES TAX | \$ 736,324 | 800,000.00 | 92% |
| 100-0000-314200 | ALCOHOL BEVERAGE EXCISE TAX | \$ 27,325 | 20,000.00 | 137% |
| 100-0000-316100 | BUSINESS & OCCUPATION TAX | \$ 71,425 | 65,000.00 | 110% |
| 100-0000-316200 | INSURANCE PREMIUM TAX | \$ 261,494 | 261,494.00 | 100% |
| 100-0000-321100 | ALCOHOL BEVERAGE LICENSES | \$ 32,612 | 20,200.00 | 161% |
| 100-0000-321400 | ALCOHOL POURING PERMIT | \$ 565 | 1,050.00 | 54% |
| 100-0000-322900 | BUILDING PERMITS | \$ 108,575 | 76,350.00 | 142% |
| 100-0000-322901 | PERMITS - OTHER | \$ 4,350 | 8,500.00 | 51% |
| 100-0000-323110 | FIRE MARSHAL FEES | \$ 10,081 | 5,000.00 | 202% |
| 100-0000-323200 | ENTERTAINMENT | \$ - | 5,000.00 | 0% |
| 100-0000-331100 | STATE GRANTS | \$ 161,087 | 161,087.00 | 100% |
| 100-0000-341100 | ADMIN FEE | \$ 12,645 | 17,500.00 | 72% |
| 100-0000-341101 | RETURNED CHECK FEE | \$ - | \$ 50 | 0% |
| 100-0000-341300 | PLANNING & DEVELOPMENT FEES | \$ 16,179 | 25,000.00 | 65% |
| 100-0000-341301 | LAND DISTURBANCE FEES | \$ 36,660 | 50,000.00 | 73% |
| 100-0000-341400 | PRINTING FEES | \$ 582 | \$ 750 | 78% |
| 100-0000-341500 | SPECIAL EVENTS PERMIT | \$ 38,330 | 25,000.00 | 153% |
| 100-0000-341550 | OFF-DUTY EMPLOYEE CHARGES | \$ 137,356 | \$ - | 100% |
| 100-0000-341910 | ELECTION QUALIFYING FEE | \$ 252 | \$ 360 | 70% |
| 100-0000-342120 | INCIDENT REPORTS | \$ 602 | \$ 650 | 93% |
| 100-0000-346400 | BACKGROUND CHECK FEES | \$ 360 | \$ 190 | 189% |
| 100-0000-347200 | PARKS ACTIVITY FEES | \$ 786 | \$ 500 | 157% |
| 100-0000-347900 | PARKING FEES | \$ 99,370 | 95,000.00 | 105% |
| 100-0000-347901 | PARKING FINES | \$ 4,348 | 5,000.00 | 87% |
| 100-0000-351100 | FINES & FORFEITURES | \$ 123,110 | 150,000.00 | 82% |
| 100-0000-361100 | INTEREST EARNED | \$ 99,423 | 49,792.00 | 200% |
| 100-0000-371100 | CONTRIBUTIONS & DONATIONS | \$ 12,010 | 2,566.00 | 468% |
| 100-0000-381010 | PROPERTY RENTAL FEES | \$ 13,623 | \$ - | 100% |
| 100-0000-381102 | CELL TOWER LAND LEASE REVENUE | \$ 22,057 | 32,000.00 | 69% |
| 100-0000-383100 | INSURANCE PROCEEDS | \$ 8,520 | 3,806.00 | 224% |
| 100-0000-389100 | OTHER MISCELLANEOUS REVENUE | \$ 16,086 | \$ 100 | 16086% |
| 100-0000-391202 | TRANS IN FROM HOTEL MOTEL FUND | \$ - | 61,016.00 | 0% |
| 100-0000-393600 | UNASSIGNED USE OF FUND BALANCE | \$ - | 115,749.00 | 0% |
| 100-0000-393800 | POLICE TECHNOLOGY FEE | \$ 9,879 | 20,000.00 | 49% |
| Total Revenue: | | \$ 5,701,872 | \$ 5,677,590 | 100% |

My Monthly Budget Report

90% Through the Fiscal Year
For Fiscal: Current Period Ending: 05/31/2024



| | | YTD Activity | Total Budget | % Collected/ Expended |
|--|--------------------------------|-------------------|-------------------|--------------------------|
| Fund: 275 - Hotel/Motel Excise Tax Fund | | | | |
| Revenue | HOTEL/MOTEL TAX | \$ 355,206 | \$ 350,000.00 | 101.49% |
| 275-0000-314100 | | | | |
| 275-0000-361100 | INTEREST EARNED | \$ 6,001 | \$ - | 100.00% |
| 275-0000-389100 | OTHER MISCELLANEOUS REVENUE | \$ 896 | \$ - | 100.00% |
| 275-0000-393600 | UNASSIGNED USE OF FUND BALANCE | \$ - | \$ 35,445.00 | 0.00% |
| Total Revenue: | | \$ 362,103 | \$ 385,445 | 93.94% |

| Expense | | | | |
|---------------------------------|--|-------------------|-------------------|---------------|
| 275-0000-521001 | CREDIT CARD/BANK FEES | \$ 941 | \$ - | 100.00% |
| 275-0000-521200 | PROFESSIONAL FEES | \$ 143,550 | 63,504.00 | 226.05% |
| 275-0000-522206 | RENTAL OF EQUIPMENT/VEHICLES | \$ 3,216 | \$ - | 100.00% |
| 275-0000-523200 | COMMUNICATIONS | \$ 12,631 | 11,520.00 | 109.64% |
| 275-0000-523400 | PRINTING | \$ 2,813 | 3,000.00 | 93.76% |
| 275-0000-523850 | CONTRACT SERVICES | \$ 18,611 | 20,000.00 | 93.05% |
| 275-0000-531001 | COMMUNITY OUTREACH | \$ 750 | \$ - | 100.00% |
| 275-0000-531104 | VARIOUS SUPPLIES | \$ 3,658 | 1,000.00 | 365.77% |
| 275-0000-541200 | SITE IMPROVEMENTS | \$ 47,688 | 63,580.00 | 75.00% |
| 275-0000-541300 | BUILDING & BUILDING IMPROVEMENT | \$ 1,250 | \$ - | 100.00% |
| 275-0000-572102 | CHATT HILLS CONVENTION & VISITORS BURE | \$ - | 153,125.00 | 0.00% |
| 275-0000-573100 | NON-RECURRING | \$ 600 | 8,700.00 | 6.90% |
| 275-0000-611000 | TRANSFER GENERAL FUND | \$ - | 61,016.00 | 0.00% |
| Total Expense: | | \$ 235,707 | \$ 385,445 | 61.15% |

| | | | | |
|---------------------------------|--------------------------------|-------------------|---------------------|---------------|
| Fund: 335 - TSPLOST Fund | | | | |
| Revenue | T-SPLOST | \$ 540,841 | 700,000.00 | 77.26% |
| 335-0000-313400 | | | | |
| 335-0000-361100 | INTEREST EARNED | \$ 18,950 | \$ - | 100.00% |
| 335-0000-393600 | UNASSIGNED USE OF FUND BALANCE | \$ - | 1,023,865.00 | 0.00% |
| Total Revenue: | | \$ 559,791 | \$ 1,723,865 | 32.47% |

| Expense | | | | |
|---------------------------------|----------------------------|---------------------|--------------|---------------|
| 335-0000-521001 | CREDIT CARD/BANK FEE | \$ 35 | \$ - | 100.00% |
| 335-0000-521200 | PROFESSIONAL FEES | \$ 24,316 | \$ - | 100.00% |
| 335-0000-522205 | ROADS REPAIR & MAINTENANCE | \$ 1,085,417 | 1,723,865.00 | 62.96% |
| Total Expense: | | \$ 1,109,768 | \$ | 64.38% |



FY2024 General Fund Expenditures

90% Through the Fiscal Year

For Fiscal: Current Period Ending: 05/31/2024

| Function | YTD Activity | Total Budget | Percent Expended |
|---------------------------------|---------------------|---------------------|------------------|
| Fund: 100 - General Fund | | | |
| Expense | | | |
| 1100 - City Council | \$ 91,715 | \$ 157,672 | 58% |
| 1130 - City Clerk | \$ 121,853 | \$ 137,077 | 89% |
| 1320 - City Manager | \$ 150,853 | \$ 165,717 | 91% |
| 1500 - Administration/Finance | \$ 195,712 | \$ 199,818 | 98% |
| 1535 - Information Technology | \$ 32,259 | \$ 49,160 | 66% |
| 1555 - BLANKET INSURANCE | \$ 91,145 | \$ 92,151 | 99% |
| 2650 - Judicial/Courts | \$ 95,111 | \$ 117,760 | 81% |
| 3210 - Public Safety-Police | \$ 982,901 | \$ 1,195,299 | 82% |
| 3510 - Public Safety-Fire | \$ 1,100,422 | \$ 1,328,931 | 83% |
| 4101 - PUBLIC WORKS | \$ 708,247 | \$ 806,676 | 88% |
| 4102 - ENGINEERING | \$ 4,247 | \$ 5,000 | 85% |
| 6110 - Parks and Recreation | \$ 112,997 | \$ 122,461 | 92% |
| 7410 - Community Development | \$ 322,313 | \$ 361,513 | 89% |
| 8000 - DEBT SERVICE | \$ 275,917 | \$ 275,922 | 100% |
| Total Expense: | \$ 4,798,513 | \$ 5,015,157 | 96% |

| Capital Category | Expenditure |
|------------------------|--------------|
| Police (Vehicles) | \$ 52,359 |
| Police (Capital) | \$ 3,140 |
| Fire (Apparatus) | \$ 95,580 |
| Fire (Capital) | \$ 9,180 |
| PW Capital | \$ 77,858 |
| Parks Capital | \$ - |
| LMIG (Capital) | |
| CD (Capital) | |
| PW Capital (TSPLOST) | |
| TSPLOST (Contract Mgt) | \$ 24,351 |
| TSPLOST Fund | \$ 1,085,417 |

| Capital Category | Expenditure |
|------------------|-------------|
| LMIG | \$ - |
| SLFRF | \$ 707,767 |

City of Chattahoochee Hills, GA
FY2024 Budget
Budget to Actual as of May 23, 2024 -90% of Year Lapsed

| Revenues: | FY2023 | FY2023 (YTD) | % | FY2024 | FY2024 (YTD) | % | % Inc/Dec |
|--------------------------------------|--------------|---------------|-----------|--------------|--------------|-----------|-----------|
| | Amended | May 23 | Collected | Budget | May 23 | Collected | |
| Property Taxes | \$ 2,348,834 | \$ 2,585,338 | 110.1% | \$ 3,084,896 | \$ 3,271,732 | 106.1% | 26.55% |
| L.O.S.T. | \$ 750,000 | \$ 735,266 | 98.0% | \$ 800,000 | \$ 736,324 | 92.0% | 0.14% |
| Intangible Tax | \$ 80,000 | \$ 58,644 | 73.3% | \$ 70,000 | \$ 42,182 | 60.3% | -28.07% |
| Motor Vehicle Tax | \$ 5,000 | \$ 7,176 | 143.5% | \$ 8,984 | \$ 12,663 | 141.0% | 76.47% |
| Motor Vehicle Tax - Ad Valorem | \$ 77,000 | \$ 87,653 | 113.8% | \$ 75,000 | \$ 99,685 | 132.9% | 13.73% |
| Real Estate Transfer Tax | \$ 40,000 | \$ 28,158 | 70.4% | \$ 30,000 | \$ 28,404 | 94.7% | 0.87% |
| Business & Occupation Tax | \$ 40,000 | \$ 71,527 | 178.8% | \$ 65,000 | \$ 71,425 | 109.9% | -0.14% |
| Insurance Premium Tax | \$ 252,711 | \$ 252,711 | 100.0% | \$ 261,494 | \$ 261,494 | 100.0% | 3.48% |
| Alcohol Beverage Tax | \$ 20,000 | \$ 26,559 | 132.8% | \$ 20,000 | \$ 27,325 | 136.6% | 2.89% |
| Franchise Fees | \$ 150,000 | \$ 159,484 | 106.3% | \$ 175,000 | \$ 181,190 | 103.5% | 13.61% |
| Licenses & Permits | \$ 103,266 | \$ 145,197 | 140.6% | \$ 130,000 | \$ 184,432 | 141.9% | 27.02% |
| Charges for Service | \$ 115,000 | \$ 117,953 | 102.6% | \$ 106,100 | \$ 229,124 | 216.0% | 94.25% |
| Charges for Service (Parking Fees) | \$ 100,000 | \$ 98,358 | 98.4% | \$ 100,000 | \$ 103,718 | 103.7% | 5.45% |
| Intergovernmental (Conservation) | \$ 125,000 | \$ 154,834 | 123.9% | \$ 155,000 | \$ - | 0.0% | -100.00% |
| Intergovernmental (Federal) | \$ 619,531 | \$ 619,531 | 0.0% | \$ - | \$ - | 0.0% | -100.00% |
| Intergovernmental (LMIG Grant) | \$ 151,292 | \$ 151,292 | 100.0% | \$ 161,087 | \$ 161,087 | 100.0% | 6.47% |
| Fines & Forfeitures | \$ 150,000 | \$ 116,976 | 78.0% | \$ 150,000 | \$ 123,110 | 82.1% | 5.24% |
| Insurance Proceeds | \$ 21,352 | \$ 21,352 | 0.0% | \$ 3,806 | \$ 8,520 | 0.0% | 100.00% |
| Contributions & Donations | \$ 3,575 | \$ 5,395 | 150.9% | \$ 2,566 | \$ 12,010 | 0.0% | 122.61% |
| Interest | \$ 22,674 | \$ 52,226 | 230.3% | \$ 49,792 | \$ 99,423 | 199.7% | 90.37% |
| Other Revenues | \$ 11,412 | \$ 22,246 | 0.0% | \$ 32,000 | \$ 38,143 | 100.0% | 71.46% |
| PoliceTech Fees | \$ 50,328 | \$ 10,630 | 100.0% | \$ 20,000 | \$ 9,879 | 0.0% | -7.06% |
| Proceeds from Capital Lease | \$ 325,000 | \$ 325,000 | 0.0% | \$ - | \$ - | 0.0% | -100.00% |
| Running Fund Balance From Prior Year | \$ 2,777,729 | \$ 4,220,701 | 151.9% | \$ 3,445,214 | \$ 612,708 | 0.0% | -100.00% |
| GF Revenue Subtotal: | \$ 8,339,705 | \$ 10,074,207 | 120.8% | \$ 5,500,725 | \$ 6,314,580 | 114.8% | -37.32% |

| Other Financing Sources: | FY2023 | FY2023 (YTD) | % | FY2024 | FY2024 (YTD) | % | % Inc/Dec |
|-----------------------------------|---------------|---------------|--------|--------------|--------------|------|-----------|
| Hotel/Motel Tax | 320,000 | \$ 342,948 | 107.2% | \$ 350,000 | \$ 362,103 | 103% | 5.59% |
| Hotel/Motel Tax Fund Balance | \$ 347,947 | \$ 37,960 | 10.9% | \$ 72,092 | \$ 92,559 | 128% | 143.83% |
| TSPLOST | 540,000 | \$ 542,338 | 100.4% | \$ 719,763 | \$ - | 0% | -100.00% |
| TSPLOST Fund Balance | \$ 280,684 | \$ 278,146 | 0.0% | \$ 1,004,102 | \$ 454,662 | 45% | 63.46% |
| SLFR Fund Balance | \$ 538,431 | \$ 112,964 | 0.0% | \$ 732,495 | \$ - | 0% | -100.00% |
| Subtotal Other Financing Sources: | \$ 2,027,062 | \$ 1,314,356 | 64.8% | \$ 2,878,452 | \$ 909,323 | 32% | -30.82% |
| Total Operating Revenue: | \$ 10,366,767 | \$ 11,388,563 | 109.9% | \$ 8,379,177 | \$ 7,223,903 | 86% | -36.57% |

| Expenditures: | FY2023 | FY2023 (YTD) | % | FY2024 | FY2024 (YTD) | % | % Inc/Dec |
|-------------------------------------|--------------|--------------|----------|--------------|--------------|----------|-----------|
| | Amended | May 23 | Expended | Budget | May 23 | Expended | |
| Mayor & Council | \$ 161,751 | \$ 105,954 | 65.5% | \$ 157,673 | \$ 91,715 | 58.2% | -13.44% |
| City Clerk | \$ 109,592 | \$ 104,890 | 95.7% | \$ 137,076 | \$ 121,853 | 88.9% | 16.17% |
| City Manager | \$ 155,376 | \$ 135,908 | 87.5% | \$ 165,717 | \$ 150,853 | 91.0% | 11.00% |
| General Administration | \$ 204,079 | \$ 178,614 | 87.5% | \$ 199,817 | \$ 195,712 | 97.9% | 9.57% |
| IT | \$ 72,705 | \$ 57,971 | 79.7% | \$ 49,160 | \$ 32,259 | 65.6% | -44.35% |
| Non-Departmental Insurance | \$ 92,151 | \$ 92,151 | 100.0% | \$ 92,151 | \$ 91,145 | 98.9% | -1.09% |
| Municipal Court | \$ 113,575 | \$ 103,995 | 91.6% | \$ 117,760 | \$ 95,111 | 80.8% | -8.54% |
| Police | \$ 981,436 | \$ 820,629 | 83.6% | \$ 1,153,300 | \$ 982,901 | 85.2% | 19.77% |
| Fire | \$ 1,102,534 | \$ 825,851 | 74.9% | \$ 1,280,930 | \$ 1,100,422 | 85.9% | 33.25% |
| Public Works | \$ 655,972 | \$ 638,550 | 97.3% | \$ 730,459 | \$ 708,247 | 97.0% | 10.91% |
| Engineering | \$ 5,000 | \$ 2,070 | 41.4% | \$ 5,000 | \$ 4,247 | 84.9% | 0.00% |
| Parks & Recreation | \$ 93,397 | \$ 99,040 | 106.0% | \$ 122,461 | \$ 112,997 | 92.3% | 14.09% |
| Community Development | \$ 342,010 | \$ 289,617 | 84.7% | \$ 361,513 | \$ 322,313 | 89.2% | 11.29% |
| Contingency - Reserved Fund Balance | \$ 1,867,811 | \$ - | 0.0% | \$ 2,094,927 | \$ - | 0.0% | 0.00% |
| Technology Fund | \$ 50,328 | \$ 692 | 0.0% | \$ 20,000 | \$ - | 0.0% | 0.00% |
| Subtotal: | \$ 6,007,717 | \$ 3,455,932 | 57.5% | \$ 6,687,943 | \$ 4,009,775 | 60.0% | 16.03% |

| Other GF Financing Uses: | FY2023 | FY2023 (YTD) | % | FY2024 | FY2024 (YTD) | % | % Inc/Dec |
|----------------------------|--------------|--------------|--------|--------------|--------------|--------|-----------|
| Interest - Capital Lease | \$ 16,822 | \$ 16,822 | 100.0% | \$ 24,610 | \$ 24,610 | 100.0% | 46.29% |
| Capital Lease Payment | \$ 186,719 | \$ 186,719 | 100.0% | \$ 251,307 | \$ 251,307 | 100.0% | 34.59% |
| Capital Fund | \$ 1,361,715 | \$ 363,023 | 26.7% | \$ 1,797,818 | \$ 238,117 | 13.2% | -34.41% |
| Grants (SLFRF) | \$ 347,600 | \$ 425,467 | 122.4% | \$ 732,495 | \$ 707,767 | 96.6% | 66.35% |
| Grants (Conservation/LMIG) | \$ 1,083,417 | \$ - | 0.0% | \$ 306,292 | \$ - | 0.0% | 0.00% |
| Subtotal: | \$ 2,996,273 | \$ 992,031 | 33.1% | \$ 3,112,522 | \$ 1,221,801 | 39.3% | 23.16% |
| Total GF Expenditures | \$ 9,003,990 | \$ 4,447,963 | 49.4% | \$ 9,800,465 | \$ 5,231,576 | 53.4% | 17.62% |

| | | | | | | | |
|---------------------------------------|--------------|--------------|--|----------------|--------------|--|------------|
| GF Revenues in Excess of Expenditures | \$ (664,285) | \$ 5,626,244 | | \$ (4,299,740) | \$ 1,083,004 | | \$ -80.75% |
|---------------------------------------|--------------|--------------|--|----------------|--------------|--|------------|

| Other Financing Uses: | FY2023 | FY2023 (YTD) | % | FY2024 | FY2024 (YTD) | % | % Inc/Dec |
|--------------------------------|--------------|--------------|-------|--------------|--------------|-------|------------|
| Hotel Motel | \$ 577,778 | \$ 300,100 | 51.9% | \$ 300,060 | \$ 232,327 | 77.4% | -22.58% |
| TSPLOST | \$ 785,000 | \$ 1,219 | 0.0% | \$ 1,723,865 | \$ 1,342,095 | 77.9% | 109998.01% |
| Subtotal Other Financing Uses: | \$ 1,362,778 | \$ 301,319 | 22.1% | \$ 2,023,925 | \$ 1,574,422 | 77.8% | 422.51% |

| | | | | | | | |
|------------------------------------|---------------|---------------|-------|----------------|--------------|-------|------------|
| Total ALL FUNDS Expenditures | \$ 10,366,767 | \$ 4,749,282 | 45.8% | \$ 11,824,390 | \$ 6,805,998 | 57.6% | 43.31% |
| Total ALL FUNDS Revenues | \$ 10,366,767 | \$ 11,388,563 | 110% | \$ 8,379,177 | \$ 7,223,903 | 86% | -36.57% |
| Revenues in Excess of Expenditures | \$ (0) | \$ 6,639,281 | | \$ (3,445,213) | \$ 417,905 | | \$ -93.71% |

| Capital Category | Expenditure |
|------------------------|--------------|
| Police (Vehicles) | \$ 52,359 |
| Police (Capital) | \$ 3,140 |
| Fire (Apparatus) | \$ 95,580 |
| Fire (Capital) | \$ 9,180 |
| PW Capital | \$ 77,858 |
| Parks Capital | \$ - |
| LMIG (Capital) | \$ - |
| CD (Capital) | \$ - |
| PW Capital (TSPLOST) | \$ - |
| TSPLOST (Contract Mgt) | \$ 24,351 |
| TSPLOST Fund | \$ 1,085,417 |

| Month To Date | Cash Flow |
|------------------------------|--------------|
| July 30 2023 (Balance) | \$ 5,277,718 |
| August 30, 2023 (Balance) | \$ 5,053,889 |
| September 22, 2023 (Balance) | \$ 4,879,521 |
| October 24, 2023 (Balance) | \$ - |
| November 30, 2023 (Balance) | \$ - |
| December 12, 2023 (Balance) | \$ - |
| January 30, 2024 (Balance) | \$ - |
| February 27, 2024 (Balance) | \$ 7,201,434 |
| March 25, 2024 (Balance) | \$ 6,787,545 |
| April 29, 2024 (Balance) | \$ 6,707,008 |
| May 30, 2024 (Balance) | \$ 6,314,579 |
| June 30, 2024 (Balance) | \$ - |

| Capital Category | Expenditure |
|------------------|-------------|
| LMIG | \$ - |
| SLFRF | \$ 707,767 |



6505 Rico Road Chattahoochee Hills Georgia 30268

MAYOR
Tom Reed

CITY COUNCIL
Ruby Foster
Richard Schmidt
Scott Lightsey
Camille Lowe
Rodney Peek

CITY MANAGER
Robert T. Rokovitz

www.chatthillsga.us

(770) 463-8881

Fax (770) 463-8550

Date: June 4, 2024
To: Mayor and City Council
From: Mike Morton, Community Development Director
Subject: Serenbe “Aging in Place” Stream Buffer Variance

Variance Request

Serenbe CH Properties, LLC, owner of the property located in the Mado neighborhood of Serenbe, has filed an application for a variance to chapter 14, Article 6, Section 5(a) to reduce the stream buffer and impervious surface setback requirements to allow construction of a wellness center.

This is not a zoning variance. It is a variance to the city’s environmental regulations found in Chapter 14 of City Code. The article on stream buffers includes its own set of criteria for approval, which are excerpted below.

Property Description

The site, which was approved for Special Use Permits for a Medical Laboratory and a Rooming House in August 2023, is 7.24 acres within an existing 44-acre parcel that wraps its way around the lots on the west side of the Mado neighborhood and extends south to the Coweta County line. The project’s northeastern boundary is Prom Field Road; its eastern boundary is Serenbe Lane and the rear of three live-work properties that front Serenbe Lane; its southern boundary is the rear parking for residential lots that front Mado Lane, and a stormwater pond to the west; and its western boundary is an unnamed branch of Cedar Creek that runs from north to south. The property is mostly wooded, with a mail pavilion on the south side of the property and walking paths.

The surrounding property is mostly developed or in the process of being developed. The Terra School at Serenbe (formerly Acton Academy) is located to the north across Prom Field Road and the Serenbe Pool is to the east across Prom Field Road. A series of residential and live-work properties are located south of the subject parcel, along Serenbe Lane. Across Serenbe Lane is the Mado One office building and more live-work buildings. Across the stream to the west is open space.

The Proposal

The applicant proposes construction of an “Aging in Place” development (referred to in the Special Use Permit hearings as the “Wellness Center”), consisting of 89 residential units and 15,900 square feet of retail/commercial space. The plan shows a gravel fire access road along the western boundary that will require some grading work. The grading is shown encroaching into the stream buffer area in several locations for a total of 3488 square feet. Almost all of this area would be revegetated when grading is complete. The gravel fire access road also includes a paved apron within the impervious surface setback area where it meets Prom Field Road, for a total of 836 square feet of encroachment.

The proposal also includes a number of measures to control or mitigate the potential negative effects of construction in the setback, including 17,424 square feet of additional stream buffer on the west side of the creek, along with additional impervious setback, and other water quality features, including a rain garden.

As required by the Stream Buffer ordinance, the applicant has also submitted an alternative plan.

Code Excerpts:

Chapter 14 Land Development and Environmental Protection

Article VII: Stream Buffer Protection

Section 14-177. - Land Development Requirements

(a) Buffer and Setback Requirements

All land development activity subject to this ordinance shall meet the following requirements:

- (1) An undisturbed natural vegetative buffer shall be maintained for 50 feet, measured horizontally, on both banks (as applicable) of the stream as measured from the point of wretched vegetation.
- (2) An additional setback shall be maintained for 25 feet, measured horizontally, beyond the undisturbed natural vegetative buffer, in which all impervious cover shall be prohibited. Grading, filling and earthmoving shall be minimized within the setback.
- (3) No septic tanks or septic tank drain fields shall be permitted within the buffer or the setback.

Variance Criteria

City Code Section 14-177(b) states

(2) Variances will be considered only in the following cases:

- a. When a property's shape, topography or other physical conditions existing at the time of the adoption of the ordinance from which this article is derived prevents land development unless a buffer variance is granted.

b. Unusual circumstances when strict adherence to the minimal buffer requirements in this article would create an extreme hardship.

(3) Variances will not be considered when, following adoption of the ordinance from which this article is derived, actions of any property owner of a given property have created conditions of a hardship on that property.

City Code Section 14-177(b)(3)b states:

The following factors will be considered in determining whether to issue a variance:

- (A) The shape, size, topography, slope, soils, vegetation and other physical characteristics of the property;
- (B) The locations of all streams on the property, including along property boundaries;
- (C) The location and extent of the proposed buffer or setback intrusion;
- (D) Whether alternative designs are possible which require less intrusion or no intrusion;
- (E) The long-term and construction water-quality impacts of the proposed variance;
- (F) Whether issuance of the variance is at least as protective of natural resources and the environment.

Analysis

Variance Criteria

- (A) The shape, size, topography, slope, soils, vegetation and other physical characteristics of the property;
 - *The property is large and wooded. Gently sloping east to west (roughly 8% - 12%).*
- (B) The locations of all streams on the property, including along property boundaries;
 - *The Cedar Creek tributary is the western boundary of the site. There are no other streams or stream buffers on the site.*
- (C) The location and extent of the proposed buffer or setback intrusion;
 - *The proposed buffer intrusion is in four separate, mostly-narrow areas along the eastern buffer of the creek, totaling 3488 square feet. Most of the proposed intrusion is to accommodate the edge of the site grading and will be replanted once the site work is complete. The proposed impervious surface*

setback intrusion is at the northwestern corner of the property and is a total of 836 square feet. The proposal is to pave this area with concrete to provide a paved apron for fire access.

(D) Whether alternative designs are possible which require less intrusion or no intrusion;

- *The applicant has submitted an alternative design as required in the ordinance. This design reduces the width of a gravel walking path, moves a wastewater pump station closer to proposed dwellings, and eliminates the paved apron. The elimination of the paved apron is unlikely to be approved by the city.*

(E) The long-term and construction water-quality impacts of the proposed variance;

- *The majority of the impacts would take place in the construction phase. Post-construction, almost all of the buffer encroachment would be revegetated. The impervious setback would remain as a permanent feature. The applicant also has proposed mitigation for the impacts of the encroachment, including 17,424 square feet of additional stream buffer on the opposite side of the creek and 6,200 square feet of additional impervious surface setback. Each of these areas is several times larger than the proposed encroachment.*

(F) Whether issuance of the variance is at least as protective of natural resources and the environment.

- *With the mitigation measures proposed by the applicant the long-term impacts on the natural resources are likely to be minimal and the proposal should provide a level of protection to the environment similar to the required buffer and setback.*

Discussion

The applicant proposes to build a wellness center with residential, medical, and retail uses. With the amount of property available in the district it is difficult to view the buffer encroachments as unavoidable. However, the limited nature of the encroachment, both spatially and temporally, combined with the revegetation and the mitigation, suggest that the impact on the environment would be limited.

Staff Recommendation

Due to the minimal impact of the proposed encroachment and the mitigation proposed, staff believes that the adherence to the minimum buffer standards would create an unnecessary hardship and that the variance should be approved with the mitigation measures proposed by the applicant.

City Council Action

The City Council held a first read of the proposed ordinance at their regular meeting on May 7th.

Planning Commission Action

The Planning Commission held a public hearing on the proposal on February 10th. At that meeting the Planning Commission voted 3-0 to recommend approval of the proposed ordinance with the conditions below. The draft minutes of the Planning Commission hearing are attached.

Recommended conditions:

1. All disturbance within the buffer or setback shall be hydroseeded immediately upon completion of the adjacent grading work, to be followed with permanent vegetation with native plantings.
2. All mitigation measures described in the application will be incorporated in the final design.
3. All additional stream buffer and impervious setback shown on the plan will be included on the final plat of the Aging in Place project.

Project History

The property was rezoned by Fulton County in 2006. In July 2021, the Planning Commission approved a Preliminary Plat that included a parcel identified as “Senior Living” for the project site. In August 2023, City Council approved Special Use Permits for a Medical Laboratory and a Rooming House, as part of this project, then called the Serenbe Wellness Hub.

Attachments:

- Planning Commission hearing draft minutes
- Ordinance
- Location Map
- Application Letter
- Existing Conditions
- Proposed Buffer Variance Plan
- Alternate Plan

Excerpts from the Planning Commission draft minutes

May 16, 2024

PUBLIC HEARING(S):

Chair Cloud, opened the Public Hearing and read the Public Hearings Rules:

2. Recommendation on an Ordinance for a variance to Chapter 14, Article 6, Section 5(a) To Reduce the Stream Buffer, and Impervious Surface Setback Requirements to Allow Construction of a Wellness Center in Serenbe

There were no comments in favor of or against the project.

Applicant Garnie Nygren spoke about the project.

Community Development Director Mike Morton gave staff recommendations and conditions for the project.

Chair Cloud closed the Public Hearing.

It was moved by Patrick Johnson to recommend the City Council to approve this Variance to Reduce **the Stream Buffer with staff's conditions and seconded by Christine Gallagher. Motion passed** unanimously.

Exhibit "A"

Westerly Parcel

Portion of Tax Parcel 08-140000460318 (West of Serenbe Lane and Overlook)

All that tract or parcel of land lying in Land Lots 46 and 51, 8th District, City of Chattahoochee Hills, Fulton County, Georgia, and being more particularly described as follows:

To find the POINT OF COMMENCEMENT, start at the Land Lot Corner common to Land Lots 50, 51, 78, and 79. Leaving the POINT OF COMMENCEMENT, proceed South 89 degrees 04 minutes 12 seconds East a distance of 14.14.48 feet to the POINT OF BEGINNING.

From the POINT OF BEGINNING, as thus established, Thence, N 00° 48' 42" E for a distance of 1181.26 feet to a point on a line.

Thence, S 89° 27' 38" E for a distance of 906.69 feet to a point on a line.

Thence, N 01° 10' 48" E for a distance of 1568.49 feet to a point on a line.

Thence, N 01° 10' 48" E for a distance of 180.11 feet to the beginning of a non-tangential curve, Said curve turning to the left through 07° 01' 30.7", having a radius of 269.31 feet, and whose long chord bears S 67° 27' 46" E for a distance of 33.00 feet to the beginning of a non-tangential curve.

Said curve turning to the left through an angle of 10° 13' 29.7", having a radius of 428.94 feet, and whose long chord bears S 76° 05' 16" E for a distance of 76.45 feet.

Thence, S 81° 12' 01" E for a distance of 105.79 feet to a point on a line.

Thence, S 08° 47' 59" W for a distance of 7.00 feet to a point on a line.

Thence, S 81° 12' 01" E for a distance of 265.24 feet to the beginning of a curve,

Said curve turning to the right through an angle of 36° 24' 46.4", having a radius of 123.00 feet, and whose long chord bears S 62° 59' 38" E for a distance of 76.86 feet.

Thence, S 44° 47' 14" E for a distance of 116.60 feet to the beginning of a curve,

Said curve turning to the right through an angle of 15° 13' 02.2", having a radius of 473.00 feet, and whose long chord bears S 37° 10' 43" E for a distance of 125.26 feet.

Thence, S 29° 34' 12" E for a distance of 225.14 feet to the beginning of a non-tangential curve,

Said curve turning to the left through an angle of 18° 23' 36.6", having a radius of 372.00 feet, and whose long chord bears S 47° 04' 15" W for a distance of 118.91 feet to a point of intersection with a non-tangential line.

Thence, N 56° 00' 00" W for a distance of 59.49 feet to a point on a line.

Thence, S 34° 01' 38" W for a distance of 33.68 feet to a point on a line.

Thence, S 26° 13' 42" W for a distance of 9.41 feet to a point on a line.

Thence, S 26° 13' 42" W for a distance of 29.56 feet to a point on a line.

Thence, S 25° 11' 11" W for a distance of 38.38 feet to a point on a line.

Thence, S 70° 56' 45" E for a distance of 60.17 feet to the beginning of a non-tangential curve,

Said curve turning to the left through an angle of 02° 57' 34.3", having a radius of 368.00 feet, and whose long chord bears S 21° 37' 26" W for a distance of 19.01 feet to a point of intersection with a non-tangential line.

Thence, N 70° 56' 45" W for a distance of 66.30 feet to a point on a line.

Thence, S 03° 04' 35" W for a distance of 29.62 feet to a point on a line.
Thence, N 57° 56' 01" W for a distance of 27.08 feet to a point on a line.
Thence, N 03° 04' 35" E for a distance of 18.00 feet to a point on a line.
Thence, N 86° 55' 25" W for a distance of 54.00 feet to a point on a line.
Thence, N 86° 55' 25" W for a distance of 36.00 feet to a point on a line.
Thence, N 86° 55' 25" W for a distance of 36.00 feet to a point on a line.
Thence, S 03° 04' 35" W for a distance of 18.00 feet to a point on a line.
Thence, S 68° 57' 48" W for a distance of 32.73 feet to a point on a line.
Thence, S 03° 04' 35" W for a distance of 46.22 feet to a point on a line.
Thence, S 00° 40' 00" E for a distance of 8.55 feet to the beginning of a non-tangential curve,
Said curve turning to the left through an angle of 91° 18' 35.8", having a radius of 57.03 feet, and
whose long chord bears S 45° 51' 53" W for a distance of 81.57 feet to a point of intersection with
a non-tangential line.
Thence, S 00° 13' 28" W for a distance of 35.50 feet to a point on a line.
Thence, N 88° 14' 51" W for a distance of 88.46 feet to a point on a line.
Thence, S 02° 51' 11" W for a distance of 100.02 feet to a point on a line.
Thence, S 88° 14' 51" E for a distance of 99.46 feet to a point on a line.
Thence, S 06° 30' 36" E for a distance of 70.34 feet to a point on a line.
Thence, S 83° 29' 24" W for a distance of 59.53 feet to a point on a line.
Thence, S 10° 05' 10" W for a distance of 138.40 feet to a point on a line.
Thence, S 06° 28' 28" E for a distance of 15.92 feet to a point on a line.
Thence, S 33° 33' 53" W for a distance of 124.14 feet to a point on a line.
Thence, S 56° 26' 31" E for a distance of 9.50 feet to a point on a line.
Thence, S 33° 33' 53" W for a distance of 64.73 feet to a point on a line.
Thence, S 56° 26' 07" E for a distance of 22.74 feet to the beginning of a non-tangential curve,
Said curve turning to the right through 73° 35' 05.2", having a radius of 19.40 feet, and whose
long chord bears S 83° 10' 50" E for a distance of 23.23 feet to the beginning of a non-tangential
curve.
Said curve turning to the right through an angle of 58° 03' 43.0", having a radius of 19.40 feet,
and whose long chord bears S 22° 41' 49" E for a distance of 18.82 feet to a point of intersection
with a non-tangential line.
Thence, S 56° 26' 07" E for a distance of 16.15 feet to a point on a line.
Thence, S 33° 37' 31" W for a distance of 12.00 feet to a point on a line.
Thence, N 56° 26' 07" W for a distance of 16.14 feet to the beginning of a non-tangential curve,
Said curve turning to the right through 73° 35' 05.2", having a radius of 19.40 feet, and whose
long chord bears N 83° 10' 50" W for a distance of 23.23 feet to the beginning of a non-tangential
curve.
Said curve turning to the right through an angle of 58° 03' 43.0", having a radius of 19.40 feet,
and whose long chord bears N 22° 41' 49" W for a distance of 18.82 feet to a point of intersection
with a non-tangential line.
Thence, N 56° 26' 07" W for a distance of 22.74 feet to a point on a line.
Thence, S 33° 33' 53" W for a distance of 64.60 feet to a point on a line.

Thence, N 56° 26' 07" W for a distance of 9.64 feet to a point on a line.

Thence, S 33° 42' 32" W for a distance of 109.78 feet to the beginning of a non-tangential curve, Said curve turning to the left through 03° 16' 07.8", having a radius of 335.96 feet, and whose long chord bears S 31° 56' 33" W for a distance of 19.16 feet to the beginning of a non-tangential curve.

Said curve turning to the left through an angle of 09° 58' 51.5", having a radius of 322.00 feet, and whose long chord bears S 25° 16' 35" W for a distance of 56.02 feet.

Thence, S 20° 17' 09" W for a distance of 24.76 feet to a point on a line.

Thence, S 20° 17' 09" W for a distance of 57.51 feet to a point on a line.

Thence, S 20° 17' 09" W for a distance of 69.01 feet to a point on a line.

Thence, S 69° 43' 40" E for a distance of 85.00 feet to a point on a line.

Thence, S 20° 17' 09" W for a distance of 80.13 feet to a point on a line.

Thence, S 66° 55' 20" E for a distance of 237.70 feet to the beginning of a non-tangential curve, Said curve turning to the left through an angle of 02° 06' 05.1", having a radius of 1227.00 feet, and whose long chord bears S 19° 30' 17" W for a distance of 45.00 feet to a point of intersection with a non-tangential line.

Thence, N 71° 32' 45" W for a distance of 165.00 feet to a point on a line.

Thence, S 16° 56' 11" W for a distance of 66.74 feet to a point on a line.

Thence, N 74° 34' 53" W for a distance of 0.37 feet to a point on a line.

Thence, S 13° 54' 03" W for a distance of 80.74 feet to a point on a line.

Thence, S 10° 51' 54" W for a distance of 73.74 feet to a point on a line.

Thence, S 07° 49' 46" W for a distance of 73.74 feet to a point on a line.

Thence, S 05° 16' 26" W for a distance of 73.76 feet to a point on a line.

Thence, S 04° 42' 01" W for a distance of 73.97 feet to a point on a line.

Thence, S 89° 45' 34" E for a distance of 165.00 feet to a point on a line.

Thence, S 05° 05' 40" W for a distance of 114.16 feet to the beginning of a curve,

Said curve turning to the left through an angle of 19° 54' 32.0", having a radius of 527.00 feet, and whose long chord bears S 04° 51' 36" E for a distance of 182.20 feet.

Thence, S 14° 48' 52" E for a distance of 59.10 feet to the beginning of a curve,

Said curve turning to the right through an angle of 13° 12' 17.3", having a radius of 473.00 feet, and whose long chord bears S 08° 12' 44" E for a distance of 108.77 feet.

Thence, S 01° 36' 35" E for a distance of 41.84 feet to the beginning of a curve,

Said curve turning to the right through an angle of 49° 55' 00.5", having a radius of 158.00 feet, and whose long chord bears S 23° 20' 55" W for a distance of 133.34 feet to a point of intersection with a non-tangential line.

Thence, N 89° 19' 48" W for a distance of 72.09 feet to a point on a line.

Thence, N 11° 00' 00" W for a distance of 66.60 feet to a point on a line.

Thence, N 38° 28' 19" W for a distance of 73.88 feet to a point on a line.

Thence, N 38° 28' 19" W for a distance of 85.22 feet to a point on a line.

Thence, S 41° 48' 29" W for a distance of 136.55 feet to a point on a line.

Thence, S 52° 15' 31" E for a distance of 21.82 feet to a point on a line.

Thence, S 41° 30' 50" W for a distance of 23.29 feet to a point on a line.

Thence, N 71° 22' 12" W for a distance of 30.69 feet to a point on a line.
Thence, N 83° 50' 19" W for a distance of 29.25 feet to a point on a line.
Thence, S 83° 55' 50" W for a distance of 29.25 feet to a point on a line.
Thence, S 71° 25' 21" W for a distance of 30.68 feet to a point on a line.
Thence, N 38° 53' 57" W for a distance of 22.26 feet to a point on a line.
Thence, N 35° 59' 08" W for a distance of 18.51 feet to a point on a line.
Thence, N 41° 13' 10" W for a distance of 115.00 feet to a point on a line.
Thence, S 68° 25' 25" W for a distance of 76.76 feet to a point on a line.
Thence, S 15° 51' 04" W for a distance of 67.88 feet to a point on a line.
Thence, S 00° 10' 58" W for a distance of 32.07 feet to a point on a line.
Thence, N 89° 49' 02" W for a distance of 38.20 feet to a point on a line.
Thence, S 00° 10' 58" W for a distance of 30.00 feet to a point on a line.
Thence, N 89° 49' 02" W for a distance of 9.53 feet to a point on a line.
Thence, S 14° 14' 17" W for a distance of 14.72 feet to a point on a line.
thence N 89° 19' 48" W a distance of 502.61 feet to the POINT OF BEGINNING;
Thence N 89° 19' 48.0" W a distance of 502.6126 feet to the POINT OF BEGINNING;

Said tract or parcel containing 44.06 acres.

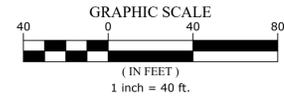
EXHIBIT "B"

FILE NAME: I:\CUSTOMERS_PROJECTS\1254_Serenbe Land Co., LLC\1254-22-196_Wellness Hub\Eng\Construction\Exhibits\STREAM BUFFER VARIANCE\1254-22-196_SBV SITE PLAN.dwg PLOT STYLE: PLOT DATE: 4/26/2024 USER: WAYNE MATTHEWS



IMPACT SUMMARY:
 IMPERVIOUS SETBACK IMPACT = 836 SF (57 FT LONG)
 CITY STREAM BUFFER IMPACT = 3,488 SF (290 FT LONG)
 TOTAL = 4,324 SF

MITIGATION SUMMARY:
 ADDITIONAL CITY STREAM BUFFER = 17,424 SF (402 FT LONG)



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| | | |

PROJECT OWNED/DEVELOPED BY:
SERENBE CH PROPERTIES, LLC
 9110 SELBORNE WAY #210
 CHATTAHOOCHEE HILLS, GA 30268
 PHONE: PHONE: (770) 432-2609

24 HOUR CONTACT INFORMATION:
 MATT COLLINS (404) 763-8405

STREAM BUFFER VARIANCE PLAN
 SERENBE: AGING IN PLACE
 PROJECT LOCATED AT:
 LL 46 & 51, 8TH DISTRICT
 CHATTAHOOCHEE HILLS, GA 30268
 FULTON COUNTY



ISSUED FOR:
 REVIEW

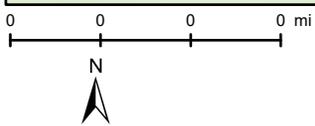
Project No.: 1254-22-196
 Designed By: CBM
 Issue Date: 2024-04-26

2



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Date: 6/28/2023

Fulton County GIS

Fulton County provides the data on this map for your personal use "as is". The data are not guaranteed to be accurate, correct, or complete. The feature locations depicted in these maps are approximate and are not necessarily accurate to surveying or engineering standards. Fulton County assumes no responsibility for losses resulting from the use of these data, even if Fulton County is advised of the possibility of such loss.





2470 Sandy Plains Rd, Suite A
Marietta, GA 30066
Phone (770) 321-3936
info@sei.site

April 8, 2024

Mike Morton
City of Chattahoochee Hills Development Director
6505 Rico Road
Chattahoochee Hills, Ga. 30268
VIA EMAIL: mike.morton@chatthillsga.us

RE: Serenbe Aging in Place
Stream Buffer Variance Application

Dear Mike,

This stream buffer variance application is being submitted on behalf of Serenbe CH Properties, LLC. The subject property is at the intersection of Serenbe Lane and Prom Field Road, parcel ID 08-140000460318. The stream buffer variance is in support of Serenbe's Aging in Place development.

The subject property is bordered by Serenbe Lane and Prom Field Road to the east and north, with existing homes to the south. A stream is on the western limits of the subject property. Said stream's buffers are the subject of this variance application. No wetlands beyond the stream limits are on the site. Likewise, no FEMA 100-year floodplain is found onsite.

Existing Conditions:

The subject area is currently mostly wooded with the exception of a mail shed at the intersection of Serenbe Lane and Prom Field Road. Tree coverage is primarily pine with some hardwood. Per online USDA resources, the soils are moderately erosive at a mix of Rion, Pacolet, and Cartecay complexes. The site slopes to the west/southwest at an average slope of 12% near the stream buffer.

Stream Buffer Variance Scope:

Impacts to the stream buffers are planned to be as minimal as possible for the site. An outer fire access road is proposed on the western side of the property, parallel to the stream. Minor impacts are planned to the city buffer stream for stabilized slopes on the fire access road and a wastewater utility pad. Also, a small impact is proposed to the impervious setback close to Prom Field Road, to allow for a non-erodible surface for turning movements into the site. Without the impervious surface at the entrance to the fire access road, which serves for golf cart access to lots fronting Prom Field Road, the gravel would be a perpetual maintenance problem, which would impact the creek if not constantly stabilized. Impervious components of the wastewater pad, like manhole covers and generator, are planned outside the city's impervious setback.

Reasons for Variance:

- Not encroaching into the impervious setback near Prom Field Road will place a gravel drive at the site access, which will lead to more erosion from entrance maneuvers. Added long-term maintenance of the drive is an unnecessary hardship which can be prevented by allowing a hard surface at the site access point. Said hard surface will also reduce gravel and soil erosion at the site access.
- Not allowing the stream buffer variance continues to restrict area onsite, which will compress homes closer together and not comply with zoning standards, eliminate walkable corridors onsite and planned medical facilities to benefit residents. The minor buffer variance will remove the hardship of a potentially non-feasible site due to lack of the mentioned features above.

- With a narrow area to develop at the intersection of Serenbe Lane and Prom Field Road, construction will occur in the western portion of the site. The shape of the property encourages development activity to the west.
- The property slopes from east to west. As such, tie-in earth slopes will occur on the portion of the property that is closest to the stream. Said slopes are proposed at the smallest height practical and shall be stabilized with permanent vegetation immediately.
- Per USDA's Websoil Survey Mapping Tool, much of the development site is a Rion-Louisburg soil complex, which is expected to be suitable for earthwork operations and provide adequate compaction.
- Access must be maintained around the perimeter of the property. SEI has met with Chattahoochee Hills Fire Department on the site for preliminary discussions. The proposed fire access road is the minimum needed (20-foot width) to comply with International Fire Code. A gravel surface is proposed for the maximum length of the site as practicable.
- Alternatives to the current site layout will restrict the perimeter fire access road, which will not be supported by city staff.
- Long-term water quality for the proposed stormwater configuration exceeds municipal requirements. A treatment chain is proposed with three steps in series that are each capable of providing 80% Total Suspended Solids removal, which is the benchmark found in the Georgia Stormwater Management Manual.
- A combination of enhanced water quality measures and additional protective stream buffer are proposed, the site configuration should be considered as protective of natural resources and the environment.

Mitigation:

A combination of multiple measures is proposed as mitigation for the proposed stream buffer variance. The items proposed are as follows:

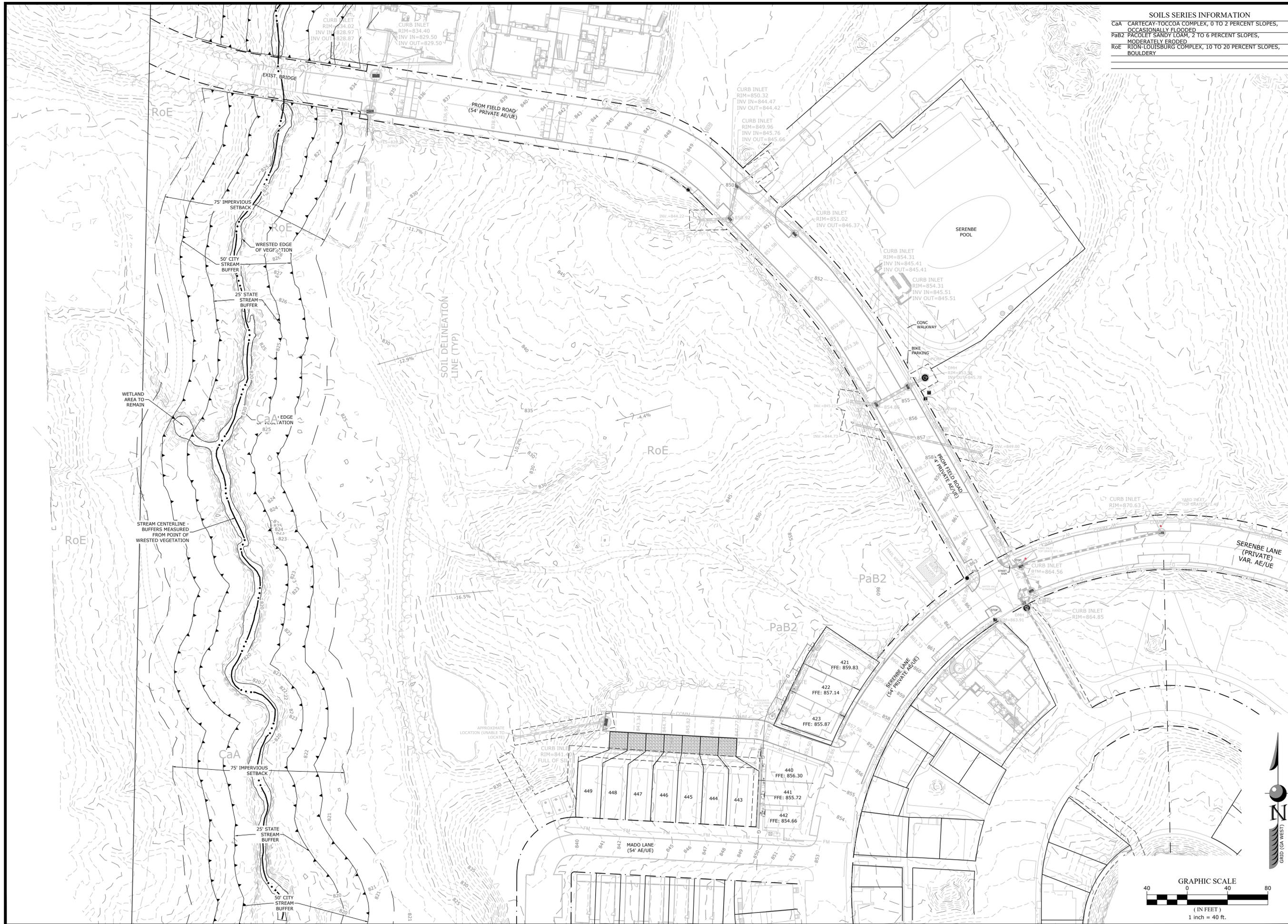
- Additional amount of stream buffer is proposed on the western banks of the subject stream as mitigation. A total of fifty-foot width stream buffer is proposed near the southernmost section of the subject property. The proposed additional buffer exceeds the amount to be impacted.
- The perimeter fire access drive is proposed at relatively flat travel slopes, which is supportive of the senior demographic anticipated in the housing and should experience less erosion. The flatter slopes will be easier to stabilize and prevent erosion.
- A treatment chain is proposed in the stormwater management system onsite. Rain gardens are proposed in the detached and attached residential areas. Rain gardens promote infiltration, which puts potentially problematic runoff into the soil as groundwater recharge. Structural water quality measures are proposed to storm inlets to enhance the system's ability to capture litter, particles, or spills from the homes. Finally, a "stormwater pond" is proposed on the southern end of the site. Said pond will have a permanent pool with aquatic (planting) bench to allow for biologic treatment of runoff, which helps improve downstream water quality. The Georgia Stormwater Management Manual documents that a stormwater pond provides 80% removal of Total Suspended Solids (TSS). The overall treatment potential of the rain gardens, structural measures, and pond will greatly exceed the 80% TSS standard removal rate required for developments. The proposed chain would provide a water quality treatment that is better than required.

Please refer to the attached plans for more information. If you have any questions, please feel free to call.

Sincerely,

Wayne Matthews, PE
SEI Engineering, Inc.

FILE NAME: I:\CUSTOMERS_PROJECTS\1254 Serenbe Land Co. LLC\1254-22-196 Wellnes Hub\Eng\Construction\Exhibits\STREAM BUFFER VARIANCE\1254-22-196 SDV SITE PLAN.dwg PLOT STYLE: PLOT DATE: 4/26/2024 USER: WAYNE MATTHEWS



SOILS SERIES INFORMATION

| | |
|------|---|
| CaA | CARTCAY-TOCCOA COMPLEX, 0 TO 2 PERCENT SLOPES, OCCASIONALLY FLOODED |
| PaB2 | PAOLET SANDY LOAM, 2 TO 6 PERCENT SLOPES, MODERATELY ERODED |
| RoE | RION-LOUISBURG COMPLEX, 10 TO 20 PERCENT SLOPES, BOULDERY |

SEI
ENGINEERING, INC.
2428 South West 41st Avenue, Suite 400
Fort Lauderdale, Florida 33309
Tel: 770-321-3935
www.seiengineering.com

| No | ISSUED DESCRIPTION | DATE |
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SERENBE CH PROPERTIES, LLC
9110 SELBORNE WAY #210
CHATTahooCHEE HILLS, GA 30268
PHONE: (770) 432-2609
24 HOUR CONTACT INFORMATION
MATT COLLINS (404) 763-8405

EXISTING CONDITIONS
SERENBE: AGING IN PLACE
PROJECT LOCATED AT:
LL 46 & 51, 8TH DISTRICT
CHATTahooCHEE HILLS, GA 30268
FULTON COUNTY

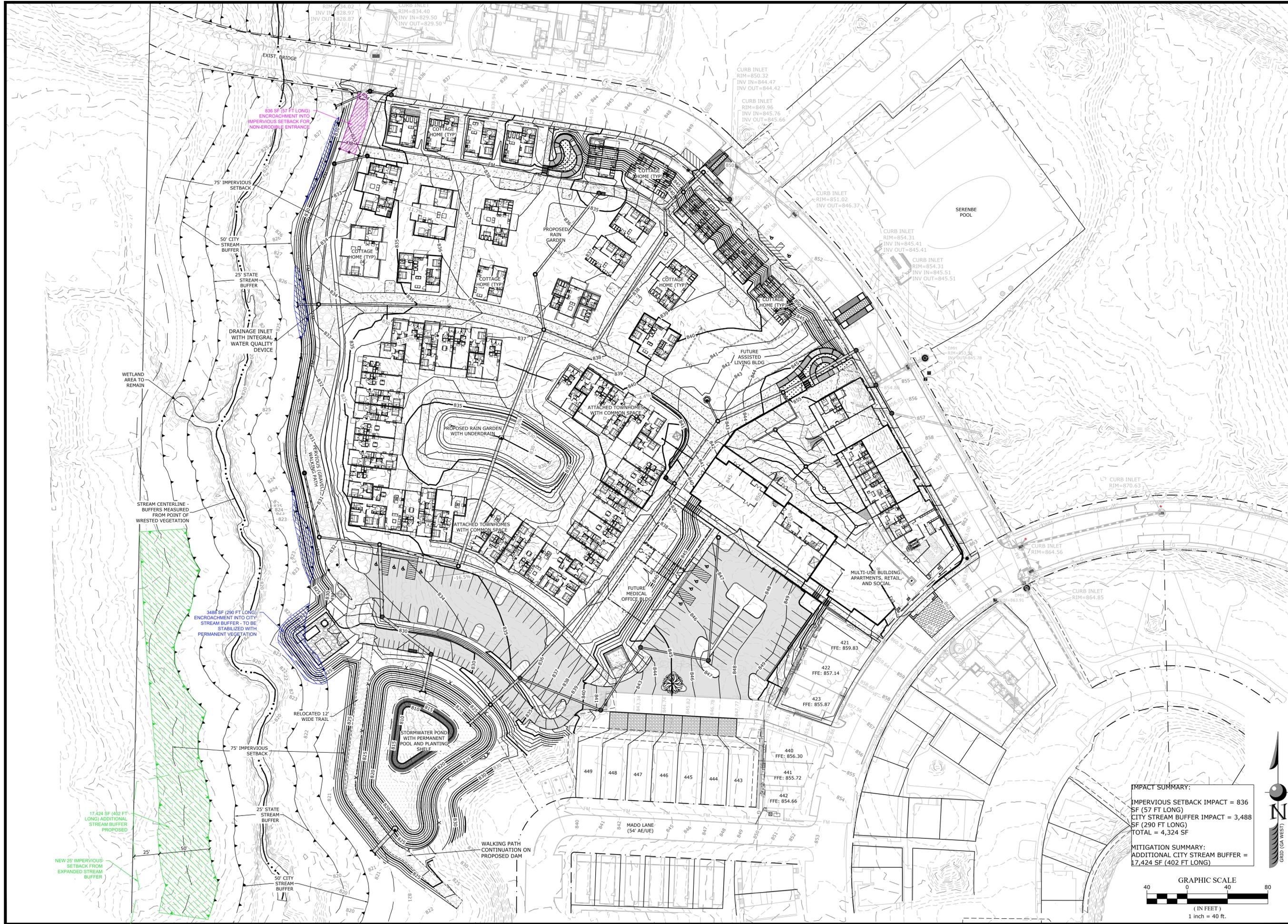


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Project No.: 1254-22-196
Designed By: CBM
Issue Date: 2024-04-26
1

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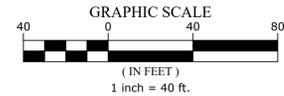


FILE NAME: I:\CUSTOMERS_PROJECTS\1254_Serenbe Land Co., LLC\1254-22-196_Wellness Hub\Eng\Construction\Exhibits\STREAM BUFFER VARIANCE\1254-22-196_SBV SITE PLAN.dwg PLOT STYLE: PLOT DATE: 4/26/2024 USER: WAYNE MATTHEWS



IMPACT SUMMARY:
 IMPERVIOUS SETBACK IMPACT = 836 SF (57 FT LONG)
 CITY STREAM BUFFER IMPACT = 3,488 SF (290 FT LONG)
 TOTAL = 4,324 SF

MITIGATION SUMMARY:
 ADDITIONAL CITY STREAM BUFFER = 17,424 SF (402 FT LONG)



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PROJECT OWNED/DEVELOPED BY:
SERENBE CH PROPERTIES, LLC
 9110 SELBORNE WAY #210
 CHATTAHOOCHEE HILLS, GA 30268
 PHONE: PHONE: (770) 432-2609

24 HOUR CONTACT INFORMATION:
 MATT COLLINS (404) 763-8405

STREAM BUFFER VARIANCE PLAN
 SERENBE: AGING IN PLACE
 PROJECT LOCATED AT:
 LL 46 & 51, 8TH DISTRICT
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 FULTON COUNTY



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Project No.: 1254-22-196
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2



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FILE NAME: I:\CUSTOMERS_PROJECTS\1254 Serenbe Land Co. LLC\1254-22-196_S0V Alternates.dwg PLOT STYLE: PLOT DATE: 4/8/2024 USER: WAYNE MATTHEWS



THE UTILITIES SHOWN HEREON ARE FOR THE CONTRACTORS CONVENIENCE ONLY. THERE MAY BE OTHER UTILITIES NOT SHOWN ON THESE PLANS. THE ENGINEER ASSUMES NO RESPONSIBILITY FOR THE LOCATIONS SHOWN AND IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY ALL UTILITIES WITHIN THE LIMITS OF THE WORK. ALL DAMAGE MADE TO EXISTING UTILITIES BY THE CONTRACTOR SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR. IT IS THE OWNER/DEVELOPER'S RESPONSIBILITY TO VERIFY EXISTING UTILITY CAPACITY PRIOR TO INITIATING DESIGN. THE ENGINEER MAKES NO GUARANTEES, NEITHER EXPRESSED OR IMPLIED, REGARDING EXISTING UTILITY LOCATION, CAPACITY OR CONDITION.



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SERENBE CH PROPERTIES, LLC
9110 SELBORNE WAY #210
CHATTAHOOCHEE HILLS, GA 30268
PHONE: (770) 432-2609
24 HOUR CONTACT INFORMATION
MATT COLLINS (404) 763-8405

ALTERNATE BUFFER VARIANCE PLAN
SERENBE: AGING IN PLACE
PROJECT LOCATED AT:
LL 46 & 51, 8TH DISTRICT
CHATTAHOOCHEE HILLS, GA 30268
FULTON COUNTY

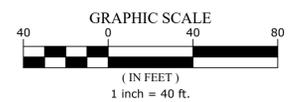


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Project No.: 1254-22-196
Designed By: CBM
Issue Date: 2024-04-08



1254-22-196

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**AN ORDINANCE FOR A VARIANCE TO THE REQUIRED STREAM
BUFFER AND IMPERVIOUS SETBACK**

WHEREAS, Serenbe CH Properties is the owner of certain property within the City of Chattahoochee Hills, Georgia located at 10950 Hutcheson Ferry Road (Rear), more specifically described in the attached Exhibit “A”; and

WHEREAS, an unnamed tributary of Cedar Creek runs through the property; and

WHEREAS, Serenbe CH Properties seeks to construct an “Aging in Place” development near the tributary; and

WHEREAS, Serenbe CH Properties has submitted an application for a variance to the required stream protection buffer and impervious surface setback; and

WHEREAS, the City has conducted a public hearing before the City Council; and

WHEREAS, notice has been published in the newspaper and a sign has been posted as required on the property containing the date, time, place and purpose of the public hearing; and

WHEREAS, the Mayor and City Council have approved of the application for a primary variance.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF CHATTAHOOCHEE HILLS HEREBY ORDAINS that:

Section 1: A variance to the stream buffer and impervious surface setback requirements found in Article VII, Section 14-177(a) of Chapter 14 of city code for the following property described in the attached Exhibit “A” be issued to reduce the required stream protection impervious surface setback as shown on the attached Exhibit “B” so the “Aging in Place” development may be constructed;

Section 2: That the within variance shall become effective upon its adoption; and

Section 3: All other variances, ordinances or parts of ordinances in conflict with this variance are hereby repealed to the extent of such conflict.

ORDAINED this the _____ day of _____ 2024.

Approved:

Tom Reed, Mayor

Attest:

S. Diane White, City Clerk
(Seal)



6505 Rico Road Chattahoochee Hills Georgia 30268

May 23, 2023

MAYOR
Tom Reed

CITY COUNCIL
Ruby Foster
Richard Schmidt
Scott Lightsey
Camille Lowe
Rodney Peek

CITY MANAGER
Robert T. Rokovitz

www.chatthillsga.us

(770) 463-8881

Fax (770) 463-8550

TO: Mayor and Council
FROM: Robbie Rokovitz
CC: Dana Wicher
RE: FY2025 Budget Memo for the June 4th City Council Meeting

I am pleased to present the first **DRAFT** of Fiscal Year 2025 Budget, which runs from July 1, 2024, to June 30, 2025. The revenues and expenditures you are seeing now will change between now and the end of the fiscal year. However, we feel confident that what we are presenting is within our usual conservative projections. The Budget Documents such as the Statement of Revenues and Expenditures, Revenue Sources, and Capital Budget will be made available on the City's website under the Finance Department tab.

The City of Chattahoochee Hills initiates its formal budget process in mid-February to ensure time for an inclusive and transparent process while allowing the governing body the time to review projected revenues and anticipated expenditures prior to adopting the annual budget. That adoption takes place before the beginning of the fiscal year, July 1. Public meetings are also held to inform the citizenry, and to provide opportunities for public input.

Each department director met with the City Manager to review their respective budget requests. The City Manager evaluated each request according to the priority specified by the department director and available funding.

The Mayor and I have held meetings with those elected officials who were interested in reviewing the projected revenues and anticipated expenditures making sure each member of the governing body has access to the same information and discussion items during this process. The first reading and public hearing on the FY2025 Budget will be held on June 4th. The second reading and budget adoption has not been scheduled at this time. But it will be before June 30, 2024.

The FY2025 Budget reflects a decrease from FY2024 Amended from \$11,824,390 to \$10,087,624 (-6.23%). This is due to spending the TSPLOST fund balance on road projects in the current fiscal year.

The General Fund is increasing from \$5,225,653 to \$5,372,573 (2.8%). This is primarily attributed to a higher anticipation in property taxes as well as sales (L.O.S.T.) and use taxes.

The Debt Service Fund will decrease 28% from \$275,923 to \$198,127 because we have completed the payments for the public works equipment purchased six years ago.

The Hotel Motel Fund is showing a 16% increase from \$422,092 to \$492,559. Of this amount, \$93,573 is unrestricted and projected to transfer to the General Fund. 43.75% of all collections is allocated to our Convention and Visitors Bureau (CHCVB). This decrease is due to the proper spending of the fund balance that is not supposed to exist in this fund as well as the audited requirement to transfer funds to the General Fund. I have an itemized spreadsheet of where all these monies are allocated.

The Grants Fund is decreasing 42% from \$1,048,582 to \$316,087 as we have been spending the State and Local Federal Relief Funds (SLFRF) funded through ARPA. We received a total of \$1,239,062 from the Federal government and have spent \$408,800 on employee recruitment and retention bonuses as well as capital improvement projects at city hall. We estimated the expenditure for bonuses to be around \$324,400. We were right at \$323,400 with these bonuses ending April 2023. By the end of this fiscal year, we will have spent \$503,698 for the new Public Works facility, \$200,000 towards a Ladder Truck, and \$124,692 on other capital expenditures for a grand total of \$1,237,190. These funds must be obligated by December 31, 2024, and spent by December 31, 2025.

The Capital Fund is increasing 9.3% from \$1,797,818 to \$1,965,004 as we allocated more of our reserves to pay for capital equipment and roadway repair and maintenance.

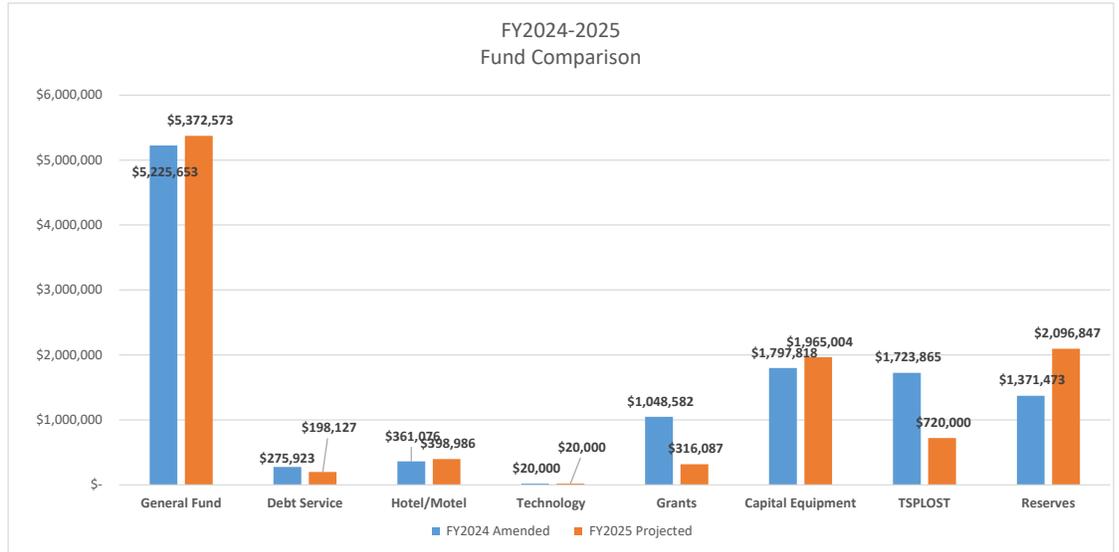
The TSPLOST Fund decreased 58% from \$1,723,865 to \$720,000. This decrease is associated with the spending of all the TSPLOST fund balance as well as Capital reserves on a \$3M road paving project this current fiscal year.

Lastly, the reserve for contingency is increasing 52% from \$1,371,473 to \$2,096,847 to compensate for the allocated funds to the TSPLOST project.

The table below illustrates increases and decreases in each fund category.

| FUND | Fiscal Year 2021 | Fiscal Year 2022 | Fiscal Year 2023 | Fiscal Year 2024 | FY2022 Amended (Mid Year) | FY2022 Amended (EOY) | FY2023 Adopted | FY2024 Amended | FY2025 Projected | Percent of Total |
|------------------------|---------------------|---------------------|----------------------|----------------------|---------------------------|----------------------|---------------------|----------------------|----------------------|------------------|
| General Fund | \$ 3,240,040 | \$ 3,625,372 | \$ 4,179,747 | \$ 4,573,016 | \$ 3,705,631 | \$ 3,717,715 | \$ 4,034,169 | \$ 5,225,653 | \$ 5,372,573 | 48.46% |
| Debt Service | \$ 138,734 | \$ 241,760 | \$ 203,541 | \$ 275,923 | \$ 241,760 | \$ 241,760 | \$ 203,541 | \$ 275,923 | \$ 198,127 | 1.79% |
| Hotel/Motel | \$ 109,105 | \$ 248,961 | \$ 487,609 | \$ 300,060 | \$ 305,206 | \$ 248,961 | \$ 577,778 | \$ 361,076 | \$ 398,986 | 3.60% |
| Technology | \$ - | \$ 50,328 | \$ 50,328 | \$ 20,000 | \$ 50,328 | \$ 50,328 | \$ 50,328 | \$ 20,000 | \$ 20,000 | 0.18% |
| Grants | \$ 263,801 | \$ 783,408 | \$ 1,431,017 | \$ 1,038,787 | \$ 892,586 | \$ 783,408 | \$ 1,431,017 | \$ 1,048,582 | \$ 316,087 | 2.85% |
| Capital Equipment | \$ 341,640 | \$ 1,415,420 | \$ 1,361,715 | \$ 1,797,818 | \$ 803,244 | \$ 803,244 | \$ 1,036,715 | \$ 1,797,818 | \$ 1,965,004 | 17.72% |
| TSPLOST | \$ 653,250 | \$ 1,082,788 | \$ 785,000 | \$ 1,723,865 | \$ 1,200,037 | \$ 1,251,765 | \$ 785,000 | \$ 1,723,865 | \$ 720,000 | 6.49% |
| Reserves | \$ 440,633 | \$ 0 | \$ 1,867,811 | \$ 2,094,927 | \$ 1,378,490 | \$ 2,777,729 | \$ 1,537,474 | \$ 1,371,473 | \$ 2,096,847 | 18.91% |
| Total All Funds | \$ 5,187,203 | \$ 7,448,037 | \$ 10,366,767 | \$ 11,824,396 | \$ 8,577,282 | \$ 9,874,910 | \$ 9,656,021 | \$ 11,824,390 | \$ 11,087,624 | 100.00% |

The chart below provides a visual of the fund comparison between FY2024 and FY2025.



This budget includes funding made available to maintain city services while continuing to make strategic reinvestments in our infrastructure. Over the next year, we will continue to monitor expenditures and revenues to ensure we are in line with or better than the forecasted path for the city. Preparation of the budget is an extensive and calculated task. We would like to thank all of the employees who make the budgeting process and resulting budget document as meaningful for the public as possible and their commitment to public service is evident through the hard work, they put into the budget process and into the services they provide the residents every day.

We extend our special thanks and gratitude to our elected officials for their detailed and passionate involvement in the budgetary process. We are confident that the Council and staff will be able to meet the challenges that will face us in the next fiscal year and beyond.

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF
CHATTAHOOCHEE HILLS, GEORGIA, TO ADOPT THE FISCAL YEAR 2025
BUDGET FOR EACH FUND OF THE CITY OF CHATTAHOOCHEE HILLS,
GEORGIA APPROPRIATING THE AMOUNTS SHOWN IN EACH BUDGET AS
EXPENDITURES, ADOPTING THE SEVERAL ITEMS OF REVENUE
ANTICIPATIONS, PROHIBITING EXPENDITURES TO EXCEED
APPROPRIATIONS, AND PROHIBITING EXPENDITURES TO EXCEED
ACTUAL FUNDING AVAILABLE.**

WHEREAS, the City Manager of the City of Chattahoochee Hills has presented a proposed fiscal year 2025 Budget to the City Council on each of the various funds of the City; and

WHEREAS, each of these budgets is a balanced budget, so that anticipated revenues equal proposed expenditures for each fund; and

WHEREAS, the fiscal year 2025 budget provides a financial plan for the government, establishing appropriations for each operating department in order to extend services;

NOW, THEREFORE BE IT ORDAINED that this budget, "Exhibit A" attached hereto and by this reference made a part hereof this ordinance shall be the City of Chattahoochee Hills fiscal year 2025 budget; and

BE IT FURTHER ORDAINED that the expenditures shall not exceed the appropriations authorized by this budget or amendments thereto provided; that expenditures for the fiscal year shall not exceed actual funding available.

ADOPTED AND APPROVED this ____ day of ____ 2024.

CITY OF CHATTHOOCHEE HILLS, GEORGIA

By: _____
Tom Reed, Mayor

Attest: _____
S. Diane White, City Clerk

**Statement of Revenues and Expenditures
FY2025**

| | General | Debt Service | Special Revenue Funds | | Capital Projects | | | Total |
|------------------------------------|---------------------|-------------------|-----------------------|------------------|-------------------|---------------------|-------------------|----------------------|
| | | | Hotel/Motel | Technology | Grants | Capital Equip | TSPLOST | All |
| Revenues | | | | | | | | |
| Taxes | | | | | | | | |
| Property Taxes | \$ 3,150,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,150,000 |
| Sales and Use Taxes | \$ 992,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 992,000 |
| Other Taxes | \$ 457,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 457,000 |
| Licenses and Permits | \$ 160,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 160,000 |
| Charges for Services | \$ 260,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 260,000 |
| Fines and Forfeitures | \$ 150,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 150,000 |
| Contributions and Donations | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Investment Earnings | \$ 80,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 80,000 |
| Other/Miscellaneous | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 30,000 |
| Subtotal | \$ 5,279,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,279,000 |
| Hotel/Motel | | | | | | | | |
| Transfer In | \$ - | \$ 198,127 | \$ - | \$ 20,000 | \$ 316,087 | \$ 4,061,851 | \$ 720,000 | \$ 5,808,624 |
| Reserves | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | \$ 93,573 | \$ 198,127 | \$ 398,986 | \$ 20,000 | \$ 316,087 | \$ 4,061,851 | \$ 720,000 | \$ 5,808,624 |
| Total Revenues: | \$ 5,372,573 | \$ 198,127 | \$ 398,986 | \$ 20,000 | \$ 316,087 | \$ 4,061,851 | \$ 720,000 | \$ 11,087,624 |
| Expenditures | | | | | | | | |
| MAYOR & COUNCIL | \$ 149,408 | \$ - | \$ 128,873 | \$ - | \$ - | \$ - | \$ - | \$ 278,281 |
| CITY MANAGER | \$ 172,010 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 172,010 |
| CITY CLERK | \$ 116,206 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 116,206 |
| FINANCE | \$ 217,872 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 217,872 |
| INFORMATION TECHNOLOGY | \$ 49,160 | \$ - | \$ 3,833 | \$ - | \$ - | \$ - | \$ - | \$ 52,993 |
| MUNICIPAL COURT SVCS | \$ 129,642 | \$ - | \$ - | \$ 10,000 | \$ - | \$ - | \$ - | \$ 139,642 |
| POLICE | \$ 1,431,231 | \$ - | \$ - | \$ 10,000 | \$ - | \$ 189,504 | \$ - | \$ 1,630,735 |
| FIRE | \$ 1,313,977 | \$ 125,497 | \$ - | \$ - | \$ - | \$ 99,000 | \$ - | \$ 1,538,474 |
| PARKS & RECREATION | \$ 226,730 | \$ - | \$ 71,280 | \$ - | \$ - | \$ - | \$ - | \$ 298,010 |
| PUBLIC WORKS | \$ 818,259 | \$ 72,630 | \$ - | \$ - | \$ 161,087 | \$ 1,576,500 | \$ - | \$ 2,628,475 |
| ENGINEERING | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 36,000 | \$ 41,000 |
| COMMUNITY DEVELOPMENT | \$ 510,353 | \$ - | \$ - | \$ - | \$ - | \$ 100,000 | \$ - | \$ 610,353 |
| Economic DEVELOPMENT | \$ 141,580 | \$ - | \$ 20,000 | \$ - | \$ - | \$ - | \$ - | \$ 161,580 |
| Subtotal | \$ 5,281,428 | \$ 198,127 | \$ 223,986 | \$ 20,000 | \$ 161,087 | \$ 1,965,004 | \$ 36,000 | \$ 7,885,631 |
| Non-Departmental | | | | | | | | |
| RISK MANAGEMENT | \$ 91,145 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 91,145 |
| HOTEL/MOTEL | \$ - | \$ - | \$ 175,000 | \$ - | \$ - | \$ - | \$ - | \$ 175,000 |
| Subtotal | \$ 91,145 | \$ - | \$ 175,000 | \$ - | \$ - | \$ - | \$ - | \$ 266,145 |
| Other Financing Uses | | | | | | | | |
| Interfund Transfer to General Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Interfund Transfer to CIP | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 684,000 | \$ 684,000 |
| Interfund Transfer to Hotel/Motel | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Interfund Transfer to Debt Service | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Interfund Transfer to Grant | \$ - | \$ - | \$ - | \$ - | \$ 155,000 | \$ - | \$ - | \$ 155,000 |
| Reserve for Contingency | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,096,847 | \$ - | \$ 2,096,847 |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ 155,000 | \$ 2,096,847 | \$ 684,000 | \$ 2,935,847 |
| Total Expenditures: | \$ 5,372,573 | \$ 198,127 | \$ 398,986 | \$ 20,000 | \$ 316,087 | \$ 4,061,851 | \$ 720,000 | \$ 11,087,624 |
| | \$ (0) | \$ 0 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (0) |

Reserves (17%+) \$ 2,096,847 39%

| FUND | Fiscal Year 2021 | Fiscal Year 2022 | Fiscal Year 2023 | Fiscal Year 2024 | FY2022 Amended (Mid Year) | FY2022 Amended (EOY) | FY2023 Adopted | FY2024 Amended | FY2025 Projected |
|------------------------|---------------------|---------------------|----------------------|----------------------|---------------------------|----------------------|---------------------|----------------------|----------------------|
| General Fund | \$ 3,240,040 | \$ 3,625,372 | \$ 4,179,747 | \$ 4,573,016 | \$ 3,705,631 | \$ 3,717,715 | \$ 4,034,169 | \$ 5,225,653 | \$ 5,372,573 |
| Debt Service | \$ 138,734 | \$ 241,760 | \$ 203,541 | \$ 275,923 | \$ 241,760 | \$ 241,760 | \$ 203,541 | \$ 275,923 | \$ 198,127 |
| Hotel/Motel | \$ 109,105 | \$ 248,961 | \$ 487,609 | \$ 300,060 | \$ 305,206 | \$ 248,961 | \$ 577,778 | \$ 361,076 | \$ 398,986 |
| Technology | \$ - | \$ 50,328 | \$ 50,328 | \$ 20,000 | \$ 50,328 | \$ 50,328 | \$ 50,328 | \$ 20,000 | \$ 20,000 |
| Grants | \$ 263,801 | \$ 783,408 | \$ 1,431,017 | \$ 1,038,787 | \$ 892,586 | \$ 783,408 | \$ 1,431,017 | \$ 1,048,582 | \$ 316,087 |
| Capital Equipment | \$ 341,640 | \$ 1,415,420 | \$ 1,361,715 | \$ 1,797,818 | \$ 803,244 | \$ 803,244 | \$ 1,036,715 | \$ 1,797,818 | \$ 1,965,004 |
| TSPLOST | \$ 653,250 | \$ 1,082,788 | \$ 785,000 | \$ 1,723,865 | \$ 1,200,037 | \$ 1,251,765 | \$ 785,000 | \$ 1,723,865 | \$ 720,000 |
| Reserves | \$ 440,633 | \$ 0 | \$ 1,867,811 | \$ 2,094,927 | \$ 1,378,490 | \$ 2,777,729 | \$ 1,537,474 | \$ 1,371,473 | \$ 2,096,847 |
| Total All Funds | \$ 5,187,203 | \$ 7,448,037 | \$ 10,366,767 | \$ 11,824,396 | \$ 8,577,282 | \$ 9,874,910 | \$ 9,656,021 | \$ 11,824,390 | \$ 11,087,624 |

**FY2017-FY2025
Revenue Breakdown
Line Item**

Fund 101 - GENERAL FUND

| Revenues | FY2021 Amended BUDGET | FY2022 Amended 06/30 BUDGET | FY2022 Audited BUDGET | FY2023 Amended 02/07 BUDGET | FY2024 Amended 02/06 Budget | FY2024 YTD | FY2025 Projected Budget |
|--|-----------------------------|-----------------------------------|-----------------------------|-----------------------------------|-----------------------------------|---------------------|-------------------------------|
| REAL & PERSONAL TAXES | \$ 1,792,012 | \$ 2,193,458 | \$ 2,457,635 | \$ 2,348,834 | \$ 3,084,896 | \$ 3,271,732 | \$ 3,150,000 |
| LOST | \$ 480,000 | \$ 774,709 | \$ 974,943 | \$ 750,000 | \$ 800,000 | \$ 736,324 | \$ 800,000 |
| MOTOR VEHICLE TAX | \$ 10,000 | \$ 8,556 | | \$ 5,000 | \$ 8,984 | \$ 12,663 | \$ 12,000 |
| INTANGIBLE TAX | \$ 32,232 | \$ 78,084 | | \$ 80,000 | \$ 70,000 | \$ 42,182 | \$ 35,000 |
| Motor Vehicle Tax - Ad Valorem | \$ 40,635 | \$ 86,233 | | \$ 77,000 | \$ 75,000 | \$ 99,685 | \$ 50,000 |
| REAL ESTATE TRANSFER TAX | \$ 12,515 | \$ 34,884 | | \$ 40,000 | \$ 30,000 | \$ 28,404 | \$ 30,000 |
| BUSINESS AND OCCUPATIONAL TAX | \$ 25,000 | \$ 67,941 | \$ 290,937 | \$ 40,000 | \$ 65,000 | \$ 71,425 | \$ 65,000 |
| INSURANCE PREMIUM TAX | \$ 211,701 | \$ 219,376 | | \$ 252,711 | \$ 261,494 | \$ 261,494 | \$ 262,000 |
| ALCOHOL BEVERAGE TAX | \$ 15,000 | \$ 27,224 | | \$ 20,000 | \$ 20,000 | \$ 27,325 | \$ 20,000 |
| FRANCHISE FEES | \$ 145,000 | \$ 156,194 | \$ 163,888 | \$ 150,000 | \$ 175,000 | \$ 181,190 | \$ 175,000 |
| INTEREST INCOME | \$ 4,410 | \$ 5,120 | \$ 5,643 | \$ 22,674 | \$ 49,792 | \$ 99,423 | \$ 80,000 |
| LICENSES AND PERMITS | \$ 113,029 | \$ 239,657 | \$ 175,580 | \$ 103,266 | \$ 130,000 | \$ 184,432 | \$ 160,000 |
| CHARGES FOR SERVICE | \$ 60,000 | \$ 205,219 | \$ 354,736 | \$ 115,000 | \$ 106,100 | \$ 229,124 | \$ 160,000 |
| CHARGES FOR SERVICE (PARKING FEES) | \$ 79,541 | \$ 100,004 | | \$ 100,000 | \$ 100,000 | \$ 103,718 | \$ 100,000 |
| CHARGES FOR SERVICE (HUNTING LEASE) | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - |
| CONTRIBUTIONS AND DONATIONS | \$ 19,787 | \$ 27,340 | \$ 27,340 | \$ 3,575 | \$ 2,566 | \$ 12,010 | \$ - |
| INSURANCE PROCEEDS | \$ - | \$ 39,000 | | \$ 21,352 | \$ 3,806 | \$ 8,520 | \$ - |
| MISC REVENUES | \$ 33,290 | \$ 62,813 | \$ 25,660 | \$ 11,412 | \$ 32,000 | \$ 38,143 | \$ 30,000 |
| Capital Lease Proceeds | \$ 249,632 | \$ - | \$ 62,000 | \$ 325,000 | \$ - | \$ - | \$ - |
| FINES -- COURT | \$ 125,000 | \$ 181,142 | \$ 195,817 | \$ 150,000 | \$ 150,000 | \$ 123,110 | \$ 150,000 |
| TOTAL GENERAL FUND REVENUES 101 | \$ 3,448,783 | \$ 4,506,951 | \$ 4,734,179 | \$ 4,615,824 | \$ 5,164,638 | \$ 5,530,905 | \$ 5,279,000 |
| TOTAL GENERAL FUND EXPENDITURES 101 | \$ 3,297,800 | \$ 3,717,715 | \$ 3,507,592 | \$ 4,179,747 | \$ 4,573,016 | \$ 4,009,775 | \$ 5,372,573 |

| | | | | | | | |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| ALL OTHER FUNDS | | | | | | | |
| COURT FUND | | | | | | | |
| COURT FUND | | | | | | | |
| FUND BALANCE | | | \$ 93,653 | | | | |
| Subtotal: | | | \$ 93,653 | | | | |
| TECHNOLOGY FUND | | | | | | | |
| TECHNOLOGY FUND | \$ - | \$ - | \$ - | | \$ 20,000 | \$ 9,879 | \$ 20,000 |
| FUND BALANCE | \$ - | \$ 19,310 | \$ - | \$ 50,328 | | | |
| Subtotal: | \$ - | \$ 19,310 | \$ - | \$ 50,328 | \$ 20,000 | \$ 9,879 | \$ 20,000 |
| GRANTS | | | | | | | |
| INTERGOVERNMENTAL (CONSERVATION) | \$ 125,000 | \$ 156,687 | \$ 156,687 | \$ 125,000 | \$ 155,000 | \$ - | \$ 155,000 |
| INTERGOVERNMENTAL (Federal) | \$ 139,607 | \$ 618,995 | \$ - | \$ 619,531 | \$ - | \$ - | \$ - |
| INTERGOVERNMENTAL (LMIG) | \$ 134,126 | \$ 148,055 | \$ 148,055 | \$ 151,292 | \$ 161,087 | \$ 161,087 | \$ 161,087 |
| INTERGOVERNMENTAL (RTP) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| INTERGOVERNMENTAL (CDAP) | \$ 33,592 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Grants Fund Balance | | \$ 923,737 | \$ 89,841 | \$ 538,431 | \$ 732,495 | \$ - | \$ - |
| Subtotal: | \$ 432,324 | \$ 923,737 | \$ 394,583 | \$ 1,434,254 | \$ 1,048,582 | \$ 161,087 | \$ 316,087 |
| Fund 742 - HOTEL/MOTEL TAX FUND | | | | | | | |
| HOTEL/MOTEL TAX | \$ 97,630 | \$ 323,598 | \$ 299,363 | \$ 320,000 | \$ 350,000 | \$ 362,103 | \$ 400,000 |
| HOTEL/MOTEL TAX Fund Balance | \$ 215,401 | \$ 258,641 | \$ 310,513 | \$ 347,947 | \$ 72,092 | \$ 92,559 | \$ 92,559 |
| Subtotal: | \$ 313,031 | \$ 582,239 | \$ 609,876 | \$ 667,947 | \$ 422,092 | \$ 454,662 | \$ 492,559 |
| TSPLOST | \$ 357,000 | \$ 494,482 | \$ 616,705 | \$ 540,000 | \$ 719,763 | \$ 559,791 | \$ 720,000 |
| TSPLOST Fund Balance | \$ 346,782 | \$ 840,037 | \$ 839,938 | \$ 280,684 | \$ 1,004,102 | \$ 105,129 | \$ - |
| TSPLOST | \$ 703,782 | \$ 1,334,519 | \$ 1,456,643 | \$ 820,684 | \$ 1,723,865 | \$ 664,920 | \$ 720,000 |
| Subtotal: | \$ 703,782 | \$ 1,334,519 | \$ 1,456,643 | \$ 820,684 | \$ 1,723,865 | \$ 664,920 | \$ 720,000 |
| FUND BALANCE | \$ 1,349,446 | \$ 2,508,155 | \$ 2,471,668 | \$ 2,777,729 | \$ 3,445,214 | \$ - | \$ 612,708 |
| CAPITAL RESERVES | | | \$ 447,758 | | | | \$ 3,647,270 |
| FUND BALANCE | \$ 1,349,446 | \$ 2,508,155 | \$ - | \$ 2,777,729 | \$ 3,445,214 | \$ - | \$ 4,259,978 |
| Subtotal: | \$ 1,349,446 | \$ 2,508,155 | \$ 2,919,426 | \$ 2,777,729 | \$ 3,445,214 | \$ - | \$ 4,259,978 |
| TOTAL ALL OTHER FUNDS: | \$ 2,798,583 | \$ 5,367,959 | \$ 5,474,181 | \$ 5,750,943 | \$ 6,659,753 | \$ 1,290,548 | \$ 5,808,624 |
| TOTAL ALL OTHER EXPENDITURES | \$ 2,949,566 | \$ 6,157,195 | \$ 2,112,369 | \$ 6,187,020 | \$ 7,251,380 | \$ 2,796,224 | \$ 5,715,051 |

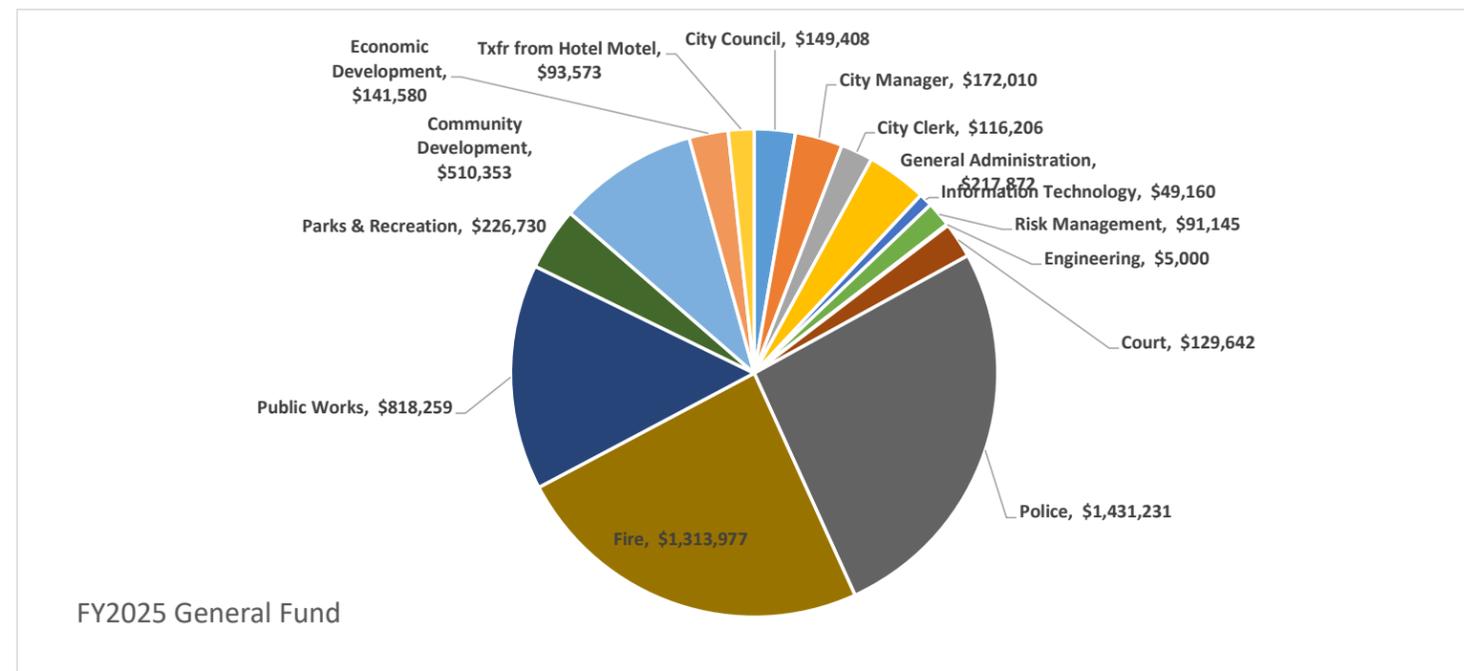
| | | | | | | | |
|--|---------------------|---------------------|----------------------|----------------------|----------------------|---------------------|----------------------|
| TOTAL Chattahoochee Hills BUDGET: | \$ 6,247,366 | \$ 9,874,910 | \$ 10,208,360 | \$ 10,366,767 | \$ 11,824,391 | \$ 6,821,453 | \$ 11,087,624 |
| | \$ 6,247,367 | \$ 9,874,910 | \$ 5,619,961 | \$ 10,366,767 | \$ 11,824,396 | \$ 6,805,999 | \$ 11,087,624 |
| Fund Balance/Reserves | \$ (1) | \$ 0 | \$ 4,588,399 | \$ (0) | \$ (5) | \$ 15,454 | \$ (0) |

**FY2025
Expenditures (Anticipated)**

CITY OF CHATTAHOOCHEE HILLS

Expenditures

| General Fund By Department | FY2021 Amended | Percent of GF | FY2022 Amended(2) | FY2022 Audited | Percent of GF | FY2023 Amended | Percent of GF | FY2024 Amended | Percent of GF | FY2024 YTD | FY2025 Anticipated |
|-------------------------------|---------------------|------------------|----------------------|---------------------|------------------|----------------------|------------------|----------------------|------------------|---------------------|-----------------------|
| City Council | \$ 126,546 | 4% | \$ 151,697 | \$ 120,381 | 4% | \$ 161,751 | 4% | \$ 157,673 | 3% | \$ 91,715 | \$ 149,408 |
| City Manager | \$ 146,397 | 4% | \$ 146,320 | \$ 148,034 | 4% | \$ 155,376 | 4% | \$ 165,717 | 4% | \$ 150,853 | \$ 172,010 |
| City Clerk | \$ 61,576 | 2% | \$ 26,705 | \$ 31,170 | 3% | \$ 109,592 | 3% | \$ 137,076 | 3% | \$ 121,853 | \$ 116,206 |
| General Administration | \$ 162,333 | 5% | \$ 155,326 | \$ 156,358 | 4% | \$ 204,079 | 5% | \$ 199,817 | 4% | \$ 195,712 | \$ 217,872 |
| Information Technology | \$ 34,720 | 1% | \$ 37,500 | \$ 35,048 | 2% | \$ 72,705 | 2% | \$ 49,160 | 1% | \$ 32,259 | \$ 49,160 |
| Risk Management | \$ 71,962 | 2% | \$ 74,266 | \$ 74,327 | 2% | \$ 92,151 | 2% | \$ 92,151 | 2% | \$ 91,145 | \$ 91,145 |
| Engineering | \$ 5,000 | 0% | \$ 6,174 | \$ 6,174 | 0% | \$ 5,000 | 0% | \$ 5,000 | 0% | \$ 4,247 | \$ 5,000 |
| Court | \$ 92,095 | 3% | \$ 96,850 | \$ 96,961 | 3% | \$ 113,575 | 3% | \$ 117,760 | 3% | \$ 95,111 | \$ 129,642 |
| Police | \$ 863,513 | 26% | \$ 925,219 | \$ 858,864 | 24% | \$ 981,436 | 23% | \$ 1,153,300 | 25% | \$ 982,901 | \$ 1,431,231 |
| Fire | \$ 845,578 | 26% | \$ 1,035,361 | \$ 1,030,459 | 27% | \$ 1,102,534 | 26% | \$ 1,280,930 | 28% | \$ 1,100,422 | \$ 1,313,977 |
| Public Works | \$ 524,255 | 16% | \$ 598,860 | \$ 590,678 | 16% | \$ 655,972 | 16% | \$ 730,459 | 16% | \$ 708,247 | \$ 818,259 |
| Parks & Recreation | \$ 104,986 | 3% | \$ 143,403 | \$ 102,304 | 2% | \$ 93,397 | 2% | \$ 122,461 | 3% | \$ 112,997 | \$ 226,730 |
| Community Development | \$ 258,839 | 8% | \$ 320,033 | \$ 256,834 | 8% | \$ 342,010 | 8% | \$ 361,513 | 8% | \$ 322,313 | \$ 510,353 |
| Economic Development | | | | | | | | | | | \$ 141,580 |
| Technology Fund | \$ - | 0% | \$ - | \$ - | 0% | | 0% | \$ - | 0% | \$ - | |
| Txfr from Hotel Motel | | | | | | \$ 90,169 | 2% | \$ 61,016 | 1% | \$ - | \$ 93,573 |
| Total GF: | \$ 3,297,800 | 100% | \$ 3,717,715 | \$ 3,507,592 | 100% | \$ 4,179,747 | 100% | \$ 4,573,016 | 101% | \$ 4,009,775 | \$ 5,372,573 |
| Other Funds | FY2021 Amended | Percent of GF | FY2022 Amended(2) | FY2022 Audited | Percent of GF | FY2023 Amended | Percent of GF | FY2024 Amended | Percent of GF | FY2024 YTD | FY2025 Anticipated |
| Capital Fund | \$ 1,145,480 | 39% | \$ 803,244 | \$ 344,491 | 18% | \$ 1,361,715 | 22% | \$ 1,797,818 | 25% | \$ 238,117 | \$ 1,965,004 |
| Debt Service | \$ 138,734 | 5% | \$ 241,760 | \$ 170,228 | 4% | \$ 203,541 | 3% | \$ 275,923 | 4% | \$ 275,917 | \$ 198,127 |
| Hotel/Motel | \$ 165,000 | 6% | \$ 248,961 | \$ 312,902 | 10% | \$ 487,609 | 8% | \$ 300,060 | 4% | \$ 232,327 | \$ 398,986 |
| Grants | \$ 263,801 | 9% | \$ 783,408 | \$ 89,841 | 25% | \$ 1,431,017 | 23% | \$ 1,038,787 | 14% | \$ 707,767 | \$ 316,087 |
| TSPLOST | \$ 653,250 | 22% | \$ 1,251,765 | \$ 1,175,556 | 14% | \$ 785,000 | 13% | \$ 1,723,865 | 24% | \$ 1,342,095 | \$ 720,000 |
| Technology Fund | | 0% | \$ 50,328 | \$ 19,351 | 1% | \$ 50,328 | 1% | \$ 20,000 | 0% | \$ - | \$ 20,000 |
| Reserve for Contingency | \$ 583,301 | 20% | \$ 2,777,729 | | 27% | \$ 1,867,811 | 30% | \$ 2,094,927 | 29% | \$ - | \$ 2,096,847 |
| TOTAL EXPENDITURE: | \$ 2,949,566 | 100% | \$ 6,157,195 | \$ 2,112,369 | 100% | \$ 6,187,020 | 100% | \$ 7,251,380 | 100% | \$ 2,796,224 | \$ 5,715,051 |
| | \$ 6,247,367 | | \$ 9,874,910 | \$ 5,619,961 | | \$ 10,366,767 | | \$ 11,824,396 | | \$ 6,805,999 | \$ 11,087,624 |



**FY2025
Hotel/Motel Fund**

| Hotel Motel Fund REVENUE | FY2023 Amended | FY2024 Amended | FY2024 YTD | FY2025 Prjected |
|---------------------------------|-----------------------|-----------------------|-------------------|------------------------|
| Hotel/Motel | \$ 320,000 | \$ 350,000 | \$ 362,103 | \$ 400,000 |
| Hotel/Motel Fund Balance | \$ 347,947 | \$ 72,092 | \$ 92,559 | \$ 92,559 |
| Subtotal : | \$ 667,947 | \$ 422,092 | \$ 454,662 | \$ 492,559 |
| TOTAL REVENUE | \$ 667,947 | \$ 422,092 | \$ 454,662 | \$ 492,559 |

| Hotel Motel Fund EXPENDITURE | FY2023 Amended | FY2024 Amended | FY2024 YTD | FY2024 Adopted |
|-------------------------------------|-----------------------|-----------------------|-------------------|-----------------------|
| To ACVB | \$ 102,848 | \$ 153,125 | \$ 134,658 | \$ 175,000 |
| TO CHCVB | | | | |
| Tourism Product Development | \$ 414,930 | \$ 147,951 | \$ 97,500 | \$ 163,986 |
| <i>Newsletter</i> | \$ 12,200 | \$ 15,000 | \$ 9,462 | \$ 16,200 |
| <i>Quilt Trail</i> | \$ 1,000 | \$ 1,000 | \$ - | \$ - |
| <i>Wayfinding</i> | \$ 28,362 | \$ - | \$ 47,688 | \$ - |
| <i>Website</i> | \$ 5,000 | \$ 3,833 | \$ 3,833 | \$ 3,833 |
| <i>Exhibit Hall</i> | \$ 1,000 | \$ 1,000 | \$ 2,000 | \$ 1,000 |
| <i>GovOS</i> | \$ 20,000 | \$ 20,000 | \$ 16,526 | \$ 20,000 |
| <i>Suresby Visitors App</i> | \$ - | \$ 7,800 | \$ - | \$ 7,800 |
| <i>Grants (Nature Center/Art Rc</i> | \$ 10,000 | \$ - | \$ - | \$ - |
| <i>RiverLands MP</i> | \$ 8,700 | \$ 8,700 | \$ - | \$ 8,700 |
| <i>Intellisite Camera System</i> | \$ 11,520 | \$ 11,520 | \$ 13,434 | \$ 11,520 |
| <i>Parks Restrooms/Parking</i> | \$ 246,369 | \$ 2,580 | \$ 3,115 | \$ 2,580 |
| <i>Misc</i> | \$ 70,779 | \$ 76,518 | \$ 1,442 | \$ 92,353 |
| Parks | \$ 60,000 | \$ 60,000 | | \$ 60,000 |
| Txfr to GF | \$ 90,169 | \$ 61,016 | \$ - | \$ 93,573 |
| Subtotal: | \$ 667,947 | \$ 422,092 | \$ 232,157 | \$ 492,559 |
| TOTAL EXPENDITURE | \$ 667,947 | \$ 422,092 | \$ 232,157 | \$ 492,559 |

| | | | | |
|---------------------|-------------|-------------|----------------------|-------------|
| FUND BALANCE | \$ - | \$ - | \$ 222,504.60 | \$ - |
|---------------------|-------------|-------------|----------------------|-------------|

**FY2025
TSPLOST**

| TSPLOST Fund EXPENDITURE | FY2017 Amended | FY2018 Amended | FY2019 Amended | FY2020 Amended | FY2021 Amended | FY2022 Amended | FY2023 Amended | FY2024 Amended | FY2025 Anticipated |
|---------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------------------|
| TSPLOST | \$ - | \$ 331,138 | \$ 458,363.00 | \$ 450,000.00 | \$ 357,000.00 | \$ 494,482.32 | \$ 540,000.00 | \$ 719,763.00 | \$ 720,000.00 |
| TSPLOST Fund Balance | | \$ 105,287 | \$ - | \$ 120,431.00 | \$ 346,782.00 | \$ 840,037.00 | \$ 245,000.00 | \$ 1,004,102.00 | \$ - |
| Subtotal Other Financing Uses: | \$ 80,000.00 | \$ 436,425 | \$ 458,363.00 | \$ 570,431.00 | \$ 703,782.00 | \$ 1,334,519.32 | \$ 785,000.00 | \$ 1,723,865.00 | \$ 720,000.00 |
| Fund Balance | \$ 80,000 | \$ 436,425 | \$ 458,363 | \$ 570,431 | \$ 703,782 | \$ 1,334,519 | \$ 785,000 | \$ 1,723,865 | \$ 720,000 |

City of Chattahoochee Hills – FY2025 Fees

- 1a. Alcohol Beverage Licenses (City Clerk)
- 1b. Special Event Alcohol Beverage License Fees (City Clerk)
2. Community Development Fees (Community Development)
 - Building Permit Fees
 - Plat Fees
 - Land Development Fees
 - Rezoning
 - Special Use Permit
 - Administrative Permit
 - Variance
3. Facility Rental Fees (City Manager)
4. Finance Department
5. Fines & Forfeitures (Police and Court) - Not Adopted During the Budget Process
6. Fire Department Related Fees (Fire)
 - Blasting Permit
 - Canopy Permit
 - Carnival Permit
 - Fireworks Permit
 - Tar Heating Permit
 - Tent Permit
 - Commercial Burn Permit
 - Fire Marshall Fees
7. Non-Emergency Fees (Fire)
8. Occupational Licenses (City Clerk)
9. Open Records Fees (City Clerk)
10. Parks and Recreation User Fees
 - (Parks) Athletic Field Reservation
 - Fees Pavilion Rental
 - Primitive Camping
11. Parking Fees (Police) – Not adopted during budget process

12. Parks Special Event Fees (Parks)

13. Police and Court Fees (Police & Court)

Pouring Permits

Background Checks

Police Videos

Incident / Accident Reports

Arrest Copies

14. Production Event Fees (City Manager & Community Development)

15. Public Works Fees

Right of Way Driveway Permits

16. Special Event Fees (City Manager & Community Development)

Sign Permit Fees

Alcohol Permit Fees

Public Safety Fees

Police Officer (Hourly)

Police Vehicle (Daily)

Firefighter/EMT

(Hourly) Paramedic

(Hourly) Vehicle (Daily)

Tent Inspections

17. Taxicab Permit Fees (Police)

18. DCT Fees

ALCOHOL BEVERAGE LICENSE
Fee Schedule

Administrative Fees:

| | | |
|----------------------------------|-------------|-----|
| Application Fee | \$100 | ___ |
| Advertising Fee | \$200 | ___ |
| GCIC Background Check per person | ___ x \$ 20 | ___ |
| | (Number) | |

Consumption on Premises:

| | | |
|---|---------|-----|
| Limited Pouring - Wine and Malt Beverages | \$1,300 | ___ |
| Limited Pouring - Distilled Spirits Only | \$3,200 | ___ |
| Full Pouring - Wine, Malt Beverages and Distilled Spirits | \$4,500 | ___ |
| Additional Bar (each) | \$1,000 | ___ |

Package:

| | | |
|-------------------|---------|-----|
| Wine | \$ 400 | ___ |
| Malt Beverages | \$ 400 | ___ |
| Distilled Spirits | \$3,000 | ___ |

Other:

| | | |
|-----------------------------|-------|-----|
| Ancillary Wine/Beer Tasting | \$100 | ___ |
|-----------------------------|-------|-----|

Wholesale:

| | Outside City Limits | Inside City Limits |
|---|---------------------|--------------------|
| Wine | \$100 ___ | \$ 500 ___ |
| Malt Beverage | \$100 ___ | \$ 500 ___ |
| Wine & Malt Beverage | \$100 ___ | \$1,000 ___ |
| Distilled Spirits | \$100 ___ | \$3,500 ___ |
| Wine, Malt Beverage and Distilled Spirits | \$100 ___ | \$4,500 ___ |

Distiller/Manufacturer:

| | | |
|-------------|---------|-----|
| Brewery | \$1,300 | ___ |
| Farm Winery | \$1,300 | ___ |
| Distillery | \$1,300 | ___ |

**SPECIAL EVENT ALCOHOL BEVERAGE LICENSE
Fee Schedule**

| | <u>Large Event</u> | <u>Small* Event</u> |
|--|------------------------|-------------------------|
| <u>Administrative Fees:</u> | | |
| Application Fee | \$ 100 | \$ 50 |
| Advertising Fee | \$ 200 | \$200 |
| GCIC Background Check per person | \$ 20 | \$ 20 |
| | | |
| <u>Special Event Pouring:</u> | | |
| Limited Pouring – Wine and Malt Beverages | \$ 450 | \$225 |
| Limited Pouring – Distilled Spirits only | \$1,050 | \$525 |
| Full Pouring – Wine Malt Beverages and Distilled Spirits | \$1,500 | \$750 |
| | | |
| <u>Special Event Package:</u> | | |
| Wine | \$ 125 | N/A |
| Malt Beverages | \$ 125 | N/A |
| Distilled Spirits | \$1,000 | N/A |
| | | |
| <u>Fees per Sales Station/Server:</u> | | |
| Per Sales Station | \$ 50 | \$ 15 |
| Per Server | \$ 10 | \$ 10 |
| | | |
| *500 people or less | | |
| | | |
| <u>Other Special Event Alcohol Permit Fees:</u> | | |
| Non-Profit Civic Organization Temporary permit (per event) – less than 500 attendees | | \$50 |
| Home Brew Special Events | \$50 | |
| Resident Caterer | \$50 | |
| Non-Resident Caterer | \$50 | |

**Chattahoochee Hills Georgia
Community Development Fee Schedule**

Fee for Permits

Administrative Fee: \$25.00

All permits will be charged this fee for new permits and re-issue of permits, Certificates of Occupancy, inspections sheets, and for installation listed when not attached to combination building permits.

Building Valuation

(Building, plumbing, mechanical and electrical permits will be calculated based on the two tables below)

Building Permit Valuations. If, in the opinion of the building official, the valuation of building, alteration, structure, electrical, gas, mechanical or plumbing systems appears to be underestimated on the application, the cost shall be adjusted by the Building Official using the most recent International Code Council square foot cost chart unless the applicant can provide a signed contract by both parties. Permit valuations shall include total cost, such as electrical, gas, mechanical, plumbing equipment and other systems, including materials and labor. The Building Official shall make final determination of construction cost.

Permit renewal after expiration - divide the remaining needed inspections by the original required inspections and apply this percent to the valuation.

| | |
|--|----------------------|
| Fence Permit | 50.00 |
| Sign Permit, no structural review or inspection required | 100.00 |
| Sign Permit, with structural review and/ir inspection | Building Permit Rate |

| Zoning Application Fees | | Was |
|---|---------------------|------------|
| Rezoning (0 - 20 Acres) | 500.00 | |
| Rezoning (more than 20 Acres) - Fee per Acre (Maximum \$150,000.00) | 50.00/Acre | 500.00 |
| Special Use Permit | 1000.00 | 500.00 |
| Special Administrative Permit | 100.00 | |
| Special Administrative Permit - Single Day Events | 25.00 | |
| Variance (each request) | 250.00 | 250 + 50 |
| Annexation Application Fee (0 - 20 Acres)* | 200.00 | |
| Annexation Application Fee (more than 20 Acres)* | 200.00 + 10.00/Acre | 200.00 |
| TDR Sending Site Application - per parcel | 100.00 | |
| Zoning Verification Letter | 50.00 | |
| * Fee may be waived by City Council | | |

Chattahoochee Hills Georgia
Community Development Fee Schedule

Fees for Land Disturbance Permits

Review Fees

| | | | Cost / Unit | Units | Total | Was |
|--|-------------|--|---------------------------|-------|-------|--------|
| Concept Plans and Preliminary Plats | | | | | | |
| | Residential | | \$350.00 + \$5.00 / lot | | | |
| | Commercial | | \$350.00 + \$5.00 / acre | | | |
| Land Disturbance Permit | | | | | | |
| | Residential | | \$350.00 + \$20.00 / lot | | | |
| | Commercial | | \$350.00 + \$20.00 / acre | | | |
| Final Plat | | | \$350.00 + \$5.00 / lot | | | |
| Minor Subdivision - 2 - 3 lots | | | \$350.00 | | | |
| Minor Subdivision - More than 3 lots* | | | \$500.00 + \$150/lot | | | 350.00 |
| * no charge for protected Open Space lots | | | | | | |
| The above fees are paid for a maximum of three reviews; revision and subsequent reviews will require 50% of the original fee, with a maximum of \$350.00 | | | | | | |

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Permit Fees

Clearing and Grubbing

\$350.00 administrative fee in addition to the applicable fees listed below:

Cost / Unit

Units

Total

and Development

Inspection

| | | |
|--|---------------------|----------------------|
| | Road Vrt. And Sect. | \$16.00 / linear ft |
| | Curb & Gutter | \$6.50 / linear ft. |
| | Base & Paving | \$25.00 / linear ft. |
| | Commercial Driveway | \$.75 / sq. ft. |
| | Storm Drainage | \$20.00 / linear ft. |
| | Wastewater | \$22.00 / linear ft. |
| | Water Main | \$16.00 / linear ft. |
| | Sidewalk | \$2.00 / sq ft. |

Estimated Construction Cost

LDP Cost

| | |
|--------------------|---------|
| Administrative Fee | \$25.00 |
|--------------------|---------|

| | |
|-----------------|-----------------|
| Erosion Control | |
| Residential | \$200.00 / lot |
| Commercial | \$700.00 / acre |

| | |
|-------------------------|------------------------|
| Permit Fees | |
| St Name Markers/Intsec. | \$75.00 / intersection |
| Traffic Signs/Intrsec. | \$65.00 / intersection |

| | |
|----------------------|----------------|
| Microfilming Fees | |
| Standard Plan Sheets | \$2.00 / sheet |
| 8.5" x 11" Sheets | \$.25 / sheet |

| | |
|-------------------------|----------|
| Land Disturbance Permit | \$125.00 |
|-------------------------|----------|

| | |
|----------------------|--|
| Other Related Fees | |
| Health Department | |
| Fire Marshall Review | |
| Gas Monument Fees | |

Subtotal

Tree Recompense Fee:

Recompense paid for specimen trees removed as approved by the city arborist, but not replaced according to the requirements of the tree preservation ordinance shall be \$55 per caliper inch of required replacement. The fee for specimen trees removed without approval of the city arborist shall be triple, when such approval is required.

**Chattahoochee Hills Georgia
Community Development Fee Schedule**

Fees for Land Disturbance Permits (continued)

| Valuation | Fee |
|-----------------------------------|---|
| \$1 to \$5,000 | \$300 |
| \$5,001 to \$20,000 | \$300 for the first \$5,000 and \$150 for each additional \$1,000 or fraction thereof |
| \$20,000 to \$100,000 | \$2,550 for the first \$20,000 and \$100 for each additional \$1,000 or fraction thereof |
| \$100,000 to \$250,000 | \$10,550 for the first \$100,000 and \$50 for each additional \$1,000 or fraction thereof |
| \$250,001 to \$500,000 | \$18,050 for the first \$250,000 and \$25 for each additional \$1,000 or fraction thereof |
| \$500,000 to \$1,000,000 | \$24,300 for the first \$500,000 and \$15 for each additional \$1,000 or fraction thereof |
| \$1,000,000 and up | \$31,800 for the first \$1,000,000 and \$10 for each additional \$1,000 or fraction thereof |
| TOTAL <input type="text"/> | |

**Chattahoochee Hills Georgia
Community Development Fee Schedule**

Building Permit Fees

| Fees Based on Valuation | |
|--------------------------|---|
| Total Valuation | Fee |
| \$1 to \$500 | equals \$23.50 |
| \$501 to \$2,000 | equals \$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00. |
| \$2,001 to \$25,000 | equals \$69.25 for the first \$2,000.00 plus \$14.0 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00. |
| \$25,001 to \$50,000 | equals \$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00. |
| \$50,001 to \$100,000 | equals \$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00. |
| \$100,001 to \$500,000 | equals \$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00. |
| \$500,001 to \$1,000,000 | equals \$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00. |
| \$1,000,000 and up | equals \$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof |

| Other Fees | |
|-----------------------------------|--|
| 50% of Permit Fee | Plan Review for Items Requiring Review of Plans - except for Single Family & Site Plans |
| \$250.00 | Plan Review of New Single Family Residential larger than 5,000 sq. ft. |
| \$100.00 | Plan Review of New Single Family Residential up to 5,000 sq. ft. |
| \$50.00 | Plan Review for additions & accessories to Single Family Residential up to 1,000 sq. ft. |
| \$75.00 / hour (min of 2 hrs) | Inspections outside of normal business hours |
| \$50.00 / hour (min of 1 hour) | Re-inspection fees accessed under provisions of Sections 108.8 |
| 150% of normal fees (\$1,000 min) | Use of outside consultants or expedited plan checking and inspections, or both |
| \$90.00 | Mobile Home and Utility Set-up |
| \$25.00 | Demolition Permit |
| \$50.00 | Final Certificate of Occupancy - commercial only |
| \$200.00 | 30-day Temporary, Conditional and Partial Certificate of Occupancy AND for each 30-day extension of such |

Facility Rental Fees:

| | |
|--|----------------|
| Private Event for Chattahoochee Hills city residents | \$100.00/day |
| Private Event for non-residents of Chattahoochee Hills | \$150.00/day |
| Events open to the public | No fee or bond |
| Sanitation bond (refundable) | \$50.00 |

Finance Department:

| | |
|--------------------|---------|
| Returned Check Fee | \$25.00 |
|--------------------|---------|

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Fire Department Fees

| PERMIT | DESCRIPTION | FEE | UNITS | COMMENT |
|--------------------------------------|--|--------------------------------|----------------|--|
| Blasting | Commercially Licensed Only | \$150.00 | Per Event | Permit issued by Fire Marshall |
| Canopy | "membrane" affixed to structure | \$150.00 | Per Building | OCGA 120-3 applies |
| Carnival | Amusement Park Environment | \$150.00 | Per Event | OCGA 120-3 applies |
| Fireworks | "Before proximate audience" | \$500.00 | Per Event | Commercially Licensed Contractor |
| Food Truck | Use of Open Flame, Frying | \$ 50.00 | Per Vehicle | AHJ requirement for trucks and trailers |
| Knox Box | Residential or Commercial | No charge | NA | |
| Tar Heating | Commercial Application | \$50.00 | Per Day | |
| Tent | Public Occupancy | \$50.00 | Per Tent | ≥12x12 ft. as single or conjoined |
| Commercial Burning | Above Ground or Pit | \$300.00 | Per Site | AKA Air Curtain Destructor |
| Plan Review #1 | Building < 10,000 sq ft | \$150.00 | Per Project | Includes one site visit |
| Plan Review #2 | Building > 10,000 sq ft Commercial Structures | \$0.15 sq ft. \$150.00 min. | Per Project | Includes one site visit |
| Inspection | Any structure, event, venue | \$150.00 | Per Site/Event | |
| Reinspection | Any structure, event, venue | \$150.00 | Per Visit | |
| Sprinkler System Review | Residential | \$150.00 | Per Structure | And \$0.15 per sprinkler head |
| Sprinkler System Review/Installation | Commercial or Mixed-Use | \$150.00 | Per Structure | And \$0.50 per sprinkler head |
| Sprinkler System Testing | Commercial, Residential, Mixed-Use | \$150.00 | Per Structure | |
| Alarm System | Residential or Commercial | \$150.00 | Per Structure | Owner must inform alarm monitoring company and 911 |
| Aircraft | Venue, film production | \$150.00 | Per Aircraft | ONLY when pre-approved by AHJ |

| SERVICE CHARGE | DESCRIPTION | FEE | UNITS | COMMENT |
|----------------|---------------------------------|---------|-------------------|---------------------------------------|
| Radio Rental | Public Safety Interfaced Radios | \$35.00 | Per Radio/Per Day | See Terms in "Radio Rental Agreement" |

Non-Emergency Fees (Fire) – Recovery of Response Expenses Related to Negligence, etc.

The total charge for expenses to be recovered shall be determined using the formula below:

$$\text{Response Charge} + \text{Fuel Expense} + \text{Personnel Expense} = \text{TOTAL EXPENSE}$$

Response Charge

- \$100.00 per hour per responding fire apparatus
- Minimum charge (per response) of \$100.00

Fuel Charge

- Cost for fuel per mile = market rate (\$) per gallon X miles traveled
- 8 miles per gallon is the average fuel economy for all diesel apparatus
- "Miles traveled" is defined as total (round-trip) miles from station-to-scene-to-station
- Minimum charge of \$25.00

Personnel

- Personnel expense = hourly rate X number hours on-scene X number personnel responding
- Average hourly rate of \$12.35 will be applied
- Minimum charge of \$25.00

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Occupational License Fees

Standard Occupational License

\$75.00 Administrative Fee
\$150.00 Fire Marshall Fee
Fee Based on Gross Receipts Multiplied By Tax Rate
(Determined by NAICS Classification)

Home Based

\$75.00 Administrative Fee
\$100.00 Flat Rate
(May Elect to Pay Based on Gross Receipts)

Professional Practitioner

\$400.00 Flat Rate
(May Elect to Pay Based on Gross Receipts)

Short Term Rental Permit

\$100.00

Business Solicitation Permits

\$75.00 Administrative Fee
\$100.00 Permit Fee
\$20.00 Background Check

Open Records Fees

The City Clerk shall charge the full amount permitted by Georgia law to copy the records subject to the Georgia Open Records Act. If compilation and replication of such documents takes more than 15 minutes, the City Clerk may charge an additional reasonable administrative charge.

THE OPEN RECORDS ACT

50-18-70.

(2) In addition to a charge for the search, retrieval, or redaction of records, an agency may charge a fee for the copying of records or data, not to exceed 10¢ per page for letter or legal size documents or, in the case of other documents, the actual cost of producing the copy. In the case of electronic records, the agency may charge the actual cost of the media on which the records or data are produced.

| | |
|----------------------|-----------------|
| Black & White Copies | \$.10 per page |
| Color Copies | \$.20 per page |
| External Hard Drives | \$ 5.00 each |
| Body Cam Videos | \$25.00 each |
| Certified Copies | \$ 7.00 each |

Parks and Recreation User Fees

Athletic Field Reservation Fees:

| | |
|--|---------|
| Chattahoochee Hills City residents and resident youth associations | Free |
| Non-Residents of Chattahoochee Hills: | |
| Tax Exempt Organization | \$35.00 |
| Non Tax Exempt Organization | \$45.00 |

Pavilion Rental Fees (Four-Hour Block):

| | |
|--------------------------------------|---------|
| Chattahoochee Hills City residents | \$35.00 |
| Non-Residents of Chattahoochee Hills | \$75.00 |
| Sanitation bond (refundable) | \$50.00 |

Primitive Camping Reservation Fees:

| | |
|---|---------|
| Chattahoochee Hills City residents | |
| Vehicle Permit | \$8.00 |
| Daily camping per person over the age of 16 | \$3.00 |
| Non-Residents of Chattahoochee Hills: | |
| Vehicle Permit | \$15.00 |
| Daily camping per person over the age | \$5.00 |

Parks Special Event Fees

| | |
|---|----------------------------------|
| Event Fee – up to 50 attendees or less (see stipulations above) | No Charge |
| Event Fee – 50 - 100 attendees or less (see stipulations above) | \$50.00/day |
| Event Fee – 100 - 300 attendees | \$200.00/day |
| Event Fee – over 300 attendees | \$500.00/day |
| Event Fee – Concessionaire | 10% of event's gross revenue |
| Roadway Closure Fee – up to 2 streets/intersections | \$500.00/day |
| Roadway Closure Fee – additional street/intersection closures | \$200.00/day/street/intersection |
| Roadway Closure Fee – Surcharge for Sundays 7am – 1pm | \$1,000/street/intersection |
| Sign Permit Fee | \$20.00/event |
| Fireworks Permit Fee | \$500.00/event |
| Sanitation Bond | \$100.00/event |

Police and Court Fees

| | |
|--|------------|
| Pouring Permits | \$30.00 |
| Replacement ID | \$10.00 |
| Background Checks (Residents) | Free |
| Background Checks (Non-Residents) | \$20.00 |
| Police Videos | \$25.00 |
| Incident/Accident Reports | \$5.00 |
| Arrest Copies | \$.10/page |
| Certified Copies of Court/Police records | \$7.00 |

Public Works Fees

Right-of-Way Driveway Permit Fees (work completed by city staff)

Permit Fee No charge

Material:

Price varies due to size, length of pipe. Tonnage, types of gravel and average market prices.

Gravel tonnage averages between 16 and 20 tons.

Size and length of pipe varies depending on width of driveway that will be determined by City staff.

Depending on location and needs to complete job, different material may or may not be needed. City staff will inspect location to determine where the drive way will need to be installed and the types of material that will be needed to complete project.

Labor:

Installation pricing:

\$250.00 20ft

\$125.00 10ft

\$500.00 40ft

Removal pricing:

\$200.00 20ft

\$100.00 10ft

\$400.00 40ft

Installation and removal labor cost may apply when completing project at same location.

Right of Way Driveway Permit Fees (work completed by property owner)

Permit Fee \$ 75.00

**Permit fee includes pre-work meeting and one inspection*

Production Event Fees

| | | |
|--|---|-------------|
| Streets, sidewalks, right-of-way, bridges | | |
| Movies, television, advertising, production requiring two or more cameras, sound booms, stationary lighting, etc: | | |
| | Each production (including the 1 st day's shooting) | \$ 500.00 |
| | Each additional day | \$ 200.00 |
| Movies, television, advertising, production requiring a single camera, microphone, or hand held lighting, etc: | | |
| | Each production (including the 1 st day's shooting) | \$ 300.00 |
| | Each additional day | \$ 100.00 |
| Parks, public buildings, other city spaces | | |
| | Parks (each day) | \$1200.00 |
| | Other city owned property to be negotiated with City Planner and approved by the City Manager | TBD |
| All Productions | | |
| | Late Application Fee | \$ 500.00 |
| | Surcharge for blocking lanes of traffic (per lane per day) | \$ 500.00 |
| | Surcharge for Intermittent Traffic Control (per lane per day) | \$ 250.00 |
| | Roadway Closure Surcharge – Sundays 7:00am-1:00pm | \$1,000.00 |
| | Administrative Services (when no permit required) | \$ 250.00 |
| | Change Fee (rescheduling of city services after X or less than x days ahead) | \$ 500.00 |
| | Production on Gravel Roads Security Deposit (Refundable) | \$50,000.00 |

**See Special Event Permit Section for Public Safety Fees*

Special Event Permit Fees

Special Event Application Fee (per event day)

Attendees

| | | | |
|----------------|------------|------------------------|-------|
| Up to 500 | \$ 300.00 | Number of Attendees | _____ |
| 501 – 2,500 | \$ 500.00 | Fee (From left): | _____ |
| 2,501 – 5,000 | \$1,500.00 | Number of Days: | _____ |
| 5,001 – 10,000 | \$2,000.00 | Multiply for Subtotal: | _____ |
| Each add's 10K | \$1,500.00 | | |

(i.e.: 35,000 = \$1,500 + \$1,000 + \$1,000 or \$3,500 for one day; \$7,000 for two day)

Late Application Fee

Applications received fewer than 60 days prior to event - add 10% of the base rate
 Applications received fewer than 30 days prior to the event - add 25% of the base rate
 Applications received fewer than 14 days prior to the event - add 50% of the base rate
 Applications received fewer than 7 days prior to the event - add 100% of the base rate

Subtotal (add late fee): _____

Alcoholic Beverage Permit Fee

Additional fees and supplemental application required for any event which will serve alcoholic beverages.
 Contact Dana Wicher, City Clerk, for supplemental application. (770) 463-8881 or dana.wicher@chatthillsga.us

Subtotal (add late fee): _____

Roadway Closure Fee

| | | | |
|---|----------------------|------------|-------|
| Roadway Closure Fee – up to 2 roads/intersections | | \$500.00 | _____ |
| Additional street/intersections | Number: | \$200.00 | _____ |
| | Subtotal (add above) | | _____ |
| Per street – surcharge for Sundays 7am – 1pm | # of days | \$1,000.00 | _____ |

Subtotal (add above): _____

Public Safety Charges (these fees are calculated by the respective departments based on the type of event and # of attendees)

| | | | | | |
|--------------------------|-------|------------|-------|--------------|----------|
| Police Officers Needed | _____ | Hours: | _____ | x \$65.00 = | \$ _____ |
| Police Vehicles Needed | _____ | Days: | _____ | x \$40.00 = | \$ _____ |
| Fire Personnel Needed | _____ | Hours: | _____ | x \$65.00 = | \$ _____ |
| EMS Personnel Needed | _____ | Hours: | _____ | x \$65.00 = | \$ _____ |
| EMS ATV Needed | _____ | Day | _____ | x \$25.00 = | \$ _____ |
| Fire Apparatus Needed | _____ | Day | _____ | x \$150.00= | \$ _____ |
| Fire Dept. UTV Needed | _____ | 24 Hours | _____ | X \$150.00= | \$ _____ |
| Fire Engine Needed | _____ | 24 Hours | _____ | X \$500.00= | \$ _____ |
| Tents over 12' x 12' | _____ | Number: | _____ | x \$50.00 = | \$ _____ |
| Fireworks Permit Fee | _____ | Days: | _____ | x \$500.00 = | \$ _____ |
| Radio Rental (per radio) | _____ | Days | _____ | X \$35.00 = | \$ _____ |
| Food Truck Inspection | _____ | Number | _____ | X \$50.00 = | \$ _____ |
| Fire Marshall Fee | _____ | Site Visit | _____ | X \$150.00 = | \$ _____ |

**Additional radio rental fees: \$400 per radio if lost or irreparably damaged, \$150 for general repair or replacement of components*

Late Application Fee

| | | |
|--------------------|---|----------|
| | add 50% to Public Safety and Inspection fees. | \$ _____ |
| | add 100% to Public Safety and Inspection fees. | \$ _____ |
| Fire Expedite Fees | \$500 for requests received ≤ 48 hours from Event | \$ _____ |

Subtotal (add above): _____

Signage

| | | | |
|--|--------------|-------------|----------|
| Sign Permit Fee (supplemental application required): | | Per Event: | \$ _____ |
| Total Signs | Number _____ | x \$20.00 = | \$ _____ |

Subtotal (add above): _____

Charitable Event Deduction

| | | |
|--|--|-----------------|
| Charitable events benefitting a registered 501(c)3 organization – 50% reduction on all special event fees (does not include alcohol-related, Public Safety & Road Closure fees) – Federal 501 (c)3 Certification must be attached with application for discount. | Subtotal (Non-Public Safety Fees): | \$ _____ |
| | Non-Profit (Non-Public Safety Fees) If Applicable: | \$ _____ |
| | Subtotal (Public Safety Fees): | \$ _____ |
| | Total Fee (Due to Chatt Hills): | \$ _____ |

Taxicab Permit Fees:

| | |
|------------------------------------|-----------------|
| Taxicab License Fee (per year) | \$35.00/taxicab |
| Taxicab Driver's Permit (per year) | \$30.00/driver |

2023 DTC Rates

Base Density Transfer Charge (DTC): \$19,242.50 per density unit

DTC Perpetual Transfer Fee:

1% of the sales price on every transfer of any property

-and-

2.5% of residential rent

DRAFT



6505 Rico Road Chattahoochee Hills Georgia 30268

MAYOR
Tom Reed

CITY COUNCIL
Ruby Foster
Richard Schmidt
Scott Lightsey
Camille Lowe
Rodney Peek

CITY MANAGER
Robert T. Rokovitz

www.chathillsga.us

(770) 463-8881

Fax (770) 463-8550

Date: June 4, 2024
To: Mayor and City Council
From: Mike Morton, Community Development Director
Subject: 23Z-006 Serenbe-Sardis Rd Rezoning

This item was deferred by City Council on January 9th following the public hearing.

Rezoning Request

Serenbe CH Properties LLC has requested a rezoning of 202.83 acres from RL (Rural) to HM-MU (Mixed-Use Hamlet) to expand the Serenbe mixed-use hamlet.

Property Description

The application consists of a single parcel on the east side of Sardis Road, adjacent to the recently rezoned Simpson parcel. It has more than 3200 feet of Sardis Road frontage and extends around 2700 feet back to the east. A creek runs from south to north, dividing the parcel roughly in half, with another branch joining from the east in the northern quarter of the property. The property is wooded. The topography is varied, with a couple of peaks around 900 feet and a low point below 760 feet near the northwest corner where the stream exits the property.

The property to the north is another large undeveloped tract. To the south is the Coweta County line, across which lies an assortment of lots ranging from 1.25 acres to 29 acres. Three of the lots that directly border the property have single family homes. To the west is the Sardis Farms farmettes. To the east are eight parcels that face Watkins Road. Of these, four have single family homes, three are vacant, and one was recently (July 2023) rezoned to HM-MU to become a part of the Serenbe hamlet.

Discussion

The applicant seeks a rezoning of 202.83 acres to expand the Serenbe Hamlet. The applicant is not seeking concept plan approval at this time, which means that no development would be allowed on the property. The rezoning would increase the size of the HM-MU district, making additional development rights available in the areas of the district already approved for development and adding more than 141 acres of open space and civic space.

Zoning Action Review Standards

According to Section 3.10.A of the UDC, the Zoning Administrator, the Planning Commission and the City Council shall consider the following standards governing the exercise of the zoning power whenever deliberating over any changes to the official zoning map pursuant to this article.

1. Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of utilities, public facilities, or schools;
 - *The development rights that come with the rezoning should not result in an excessive burden on utilities or public facilities. Without knowing where in the hamlet the development rights will be applied, specific impacts are difficult to delineate.. However, utilities and public facilities generally have the necessary capacity.*
2. Whether the zoning proposal will result in a use which will or could cause City thoroughfares or transportation facilities to be unable to meet the transportation policies of the Comprehensive Plan;
 - *The 202.83 acres added to the hamlet would allow an additional 202 residential units to be built. A November 2021 study indicates that trip generation in Serenbe is four trips outside of the hamlet (on the city's public roads) per household. Levels of Service on surrounding city roads are well within the standards in the Comp Plan.*
3. Whether the zoning proposal is in conformity with the policy and intent of the Comprehensive Plan;
 - *The central intent in the Comprehensive Plan is to remain deliberately rural. To achieve this goal the plan allows for pockets of density that are hidden from view and that provide permanent preservation of open space or create demand for preservation through the TDR program. The proposal adds more than 200 acres to the hamlet. Since 70% is required to be set aside as open space or civic space, the proposal will result in an additional 142 acres to be conserved.*
4. Whether there are other existing or changing conditions affecting the use and Development of the property which gives supporting grounds for either approval or disapproval of the zoning proposal;
 - *Public water and sewer are a long way away, making dense development on the site an expensive proposition.*
5. The existing uses and zoning of nearby property;
 - *The surrounding land is zoned either RL or HM-MU. Adjacent uses are either vacant land or single-family residential. These surrounding uses are consistent with the uses proposed for the subject property.*
6. The suitability of the subject property for the zoning proposed;
 - *According to the Future Development Map, a Mixed-Use Hamlet can be located anywhere in the city. The property connects with the existing Serenbe Hamlet.*
7. Consistency with any adopted county and City wastewater treatment plans, including the feasibility and impacts of serving the property with public wastewater treatment service and, if an alternative wastewater treatment method is proposed, whether such wastewater treatment method will have a detrimental impact on the environment or will negatively affect other public concerns;

- *The city has not adopted a wastewater treatment plan. No development is currently proposed for the property. If it is developed, it would require wells and septic systems on large lots or significant extension of public water and sewer lines.*
8. The length of time the property has been vacant as zoned, considered in the context of land development in the vicinity of the property;
- *The property has never been developed. Properties in the vicinity are a mix of vacant lots and single-family homes. The property across Watkins Road to the west was recently developed as farmettes*
9. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property;
- *The adjacent land is developed as large-lot single-family residential or as mixed-use hamlet or is vacant. The proposal is consistent with these uses and the development pattern.*
10. Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property;
- *The proposal should not adversely affect the existing use or usability of adjacent properties. Any hamlet uses would require buffering, which is not required under the current RL zoning.*
11. Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned;
- *The property would have reasonable economic use as Farmettes or possibly as a farm.*
12. In instances involving district expansion, whether the proposed change is supported by the homeowners associations or official neighborhood associations within the expanding district; and
- *Serenbe Development is the voice of the homeowner's association and it is in favor of the proposal.*
13. In instances involving developments of regional impact, whether the proposed change is supported by the Atlanta Regional Commission (ARC) and/or the Georgia Regional Transportation Authority (GRTA).
- *N/A*
14. Any additional review standards specific to that zoning district.
- *N/A*

Staff Recommendations

Staff recommends approval of the rezoning ordinance with the attached conditions. The conditions are largely the same as other Serenbe land rezoned by the city to help maintain a consistency of regulations within the hamlet – with the addition of some additional language consistent with other recent rezoning actions in the city.

A new sentence was added in proposed condition 2, clarifying that unpaved roads and paths may cross the site even in the absence of an approved concept plan. Staff also recommends the removal of condition 10, which requires a clarification of the Land Lot numbers, since the condition has been met in the revised application materials.

Planning Commission Action

The Planning Commission held a public hearing on the proposal on November 14th. At that meeting the Planning Commission voted 5-0 to recommend approval of the proposed ordinance with the recommended conditions and one additional condition, included in the attached conditions as condition 10, requiring clarification or correction of the Land Lot numbers. The amended application materials attached in this package include the land Lot corrections by eliminating all references to Land Lot 78. The draft minutes of the Planning Commission hearing are attached.

Concept Plan

No concept plan has been submitted by the applicant for approval. A concept plan must be approved by the City Council before any development can occur on the property.

City Council Action

The City Council held a first read of the ordinance at their regular meeting on December 5th. The public hearing was held January 9th, 2024, followed by a vote to defer.

Attachments:

Recommended Conditions
Planning Commission hearing draft minutes
Rezoning Ordinance
Location Map
Application materials

23Z-006 Serenbe Sardis Road Rezoning Proposed Conditions

1. A gross residential density of one unit per acre zoned, for a total of 202 new residential units available for development in the district.
2. No site plan is approved in this rezoning. Until a concept plan is approved by the City Council no use other than Open Space is permitted on this site. Unpaved roads and paths may be allowed to cross the site, connecting the Serenbe "Farmettes" to Sardis Road. Any approved site plan or concept plan must meet or exceed the requirements of the Zoning Ordinance and these conditions prior to the approval of a Land Disturbance Permit.
3. All recreational and common areas which may be held in common shall be accessible via dedicated roadways, easements, sidewalks, trails, etc. and shall be maintained by a mandatory homeowners association, whose proposed documents of incorporation shall be submitted to the Director of the Department of Community Development for review and approval prior to the recording of the first final plat.
4. Development Standards:
 - a. Minimum Lot Size 500 square feet
 - b. Minimum Lot Width 12 feet
 - c. Minimum Front Yard Setback 0 Feet
 - d. Minimum Side Yard Setback 0 Feet
 - e. Minimum Rear Yard Setback 0 Feet
 - f. Minimum Building Separation determined by Building Code and Fire Code
5. Traffic and entrances
 - a. Development entitled in this zoning action shall count toward thresholds for traffic impact study requirements in future zoning applications in this district.
 - b. If additional deceleration lanes and or left turn lanes are required, they shall be constructed by the developer and the additional right-of-way necessary for such improvements shall be dedicated to the city at no cost.
 - c. The owner will reserve for the City of Chattahoochee Hills along the frontage Sardis Road 45 feet from the centerline of Sardis Road.
6. Storm Water Management and Light Imprint design
 - a. Generate and submit a Storm Water Concept Plan
This concept plan shall indicate the preliminary location of the storm water management facilities intended to manage the quality and quantity of storm water. The concept plan shall specifically address the existing downstream off-site drainage conveyance system(s) that the proposed development surface runoff will impact, and the discharge path(s) from the outlet of the storm water management facilities to the off-site drainage system(s) and/or appropriate receiving waters.
 - b. Drainage from all disturbed areas which does not infiltrate on site shall be collected and conveyed to a storm water management facility provided as part of the development. All systems of collection, conveyance, and management shall be consistent with Light Imprint storm water design. The Storm Water Concept Plan shall identify any proposed areas with

incidental and minor release of storm water not conveyed to such facilities. Plans for any land disturbance permit shall show all proposed drainage patterns for the proposed development after its completion. Bypass flows will not be permitted except from undisturbed areas within a buffer or other protected easement. Final plans shall provide for collection, conveyance and treatment of all approved incidental flows from developed lots or parcels, individual residences or building structures.

c. Sheet Flow

Where storm water currently drains by sheet flow and it is proposed to be collected to and/or discharged at a point, such that the discharge from the storm water management facility outlet crosses a property line, such discharge shall mimic pre-development sheet flow conditions. A description of the method proposed to achieve post-development sheet flow conditions shall be provided as part of the Storm Water Concept Plan.

d. Parking Lot Filtration

Where paved parking areas (including access aisles) are proposed to exceed 5,000 square feet, the Light Imprint storm water management facilities shall be incorporated to reduce pollutants such as oil, grease and other automobile fluids that may leak from vehicles. A detailed design of such facilities shall be included in applicable documents for a land disturbance permit.

7. If any location in the required district buffer has insufficient vegetation to provide satisfactory screening of the development on the property, the owner of the property shall plant additional native evergreen plants to create an effective four-season visual screen.
8. To the degree reasonably feasible, all utility cuts in the buffer shall be designed with angles or bends to prevent visibility of any structures or any utility substations from outside of the district.
9. If a circumstance arises that is not addressed in these conditions, the owner agrees to cooperate with the city in good faith to come to a mutually agreeable solution.
10. The discrepancy in Land Lot references in the original application materials must be clarified or corrected.

Excerpts from the Planning Commission draft minutes

December 14, 2023

Public Hearings

Mr. Cloud read the rules for the public hearings.

...

- 3. Recommendation on an Ordinance to amend the Official Zoning Map to Rezone 202.83 acres from the RL (Rural) District to the HM-MU (Mixed-Use Hamlet) District to expand the Serenbe Hamlet – property is 202.83 acres on a single parcel on the east side of Sardis Road at the Coweta County line and adjacent to the recently rezoned Simpson parcel.**

Mr. Morton presented the item. The request is to rezone 202.83 to expand the Serenbe Hamlet. There is no concept or site plan attached, so no development is permitted without further action.

Mr. Cloud opened the public hearing. There was no public comment, and Mr. Cloud closed the public hearing.

Commission members and staff discussion included the inconsistency in the references to the land lots. Commission members recommended a condition that the land lot discrepancy be clarified or reconciled.

Mr. Johnson made a motion to approve the item with the conditions as amended. Ms. Gallagher seconded. The motion passed unanimously.

LEGAL DESCRIPTION
FARMETTE H

ALL THAT TRACT OR PARCEL OF LAND LYING AND BEING IN LAND LOT 83, 8TH DISTRICT, FULTON COUNTY, GEORGIA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A 1" ROD LOCATED AT THE LAND LOT CORNER COMMON TO LAND LOTS 83, 84, 108 & 109, ALSO BEING THE EASTERLY RIGHT-OF-WAY OF SARDIS ROAD (60' R/W);

THENCE, N 89° 16' 03" E FOR A DISTANCE OF 2734.17 FEET TO A 1" OPEN TOP PIPE FOUND;

THENCE, S 03° 19' 28" W FOR A DISTANCE OF 399.58 FEET TO A 2" OPEN TOP PIPE FOUND;

THENCE, S 05° 06' 54" W FOR A DISTANCE OF 200.28 FEET TO A POINT:

THENCE, S 00° 14' 48" E FOR A DISTANCE OF 200.00 FEET TO A ½" REBAR FOUND;

THENCE, S 03° 45' 01" W FOR A DISTANCE OF 434.08 FEET TO A ½" REBAR FOUND;

THENCE, S 03° 44' 27" W FOR A DISTANCE OF 449.87 FEET TO A MONUMENT WITH ROD FOUND;

THENCE, S 00° 45' 52" W FOR A DISTANCE OF 660.37 FEET TO A ½" REBAR FOUND;

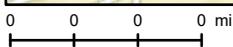
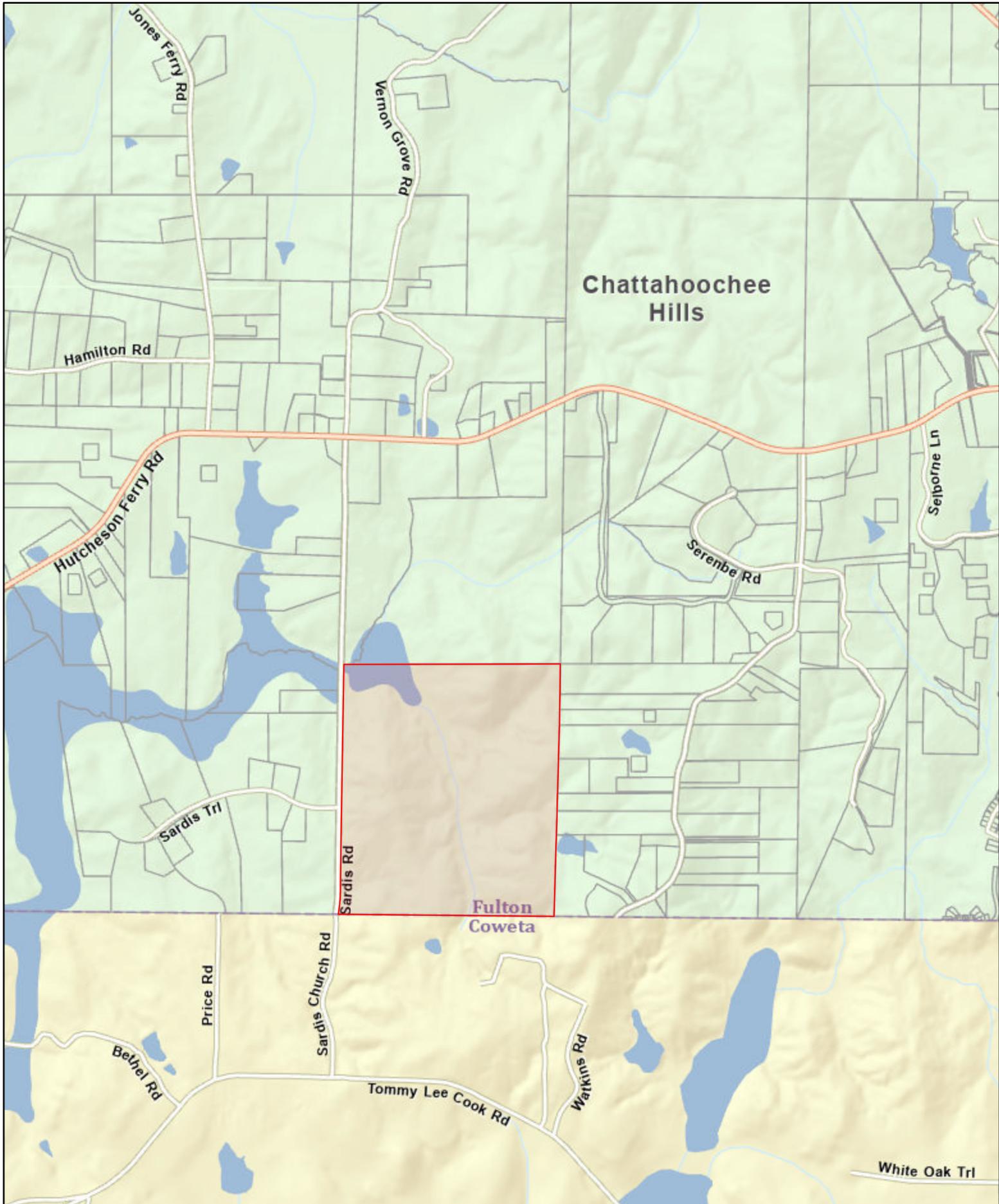
THENCE, S 00° 48' 24" W FOR A DISTANCE OF 1000.85 FEET TO A ¾" REBAR AT ROCK FOUND;

THENCE, N 88° 46' 34" W FOR A DISTANCE OF 2685.29 FEET TO A ½" REBAR FOUND ON THE EASTERLY RIGHT-OF-WAY OF SAID SARDIS ROAD;

THENCE ALONG A CURVE TO THE LEFT, SAID CURVE HAVING A RADIUS OF 1750.00 FEET, AN ARC DISTANCE OF 281.24 FEET AND BEING SUBTENDED BY A CHORD BEARING OF N 05° 27' 32" E FOR A DISTANCE OF 280.94 FEET TO A POINT;

THENCE, N 00° 51' 52" E A DISTANCE OF 2969.87 FEET TO THE POINT OF BEGINNING.

SAID LAND TRACT OR PARCEL CONTAINING 202.83 ACRES (8,835,105 SQUARE FEET) MORE OR LESS.



Date: 11/21/2023

Fulton County GIS

Fulton County provides the data on this map for your personal use "as is". The data are not guaranteed to be accurate, correct, or complete. The feature locations depicted in these maps are approximate and are not necessarily accurate to surveying or engineering standards. Fulton County assumes no responsibility for losses resulting from the use of these data, even if Fulton County is advised of the possibility of such loss.





2470 Sandy Plains Rd
Marietta, GA 30066
Phone (770) 321-3936
Fax (770) 321-3935
info@seengineering.com

Date: November 17, 2023

Mike Morton
City of Chattahoochee Hills
6505 Rico Road, Suite A
Chattahoochee Hills, Ga. 30268

RE: Serenbe Farmette H Rezoning
Letter of Intent

Dear Mike,

SEI is submitting this application for a rezoning on behalf of Serenbe CH Properties, LLC. The subject property is within Land Lot 83 of the 8th District, inside the City of Chattahoochee Hills, Fulton County. The subject properties are currently zoned RL. The proposed zoning is HM-MU. The subject properties have frontage along Sardis Road. The proposed rezoning matches the surrounding HM-MU category of the Serenbe community. No Concept Plan is included at this time; it will be submitted for review under a separate city action. Please refer to the supporting documents for more information. If you have any questions, please feel free to call.

Sincerely,

Wayne Matthews, PE
Southeastern Engineering, Inc.

Serenbe Farmette H Rezoning Application

The current rezoning application is in harmony with the policies and intent of the Zoning Ordinance and Comprehensive Plan. The requested rezoning will not result in harm to the health, safety, or welfare of the general public and particularly not to adjoining property owners. The appropriateness of this rezoning application and the constitutional assertions of the Applicant are more particularly stated and set forth below and are made a part of this application by reference.

Appropriateness of Application and Constitutional Assertions

The refusal to approve the rezoning requested will result in a taking of the Applicant's valuable property rights in violation of the just compensation clause of the Constitution of Georgia 1983, Article 1, Section 3, Paragraph 1 and the just compensation clause of the Fifth Amendment to the United States Constitution. Further, such refusal to approve the requested rezoning discriminates in an arbitrary, unreasonable, capricious, and unconstitutional manner between the Applicant and the owners of similarly situated property in violation of Article 1, Section, Paragraph 2, of the Constitution of the State of Georgia and in violation of the equal protection clause of the Fourteenth Amendment of the United States Constitution. Additionally, such refusal to approve the requested rezoning would constitute a gross abuse of discretion and would constitute a violation of the Applicant's rights to substantive and procedural due process as guaranteed by the Constitution of the State of Georgia 1983, Article 1, Section 1, Paragraph 1, as well as the Fifth Amendment and Fourteenth Amendment to the United States Constitution.

Any approval of the rezoning request subject to conditions which are different from the conditions requested by the Applicant, to the extent such different conditions would have the effect of further restricting the Applicant utilization of the subject property would also constitute an arbitrary, capricious, and discriminatory act and would likewise violate each of the provisions of the State and Federal Constitutions set forth hereinabove. The refusal to approve this requested rezoning would result in a real, substantial, and significantly detrimental hardship to be borne by the Applicant without any corresponding public benefit or legitimate connection to public health, safety, morals, and general welfare. The community at large would not be affected by the approval of the requested rezoning.



2470 Sandy Plains Rd
Marietta, GA 30066
Phone (770) 321-3936
Fax (770) 321-3935
info@seengineering.com

Date:

Mike Morton
City of Chattahoochee Hills
6505 Rico Road, Suite A
Chattahoochee Hills, Ga. 30268

RE: Serenbe Farmette H Rezoning
Narrative Description

This application consists of a tract of land to be rezoned as an HM-MU district, with total rezoning lot area of 202.83 acres.

The property assemblage consists of land between Sardis Road and Serenbe Road to be an extension of Sardis Way. A majority of the surrounding properties are zoned RL. The Sardis Way parcel allows for connection to existing HM-MU zoned properties with the Serenbe community.

The property is bordered to the North and South by existing RL land, Sardis Road public right-of-way to the West, and RL occupied land owned by several land owners to the East. The subject parcel is currently undeveloped and wooded.

No Concept Plan is included at this time. It will be provided in the future, prior to Preliminary Plat, and Land Disturbance permitting.

Wayne Matthews, PE
Southeastern Engineering, Inc.

Zoning Impact Analysis - Proposed Rezoning Land Lot 83, 8th District, Fulton County

Per the City of Chattahoochee Hills Zoning Ordinance, Section 35-109, the following items are to be considered regarding rezoning applications:

1. **Whether the Zoning Proposal will result in a use which will or could cause an excessive or burdensome use of utilities, public facilities, or schools.** The zoning proposal will result in additional homes in the Serenbe community. Regarding utilities, the newly proposed residents will have no impact. Each lot is proposed to have individual on-site water wells and individual on-site wastewater systems.
2. **Whether the Zoning Proposal will result in a use which will or could cause city thoroughfares or transportation facilities to be unable to meet the transportation policies of the Comprehensive Plan due to excess traffic congestion.** Residential use is proposed for this phase of Serenbe. The density of newly proposed residents will be too low to impact existing transportation facilities.
3. **Whether the Zoning Proposal is in conformity with the policy and intent of the Comprehensive Plan.** Future residential lots are most likely on this property. Large open spaces would occur with the residences, which keeps with the city's charge to "keep it rural". Large open areas with smaller dense lots comply with the Comprehensive Plan.
4. **Whether there are other existing or changing conditions affecting the use and development of the property which gives supporting grounds for either approval or disapproval of the Zoning Proposal.** The zoning proposal meets the required density per city standards and would result in approved uses.
5. **The existing uses and Zoning of nearby property.** The surrounding properties are zoned RL or HM-MU, with single-family residential use.
6. **The extent to which property values are diminished by their particular zoning restrictions.** Property values of surrounding lands would increase by the expansion of the Serenbe community. Serenbe has caused surrounding property values to increase.
7. **The extent to which the possible reduction of the property values of the subject property promotes the health, safety, morals, or general welfare of the public.** Reducing the scope of the current zoning proposal would not promote the health, safety, morals, or general welfare of the public.
8. **The relative harm to the public as compared to the Hardship imposed upon the individual property owner.** No harm is anticipated to the public from this Public Rezoning.
9. **The suitability of the subject property for the Zoning proposed.** The subject properties are suitable for rezoning to a HM-MU classification. The intent of this application is to include the subject properties into the Serenbe Hamlet, so the rezoning to HM-MU is suitable.
10. **Consistency with any adopted county and city wastewater treatment plans, including the feasibility and impacts of serving the property with public wastewater treatment service and, if an alternative wastewater treatment method is proposed,**

whether such wastewater treatment method will have a detrimental impact on the environment or will negatively affect other public concerns. Serenbe is not serviced by public wastewater treatment. No public systems exist in the vicinity. The rezoned properties will have wastewater treatment provided by an individual private onsite systems.

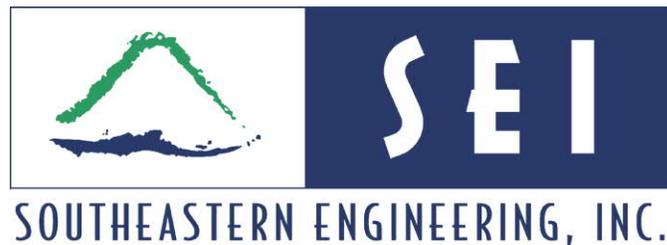
11. **The length of time the property has been vacant as zoned, considered in the context of land development in the vicinity of the property.** The subject properties have not been previously developed.
12. **Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property.** The proposed rezoning would not result in a use that would adversely impact the zoning classifications or development of adjacent or nearby properties.
13. **Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property.** The proposed rezoning would not adversely affect the usability of adjacent or nearby property.
14. **Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned.** The rezoning proposal would allow Serenbe to expand within the city's approved density of one unit per acre. The subject properties were purchased with the intent of supporting the Serenbe community and cannot do that while zoned RL.
15. **In instances involving district expansion, whether the proposed change is supported by the Home Owners Association or official neighborhood associations within the expanding district.** The Serenbe HOA supports the proposed rezoning and district expansion.
16. **In instances involving Developments of Regional Impact, whether the proposed change is support by ARC and/or GRTA.** The DRI threshold for housing is 400 new units. This proposal does not meet the DRI thresholds.

Environmental Analysis For:

Serenbe Farmette H

Land Lot 83, 8th District
City of Chattahoochee Hills
Fulton County, Georgia

Prepared By:



417 Selborne Way, Suite A
Palmetto, Ga. 30268

Tel: (770) 321-3936
Fax: (770) 321-3935

Dated: November 17, 2023

Introduction

This Environmental Assessment concerns the rezoning application of property in the City of Chattahoochee Hills. Specifically, land within Land Lot 83, 8th District, Fulton County are covered. The subject property is to be contiguous with various phases of the Serenbe community. The property is currently zoned RL and consists of mostly wooded area. The current application is to rezone said property to HM-MU, to match the surrounding Serenbe development. Access to the area would be provided from Sardis Road and an extension of Sardis Way from Serenbe Road.

Environmental Protection/Encroachment**Conformance with the Comprehensive Land Use Plan:**

The Comprehensive Plan intends to preserve the agricultural character of Chattahoochee Hills. The current HM-MU zoning allows for one residential unit per acre, which maintains the desired agricultural character of the area. Large amounts of open area will be preserved, with single family home clustered amongst each other. This meets the Comprehensive Plan intent of Chattahoochee Hills. The allowable density would be shared with the contiguous Serenbe community.

Wetlands:

No wetlands are located in the floodplain of Fulton County properties.

Floodplains:

No portion of the subject properties are contained within the 100-year floodplain, per FEMA FIRM Panels #13121C0419F, revised September 18, 2013.

Streams/Stream Buffers:

Streams cross the subject property. Said streams include tributaries converging into Dry Branch Creek. Streams are subject to Ga. EPD and City of Chattahoochee Hills, 25' and 100' undisturbed stream buffers, respectively. Any future road crossings would be limited to perpendicular configurations, which are exempted from Georgia EPD's purview, but would require US Army Corps of Engineers permitting for culverts and stream crossings. Any USACE permitting will have to occur prior to future land disturbance permits.

Areas of steeper slopes:

Slopes do exist in the subject properties that exceed 20 percent over a 30-foot section. Said areas are located onsite, typically near the streams. Disturbance would be minimized on steep slopes, as the roads are planned to "follow the contours" and create large cuts or fills. Housing is being designed so as to transition slopes within the structure and further limit land disturbance.

Vegetation:

No known endangered species, or confirmed Georgia DNR areas exist within the subject property.

Wildlife Species:

No known endangered species, or confirmed Georgia DNR areas exist within the subject property.

Archaeological/historical Sites:

No Native American sites exist on the property. No other known archaeological or historical sites are located on subject properties. Likewise, since the surrounding lots are residential or undeveloped, no historical structure view sheds will be affected.

Project Implementation:

Protection of Environmental Sensitive Areas:

Due to the limits of development, impacts to floodplains or wetlands are not anticipated. Land disturbance limits will be delineated to minimize clearing. In addition, Best Management Practices (BMP's), as approved by the Georgia Soil and Water Conservation Commission, will be utilized to prevent erosion from leaving the site, and entering surrounding areas.

Protection of Water Quality:

Water quality treatment will be provided by a combination of methods. The treatment methods are subject to final design, but may contain the following:

- Bioretention
- Infiltration
- Significant amounts of relatively flat grassed areas

Minimization of Negative Impacts on Existing Infrastructure:

Negative impacts on existing infrastructure are not expected. Limited development activities are anticipated on the subject property, since the majority of its density would support the continued development of current sections of the Serenbe community.

Minimization of Negative Impacts on Archeological/Historically Significant Areas:

No archaeological or historical sites located within the development area.

Minimization of Environmentally Stressed Communities:

Land disturbance limits will be delineated during construction to minimize clearing activities. In addition, Best Management Practices (BMP's), as approved by the Georgia Soil and Water Conservation Commission, will be utilized to prevent erosion from leaving the site, and entering surrounding areas. Serenbe is a sustainable community that prides itself on its large open spaces and minimization of development.

Creation and Preservation of Green Space and Open Space:

Clearing and land disturbance will be kept to a minimum, as a part of the Serenbe community. Much of the subject property would remain undisturbed to protect streams, trails, and wooded areas.

Protection of Citizens from the Negative Impacts of Noise and Lighting:

Any exterior lighting will be directed away from adjoining properties. Landscape screening may be utilized, if necessary.

Protection of Parks and Recreational Green Space:

There are no existing parks on this site.

Minimization of Impacts to Wildlife Habitats:

Clearing and land disturbance activities will be kept to an absolute minimum for the proposed development. In addition, Best Management Practices (BMP's), as approved by the Georgia Soil and Water Conservation Commission, will be utilized to prevent erosion from leaving the site, and entering environmentally sensitive areas, and, therefore impacting wildlife habitats.

Summary

The proposed rezoning to HM-MU is intended to match the contiguous Serenbe community. The majority of the subject property would remain undeveloped, as the associated density would support continued growth within the existing Serenbe community. The large amounts of proposed open space not only meet the current zoning requirements, but also show compliance with the Comprehensive Plan, which seeks to preserve the agricultural character of the area. Impacts to stream buffers,

wetlands, or floodplains are not anticipated with this development. Please refer to the attached supporting information. If you have any questions, please feel free to call.

Sincerely,

Wayne Matthews, PE
Southeastern Engineering, Inc.

**City of Chattahoochee Hills
6505 Rico Road
Chattahoochee Hills, GA 30268**

ZONING ACTION APPLICATION

| | | |
|--|---|---|
| PROJECT | Serenbe Farmette H Name of Project | |
| | Description <input checked="" type="checkbox"/> Rezoning <input type="checkbox"/> Special Use Permit <input type="checkbox"/> Special Administrative Permit <input type="checkbox"/> Variance | |
| PROPERTY | DATE: _____ | |
| | FILE NO.: _____ | |
| | FEE: \$ _____ | |
| | Sardis Road, Sardis Way 30268 Property Address Zip | |
| | 08-150000830113 Parcel ID(s) | RL - Rural Current Zoning |
| 202.83 Total Acreage | 8th 83 District Land Lot | |
| HM-MU Proposed Zoning | Single Family Residential Proposed Use | |
| OWNER | Serenbe CH Properties LLC Owner of Record (Company / Individual) | |
| | 9110 Selborne Lane Mailing Address | Suite 210 Palmetto, Ga. 30268 Suite/Apt # City State Zip |
| | _____ Phone | _____ Cell Phone |
| | _____ Fax | _____ E-mail* |
| APPLICANT | Matt Collins Applicant Name | |
| | Serenbe CH Properties LLC Company | |
| | 9110 Selborne Lane Mailing Address | Suite 210 Palmetto, Ga. 30268 Suite/Apt # City State Zip |
| | _____ Phone | _____ Cell Phone |
| | _____ Fax | _____ E-mail* |
| I hereby certify that all information provided herein is true and correct. | | |
| Applicant Signature: Property Owner or Owner's Representative | | |
| Date | | |

OWNER/PETITIONER

NOTICE: Part 1 and/or Part 2 below must be signed and notarized when the petition is submitted. Please complete Section IV as follows:

- a) If you are the sole owner of the property and not the petitioner complete Part 1.
- b) If you are the petitioner and not the sole owner of the property complete Part 2.
- c) If you are the sole owner and petitioner complete Part 1.
- d) If there are multiple owners each must complete a separate Part 1 and include it in the application.

Part 1. Owner states under oath that he/she is the owner of the property described in the attached legal description, which is made part of this application.

Serenbe CH Properties, LLC
TYPE OR PRINT OWNER'S NAME

Sworn to and subscribed before me this the

9110 Selborne Lane, Ste 210
Palmetto, Ga 30268

3rd Day
of November 20 23

ADDRESS
CITY, STATE, ZIP CODE NOTARY PUBLIC

DocuSigned by:
Garnie Nygren
8835DE4D9D85471...
SIGNATURE

OWNER'S (770) 463-2609
PHONE NUMBER

PART 2. Petitioner states under oath that: (1) he/she is the executor or Attorney-in-fact under a Power-of-Attorney for the owner (attach a copy of the Power-of-Attorney letter and type name above as "Owner"); (2) he/she has an option to purchase said property (attach a copy of the contract and type name of owner above as "Owner"); or (3) he/she has an estate for years which permits the petitioner to apply (attach a copy of lease and type name of owner above as "Owner").

Sworn to and subscribed before me this the

TYPE OR PRINT PETITIONER'S NAME

Day
of 20

ADDRESS
CITY & STATE ZIP CODE

NOTARY PUBLIC

PETITIONER'S SIGNATURE

PHONE NUMBER

ATTORNEY / AGENT

Check One: [] Attorney [_____] Agent

_____ TYPE OR PRINT ATTORNEY / AGENT NAME

_____ SIGNATURE OF ATTORNEY / AGENT

_____ ADDRESS

_____ CITY & STATE ZIP CODE

PETITIONER'S SIGNATURE _____ PHONE NUMBER _____

Financial Disclosure Statement

Property Owner: Serenbe CH Properties, LLC

Property Address: Sardis Road; Sardis Way

Does any member of the Mayor and Council or Planning Commission have a property interest (direct or indirect, including any percentage of ownership less than total) in the subject property?

Yes No . If yes, please explain:

Does any member of the Mayor and Council or Planning Commission have a financial interest (direct ownership interest of the assets or capital stock where such financial interest is ten percent (10%) or more) of a corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust, or have a property interest (direct or indirect ownership, including any percentage of ownership less than total) upon the subject property?

Yes No . If yes, please describe the nature and extent of such interest:

Does any member of the Mayor and Council or Planning Commission have a spouse, mother, father, brother, sister, son, or daughter who has a property interest as described above?

Yes No . If yes, please describe the relationship and the nature and extent of such interest:

I do hereby certify that the foregoing information is true and correct, this 3rd day of November, 2023

DocuSigned by:
Garnie Nygren
Signature of Applicant.

If any question above is answered "yes", then **the member of the Mayor and Council, Board or Commission shall immediately disclose the nature and extent of such interest, in writing, to the Director of Community Development.** Also, a copy should be filed with the application. Such disclosures shall be public record and made available for public inspection during normal working hours.

Applicant means any person who applies for a zoning action and any attorney, or other person representing or acting on behalf of the person who applies for this decision.

**AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP TO
REZONE 202.83 ACRES FROM THE RL (RURAL) DISTRICT TO THE
HM-MU (MIXED-USE HAMLET) DISTRICT**

WHEREAS, Serenbe CH Properties, LLC is the owner of certain property within the City of Chattahoochee Hills, Georgia; and

WHEREAS, Serenbe CH Properties, LLC has submitted an application to rezone approximately 202.83 acres from RL (Rural) District to the HM-MU (Mixed-Use Hamlet) District; and

WHEREAS, the City has conducted public hearings before the Planning Commission and the City Council; and

WHEREAS, notice has been published in the newspaper and signs have been posted as required on the property containing the date, time, place and purpose of the public hearing; and

WHEREAS, the Mayor and City Council have approved of the application to amend the zoning map; and

NOW, THEREFORE, THE COUNCIL OF THE CITY OF CHATTAHOOCHEE HILLS HEREBY ORDAINS that:

Section 1: The property described in the attached Exhibit “A” be rezoned to HM-MU (Mixed-Use Hamlet) to expand the Serenbe hamlet; and

Section 2: That the within rezoning shall become effective upon its adoption; and

Section 3: All other ordinances or parts of ordinances in conflict with this rezoning are hereby repealed to the extent of such conflict.

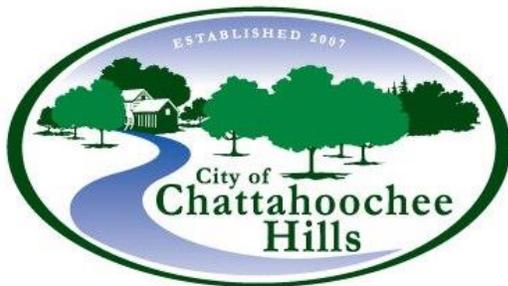
ORDAINED this the ____ day of _____ 2024.

Approved:

Tom Reed, Mayor

Attest:

S. Diane White, City Clerk
(Seal)



6505 Rico Road Chattahoochee Hills Georgia 30268

MAYOR
Tom Reed

CITY COUNCIL
Ruby Foster
Richard Schmidt
Scott Lightsey
Camille Lowe
Rodney Peek

CITY MANAGER
Robert T. Rokovitz

www.chatthillsga.us

(770) 463-8881

Fax (770) 463-8550

Date: June 4, 2024
To: Mayor and City Council
From: Mike Morton, Community Development Director
Subject: Addison Accessory Structure variance – First Read

This is a first read only. No action at this meeting

Variance Request

Keith and Angela Addison, the owners of 5451 Two Hills Drive in the Estates at Cedar Grove have requested a variance to allow an accessory Structure in the first layer (in this case, the right side yard).

Property Description

The property is one acre at the end of Two Hills Drive, the main road in the Estates at Cedar Grove subdivision. It is zoned RL and has 410 feet of frontage along Two Hills Drive that curves along both the front and right side yards. The parcel is roughly 160 feet wide and 250 feet deep. The property contains a single-family home, permitted and completed in 2023, situated about halfway back on the property and close to the left side property line. The rear yard behind the home is wooded.

To the left and across the street to the front lie additional lots in phase 1 of the estates at Cedar Grove, zoned RL. To the rear of the property and across the street to the right lie the undeveloped phase 2 of the Estates at Cedar Grove, zoned HM-R.. The plans for phase 2 show a park immediately behind the subject property. Two Hills Drive is planned to continue past the subject property and loop around an inner block to intersect itself right across from the side yard where the accessory structure is proposed.

Discussion

Because Two Hills Drive curves along the front and side yards of the property, both the front and the right side of the property are defined as the “first layer.” The house was constructed on the left side of the property by Jeff Lindsey Communities in 2023, leaving most of the property defined as the first layer.

The site plan submitted with the building permit identified a location for a “Future 24X24 Gar.” on the right side of the house, in the first layer. The site plan for the main house was correctly approved by the city for the building permit for the main house, since the accessory structure was not under review. Typically the zoning reviewer would raise concerns with the applicant when zoning issues related to other

site plan elements are identified. Unfortunately, no such concerns about the location of the future garage were raised at the time of permitting.

The property was purchased by the applicant after construction was complete. When they came to the city for a building permit for the garage a different zoning reviewer identified the problem with the garage's location in the first layer and denied the permit.

The application for the variance states that the materials and color of the proposed garage will match the house.

The property lies at the very end of the main road in phase 1 of the Estates at Cedar Grove. Phase 2 has been zoned to Residential Hamlet and a preliminary plat has been approved for that phase. The approved plans for phase two (attached below) show Two Hills Road extending through the second phase and curving back to a T-intersection at the subject property, directly facing the location of the proposed garage.

Zoning Excerpts

UDC Section 7-3.H

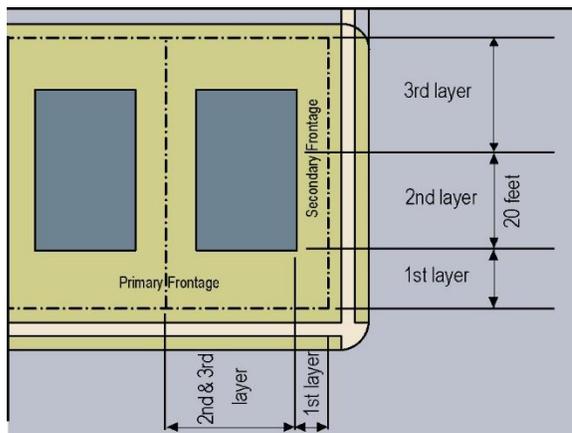
H Accessory uses and accessory structures except for outdoor dining, fences, and walls shall not be permitted within the first layer, except that accessory uses and accessory structures in the Rural (RL) district or required open space shall be exempt from this provision when:

1. Located more than 600 feet from the right-of-way of a thoroughfare, excluding alleys, lanes, or bicycle facilities; or
2. Fully screened from view from any thoroughfare by topography.

UDC Section 2-3 Definitions

Layers means an area of a lot as shown in the figure below.

- A. On lots less than 20 acres containing single-family detached dwellings, the first layer shall be the area between the primary or secondary facade and the abutting thoroughfare or open space and shall extend from lot line to lot line.



Variance Criteria

Section 3-17.B.4 of the City of Chattahoochee Hills Zoning Ordinance states that:

- 4 *General criteria.* The City Council may authorize variances from the terms of this UDC only upon making all of the following findings:
 - a. There are extraordinary and exceptional conditions pertaining to the particular property in question because of its size, shape, or topography;
 - b. The application of this UDC to the particular piece of property would create an unnecessary hardship (the threshold for hardship may be lower if the hardship can be resolved in a way that does not create negative impacts for neighboring properties and is consistent with the Comprehensive Plan);
 - c. Such conditions are peculiar to the particular piece of property involved;
 - d. Such conditions are not the result of any actions of the property owner; and
 - e. Relief, if granted, would not cause substantial detriment to the public good nor impair the purposes or intent of this UDC.

Further Review

Staff will provide further analysis along with a set of recommended conditions ahead of the public hearings.

Additional Action

The Planning Commission will hold a public hearing on this application on Thursday, June 13th at 6:30 p.m. The public hearing before the City Council is scheduled for July 2nd.

This is a first read only

Attachments:

Variance Ordinance
Location Map
Application materials
Site Pictures
Phase 2 Plan

Exhibit "A"

All that tract or parcel of land lying and being in Land Lot 49 of the 7th District of The City of Chattahoochee Hills, Fulton County, Georgia, being Lot 23 of The Estates at Cedar Grove Subdivision, Phase 1, as shown on that certain plat of said subdivision recorded in Plat Book 456, Page 68-71, Fulton County, Georgia Records.



154

Cascade Palmetto Hwy

Chattahoochee Hills

SITE

Lowbrooke Ct

West Wood Dr

Two Hills Dr

Cedar Grove Rd

Old Ridge Rd

Veal Rd

South Fulton

0 0 0 0 mi



Date: 5/23/2024

Fulton County GIS

Fulton County provides the data on this map for your personal use "as is". The data are not guaranteed to be accurate, correct, or complete. The feature locations depicted in these maps are approximate and are not necessarily accurate to surveying or engineering standards. Fulton County assumes no responsibility for losses resulting from the use of these data, even if Fulton County is advised of the possibility of such losses.

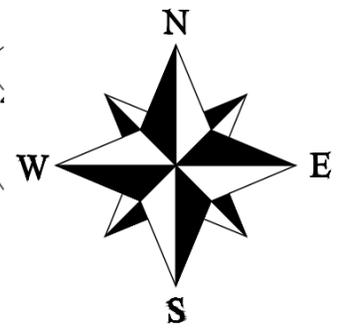
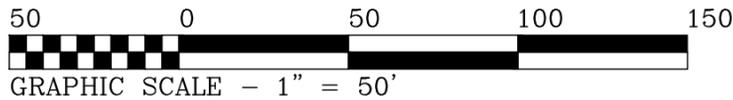


AS PER OFFICIAL F.I.R.M. MAP 13121C0431D DATED FEBRUARY 6, 2013, THIS PROPERTY IS NOT LOCATED IN A DESIGNATED FLOOD HAZARD AREA.

THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF AN ABSTRACT TITLE; THEREFORE, THE UNDERSIGNED AND MCLAIN SURVEYING, INC., MAKE NO GUARANTEES OR REPRESENTATIONS REGARDING INFORMATION SHOWN HEREON PERTAINING TO EASEMENTS, RIGHTS OF WAY, SETBACK LINES, AGREEMENTS, RESERVATIONS AND OTHER SIMILAR MATTERS.

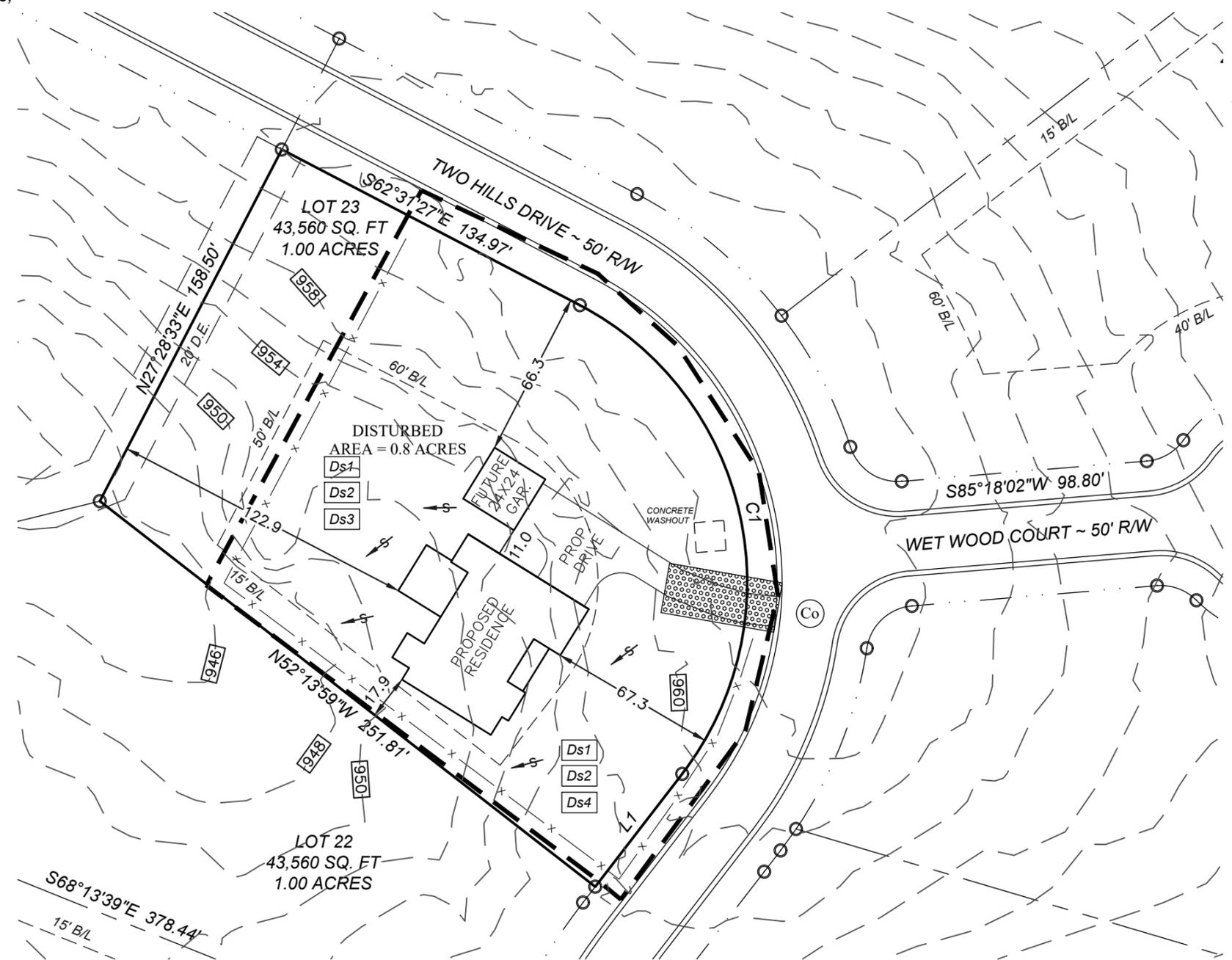
IN MY OPINION, THIS IS A TRUE AND CORRECT REPRESENTATION OF THE PLATTED PROPERTY AND HAS BEEN PREPARED IN CONFORMITY WITH THE STANDARDS AND REQUIREMENTS OF LAW.

RANDY MCLAIN
GEORGIA R.L.S. #2703



REFERENCE
PB 456, PG 69

| LEGEND | |
|----------|------------------------------------|
| E.O.P. | = EDGE OF PAVEMENT |
| R/W | = RIGHT OF WAY |
| I.P.F. | = IRON PIN FOUND |
| I.P.P. | = IRON PIN PLACED |
| C.T. | = CRIMPED TOP PIPE |
| R.B. | = REINFORCING BAR |
| O.T. | = OPEN TOP |
| N/F | = NOW OR FORMERLY |
| B/L | = BUILDING LINE |
| P.P. | = POWER POLE |
| L.L.L. | = LAND LOT LINE |
| D.B. | = DEED BOOK |
| P.B. | = PLAT BOOK |
| C.M.F. | = CONCRETE MONUMENT FOUND |
| P.O.B. | = POINT OF BEGINNING |
| A.K.A. | = ALSO KNOWN AS |
| U.E. | = UTILITY EASEMENT |
| D.E. | = DRAINAGE EASEMENT |
| L.P. | = LIGHT POLE |
| F.H. | = FIRE HYDRANT |
| W.M. | = WATER METER |
| M.F.F.E. | = MINIMUM FINISHED FLOOR ELEVATION |
| L.A.G. | = LOWEST ADJACENT GRADE |
| H.A.G. | = HIGHEST ADJACENT GRADE |
| D.I. | = DROP INLET |
| J.B. | = JUNCTION BOX |
| C.B. | = CATCH BASIN |
| T.B.M. | = TEMPORARY BENCHMARK |



| LINE | BEARING | DISTANCE |
|------|-------------|----------|
| L1 | S37°46'01"W | 57.08' |

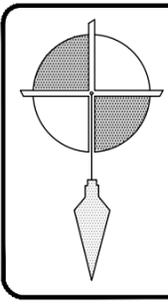
| CURVE | RADIUS | ARC | CHORD | CHORD BEARING |
|-------|---------|---------|---------|---------------|
| C1 | 125.00' | 218.80' | 191.92' | S12°22'43"E |

THIS PLAT NOT TO BE RECORDED

| DATE: | ISSUE |
|--------------------|----------------------|
| MARCH 17, 2023 | |
| SCALE: 1"=50' | No. DESCRIPTION DATE |
| ACREAGE: 1.00 ACRE | |
| CITY: | |
| CC: | |
| DRAWN: JM | |
| CHECKED: RM | |
| SHEET #: 2 OF 2 | |
| PROJECT #: 23-062 | |

SITE PLAN FOR:
JEFF LINDSEY COMMUNITIES

LOT 23 CEDAR GROVE
LAND LOT 49, 7TH DISTRICT
FULTON COUNTY, GEORGIA



McLAIN SURVEYING, INC.
LAND SURVEYING - LAND PLANNING - LAND DEVELOPMENT

6 MADISON STREET
NEWNAN, GEORGIA 30263
PHONE: 770-251-8523 - EMAIL: tmclain339@numail.org

Narrative Statement for Variance at 5451 Two Hills Drive, Fairburn 30213

To Whom It May Concern:

We are seeking a variance for the detached garage at 5451 Two Hills Drive, Lot 23 in The Estates at Cedar Grove. While the garage could have been completed during the construction of our home, we opted to do it ourselves after purchasing our home so as not to add to the final cost of the home. To reassure that the garage would not interfere with the location of the septic tank, the builder added the placement of a future detached garage to the site plan, which was approved (the site plan) by the City of Chattahoochee Hills. The proposed location is critical as the septic primary and reserve field is in the rear of the house and will not allow a detached garage in that location. Subsequently, this proposed location was approved with Fulton County Environmental Health.

The proposed location of the garage is within compliance of the Zoning Requirements as it:

- falls within the approved county set back requirements.
- does not block the view of any vehicle despite the lot being on a curved road.
- will sit adjacent to the rear corner of the primary structure, which is several feet below the surface of the street and beyond the curved portion of the lot.
- does not present an aesthetic problem for any of the homeowners near our property.

We believe that this information will allow for a variance to be applied to our request for a permit to build a detached garage. Thanks for your consideration in this matter.

Respectfully,
Keith and Angela Addison

Compliance Statements for Variance at 5451 Two Hills Drive, Fairburn 30213

To Whom It May Concern:

Please review our responses below in deciding if you (the City Council) will authorize variance from the terms of the Zoning Ordinance for building our detached garage in the proposed location.

A. There are extraordinary and exceptional conditions pertaining to the particular property in question because of its size, shape, or topography.

The proposed location of our detached garage is not typical in comparison to other homes in the community, primarily because it sits on a curved lot and the location of the septic tank.

Thankfully, the grading of the lot positions the proposed detached garage below the surface of the road and towards the back corner of the home. Furthermore, the rear corner of the garage is 66 feet from the road and aligns with the straight edge of Two Hills Drive; not the actual curb.

B. The application of this UDC to the particular piece of property would create an unnecessary hardship (the threshold for hardship may be lower if the hardship can be resolved in a way that does not create negative impacts for neighboring properties and is consistent with the Comprehensive Plan).

The City Ordinance offers two proposals for placement of our detached garage.

- Attach the garage to the primary structure's roofline as to make it a part of the primary structure; therefore, no longer being a "detached" garage.
- Put the detached garage behind the home.

Both proposals create an unnecessary hardship in that attaching the detached garage to the roofline of the primary structure would incur an exorbitant cost to us, the homeowners, as well as present structural challenges that do not align with the type of homes being built in the Estates at Cedar Grove. Additionally, the septic primary and reserve field is in the rear of the house and would not allow the detached garage in that location. The location of the garage falls within the approved county set back requirements. See site plan, the Septic Permit for our lot, and additional images to support this information.

C. Such conditions are peculiar to the particular piece of property involved.

Our property sits on a curved lot. The approved site plan shows the placement of the lot as well as the placement of the proposed detached garage. We are one of three properties sitting on a curved lot. Of the three, one lot has a detached garage built on it that faces the curve of the street. This lot was approved by the City of Chattahoochee Hills (see images).

D. Such conditions are not the result of any actions of the property owner.

Neither the builder nor us, the homeowners, were aware that the proposed detached garage placement was in opposition to a city ordinance. At the time the site plan was approved, the placement of a future detached garage was on the plan. It should have been communicated to the builder that such placement was a violation, which in turn would have been communicated to us so that we could discuss an alternative to the proposal. This was not done, which has now resulted in us having to seek approval from the City Council to build our detached garage. In addition, another home that sits on a curve has a detached garage. Clearly, the site plan for this home was approved upon building; therefore, we feel, the same approval should be granted for us as no one communicated the issues we would face with building our detached garage on a curved lot.

E. Relief, if granted, would not cause substantial detriment to the public good nor impair the purposes or intent of this UDC.

Our proposed garage will have the same aesthetics as our primary structure and the farmhouse concept of the neighborhood. This includes the type of siding and the color of the paint. There are only two neighbors who would see our detached garage from their property, which, for now, is only one person as the other home has not been purchased. This neighbor has stated that she has no problem with our detached garage being built in the proposed location. Additionally, this is the sentiment echoed by other neighbors on the street, who would only see the home if they walked past the primary structure. Furthermore, the builder graded our lot so that there are no trees or other obstruction on the curve. This includes the placement of the garage, which sits beneath a slope and does not impact the view of pedestrians or vehicles driving on the road (see images).

N
K

W

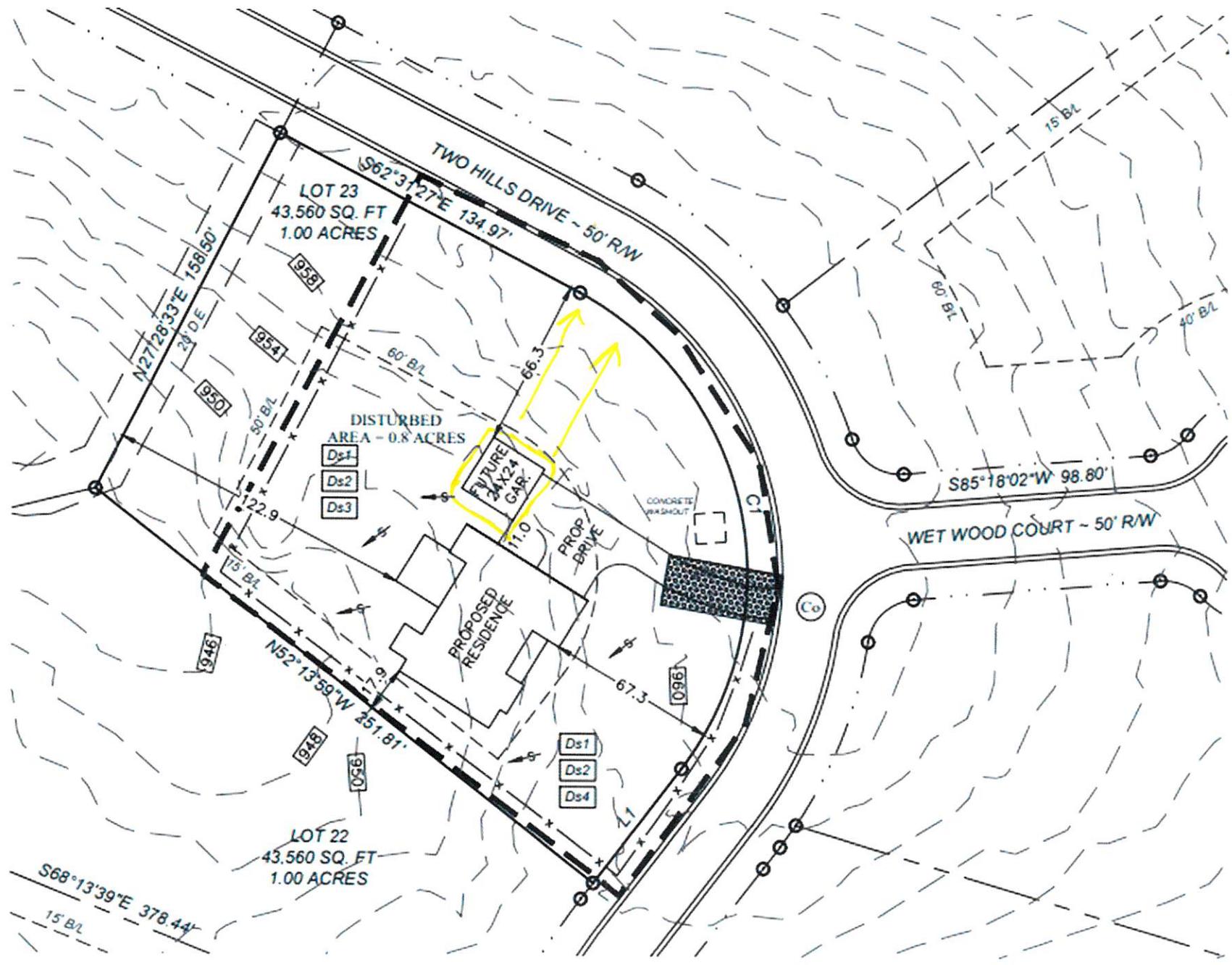


Image of proposed placement of detached garage, which is 66 ft from the street - No Obstruction

Image of Lot 23 (owner) of curve and existing structure
across the street, three lots over from furthest home
facing property — No Obstruction





Image of lot/street/curve from
corner of house directly across
from Lot 23 (owner's lot)

No obstruction

Image
of lot
from
curb/
stop sign
across
the
street
(No
obstruction)



Image of permitted lot with detached garage on a curve

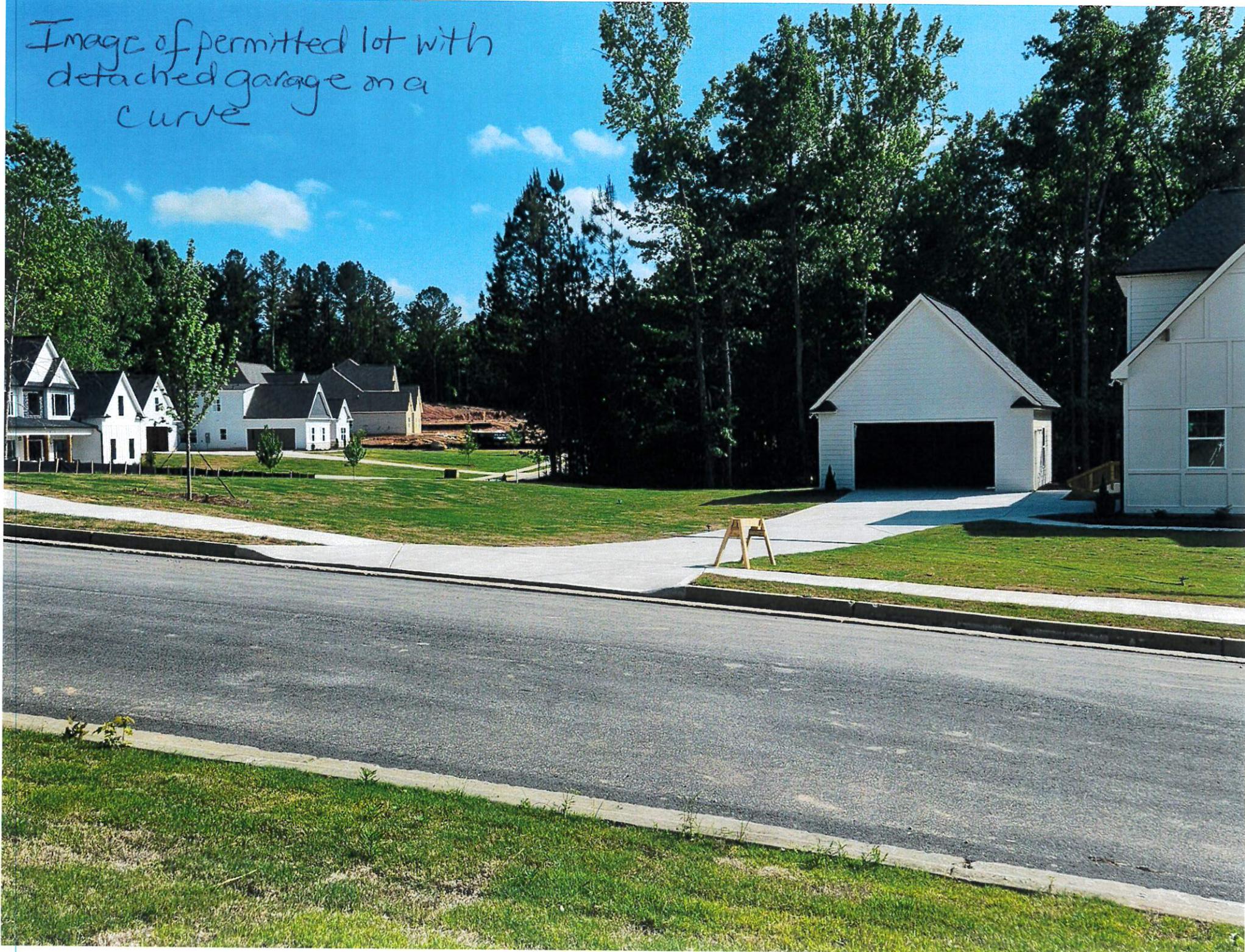


Image 2 of permitted lot on
curve with detached
garage



Curve
of
home
with
permitted
detached
garage



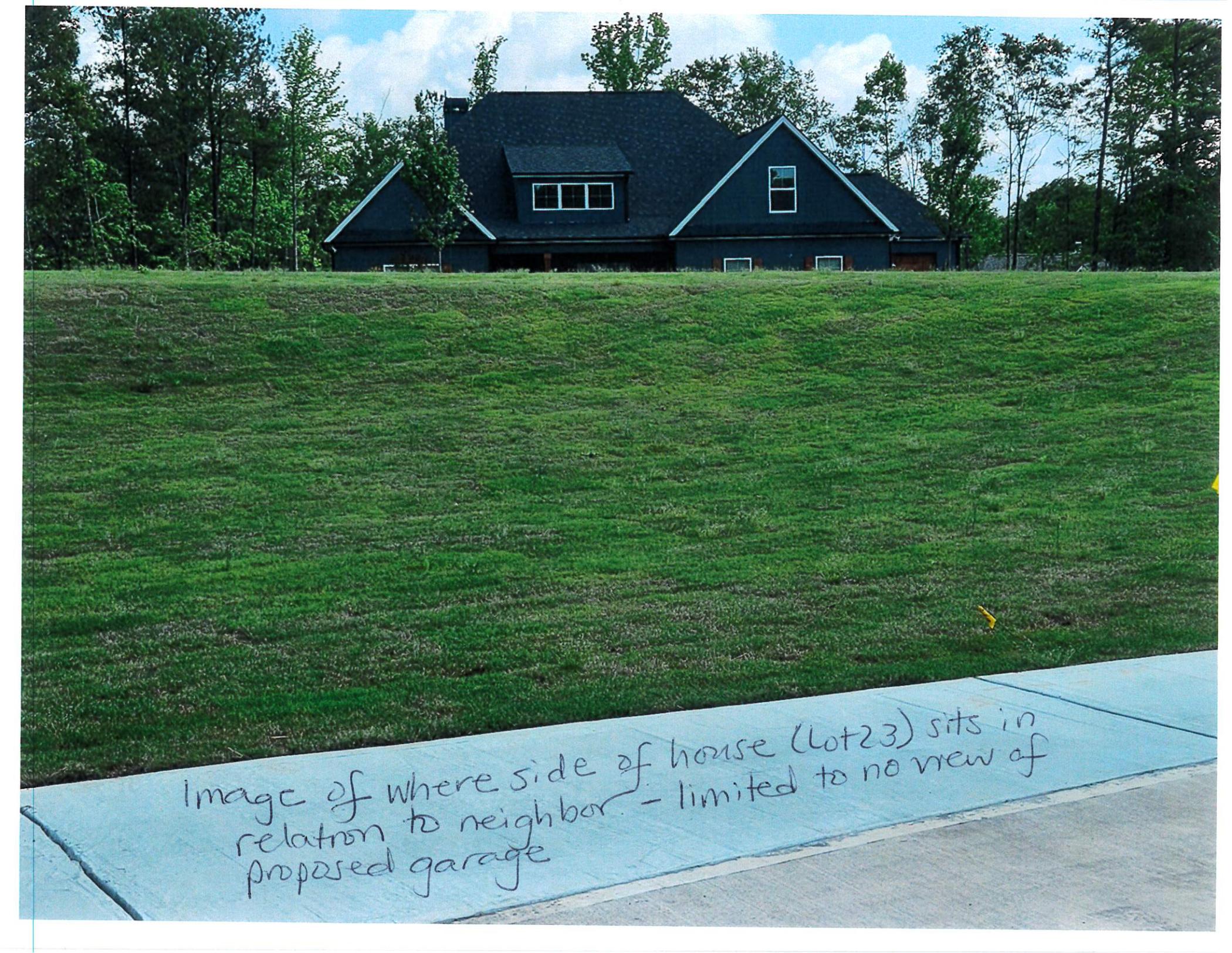


Image of where side of house (lot 23) sits in
relation to neighbor - limited to no view of
proposed garage

**View from Two Hills Drive with pad for
garage visible**



View of site from location of future intersection



Proposed Garage Location
Immediately Beyond Covered Car



Estates at Cedar Grove Phase 2 Plan

| LEGEND | |
|---------|-------------------------|
| DB | DEED BOOK |
| FB | FLAT BOOK |
| PG | PAGE |
| LL | LAND LOT |
| OTF | OPEN TOP PIPE |
| RS | REBAR |
| IPF | IRON PIN FOUND |
| IPS | 1/2" REBAR W/CSF 001179 |
| CTP | CRIMP TOP PIPE |
| RW | RIGHT OF WAY |
| -E- | OVERHEAD POWER LINE |
| -X- | FENCE |
| CMP | CORRUGATED METAL PIPE |
| POB | POINT OF BEGINNING |
| POC | POINT OF COMMENCEMENT |
| E | PROPERTY LINE |
| € | CENTERLINE |
| EOP | EDGE OF PAVEMENT |
| FH | FIRE HYDRANT |
| L | LINE LABEL |
| NF | NOW OR FORMERLY |
| SO. FT. | SQUARE FOOT |
| IPF | IRON PIN FOUND |
| IPF | IRON PIN SET |
| IPF | CRIMP TOP PIPE |
| IPF | RIGHT OF WAY |
| IPF | FIRE HYDRANT (FH) |
| IPF | WATER VALVE (WV) |
| IPF | R/W MONUMENT |
| IPF | LIGHT POST (LP) |
| IPF | TELEPHONE POLE |
| IPF | WETLANDS |
| IPF | 32.22 AC OPEN SPACE |



Moore Bass Consulting, Inc.
 • Civil Engineering
 • Land Surveying
 • Development Consulting
 • Landscape Architecture
 • Environmental Permitting

www.moorebass.com
 TALLAHASSEE • ATLANTA

1350 Keys Ferry Court
 McDonough, GA 30253
 770.914.9394

PROJECT NAME
THE ESTATES AT CEDAR GROVE
 CHATTAHOOCHEE HILLS, GA

CLIENT NAME
JEFF LINDSEY COMMUNITIES, INC.
 140 VILLAGE CIRCLE, SENOIA,
 GEORGIA 30276

REVISIONS

| | |
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| | |

A2431.0066-PP GEO

DATE 05/02/2023

CONTRACT # A2431.0066

DRAWN BY BT/KH/AK

The Drawings, Specifications and other documents prepared by Moore Bass Consulting, Inc. (MBC) for this Project are instruments of MB's professional service. MB shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including the copyright.

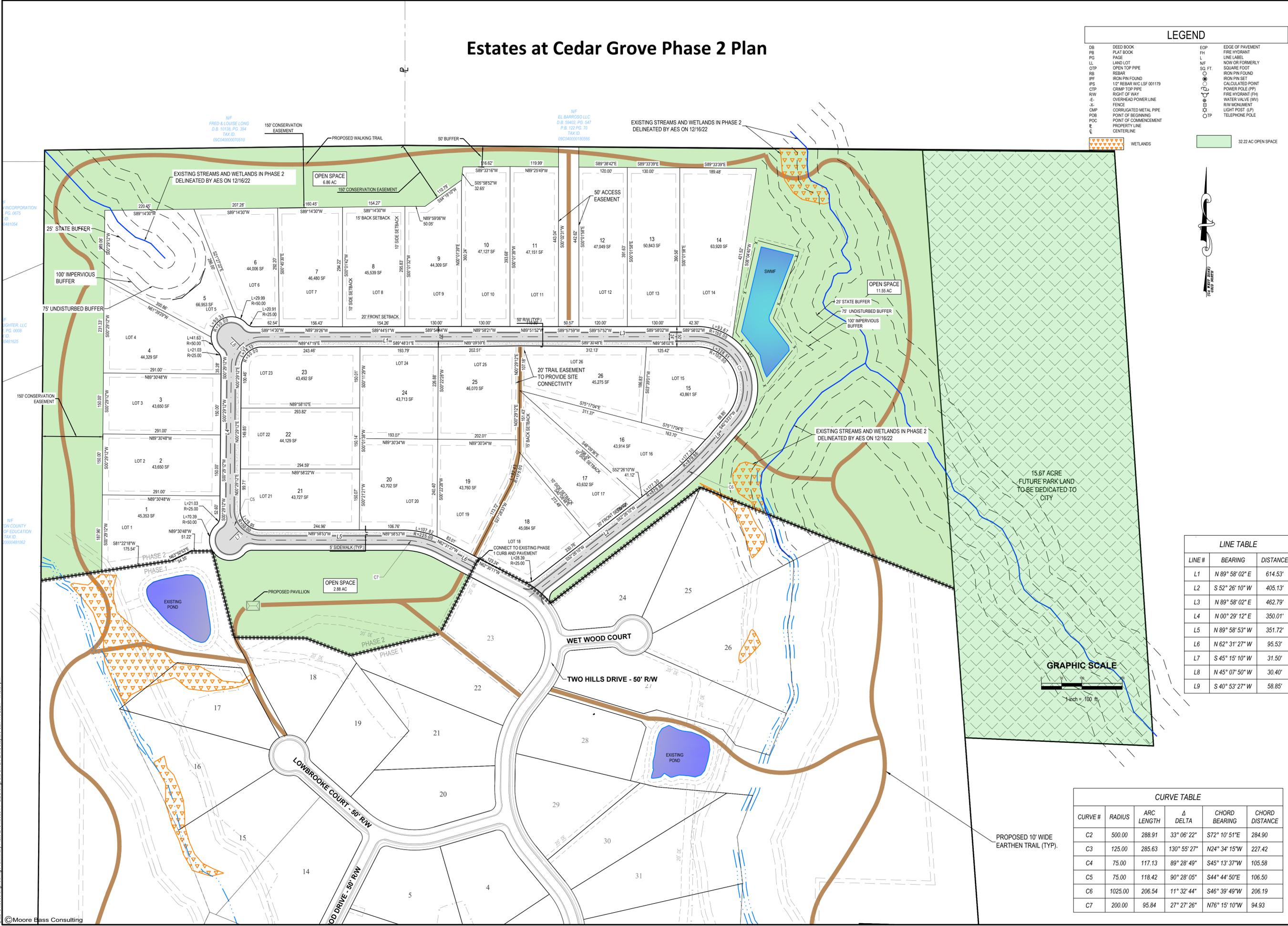
1350 KEYS FERRY COURT
 MCDONOUGH, GA 30253
 770.914.9394

SEAL

PRELIMINARY, NOT FOR CONSTRUCTION

SHEET TITLE
PRELIMINARY PLAT

SHEET
2.1



| LINE # | BEARING | DISTANCE |
|--------|-----------------|----------|
| L1 | N 89° 58' 02" E | 614.53' |
| L2 | S 52° 26' 10" W | 405.13' |
| L3 | N 89° 58' 02" E | 462.79' |
| L4 | N 00° 29' 12" E | 350.01' |
| L5 | N 89° 58' 53" W | 351.72' |
| L6 | N 62° 31' 27" W | 95.53' |
| L7 | S 45° 15' 10" W | 31.50' |
| L8 | N 45° 07' 50" W | 30.40' |
| L9 | S 40° 53' 27" W | 58.85' |

| CURVE # | RADIUS | ARC LENGTH | Δ DELTA | CHORD BEARING | CHORD DISTANCE |
|---------|---------|------------|--------------|---------------|----------------|
| C2 | 500.00 | 288.91 | 33° 06' 22" | S72° 10' 51"E | 284.90 |
| C3 | 125.00 | 285.63 | 130° 55' 27" | N24° 34' 15"W | 227.42 |
| C4 | 75.00 | 117.13 | 89° 28' 49" | S45° 13' 37"W | 105.58 |
| C5 | 75.00 | 118.42 | 90° 28' 05" | S44° 44' 50"E | 106.50 |
| C6 | 1025.00 | 206.54 | 11° 32' 44" | S46° 39' 49"W | 206.19 |
| C7 | 200.00 | 95.84 | 27° 27' 26" | N76° 15' 10"W | 94.93 |

City of Chattahoochee Hills Notice of Public Hearing Variance

Petition No: 24V-002.

Petitioner: Keith and Angela Addison.

Property Location: 5451 Two Hills Drive.

Request: To obtain a variance to the regulation of accessory structures found in City Code Appendix A, Unified Development Code, Section 7-3.H, to allow an accessory structure in the first layer.

Public Hearings:

Planning Commission Meeting:
Thursday, June 13, 2024, 6:30 PM.

Mayor and City Council Meeting:
Tuesday, July 2, 2024, 6:00 PM.
Location, All Meetings: City Hall,
6505 Rico Road, Chattahoochee
Hills, Georgia 30268; 770-463-
8881.

No.81686-5-29

**AN ORDINANCE FOR A VARIANCE TO THE LIMITATIONS ON THE
LOCATION OF ACCESSORY STRUCTURES IN THE RL (RURAL)
DISTRICT**

WHEREAS, Keith and Angela Addison are the owners of certain property within the City of Chattahoochee Hills, Georgia, located at 5451 Two Hills Drive, more specifically described in the attached Exhibit “A”; and

WHEREAS, Mr. Crespo has submitted an application for a variance to the permitted locations of accessory structures found in Unified Development Code section 7-3.H, so that he may construct a detached garage in the first layer; and

WHEREAS, the City has conducted a public hearing before the City Council; and

WHEREAS, notice has been published in the newspaper and a sign has been posted as required on the property containing the date, time, place and purpose of the public hearing; and

WHEREAS, the Mayor and City Council have approved of the application for a primary variance.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF CHATTAHOOCHEE HILLS HEREBY ORDAINS that:

Section 1: A variance to Unified Development Code section 7-3.H for the following property described in the attached Exhibit “A” be approved so that an accessory structure may be constructed in the first layer, consistent with the plans received by the Department of Community Development; and

Section 2: That the within variance shall become effective upon its adoption; and

Section 3: All other variances, ordinances or parts of ordinances in conflict with this variance are hereby repealed to the extent of such conflict.

ORDAINED this the ____ day of _____, 2024.

Tom Reed, Mayor

Attest:

S. Diane White, City Clerk
(Seal)

Brian P. Kemp
Governor



Christopher Nunn
Commissioner

June 22, 2024

Honorable Tom Reed
Chief Elected Official
Chattahoochee Hills City
6505 Rico Road
Chattahoochee Hills, Georgia, 30268

Mr. Robbie Rokovitz
Manager
Chattahoochee Hills City
6505 Rico Road
Chattahoochee Hills, Georgia, 30268

Ms. Dana Wicher
Clerk
Chattahoochee Hills City
6505 Rico Road
Chattahoochee Hills, Georgia, 30268

Re: HB 1463- Hotel-Motel Excise Tax; O.C.G.A. §48-13-51(b)

Dear Chattahoochee Hills City Leaders:

As you are likely aware, HB 1463 was introduced by Mandisha A. Thomas, Lydia Glaize, Derrick Jackson, Phil Olaleye, Mesha Mainor, and Inga Willis during the 2023-2024 legislative session. This local act was passed by both chambers and signed by Governor Kemp on 5/6/2024 and empowers The City of Chattahoochee Hills to impose a hotel-motel excise tax of up to 8% in accordance with O.C.G.A. §48-13-51 (b). The Office of Research at the Georgia Department of Community Affairs (DCA) is charged with maintaining records, administrative guidance, and annual reporting of this tax for local governments across Georgia. We wanted to take this opportunity to reach out to you to provide any guidance, support, or resources that may be useful for your community.

With this local act having been adopted by the General Assembly and signed by Governor Kemp, the final action required in this process is the adoption of an ordinance establishing the authorization paragraph, tax rate, and effective date for the tax. In accordance with O.C.G.A. §48-13-51(g)(1) and (2), the earliest effective date is the "first day of the second month" following final adoption of the ordinance.

Once the ordinance has been adopted by the City Council we ask that you forward a *signed* copy to our office at Research@dca.ga.gov.

As you move forward with this process, we would like to make you aware of the resources published on the Office of Research's website. Ordinance guidance and general information on the tax including



pertinent definitions, restricted spending amounts, and some management best practices can be found here: <https://www.dca.ga.gov/local-government-assistance/research-surveys/hotel-motel-excise-tax>.

If this is Chattahoochee Hills City's first Hotel-Motel Excise tax, the City will need to begin annually completing the Hotel-Motel Tax Report, due within 6-months of the City's fiscal year end. This is available on the Hotel-Motel Tax webpage and can be completed with the same username and password you use to access other DCA reports. If this is Chattahoochee Hills City's first time collecting restricted Tourism Product Development (TPD) dollars, the City will now need to complete the TPD Project Contractor Information Schedule (PCIS) component of the report.

The Hotel-Motel Excise Tax is a valuable, but complicated revenue stream for local governments in Georgia. DCA is committed to working with local governments, CVBs, chambers of commerce, tourism authorities, and other stakeholders to develop a clearer understanding of the tax and maximize the impact of local efforts to promote tourism, to attract conventions, and to create and expand visitor attractions and destinations.

Please contact John "Jack" Brock at john.brock@dca.ga.gov or 404-679-3105 if you have any questions about reporting, logistics or next steps, or if we can be of assistance to you and your community.

Sincerely,

Megan Haley

Megan Haley
Principal Analyst, Manager | Office of Research and Geoanalytics

CC: Mandisha A. Thomas, Lydia Glaize, Derrick Jackson, Phil Olaleye, Mesha Mainor, Inga Willis, and Tracie Sanchez

AN ORDINANCE TO REVISE AND AMEND CHAPTER 28, ARTICLE III, HOTEL AND MOTEL TAX TO INCREASE THE EXCISE TAX FROM SEVEN PERCENT TO EIGHT PERCENT AND FOR OTHER PURPOSES

WHEREAS, the City of Chattahoochee Hills, Georgia (the "City") currently collects an excise tax of seven percent (7%) of the charge for the furnishing for value to the public of any room or rooms, lodgings, or accommodations facilitated or furnished by an innkeeper pursuant to O.C.G.A. § §48-13-50 *et seq.* ("Hotel/Motel Tax"); and

WHEREAS, the City has entered into an intergovernmental agreement ("IGA") with the Chattahoochee Hills Convention and Visitors Bureau Authority ("CVB") regarding the expenditure of the Hotel/Motel Tax; and

WHEREAS, the City and CVB created the Chattahoochee Hills Destination Marketing Organization, Inc. ("DMO"), a non-profit entity, to control and direct the expenditure of a portion of the funds collected under the Hotel/Motel Tax; and

WHEREAS, pursuant to the terms of the IGA, the projects and tourism product development purposes for which a portion of the Hotel/Motel Tax shall be spent are identified therein; and

WHEREAS, the City shall divide the Hotel/Motel Tax such that the City shall retain and use according to the requirements of O.C.G.A. §48-13-51(b)(5) three cents of every eight cents collected as Hotel/Motel Tax (37.50% of the Hotel/Motel Tax); dedicate to the CVB two cents of every eight cents collected as Hotel/Motel Tax (25.00% of the Hotel/Motel Tax); dedicate to the DMO 1.5 cents of every eight cents collected as Hotel/Motel Tax (18.75% of the Hotel/Motel Tax); and, dedicate to tourism product development 1.5 cents of every eight cents collected as Hotel/Motel Tax (18.75% of the Hotel/Motel Tax); and

WHEREAS, the General Assembly passed a local act and signed by the governor on May 6, 2024 authorizing the City to collect the Hotel/Motel Tax at the rate of eight percent (8%) under the terms set forth herein; and

WHEREAS, the City now has authority under Georgia law to increase the hotel/motel excise tax from its current seven percent to eight percent; and

WHEREAS, the City Council is now taking action to increase the hotel/motel excise tax from its current seven percent to eight percent, which can take effect no sooner than the first day of the second month following the adoption of this ordinance.

NOW THEREFORE, the Mayor and Council of the City of Chattahoochee Hills, Georgia ordain that Chapter 28, Article III (*Hotel and Motel Tax*) be amended and be effective on the first day of September, 2024 as hereby adopted and approved to be a part of the Code of Ordinances of the City of Chattahoochee Hills, Georgia.:

Section 1: Chapter 28, Article III (*Hotel and Motel Tax*) is amended by deleting Section 28-51(a) in its entirety and substituting the following language as follows:

- (a) “Effective September 1, 2024, there is imposed, assessed, and levied, and there shall be paid an excise tax of eight percent of the rent for every occupancy of a guest room in a hotel in the city. The tax shall be paid on any occupancy on or after September 1, 2024, within the city limits.”

Section 2: Chapter 28, Article III (*Hotel and Motel Tax*) is amended by deleting Sec. Section 28-51(b)(2) in its entirety and substituting the following language as follows:

- (b)(2) “Any charges for continuous occupancy after the initial thirty days of continuous occupancy; or”.

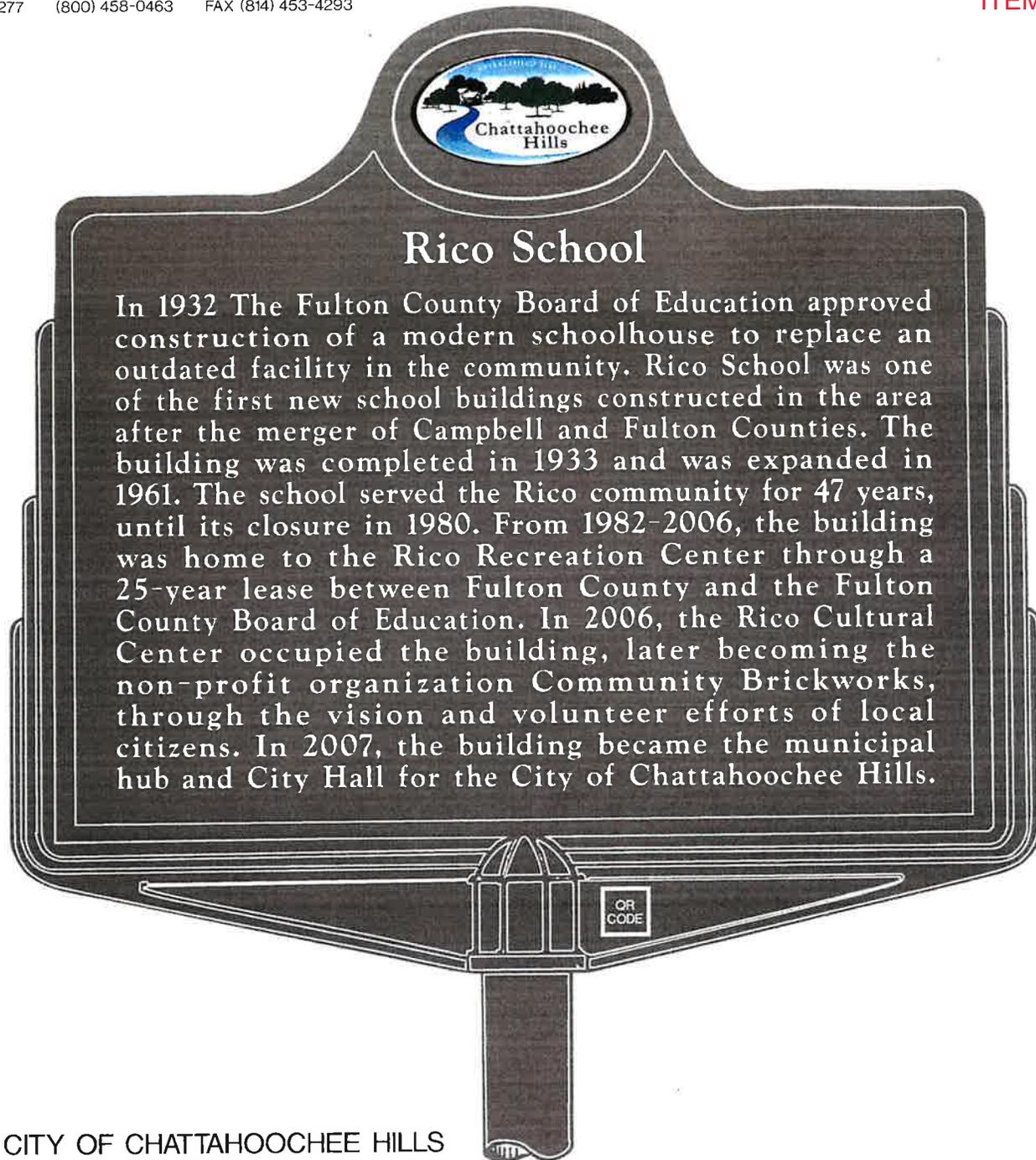
Section 3: The within ordinance shall become effective on September 1, 2024, and the current ordinance found at Section 28-51(a) shall remain in effect until 11:59 p.m. on August 31, 2025.

Section 4: All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed effective September 1, 2024, to the extent of such conflict.

SO ORDAINED BY THE COUNCIL OF CHATTAHOOCHEE HILLS this the 4th day of June 2024.

Mayor: _____
Tom Reed

Attest: _____
S. Diane White, City Clerk
(Seal)



CITY OF CHATTAHOOCHEE HILLS
ATTN: BRIAN GROSS

- 1) 45" x 45" CAST ALUMINUM HISTORICAL STYLE SIGN, DOUBLE FACE COPY STYLE: CLASSIC LETTER SIZE: 1-1/2" FOR HEADER, 1" FOR BODY FINISH: BAKED ENAMEL PMS 447-C DARK HORSE FENCE BROWN BACKGROUND AND POST, RAISED TEXT AND BORDER ROLLED WHITE. SIGN COMPLETE WITH FULL COLORED LOGO AS PER DRAWING.
- 1) 2" SQ. QR CODE. MOUNTING: CENTER POST MOUNTING HUB TO ACCOMMODATE 1) 3-1/2" x 10' POST.

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4/30/24
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APPROVED AS CORRECTED FOR MANUFACTURE ()
RESUBMIT NEW PROOF ()

CUSTOMER SIGNATURE _____
DATE _____



Rico School

In 1932 The Fulton County Board of Education approved construction of a modern schoolhouse to replace an outdated facility in the community. Rico School was one of the first new school buildings constructed in the area after the merger of Campbell and Fulton Counties. The building was completed in 1933 and was expanded in 1961. The school served the Rico community for 47 years, until its closure in 1980. From 1982-2006, the building was home to the Rico Recreation Center through a 25-year lease between Fulton County and the Fulton County Board of Education. In 2006, the Rico Cultural Center occupied the building, later becoming the non-profit organization Community Brickworks, through the vision and volunteer efforts of local citizens. In 2007, the building became the municipal hub and City Hall for the City of Chattahoochee Hills.

A small square QR code is located on the right side of the sign's base, positioned above the text "QR CODE".

QR
CODE

STATE OF GEORGIA
FULTON COUNTY

RESOLUTION NO. 24-06-372

**A RESOLUTION APPOINTING MEMBERS TO THE CITY
OF CHATTAHOOCHEE HILLS HISTORIC COMMISSION**

BE IT RESOLVED by the City Council of the City of Chattahoochee Hills, GA while in a regular meeting on June 4, 2024, at 6:00 p.m. as follows:

SECTION 1: That

are hereby appointed to the Chattahoochee Hills Historic Commission for a term commencing June 4, 2024, and ending on May 31, 2025; and,

SECTION 2: That this Resolution shall become effective upon its adoption.

RESOLVED by the City Council of the City of Chattahoochee Hills, Georgia, this 4th day of June 2024

APPROVED:

Tom Reed, Mayor

ATTEST:

S. Diane White, City Clerk
(Seal)

STATE OF GEORGIA
FULTON COUNTY

RESOLUTION NO. 24-06-373

**A RESOLUTION APPOINTING MEMBERS TO THE CITY
OF CHATTAHOOCHEE HILLS PARKS COMMISSION**

BE IT RESOLVED by the City Council of the City of Chattahoochee Hills, GA while in a regular meeting on June 4, 2024, at 6:00 p.m. as follows:

SECTION 1: That

are hereby appointed to the Chattahoochee Hills Parks Commission for a term commencing June 4, 2024, and ending on May 31, 2025; and,

SECTION 2: That this Resolution shall become effective upon its adoption.

RESOLVED by the City Council of the City of Chattahoochee Hills, Georgia, this 4th day of June 2024.

APPROVED:

Tom Reed, Mayor

ATTEST:

S. Diane White, City Clerk
(Seal)

STATE OF GEORGIA
FULTON COUNTY

RESOLUTION NO. 24-06-374

**A RESOLUTION APPOINTING MEMBERS TO THE CITY
OF CHATTAHOOCHEE HILLS PLANNING COMMISSION**

BE IT RESOLVED by the City Council of the City of Chattahoochee Hills, GA while in a regular meeting on June 4, 2024, at 6:00 p.m. as follows:

SECTION 1: That

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

are hereby appointed to the Chattahoochee Hills Planning Commission for a term commencing June 4, 2024, and ending on May 31, 2025; and,

SECTION 2: That this Resolution shall become effective upon its adoption.

RESOLVED by the City Council of the City of Chattahoochee Hills, Georgia, this 4th day of June 2024.

APPROVED:

Tom Reed, Mayor

ATTEST:

S. Diane White, City Clerk
(Seal)