



City of Holly Springs

Date: Monday, March 7, 2022

Location: 3235 Holly Springs Pkwy.

City Council Work Session Agenda 7:00 p.m., Council Chambers

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE

“Veterans of U.S. military services may proudly salute the flag while not in uniform based on a change in the governing law on 25 July 2007.”
- III. INVOCATION
- IV. PUBLIC COMMENTS
- V. UNFINISHED BUSINESS
- VI. NEW BUSINESS
 - A. Discuss MA-02-2022, rezoning of 2.38 +/- acres located off of Holly Springs Parkway, Holly Springs, GA, tax parcel 051 or tax plat 93N00, from R-20, Single Family Residential, to TND, Traditional Neighborhood Development
Presented By: Nancy Moon, Community Development Director
 - B. Discuss the bond release for Advanced Auto Parts and the bond release and acceptance of roads in Holly Glen Ph. 1, and The Gardens Phases 1 & 2
Presented By: Nancy Moon, Community Development Director
 - C. Discuss a resolution opposing HB 1093 and SB 494 and opposing limitations on a county’s authority to make housing, land use and zoning decisions within a local government’s geographical boundaries
Presented By: Nancy Moon, Community Development Director
 - D. Discuss an amendment to the 2022 budget appropriation
Presented By: Denise Lamazares, Finance Director

- E. Discuss proposals for sidewalk repairs in Harmony on the Lakes
Presented By: Robert H. Logan, City Manager
- F. Discuss a Lighting Services Agreement between Georgia Power and the City of Holly Springs, Georgia
Presented By: Robert H. Logan, City Manager
- G. Discuss an agreement among Advanced Metal Fabrication, Inc., the Urban Redevelopment Agency of the City of Holly Springs, Georgia, and the City of Holly Springs, Georgia
Presented By: Robert H. Logan, City Manager
- H. Discuss an agreement among AW Global, LLC, the Urban Redevelopment Agency of the City of Holly Springs, Georgia and the City of Holly Springs, Georgia
Presented By: Robert H. Logan, City Manager
- I. Discuss Invoice #0017 from Dawsonville Bluffs, LLC for stream mitigation credits for the Holly Springs Parkway Widening Project Phases I, II, and III
Presented By: Robert H. Logan, City Manager
- J. Discuss Amendment Two to the Contract for Professionals Services between Optech Monette, LLC and the City of Holly Springs, Georgia
Presented By: Robert H. Logan, City Manager
- K. Discuss the Enterprise Fleet Management Program
Presented By: Robert H. Logan, City Manager
- L. Discuss an Intergovernmental Agreement for Cherokee County to Conduct Elections for the City of Holly Springs, Georgia
Presented By: Karen Norred, City Clerk/Human Resources Director
- M. Discuss amendments to job descriptions
Presented By: Karen Norred, City Clerk/Human Resources Director

VII. REPORTS

VIII. ADJOURNMENT

City Council Special Called Meeting Agenda *Immediately following the Work Session*

I. CALL TO ORDER

II. UNFINISHED BUSINESS

1. Approve/deny a resolution approving the Urban Redevelopment Plan Amendment
2. Approve/deny Invoice #0017 from Dawsonville Bluffs, LLC for stream mitigation credits for the Holly Springs Parkway Widening Project Phases I, II, and III in an amount not to exceed \$542,700
3. Approve/deny the Accounting Specialist, Finance Director, Community Development Director, Accountant, Communications and External Affairs Director, Assistant City Clerk/Records Manager, Chief Building Official, Building Inspector, Community Development Technician, Administrative Assistant, Senior Building Inspector, Court Administrator, Police Chief, Deputy Police Chief, Captain, Lieutenant, Sergeant, Detective, and Officer job descriptions

III. ADJOURNMENT



STAFF ANALYSIS

FROM: Nancy Moon

SUBJECT: MA-02-2022, applicant requests rezoning of 2.38 +/- acres located off Holly Springs Parkway, Holly Springs, GA, tax parcel 051 of tax plat 93N00, from R-20, Single Family Residential, to TND, Traditional Neighborhood Development

DATE: March 2, 2022

COUNCIL MEETING DATE: March 7, 2022

STAFF ANALYSIS

Applicant, SDH Atlanta, LLC, has requested rezoning of 2.38+/- acres, tax parcels 051 of tax plat 93N00, from R-20, Single Family Residential to TND, Traditional Neighborhood Development. The applicant proposes a residential development consisting of 14 residential townhome units (1700-1900 sq. ft. heated space) with a proposed gross density of 6.3 units per acre. Proposed amenities include a pocket park. Buffers will be required adjacent to less dense residential properties unless otherwise approved. The applicant has proposed a 20' undisturbed buffer with a 10' setback on the northern property line (30' buffer required). Currently, storage buildings are being utilized immediately adjacent to this property. The adjacent property along the southern property line is zoned GC and does not require a buffer however, a pocket park is located along this property line. The rear of the property contains a stream with the associated buffers. The applicant has requested a stream buffer variance to the impervious area buffer (the outer 25' of the total 75' buffer) for the construction of a turn-around to meet the fire code providing less impact than crossing the stream to construct the turn-around. This request was approved by the Development Review Committee. While the proposed project is less acreage than is required by a TND development, it is located within the Town Center district which does allow for more dense development on smaller lots. A conceptual site plan, as well as proposed elevations, have been provided for the development.

A. Existing Land Use and Zoning Classification of Nearby Property

ADJACENT ZONING		ADJACENT DEVELOPMENT	
NORTH:	R-20	NORTH:	SFR/Rental/Storage
SOUTH:	GC	SOUTH:	SFR
EAST:	GC	EAST:	SFR/Office/Commercial
WEST:	R-20	WEST:	SFR

B. Zoning Proposal Review Standards; Study Required for Amendment

1. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property?

Surrounding development in the area includes single-family residential, commercial, and office uses. The proposed development, consisting of single-family attached townhomes, is more dense than what is immediately adjacent; however, other uses in the area would be classified as a more intensive use, i.e. commercial/office uses and this proposal would act as a transition from those type of uses to the less dense residential areas.

2. Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property?

The development of this property should not cause a substantial adverse effect on adjacent or nearby properties with regards to existing uses or usability.

3. Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned?

The property, as currently zoned, would be allowed to develop with those uses associated with the R-20 zoning districts consisting of single-family residential uses. In addition, this property is located within the Town Center district providing additional opportunities for development.

4. Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, public safety, or schools?

This request will generate additional traffic and use of utilities. Since the unit count is under 25, the Cherokee County School District (CCSD) views the impact as negligible and they do not calculate the impacts.

5. Whether the zoning proposal is in conformity with the policy and intent of the adopted Future Development Map (FDM) and Future Land Use Map (FLUM)?

The Future Development Map identifies this property with the character area of Town Center. This character area consists of a compact area corresponding with the City's downtown. Acceptable uses include residences, businesses, offices, civic buildings and uses, entertainment space, institutional, and mixed-use developments. In addition, this character area is proposed to incorporate redevelopment and revitalization objectives of a compact, pedestrian-friendly downtown. Within this character area, participation of other agencies such as the Downtown Development Authority and/or the Planning and Zoning Commission will be required in terms of development planning.

Application: Holly Springs Town Center

Primary Future Land Uses: Mix of uses including commercial, office, government, residential, and park.

Zoning Districts: PD-C, NC, GC, OI, GV, MXD-1, MXD-2

Density/Intensity: High density residential uses up to 16 units/acre in mixed-use center

6. Whether the zoning proposal is in conformity with the policies, objectives, and vision set forth by the Community Agenda (Comprehensive Plan) and other adopted policy documents?

The proposed development, consisting of single-family residential use townhomes, is in compliance with the vision and objectives of the Community Agenda, primarily as follows:

- a) Traditional Neighborhood Development. Promote traditional neighborhood and mixed-use developments in appropriate areas, which could include commercial, multi-family, and single-family sections within the same project area. (8.1, #4)**
- b) Density. Consider increased residential densities for property adjacent to arterials and urban collectors. As properties are distanced further from arterials, urban collectors, and more intense uses, residential densities should decrease. (8.1, #8)**
- c) Architectural Requirements. Utilize the adopted architectural requirements for the various character areas of the city, seeking to refine and enhance these requirements, as needed. Consistently enforce architectural regulations to promote a uniform and harmonious quality of development within respective character areas. (8.1, #11)**
- d) Environmentally Sensitive Areas. Encourage development to use environmentally sensitive areas as buffers between differing land uses where appropriate. (8.1, #15)**
- e) Housing Options. Promote an adequate range of safe, affordable, inclusive, and resource efficient housing in the community. This may be achieved by encouraging development of a variety of housing types, sizes, costs, and densities in each neighborhood; promoting programs to provide housing for residents of all socio-economic backgrounds, including affordable mortgage finance options; instituting programs to address homelessness issues in the community; or coordinating with local economic development programs to ensure availability of adequate workforce housing in the community. (8.2, #1)**

- f) Town Center. Protect and enhance the community's unique qualities. This may be achieved by maintaining the downtown as a focal point of the community; fostering compact, walkable, mixed-use development; protecting and revitalizing historic areas of the community; encouraging new development that is compatible with the traditional features of the community; or protecting scenic and natural features that are important to defining the community's character. (9.1, #1, Quality Community Objective, #5).**
 - g) Redevelop and revitalize the Holly Springs downtown. (9.1, #2)**
 - h) Provide opportunities to live in the town center by promoting diverse dwelling opportunities, including detached dwellings on smaller lots, townhouses, condominiums, lofts/apartments, and accessory dwelling units. (9.1, #3)**
7. Whether an impact is expected on the environment, including, but not limited to, drainage, soil erosion, and sedimentation, flooding, air quality, and water quality and quantity?

The development of the property will be held to the environmental development standards for all local, state, and federal requirements. Engineering design and approval will meet all standards. The applicant has applied for a variance to the stream buffer ordinance to allow a turn-around to be constructed within the impervious buffer area (outer 25' of the 75' buffer). This variance is decided by the Development Review Committee.

8. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal?

The proposed project is in close proximity to the Town Center area, currently under development. This project will provide an additional type of housing not currently available within the immediate area, as well as, provide an additional customer base for which the Town Center can provide services.

C. Summary

The proposed use does fit within the goals and projected land use of the City's Comprehensive Plan. This project should provide an adequate transition from the more intense uses within the Town Center to the less intense residential uses as the distance from the Town Center increases. It is within walking distance to the new Town Center development, currently under construction.

D. Planning Commission Recommendation

Planning Commission conducted a public hearing on February 10, 2022. Public comments made during the meeting were related to traffic issues on Holly Springs Parkway and Holly

Street. Planning Commission recommended **APPROVAL** (4-1) with staff stipulations of the request to rezone the property to **TND, Traditional Neighborhood Development**.

E. DDA Information and Recommendation

The proposed project is located within the Town Center District, an area that encompasses more than the area that is currently under construction by the City. As such, new developments and redevelopments require review by the DDA. This will be the first application since the City began construction on the Town Center requiring review by the DDA. The Town Center District permits mixed-use developments with review by staff and the DDA; however, single-use developments are required to comply with the underlying zoning, as well. The proposed development consists of only one use—single-family residential (townhomes). Subsequently, the development requires rezoning resulting in review and recommendation from the Planning Commission, as well as, review by the DDA. The DDA recommendation is based on how appropriate the architecture and overall development conform to the goals/design of the Town Center District. Projects located within the Town Center district have different architectural requirements and, in addition to review by DDA, are reviewed by the Town Center Architect. The proposed elevations were sent to the architect and his comments are included in the packet. The applicant met with the Town Center Architect and City staff to discuss the recommended changes. The revised elevations have been included within the packet. The Downtown Development Authority heard this application at the February 16, 2022, meeting. The DDA recommended **APPROVAL** (4-1) of the request.

F. Staff Recommendation

Staff recommends **APPROVAL** to rezone 2.38+/- acres, to **TND, Traditional Neighborhood Development** with the following stipulations:

1. A master association shall be formed which shall include all component parts of the project. The master association shall be responsible for the oversight, upkeep, and maintenance of the entrance areas, signage, private infrastructure, detention areas, mail kiosk, amenity areas, common areas, open space areas, other common recreational areas, and all landscaping and plantings contained within the community.
2. The master association to be formed hereunder shall have architectural design regulations which shall control and coordinate all principal and accessory buildings within the project, as well as items such as project entrance signage, signage for individual units, signage within amenity areas, common areas, open space areas, other common recreational areas and the like to protect and maintain the quality and integrity of the development. The yard areas around each unit shall be fully sodded/landscaped and maintained by the mandatory homeowners' association.
3. All restrictive covenants and association documents shall be submitted for review by the Community Development Director prior to final plat approval.
4. All units within the proposed community shall be "for sale" units. The Declaration of Restrictive Covenants shall restrict the number of units which can be leased at any one time to no more than twenty percent.

5. Density shall be limited to a maximum gross density of 5.88 units per acre, or a maximum of 14 fee simple single-family residential townhome dwelling units.
6. The architectural style shall be of craftsman type and the exterior facade shall consist of brick, stone, stacked stone, cedar shake type and/or Hardi-plank and combinations thereof, one of which must be brick or stone, and follow the design guidelines as outlined in the Holly Springs Zoning Ordinance, Article 19, Design Guidelines for Model Zoning Districts. Additional review and approval by the Town Center Architect shall be required.
7. Gutters shall blend with the architectural style of the buildings, consistent with the master covenants as established by the master association.
8. Garage doors shall be setback a minimum of 20 feet from the back of sidewalks.
9. Signage at the entrance point shall be ground based, monument style, in compliance with Article 10, Signs and Outdoor Advertising and shall complement the high quality, architectural vision and style of the proposed homes. The entrance areas shall be professionally designed, landscaped and maintained.
10. Lighting shall be environmentally sensitive, with developer making every effort to ensure that lighting is as unobtrusive as possible, utilizing fully-shielded LED lamps in compliance with the International Dark Sky Association, or equivalent organization.
11. Owner/developer shall coordinate with the Community Development Director and the City Arborist regarding open space, recreation areas, and landscaping.
12. The required undisturbed and/or planted buffer on the northern property line may be reduced to 20 feet.
13. Entrance design and improvements to Holly Springs Parkway shall be provided as per determination and recommendation of the City Engineer.
14. All construction and employee vehicles and equipment will be parked, and otherwise located, on the property during development of infrastructure and construction of residences and shall not be parked on or along Holly Springs Parkway. There will be no stacking of vehicles along any roadway waiting for entry onto the property.

*** The recommendations made herein are the opinions of the City of Holly Springs Staff and do not constitute a final decision. The Holly Springs City Council makes the final decision on all rezoning applications at their regularly scheduled meeting. Any site plan submitted as a part of this application is not considered approved and must go through the normal civil site plan review by the City of Holly Springs Community Development Department to ensure compliance with City regulations.*

MA-02-2022
Location Map
Rezoning Request

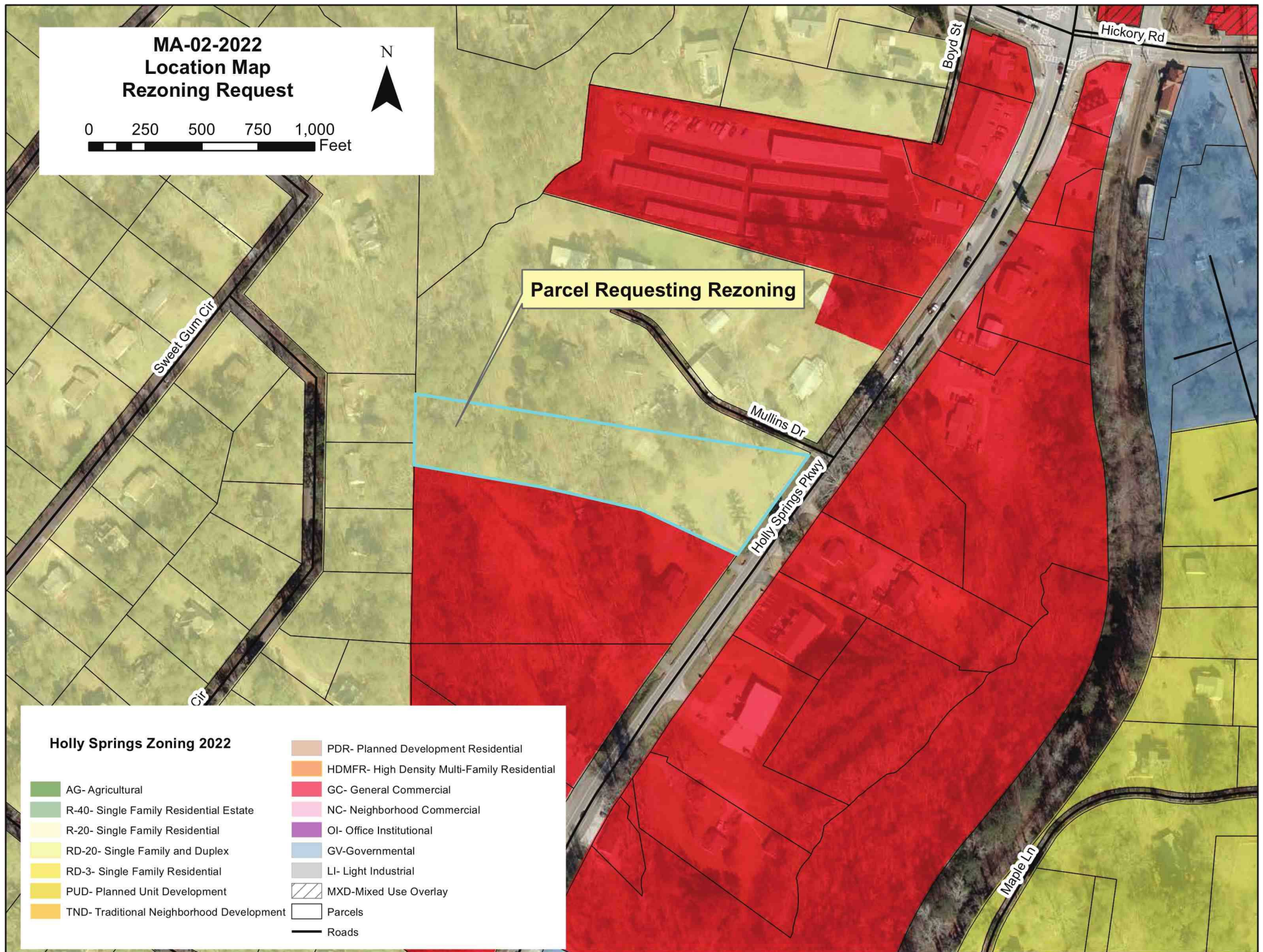


0 250 500 750 1,000
Feet

Parcel Requesting Rezoning

Holly Springs Zoning 2022

 AG- Agricultural	 PDR- Planned Development Residential
 R-40- Single Family Residential Estate	 HDMFR- High Density Multi-Family Residential
 R-20- Single Family Residential	 GC- General Commercial
 RD-20- Single Family and Duplex	 NC- Neighborhood Commercial
 RD-3- Single Family Residential	 OI- Office Institutional
 PUD- Planned Unit Development	 GV- Governmental
 TND- Traditional Neighborhood Development	 LI- Light Industrial
	 MXD- Mixed Use Overlay
	 Parcels
	 Roads



THIS PROPERTY DOES NOT LIE WITHIN
THE 1% ANNUAL FEMA FLOODPLAIN
(100-YEAR FLOOD). PER FIRM 13057C
0242E, DATED JUNE 7TH, 2019

1. REDUCE 30' BUFFER ALONG NORTH PROPERTY LINE BY 10' TO A 20' BUFFER.

1. REDUCE 30' BUFFER ALONG NORTH PROPERTY LINE BY 10' TO A 20' BUFFER.

TIN NUMBER: 93N00 051
PIN NUMBER: 15-0344-0015
LOCATION: 3365 HOLLY SPRINGS PARKWAY
LAND LOT 344, 15TH DISTRICT, 2ND SECTION
CURRENT ZONING = GC (COMMERCIAL)
PROPOSED ZONING = TND (TRADITIONAL NEIGHBORHOOD
DEVELOPMENT)

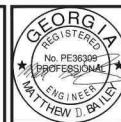
PROPOSED USE = TOWNHOUSES
SITE AREA TO BE DEVELOPED = 2.383 ACRES

1. MINIMUM OPEN SPACE 20%
2. MAX BUILDING COVERAGE IS 20%
3. FRONT SETBACK=15', SIDE SETBACK=5', REAR=20'
4. SEPARATION B/W BUILDINGS = 20'
5. MAX 8 UNITS ATTACHED.

TOTAL RESIDENTIAL UNITS PROPOSED = 14 UNITS
PROVIDED OPEN SPACE=1.51 (63.50%)
PROPOSED BUILDING COVERAGE=16.10%
IMPERVIOUS AREA=0.87 ACRES (36.50%)
PROPOSED ROAD LENGTH = 675± L.F.
PROPOSED DENSITY= 5.87 UNITS/ACRE



VICINITY MAP



Group

BAILEYcivil

P.O. Box 4392
78.925.6003

FOR

FOR
SMITH DOUGLAS
110 VILLAGE TRAIL, SUITE 215

PROJECT
3365 HOLLY SPRINGS PKWY

SHEET TITLE
SITE PLAN

SHEET NUMBER

C201

PROJECT NUMBER

21164

DATE
JANUARY 21TH, 2022

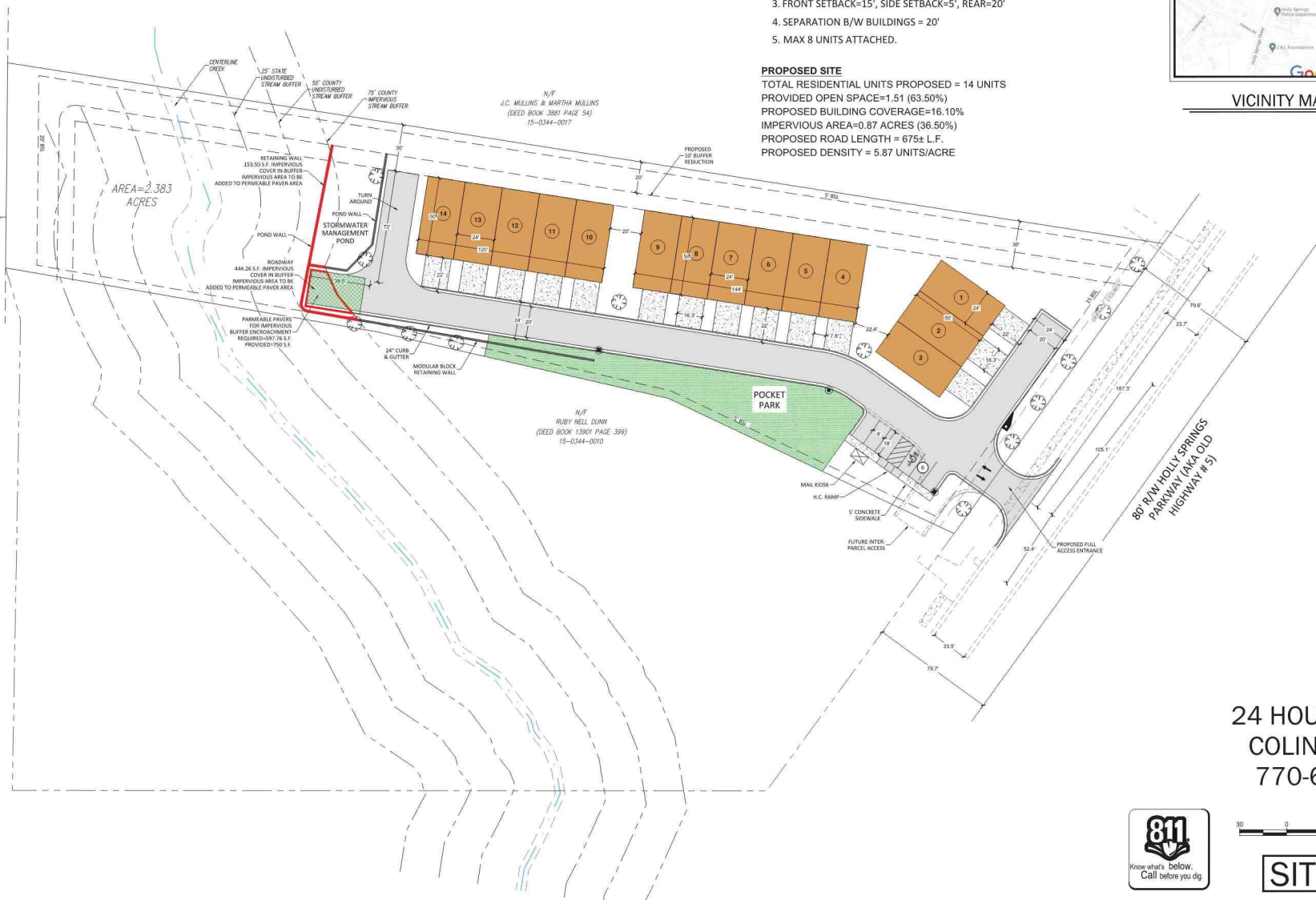
REVISIONS

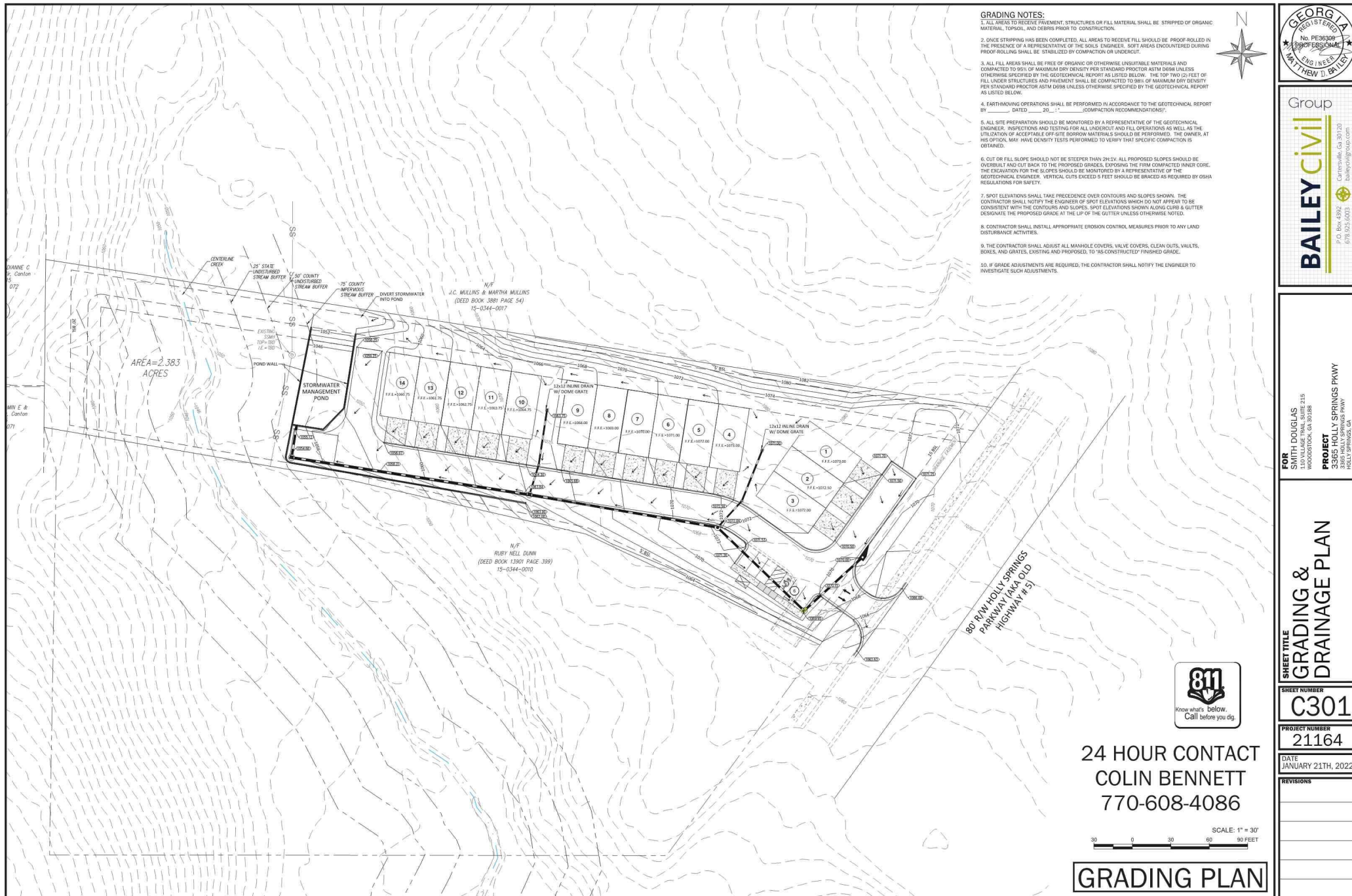
24 HOUR CONTACT
COLIN BENNETT
770-608-4086



SCALE: 1" = 30'

SITE PLAN





- GRADING NOTES:**
1. ALL AREAS TO RECEIVE PAVEMENT, STRUCTURES OR FILL MATERIAL SHALL BE STRIPPED OF ORGANIC MATERIAL, TOPSOIL, AND DEBRIS PRIOR TO CONSTRUCTION.
 2. ONCE STRIPPING HAS BEEN COMPLETED, ALL AREAS TO RECEIVE FILL SHOULD BE PROOF-ROLLED IN THE PRESENCE OF A REPRESENTATIVE OF THE SOILS ENGINEER. SOFT AREAS ENCOUNTERED DURING PROOF-ROLLING SHALL BE STABILIZED BY COMPACTION OR UNDERCUT.
 3. ALL FILL AREAS SHALL BE FREE OF ORGANIC OR OTHERWISE UNSUITABLE MATERIALS AND COMPACTED TO 95% OF MAXIMUM DRY DENSITY PER STANDARD PROCTOR ASTM D998 UNLESS OTHERWISE SPECIFIED BY THE GEOTECHNICAL REPORT AS LISTED BELOW. THE TOP TWO (2) FEET OF FILL UNDER STRUCTURES AND PAVEMENT SHALL BE COMPACTED TO 96% OF MAXIMUM DRY DENSITY PER STANDARD PROCTOR ASTM D998 UNLESS OTHERWISE SPECIFIED BY THE GEOTECHNICAL REPORT AS LISTED BELOW.
 4. EARTHMOVING OPERATIONS SHALL BE PERFORMED IN ACCORDANCE WITH THE GEOTECHNICAL REPORT BY _____ DATED _____ (COMPACTION RECOMMENDATIONS).
 5. ALL SITE PREPARATION SHOULD BE MONITORED BY A REPRESENTATIVE OF THE GEOTECHNICAL ENGINEER. INSPECTIONS AND TESTING FOR ALL UNDERCUT AND FILL OPERATIONS AS WELL AS THE UTILIZATION OF ACCEPTABLE OFF-SITE BORROW MATERIALS SHOULD BE PERFORMED. THE OWNER, AT HIS OPTION, MAY HAVE DENSITY TESTS PERFORMED TO VERIFY THAT SPECIFIC COMPACTION IS OBTAINED.
 6. CUT OR FILL SLOPE SHOULD NOT BE STEEPER THAN 2H:1V. ALL PROPOSED SLOPES SHOULD BE OVERBUILT AND CUT BACK TO THE PROPOSED GRAD, EXPOSING THE FIRM COMPACTED INNER CORE. THE EXCAVATION FOR THE SLOPES SHOULD BE MONITORED BY A REPRESENTATIVE OF THE GEOTECHNICAL ENGINEER. VERTICAL CUTS EXCEED 5 FEET SHOULD BE BRACED AS REQUIRED BY OSHA REGULATIONS FOR SAFETY.
 7. SPOT ELEVATIONS SHALL TAKE PRECEDENCE OVER CONTOURS AND SLOPES SHOWN. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF SPOT ELEVATIONS WHICH DO NOT APPEAR TO BE CONSISTENT WITH THE CONTOURS AND SLOPES. SPOT ELEVATIONS SHOWN ALONG CURB & GUTTER DESIGNATE THE PROPOSED GRADE AT THE LIP OF THE GUTTER UNLESS OTHERWISE NOTED.
 8. CONTRACTOR SHALL INSTALL APPROPRIATE EROSION CONTROL MEASURES PRIOR TO ANY LAND DISTURBANCE ACTIVITIES.
 9. THE CONTRACTOR SHALL ADJUST ALL MANHOLE COVERS, VALVE COVERS, CLEAN OUTS, VAULTS, BOXES, AND GRATES, EXISTING AND PROPOSED, TO "AS-CONSTRUCTED" FINISHED GRADE.
 10. IF GRADE ADJUSTMENTS ARE REQUIRED, THE CONTRACTOR SHALL NOTIFY THE ENGINEER TO INVESTIGATE SUCH ADJUSTMENTS.



24 HOUR CONTACT
COLIN BENNETT
770-608-4086

SCALE: 1" = 30'
0 30 60 90 FEET

GRADING PLAN



Group
BAILEY civil
Columbiana, GA 30735
P.O. Box 4902
678.925.0003
baileygroup.com

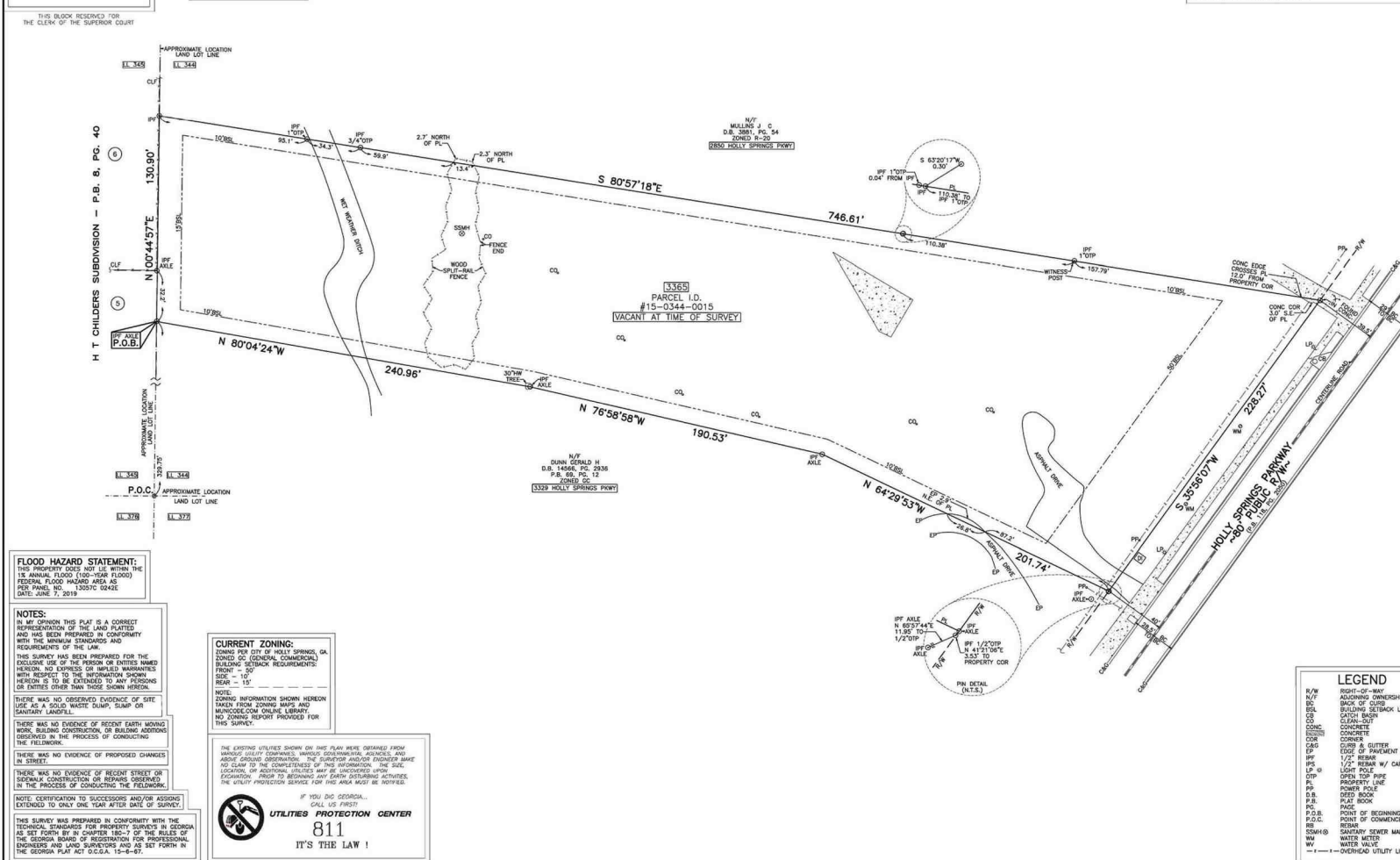
FOR SMITH DOUGLAS
110 VILLAGE TRAIL, SUITE 215
WOODSTOCK, GA 30188
PROJECT 3365 HOLLY SPRINGS PKWY
3365 HOLLY SPRINGS PKWY
FACULTY SPRINGS, GA

SHEET TITLE GRADING & DRAINAGE PLAN
SHEET NUMBER C301
PROJECT NUMBER 21164
DATE JANUARY 21TH, 2022
REVISIONS

SCALE: 1" = 30'

AREA
2,383 ACRES
103,827 SQ. FEET

THIS BLOCK RESERVED FOR THE CLERK OF THE SUPERIOR COURT



FLOOD HAZARD STATEMENT:
THIS PROPERTY DOES NOT LIE WITHIN THE 1% ANNUAL FLOOD (100-YEAR FLOOD) FEDERAL FLOOD HAZARD AREA AS PER PANEL NO. 130570 0242E DATED JUNE 7, 2019.

NOTES:
IN MY OPINION THIS PLAN IS A CORRECT REPRESENTATION OF THE LAND PLAT AND HAS BEEN PREPARED IN CONFORMITY WITH THE MINIMUM STANDARDS AND REQUIREMENTS OF THE LAW.
THIS SURVEY HAS BEEN PREPARED FOR THE EXCLUSIVE USE OF THE PERSON OR PERSONS NAMED HEREON. NO EXPRESS OR IMPLIED WARRANTIES WITH RESPECT TO THE INFORMATION SHOWN HEREON IS TO BE EXTENDED TO ANY PERSONS OR ENTITIES OTHER THAN THOSE SHOWN HEREON.
THERE WAS NO OBSERVED EVIDENCE OF SITE EXISTING AS A SOLID WASTE DUMP, SLUMP OR LANDFILL.
THERE WAS NO EVIDENCE OF RECENT EARTH MOVING, WORK, BUILDING CONSTRUCTION, OR BUILDING ADDITIONS OBSERVED IN THE PROCESS OF CONDUCTING THE FIELDWORK.
THERE WAS NO EVIDENCE OF PROPOSED CHANGES IN STREET.
THERE WAS NO EVIDENCE OF RECENT STREET OR LOCALITY CONSTRUCTION OR REPAIRS OBSERVED IN THE PROCESS OF CONDUCTING THE FIELDWORK.
NOTE: CERTIFICATION TO SUCCESSORS AND/OR ASSIGNS EXTENDING TO ONLY ONE YEAR AFTER DATE OF SURVEY.

CURRENT ZONING:
ZONING FOR CITY OF HOLLY SPRINGS, GA. ZONED DC (GENERAL COMMERCIAL). BUILDING SETBACK REQUIREMENTS: SIDE - 30' FRONT - 10' REAR - 10'

NOTE:
ZONING INFORMATION SHOWN HEREON TAKEN FROM ZONING MAPS AND METROPLANS ONLINE LIBRARY. NO ZONING REPORT PROVIDED FOR THIS SURVEY.

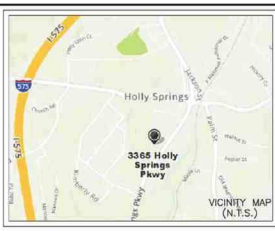
THE EXISTING UTILITIES SHOWN ON THIS PLAN WERE OBTAINED FROM VARIOUS HOLLY SPRINGS UTILITY DEPARTMENT RECORDS AND ABOVE GROUND OBSERVATION. THE SURVEYOR AND/OR ENGINEER MAKE NO CLAIM TO THE COMPLETENESS OF THIS INFORMATION. THE SIZE, LOCATION, OR ADDITIONAL UTILITIES MAY BE UNCOVERED UPON EXCAVATION. PRIOR TO BEGINNING ANY EXISTING UTILITIES, THE UTILITY PROTECTION SERVICE FOR THIS AREA MUST BE NOTIFIED.

IF YOU DO GEORGIA...
CALL US FIRST!
UTILITIES PROTECTION CENTER
811
IT'S THE LAW!

PROJECT DESCRIPTION:	ALTA/NPS SURVEY FOR: SHD ATLANTA LLC, FIRST AMERICAN TITLE INSURANCE COMPANY, AND MCMICHAEL & GRAY, PC
3365 HOLLY SPRINGS PARKWAY, HOLLY SPRINGS, GEORGIA 30115	
SUBJECT: CHERRYBROOK	SECTION: 1534
LAND LOT: 344	SECTION: 260

ADAM & LEE LAND SURVEYING
5640 GA. HWY. 20 S.
LOGANVILLE, GA. 30052 (770)554-8995
www.adamandlee.com FAX:(770)664-8134

LEGAL DESCRIPTION:
3365 Holly Springs Parkway, Holly Springs, Georgia 30115
All that tract or parcel of land being in Land Lot 141, 1st District, DeKalb County, Georgia, and being more particularly described as follows:
Commencing at the corner corner to Land Lot 344, 345, 376 & 377, thence North along the West line of Land Lot 344 a distance of 120.75 feet to a stake found and THE TRULY POINT OF BEGINNING from the established Point of Beginning corner along and Land Lot 344 South 89°17'17" East a distance of 130.09 feet to a 1/2 inch iron nail, thence South 89°17'17" East a distance of 141.61 feet to a "C" found in concrete in the Southwesterly right-of-way of Holly Springs Parkway, thence along said right-of-way to the Southwesterly right-of-way of Holly Springs Parkway, thence along said right-of-way South 70°10'10" West a distance of 196.13 feet to a stake found, thence South 80°57'18" West a distance of 208.1 feet to THE TRULY POINT OF BEGINNING.
Total tract or parcel of land containing 2.383 acres.



NOTES:
FIELD INFORMATION FOR THIS SURVEY WAS OBTAINED WITH A 5 SECOND THEODOLITE AND AN ELECTRONIC DISTANCE METER.
THE FIELD DATA UPON WHICH THIS MAP OR PLAN IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 74,178 FEET AND AN ANGULAR ERROR OF 0.4 SECONDS PER ANGLE POINT AND WAS ADJUSTED BY LEAST SQUARES.
THIS MAP OR PLAN HAS BEEN CALCULATED FOR CLOSURES AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 1,205,976 FEET.
ALL HIGH PINE LANCES ARE SET ON FOUND (PIS OR PFS) ARE 1/2" REBAR RODS. UNLESS OTHERWISE NOTED (ALL 1/2" REBAR W/ CAP).
INFORMATION REGARDING THE REPORTED PRESENCE, SIZE, CHARACTER AND LOCATION OF EXISTING UNDERGROUND UTILITIES AND STRUCTURES IS SHOWN HEREON. THERE IS NO GUARANTEE OF THE ACCURACY OF THIS INFORMATION AND IT SHALL BE CONSIDERED THAT THE USER OF THIS MAP OR PLAN SHALL BE RESPONSIBLE FOR THE LOCATION AND ARRANGEMENT OF UNDERGROUND UTILITIES AND STRUCTURES SHOWN HEREON. BE INCONVENIENT AND UTILITIES AND STRUCTURES NOT SHOWN MAY BE ENCOUNTERED. THE USER OF THIS MAP OR PLAN SHALL BE RESPONSIBLE FOR THE LOCATION AND ARRANGEMENT OF UNDERGROUND UTILITIES AND STRUCTURES SHOWN HEREON. BE INCONVENIENT AND UTILITIES AND STRUCTURES NOT SHOWN MAY BE ENCOUNTERED. THE USER OF THIS MAP OR PLAN SHALL BE RESPONSIBLE FOR THE LOCATION AND ARRANGEMENT OF UNDERGROUND UTILITIES AND STRUCTURES SHOWN HEREON. BE INCONVENIENT AND UTILITIES AND STRUCTURES NOT SHOWN MAY BE ENCOUNTERED.

NOTES:
UNLESS STATED OTHERWISE HEREON, ONLY EVIDENCE OF EASEMENTS OR RIGHTS OF WAY OR INTERESTS IN LAND IS ASSUMED BY THE SURVEYOR FOR LOSS RELATING TO ANY MATTER THAT MAY BE DISCOVERED BY AN ABSTRACT OR TITLE SEARCH OF THE PROPERTY.
THIS PLAN OF SURVEY MAKES NO WARRANTY OR GUARANTEE AS TO THE EXISTENCE OF ANY EASEMENTS OF ANY TYPE, NO ABSTRACT OR TITLE SEARCH WAS PERFORMED TO DISCOVER THE EXISTENCE OF ANY EASEMENTS.
ONLY ACTS OF POSSESSIONS, IF ANY, THAT ARE VISIBLE FROM CASUAL INSPECTION OF THE PROPERTY ARE SHOWN HEREON. NO WARRANTY OR GUARANTEE IS MADE AS TO THE EXISTENCE OF ACTS OF POSSESSION BY THE ADJOINERS TO THE LANDS SHOWN AND DESCRIBED HEREON.
UNLESS STATED OTHERWISE, GOVERNMENT JURISDICTIONS, PLANS OR NEGATIVE EASEMENTS, IF ANY, WHICH MIGHT IMPACT ON THE USE OF THE PREMISES WERE NOT LOCATED. NO LIABILITY IS ASSIGNED BY THE SURVEYOR FOR ANY LOSS RESULTING FROM THE EXERCISE OF ANY GOVERNMENTAL JURISDICTION AFFECTING THE USE OF THE PREMISES. REPRODUCTIONS OF THIS SKETCH ARE NOT VALID UNLESS SIGNED, DATED, AND SEALED WITH A SURVEYOR'S SEAL.

LEGEND
R/W RIGHT-OF-WAY
N/P ALLOTTING OWNERSHIP
BC BACK OF CURB
BS BUILDING SETBACK LINE
CB CATCH BASIN
LW LAND SURVEY CERTIFICATE
CONC CONCRETE
CMT CEMENT
CURB CURB & GUTTER
FIP FIP
IP 1/2" REBAR W/ CAP
LP OPEN TOP PIPE
DIP PROPERTY LINE
PP POWER POLE
D.B. DEED BOOK
P.B. PLAT BOOK
P.C. PAGE
P.O.B. POINT OF BEGINNING
P.O.C. POINT OF COMMENCEMENT
RE REBAR
SWM SANITARY SEWER MANHOLE
WV WATER VALVE
--- OVERHEAD UTILITY LINES

THIS IS TO CERTIFY THAT THIS MAP OR PLAN AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALA AND NPS, AND INCLUDES DETAILS 1-4, 8-1, 8-2, 24, 75(1), 76, 8, 9, 13, 14, 16 & 17 OF TABLE A THEREOF.
THE FIELDWORK WAS COMPLETED ON NOVEMBER 24, 2021.
DATE OF PLAN OR MAP: DECEMBER 15, 2021.

SURVEYOR'S CERTIFICATION
I, JAMES A. JACOBS, 12/15/2021
DATE
THIS IS TO CERTIFY THAT THIS MAP OR PLAN AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALA AND NPS, AND INCLUDES DETAILS 1-4, 8-1, 8-2, 24, 75(1), 76, 8, 9, 13, 14, 16 & 17 OF TABLE A THEREOF.
THE FIELDWORK WAS COMPLETED ON NOVEMBER 24, 2021.
DATE OF PLAN OR MAP: DECEMBER 15, 2021.

LEGAL REFERENCES:	SPSBL: 12/13/2021 BPI: DM FIELD: 11/24/2021 BPI: WH SCALE: 1"=30' SHEET: # 1
21385	

GEORGIA REGISTERED PROFESSIONAL ENGINEER
MATTHEW D. BAILEY

BAILEY civil Group
P.O. Box 49927
Atlanta, GA 30316
404.525.0003
baileycivilgroup.com

FOR SMITH DOUGLAS
110 VILLAGE TRAIL, SUITE 215
WOODSTOCK, GA 30188

PROJECT
3365 HOLLY SPRINGS PKWY
3365 HOLLY SPRINGS PKWY
PARCEL 344

SHEET TITLE
BOUNDARY SURVEY

SHEET NUMBER
C101

PROJECT NUMBER
21164

DATE
JANUARY 21TH, 2022

REVISIONS

* REVISE AND RESUBMIT
- REVIEWED BY CALDWELL CUNE 2/10/22

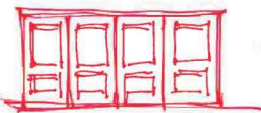
SHUTTERS ON
DOUBLE WINDOWS
TO BE 24"
MINIMUM WIDTH

VENT OR
WINDOW



ADD CANOPY
OR TRELLIS
OVER GARAGE
DOORS THAT
FACE HOLLY
SPRINGS
PARKWAY

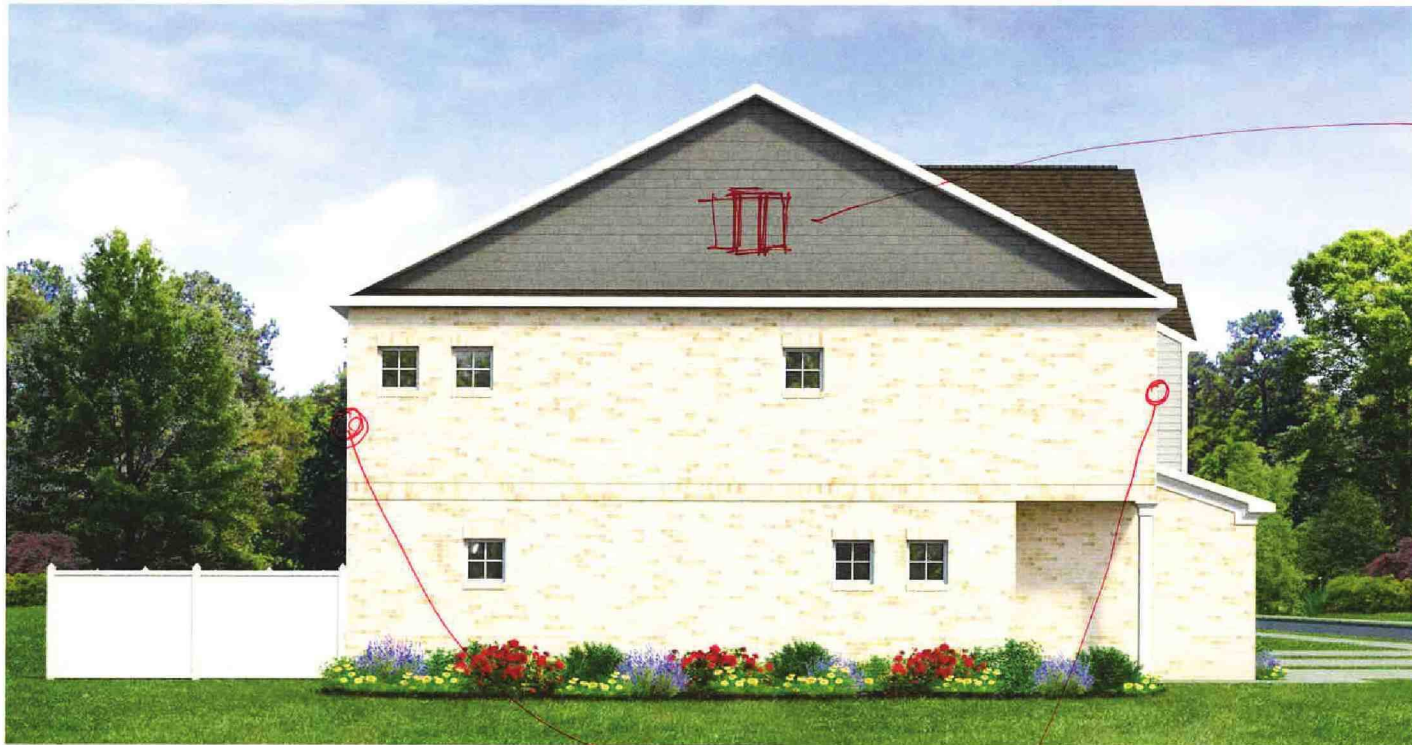
ALL GARAGE DOORS
TO BE "CARriage"
STYLE DOORS
(NO PANEL
DOORS AS SHOWN)



ADD COLUMN'S
OR 1/2 COLUMNS
@ ENTRY

COVER DOOR
W/ 1/2 COL.

* SUBMIT ALL
COLORS AND MATERIALS
FOR APPROVAL PRIOR
TO INSTALLATION



ADD
WINDOW
TO BREAK
UP GABLE

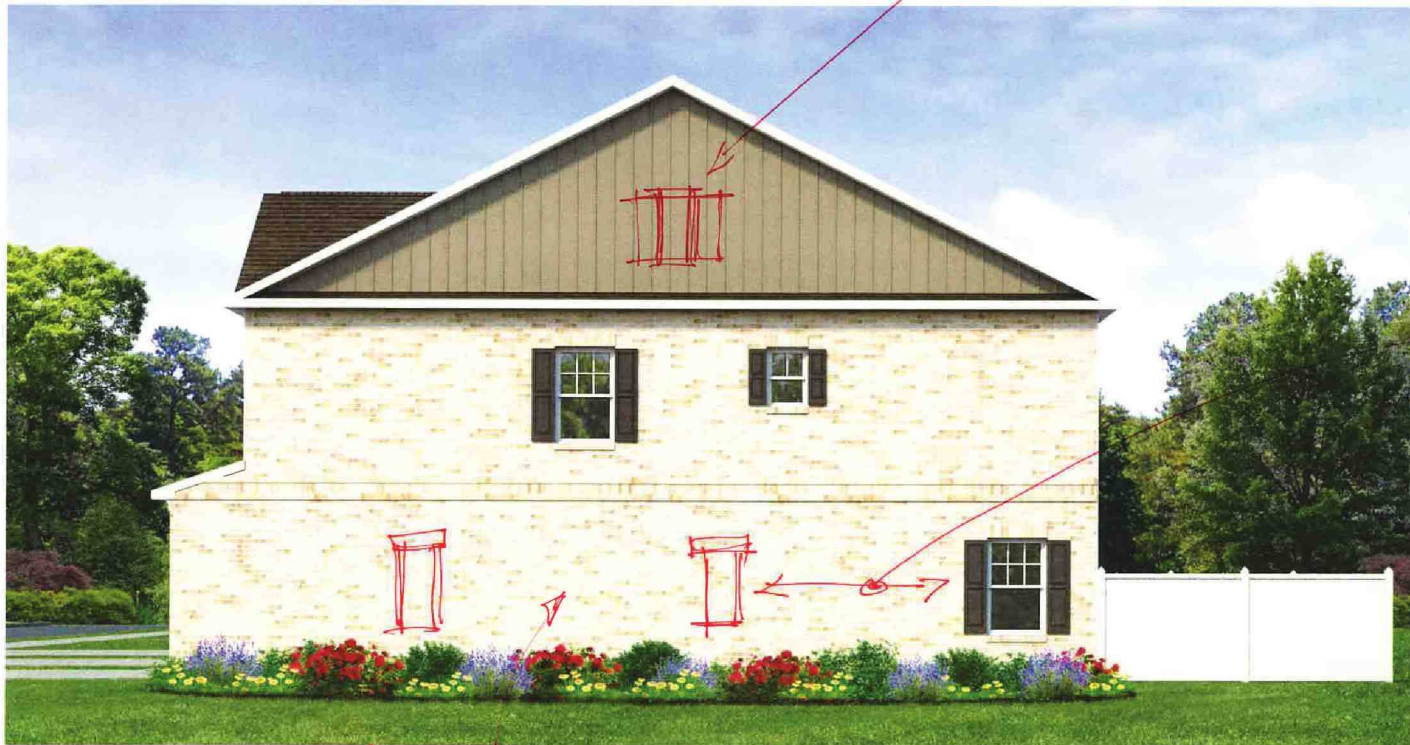
* ALL
MATERIAL
CHANGES MUST
BE MADE ON
INSIDE CORNERS

CAN'T CHANGE MATERIALS ON
OUTSIDE CORNERS



MUTTONS IN
ALL WINDOWS
4 SIDES.

SEE INTERIOR CHANGE
NOTES.



KNO WINDOW

THERE SHOULD
BE NO MORE
THAN 20' OF
UNBROKEN
STONE MATERIAL

ADD FALSE
SHUTTERS OR WINDOWS
TO BREAK UP THIS
LARGE MASS OF
UNINTERRUPTED MATERIAL

* SEE MATERIAL CHANGE NOTES

VENT or
WINDOW

SEE DBL. WINDOW
SKETCH NOTES



* SEE MATERIAL
CHANGE NOTES

CHANGE
DOORS



SEE INTERIOR
CHANGE NOTE

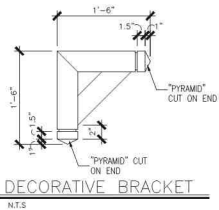


MUTTONS - ALL
4 sizes.



BRICK UP SIDING EXPANSE

3 UNIT BUILDING FRONT ELEVATION



DATE	BY	REVISION

SMITH DOUGLAS HOMES

QUALITY | INTEGRITY | VALUE

ELEVATIONS

FRONT ELEVATION

SMITH DOUGLAS HOMES
119 VILLAGE TRAIL
SUITE 215
WOODSTOCK, GA 30188
www.smithdouglas.com

SMITH DOUGLAS HOMES
expressly reserves it's
property rights in these plans
and drawings. These plans
and related drawings are not
to be reproduced without
written consent from SMITH
DOUGLAS HOMES.

DATE	AW	DATE
12/30/21		
PROJECT	OFF	
PLAN	NO	
PRG	ALL	ELEG
PRG	NO	
PRG	NO	A2.1

DATE	REVISION	BY
1		
2		
3		
4		
5		
6		
7		

ELEVATIONS
SIDE ELEVATION

SMITH DOUGLAS HOMES expressly reserves its property rights in these plans and drawings. These plans and related drawings are not to be reproduced without written consent from SMITH DOUGLAS HOMES.

BY: AW	CR:
DATE: 12/30/21	
FACADE OPT: —	
PLAN ID:	
FND: ALL	ELEV: —
PAGE NO: A2.2	

3 UNIT BUILDING REAR ELEVATION



DATE	REVISION	BY

**SMITH DOUGLAS HOMES**
QUALITY | INTEGRITY | VALUE

ELEVATIONS

REAR ELEVATION

SMITH DOUGLAS HOMES
118 VILLAGE TRAIL
SUITE 215
WOODSTOCK, GA 30188
www.smithdouglas.com

SMITH DOUGLAS HOMES
expressly reserves it's
property rights in these plans
and drawings. These plans
and related drawings are not
to be reproduced without
written consent from SMITH
DOUGLAS HOMES.

AW	DATE
AW	12/30/21
PACKAGE OPT.	—
PLAN ID	—
PRG	ELEG
ALL	—
PRICE NO	A2.3

5 UNIT BUILDING FRONT ELEVATION



DATE	BY	REVISION



ELEVATIONS
FRONT ELEVATION

SMITH DOUGLAS HOMES
118 VILLAGE TRAIL
SUITE 215
WOODSTOCK, GA 30188
www.smithdouglas.com

SMITH DOUGLAS HOMES
expressly reserves it's
property rights in these plans
and drawings. These plans
and related drawings are not
to be reproduced without
written consent from SMITH
DOUGLAS HOMES.

DATE	12/30/21
PROJECT	—
PLAN	—
REV	ALL
PRICE	—
PRICE	A1.1

5 UNIT BUILDING SIDE ELEVATIONS



MADDUX C



NORWOOD D

DATE	REVISION	BY

**SMITH DOUGLAS HOMES**
QUALITY | INTEGRITY | VALUE

ELEVATIONS

SIDE ELEVATION

SMITH DOUGLAS HOMES
119 VILLAGE TRAIL
SUITE 215
WOODSTOCK, GA 30188
www.smithdouglas.com

SMITH DOUGLAS HOMES
expressly reserves it's
property rights in these plans
and drawings. These plans
and related drawings are not
to be reproduced without
written consent from SMITH
DOUGLAS HOMES.

DATE	12/30/21
PACKAGE OPT.	—
PLAN NO.	—
PRG.	ALL
PRG. NO.	—
A1.2	

5 UNIT BUILDING REAR ELEVATION



NORWOOD D

ELLISON E

NORWOOD F

ELLISON C

MADDUX C

DATE	REVISION	BY
1	1	1
1	1	1
1	1	1
1	1	1
1	1	1



ELEVATIONS
REAR ELEVATION

SMITH DOUGLAS HOMES
118 VILLAGE TRAIL
SUITE 215
WOODSTOCK, GA 30188
www.smithdouglashomes.com

SMITH DOUGLAS HOMES
expressly reserves it's
property rights in these plans
and drawings. These plans
and related drawings are not
to be reproduced without
written consent from SMITH
DOUGLAS HOMES.

DATE	12/30/21
PACKAGE OPT.	—
PLAN NO.	—
PRICE NO.	—
ALL	—
A1.3	—



MAP AMENDMENT (REZONING) AND CONDITIONAL USE PERMIT APPLICATION

Adopted by Mayor and Council on February 23, 2006

For Application Procedures, See p. 8



APPLICATION MA- 02-2022

APPLICATION CUP- _____

HEARING DATE _____

DATE OF APPLICATION 1/4/2022

APPLICANT SDH Atlanta, LLC

OWNER Cardace Ray Whitlock
(If other than applicant)

ADDRESS 110 Village Trail
Ste. 215, Woodstock, GA

ADDRESS 115 Palm Street
Canton, GA

ZIP CODE 30188 PHONE _____

ZIP CODE 30115 PHONE 770-364-4588

EMAIL Cbennett@smhldouglas.com

SIGNATURE Sam B.

SIGNATURE Cardace Ray Whitlock

APPLICANT OR REPRESENTATIVE MUST ATTEND MEETING OR APPLICATION WILL NOT BE CONSIDERED

PRESENT ZONING DISTRICT(S) R-20 REQUESTED ZONING DISTRICT TND

REQUESTED CONDITIONAL USE(S) Residential

PROPERTY LOCATION/ADDRESS 3365 Holly Springs Parkway, Canton, GA 30115

MAP NUMBER 93N001 PARCEL NUMBER(S) 051

LAND LOT(S) 344 DISTRICT(S) 15 SECTION(S) 2

ACREAGE 2.38 SEWAGE DISPOSAL TYPE sewer UTILITIES AVAILABLE water, sewer, electricity, gas

DESCRIPTION OF PROPOSED DEVELOPMENT AND/OR CONDITIONAL USE REQUEST:

Version of TND zoning to allow 15 townhomes on
subject property

(COMPLETE ON ATTACHED PAPER IF NECESSARY)

The following information must be provided with completed application:

- ☒ WARRANTY DEED
- ☒ TAX DOCUMENTATION
- ☐ SURVEY PLAT BY REGISTERED SURVEYOR
- ☐ 10 COPIES OF SITE DEVELOPMENT PLAN BY REGISTERED SURVEYOR
- ☐ INDIVIDUAL FOLDED TO 8.5"x11" (SEE p.7 FOR REQUIREMENTS)
- ☐ CAMPAIGN CONTRIBUTION DISCLOSURE STATEMENT (ATTACHMENT A)
- ☐ FOR CONDITIONAL USE REQUESTS, COMPLIANCE WITH SECTION 5.4
- ☐ FOR CONDITIONAL USE REQUESTS, COMPLETE ATTACHMENT B
- ☐ FILING FEES _____ RECEIPT# _____ CHECK# _____

(APPLICANT DO NOT WRITE BELOW THIS LINE)

PLANNING COMMISSION RECOMMENDATION:		CITY COUNCIL DECISION:	
APPROVED _____	STIPULATIONS _____	APPROVED _____	STIPULATIONS _____
DISAPPROVED _____	TABLED _____	DISAPPROVED _____	TABLED _____

Application Information

Please print or type answers, using additional paper or a separate sheet of paper, if necessary.

(1) Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property? The area has a mixture of commercial and residential uses. The property is contained in the Town Center land use designation and is close to the development of the first phase of the creation of the Town Center. The use is totally compatible with this new development.

(2) Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property? The proposed townhome community will not negatively affect the use or usability of adjacent or nearby property.

(3) Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned? The property is currently zoned R-20 and the market for the narrow property for R-20 uses is limited. The use for townhomes is more consistent with the Town Center land use designation.

(4) Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, public safety, or schools? The relatively small townhome community will not create an excessive or burdensome use of the public infrastructure.

(5) Whether the zoning proposal is in conformity with the policy and intent of the adopted Future Development Map (FDM) and Future Land Use Map (FLUM)?
The proposed use is consistent with the Town Center land use designation.

(6) Whether the zoning proposal is in conformity with the policies, objectives, and vision set forth by the Community Agenda (Comprehensive Plan) and other adopted policy documents?
The proposal to bring housing close to the newly created Town Center area is consistent with the city's goal of creating a vibrant downtown .

(7) Whether an impact is expected on the environment, including, but not limited to, drainage, soil erosion, and sedimentation, flooding, air quality, and water quality and quantity? The development will work with the existing environment to ensure that water quality and other environmental considerations are protected.

(8) Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal? The Town Center is just starting to be developed and this changing condition supports the proposal to add more housing to this area.

Per 14.5-7 of the City of Holly Springs Zoning Ordinance, **Applicant Report for Rezoning and Conditional Use Permit Requests**, as relevant and determined by the Zoning Administrator, all applicants must submit the following in addition to any standing requirements for requests for zoning changes*:

1. A plan of the general location of the proposed buildings by reference to a plan or drawing and an indication of the use to be made of each and every building;
2. Architectural, façade and materials to be utilized as compared to the zoning requirements for the current and proposed zoning district;
3. The percentage of development maintained as open space and/or recreation areas and impervious surfaces;
4. If application exceeds 150 residential units and/or exceeds 100,000 square feet of commercial area, the applicant is required to submit a transportation impact study to be designed by an appropriate transportation professional;
5. Preliminary tree protection plan and buffer standards;
6. Preliminary storm water retention plan.

*Per 14.5-8 of the City of Holly Springs Zoning Ordinance, **Application Submittal Requirements Waived**, When determined by the Community Development Director to be unnecessary or irrelevant to the application submitted, the requirements listed in this section may be waived; however, if determined to be of significant importance to the decision process at any time after the application has been accepted, the Community Development Director, Planning Commission, or City Council may request the submission of these items or other information as deemed relevant during the decision making process.

Complete the following section, if applicable.

Residential

Minimum house size: 1700 sq. ft.

Exterior façade: masonry and concrete or Fiber cement siding

Maximum number of units: 18

Anticipated start date: Not sure

Anticipated completion date: Not sure

Commercial

Number of buildings: _____

Maximum square footage: _____ sq. ft.

Number of stories: _____

Total number of employees: _____

Exterior façade: _____

Anticipated start date: _____

Anticipated completion date: _____

ATTACHMENT A

DISCLOSURE

Please answer the following questions. If the answer to any of the following questions is "yes", you may be required under O.C.G.A. 36-67A, to provide further information.

A.) Are you, or anyone else with a property interest in the property, a member of the City of Holly Springs Planning and Zoning Commission or City of Holly Springs Council?

_____ YES ☒ NO

B.) Does an official of such public bodies have any financial interest in any business entity, which has a property interest in the subject property?

_____ YES ☒ NO

C.) Does a member of the family of such official have an interest in the subject property as described in (A) and (B)?

_____ YES ☒ NO

D.) Within two (2) years immediately preceding this application, have you made campaign contribution (s) or given gifts to public officials aggregating \$250.00 or more?

_____ YES ☒ NO

1-24-22
DATE

Candace Durham Whitlock
APPLICANT NAME PRINTED

Candace Durham Whitlock
APPLICANT SIGNATURE

Doreen K. Collis
NOTARY

Seal:



ATTACHMENT A

DISCLOSURE

Please answer the following questions. If the answer to any of the following questions is "yes", you may be required under O.C.G.A. 36-67A, to provide further information.

A.) Are you, or anyone else with a property interest in the property, a member of the City of Holly Springs Planning and Zoning Commission or City of Holly Springs Council?

_____ YES ☒ _____ NO

B.) Does an official of such public bodies have any financial interest in any business entity, which has a property interest in the subject property?

_____ YES ☒ _____ NO

C.) Does a member of the family of such official have an interest in the subject property as described in (A) and (B)?

_____ YES ☒ _____ NO

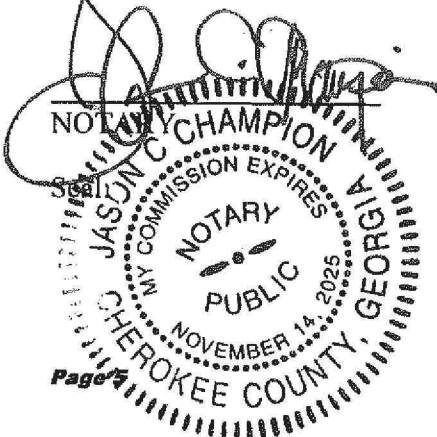
D.) Within two (2) years immediately preceding this application, have you made campaign contribution (s) or given gifts to public officials aggregating \$250.00 or more?

_____ YES ☒ _____ NO

1/7/2022
DATE

Parks F. Huff, Attorney for the Applicant
APPLICANT NAME PRINTED

[Signature]
APPLICANT SIGNATURE



ATTACHMENT A

DISCLOSURE

Please answer the following questions. If the answer to any of the following questions is "yes", you may be required under O.C.G.A. 36-67A, to provide further information.

A.) Are you, or anyone else with a property interest in the property, a member of the City of Holly Springs Planning and Zoning Commission or City of Holly Springs Council?

_____ YES X _____ NO

B.) Does an official of such public bodies have any financial interest in any business entity, which has a property interest in the subject property?

_____ YES X _____ NO

C.) Does a member of the family of such official have an interest in the subject property as described in (A) and (B)?

_____ YES X _____ NO

D.) Within two (2) years immediately preceding this application, have you made campaign contribution (s) or given gifts to public officials aggregating \$250.00 or more?

_____ YES X _____ NO

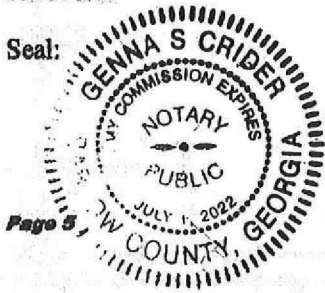
1/10/22
DATE

Scott Bowles
APPLICANT NAME PRINTED

SCMB
APPLICANT SIGNATURE

[Signature]
NOTARY

Seal:



TO THE MAYOR AND MEMBERS OF THE CITY COUNCIL
CITY OF HOLLY SPRINGS, GEORGIA

CONSTITUTIONAL CHALLENGE

COMES NOW, SDH Atlanta, LLC and the property owners, hereinafter referred to collectively as the Applicant, and asserts the following, to-wit:

1.

By application to which this exhibit relates, Applicant has applied for rezoning from R-20 to TND with a stream buffer variance for certain real property lying and being in City of Holly Springs, Georgia, a more particular description and delineation of the subject property, hereafter referred to as the "property", being set forth in said application.

2.

The application for rezoning of the property seeks to amend the existing zoning of R-20 to TND for a proposed residential development that consists of fifteen (15) single-family residences .

3.

The existing zoning without the proposed zoning modification and variance is unconstitutional in that they deprive the Applicant under and pursuant to Article 1, Section I, Paragraph I and II of the Georgia Constitution of 1983 and the Equal Protection and Due Process clauses of the Fifth and Fourteenth Amendments to the Constitution of the United States. This deprivation of property without due process violates constitutional prohibitions against the taking of private property without just compensation.

4.

The existing zoning limitations without the proposed amendments violates the Applicant's right to the unfettered use of the property in that the existing zoning classification does not bear a substantial relation to the public health, safety, morality or general welfare and is, therefore, confiscatory and void. Further, said classifications are unconstitutional in that they are arbitrary and unreasonable, resulting in relatively little gain or benefit to the public, while inflicting serious injury and loss upon the Applicant.

5.

The City of Holly Springs Zoning Ordinance is further unconstitutional in that the procedures contained therein pertaining to the public hearing held in connection with zoning applications also violates the aforementioned constitutional provisions in that said procedures contain the lack of procedural and evidentiary safeguards, do not restrict evidence received to the issues at hand and are controlled wholly and solely by political considerations rather than the facts and considerations required by law.

6.

Pursuant to O.C.G.A. §§ 36-11-1 and 36-33-5, please consider this your notice that as of today's date the Owner/Applicant is contending that the City of Holly Springs' unconstitutional zoning classification of the property has caused damages to the Owner/Applicant. As a direct and proximate result of the unconstitutional zoning classification, the Owner/Applicant has suffered and will continue to suffer monetary damages in the nature of attorney's fees and costs, interest and other expenses on pending loans on the property, loss of income from the property and other related damages. This amount cannot be calculated to an exact certainty, however, the Owner/Applicant will

assist the City by providing whatever additional information, if any, the City feels is necessary to adequately investigate this claim. If the Owner/Applicant does not receive a timely request for additional information, it will be presumed that the City does not require any additional information and can make a determination within the allowed statutory period.

Respectfully submitted, this the 7th day of January, 2022.

SAMS, LARKIN & HUFF, LLP



By: _____

PARKS F. HUFF
Attorney for Applicant
Ga. Bar No. 375010

CERTIFICATE REGARDING CORPORATE AUTHORITY TO PURSUE REZONING

1.

My name is Scott Bowles, I am the officer who is delegated the responsibility for authenticating records of **SDH ATLANTA, LLC**, a Domestic Limited Liability Company ("Applicant Company"). I am of legal age and suffer from no disabilities which would affect my competence to give this Certificate which is being given on my own personal knowledge for use with respect to the Applicant Company's Rezoning Application regarding certain real property owned by the Titleholder located in the City of Holly Springs, Cherokee County, Georgia.

2.

In accordance with the Requirements for completing a City of Holly Springs Rezoning Application, I hereby attest on behalf of the Applicant Company that an authorized representative of Applicant Company has reviewed the Rezoning Application and related documents which are being filed simultaneously therewith on behalf of the Applicant Company (collectively, the "Rezoning Application") to which this Certificate is attached and hereby certify:

- (a) That corporate seal or facsimile affixed to the Rezoning Application is in fact the seal of the Applicant Company or a true facsimile thereof; and
- (b) That the officer or other representative of the Applicant Company who executed the Rezoning Application does in fact occupy the official position indicated, that the position that the signer occupies has the authority to execute the Rezoning Application on behalf of the Applicant Company, and that the signature of said officer or other representative is genuine; and
- (c) That the execution of the Rezoning Application and the filing of the Rezoning Application on behalf of the Applicant Company by the officer or other representative of the Applicant Company has been duly authorized by the Applicant Company.

SDH ATLANTA, LLC

By: SMB

Print Name: Scott Bowles

Its: President

Genna S Crider
Notary Public

Date 1/10/2022



2021 Property Tax Statement

Sonya Little
Cherokee County Tax Commissioner
2780 Marietta Hwy
Canton, GA 30114

Bill No.	Due Date	Current Due	Prior Payment	Back Taxes	*Total Due*
2021-114970	11/15/2021	\$0.00	\$567.17	\$0.00	Paid 11/15/2021

Map: 93N00 051

Printed: 01/05/2022

Make Check or Money Order Payable to:
Cherokee County Tax Commissioner

Location: 3365 HOLLY SPRINGS PW

WALLACE CLYDIA JOANN & STANCIL PATRICI
ONZELL DUNN & DUNN WINSTON CLARK &
MCARTHUR ELSIE CAROL DUNN
PO BOX 653
HOLLY SPRINGS, GA 30142

If you have sold this property, fax a copy of the settlement statement to 678-493-6423. If you have an escrow forward tax bill to your mortgage company as soon as possible. Interest will accrue at the rate prescribed by law starting November 16th and the 16th of each month until paid. The penalty will accrue at the rate prescribed by law. ** Pay online at www.cherokeega.com ** Please note: There is a 2.5 % Merchant fee for Visa, MasterCard & Discover. There is a 3% Merchant Fee charged for American Express. (These Merchant fees are not collected by Cherokee County.)

RETURN THIS PORTION WITH PAYMENT

(Interest will be added per month if not paid by due date)

Sonya Little
Cherokee County Tax Commissioner
2780 Marietta Hwy
Canton, GA 30114



Tax Payer: WALLACE CLYDIA JOANN & STANCIL PATRICI

Map Code: 93N00 051 Real

Description: LL 377; 15TH D

Location: 3365 HOLLY SPRINGS PW

Bill No: 2021-114970

District: 04A

Building Value	Land Value	Acres	Fair Market Value	Due Date	Billing Date	Payment Good through	Exemptions		
0.00	56,500.00	2.3800	\$56,500.00	11/15/2021					
Entity	Adjusted FMV	Net Assessment	Exemptions	Taxable Value	Millage Rate	Gross Tax	Credit	Net Tax	
COUNTY M&O	\$56,500	\$22,600	\$0	\$22,600	5.212000	\$117.79	\$0.00	\$117.79	
PARKS BOND	\$56,500	\$22,600	\$0	\$22,600	0.434000	\$9.81	\$0.00	\$9.81	
SCHOOL BOND	\$56,500	\$22,600	\$0	\$22,600	1.250000	\$28.25	\$0.00	\$28.25	
SCHOOL M&O	\$56,500	\$22,600	\$0	\$22,600	18.200000	\$411.32	\$0.00	\$411.32	
TOTALS					25.096000	\$567.17	\$0.00	\$567.17	

If you need to - change your mailing address / are a new resident / person 62 or older and/or disabled you should call the Tax Assessors office at 678-493-6120 to find out about qualifications for exemptions. April 1 of each year is the deadline to apply with The Tax Assessors Office for any exemptions. If you feel your property value is too high, you should file a return with the Tax Assessor's Office no later than April 1st.

Current Due	\$567.17
Penalty	\$0.00
Interest	\$0.00
Other Fees	\$0.00
Previous Payments	\$567.17
Back Taxes	\$0.00
Total Due	\$0.00
Paid Date	11/15/2021

DEED BOOK:14346 PG:1922 Filed: 04/04/2019 08:32 AM Clerk File Number: 28-2019-009810

Rec: \$10.00 TRANSFER TAX \$305.00

Patty Baker, Clerk of Superior Court - Cherokee County, GA

ParticipantIDs: 6885630914 SubmitterID: 0466245412

After recording Return to:
 Thomas & Brown, LLC
 241 Heritage Walk
 Woodstock, GA 30188
 File No. 19-0633W

LIMITED WARRANTY DEED

STATE OF GEORGIA
 COUNTY OF CHEROKEE

THIS INDENTURE, Made this 3rd day of April, 2019 between

Clydia Joann Dunn Wallace, Patricia Onzell Dunn Stancil, Winston Clark Dunn, and Elsie Carol
 Dunn McArthur

as party or parties of the first part, (hereinafter referred to as "Grantor") and

Candace Ray Whitlock

as party or parties of the second part, (hereinafter called "Grantee"); the words "Grantor" and "Grantee" to include their respective heirs,
 successors and assigns where the context requires or permits.

WITNESSETH: That Grantor for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good consideration in
 hand paid at and before the sealing and delivery of these presents (the receipt of which is hereby acknowledged), has granted, bargained,
 sold, aliened, confirmed and conveyed, and by these presents does grant, bargain, sell alien, confirm and convey unto the said Grantee,
 the following described property, to wit:

All that tract or parcel of land lying and being in Land Lot 344 of the 15th District and 2nd Section of
 Cherokee County, Georgia, being 2.38 acres as per survey for Clydia Joann Dunn Wallace, Patricia
 Onzell Dunn Stancil, Winston Clark Dunn and Elsie Carol Dunn McArthur prepared by Winkle Land
 Surveying, P.C., David E. Mitchell, Georgia Registered Land Surveyor #2665, dated March 18, 2019,
 recorded in Plat Book 118, page 2850, Cherokee County, Georgia Records, which plat is
 incorporated herein by reference thereto.

Parcel ID #93N00 051.

Subject to all covenants, conditions, zoning ordinance, restrictions and easements of record.

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the
 same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of the said grantee forever, IN FEE
 SIMPLE.

AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantee against
 the lawful claims and demands of all persons claiming, by, through or under the above named Grantor, but against none other.

IN WITNESS WHEREOF, Grantor herein has hereunto set his hand and seal, the day and year first above written.

Signed, sealed and delivered in the
 presence of:

Barbara Munro
 Unofficial Witness

Notary Public



Clydia Joann Dunn Wallace (SEAL)
 Clydia Joann Dunn Wallace
Patricia Onzell Dunn Stancil (SEAL)
 Patricia Onzell Dunn Stancil
Winston Clark Dunn (SEAL)
 Winston Clark Dunn
Elsie Carol Dunn McArthur
 Elsie Carol Dunn McArthur



COUNCIL AGENDA REPORT

FROM: Nancy Moon

CC: City Clerk
Public Information

SUBJECT: Release of Advance Auto Parts Performance Bonds for Landscaping and Stormwater
Release of Holly Glen Phase 1 Maintenance Bonds and Acceptance of Phase 1 Roads
Release of The Gardens (Harmony on the Lakes) Phase 1 and 2 Performance and Maintenance

DATE: March 02, 2022

COUNCIL MEETING DATE: March 07, 2022

RECOMMENDATION

STAFF ANALYSIS

The following bonds have been requested for release:

Subdivision/Development	Bond Type	Bond Number	Amount
Advance Auto Parts	Performance-Landscaping	3460965	\$42,500.00
	Performance-Stormwater	3460963	\$209,375.00
Holly Glen Phase 1	Maintenance	DVIFSU0698411	\$76,060.92
The Gardens Phase 1	Performance	72BSBHP5469	\$31,572.00
	Maintenance	72BSBHP5468	\$50,018.18
The Gardens Phase 2	Performance	0722748	\$34,130.67
	Maintenance	0722747	\$46,520.05

In addition, the following roads are requested for acceptance:

Subdivision	Road	Linear Feet
Holly Glen Phase 1	Fernstone Drive	778
	Hillgrove Drive	2750
The Gardens Phase 1	Bergenia Way	374
	Hopegrove Lane	661
The Gardens Phase 2	Bergenia Way	872

The City Engineer has inspected this phase and approved the release of the bond.

CONCURRENCES

City Engineer

FISCAL IMPACT

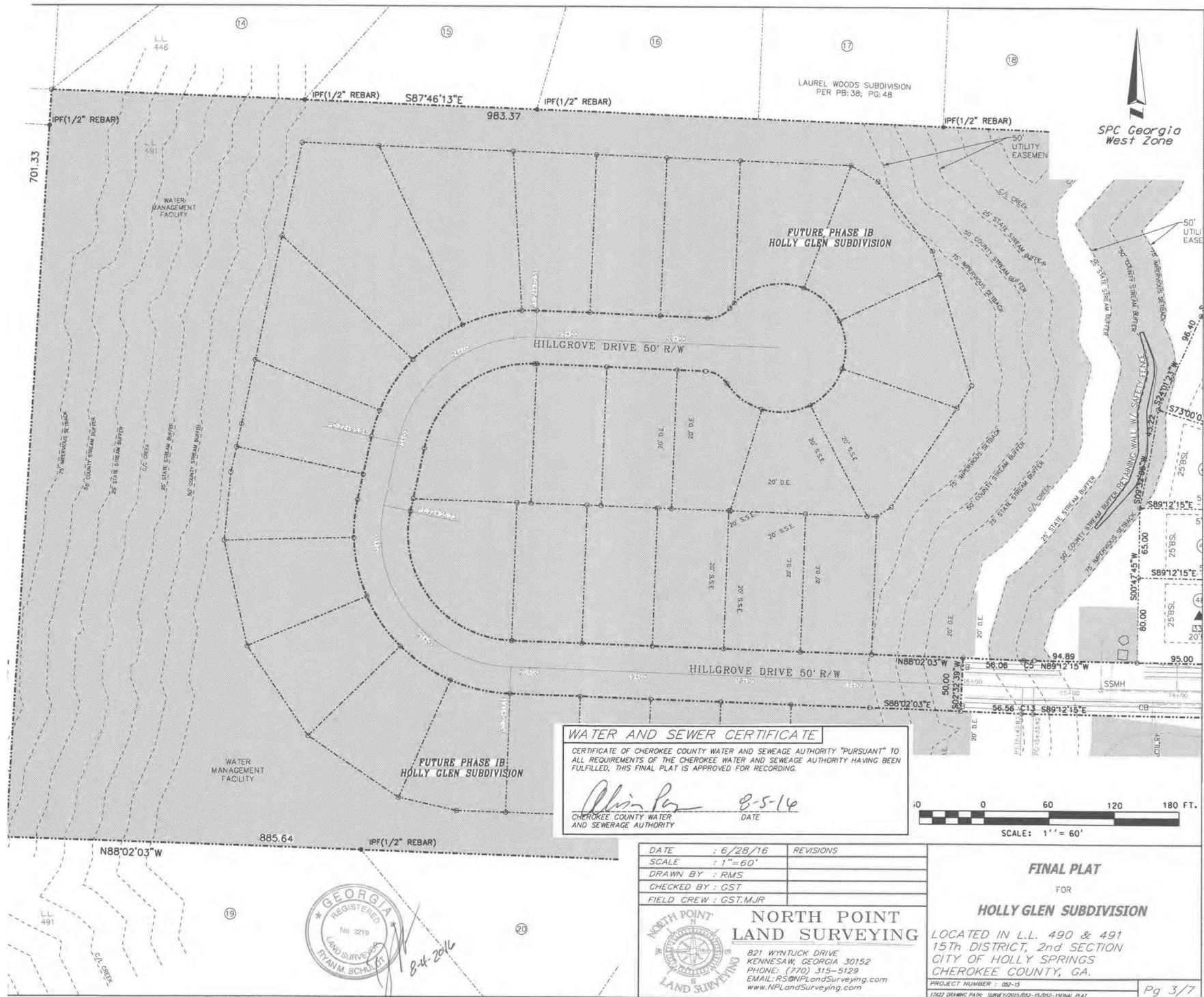
N/A

ALTERNATIVES

Denial

ATTACHMENTS

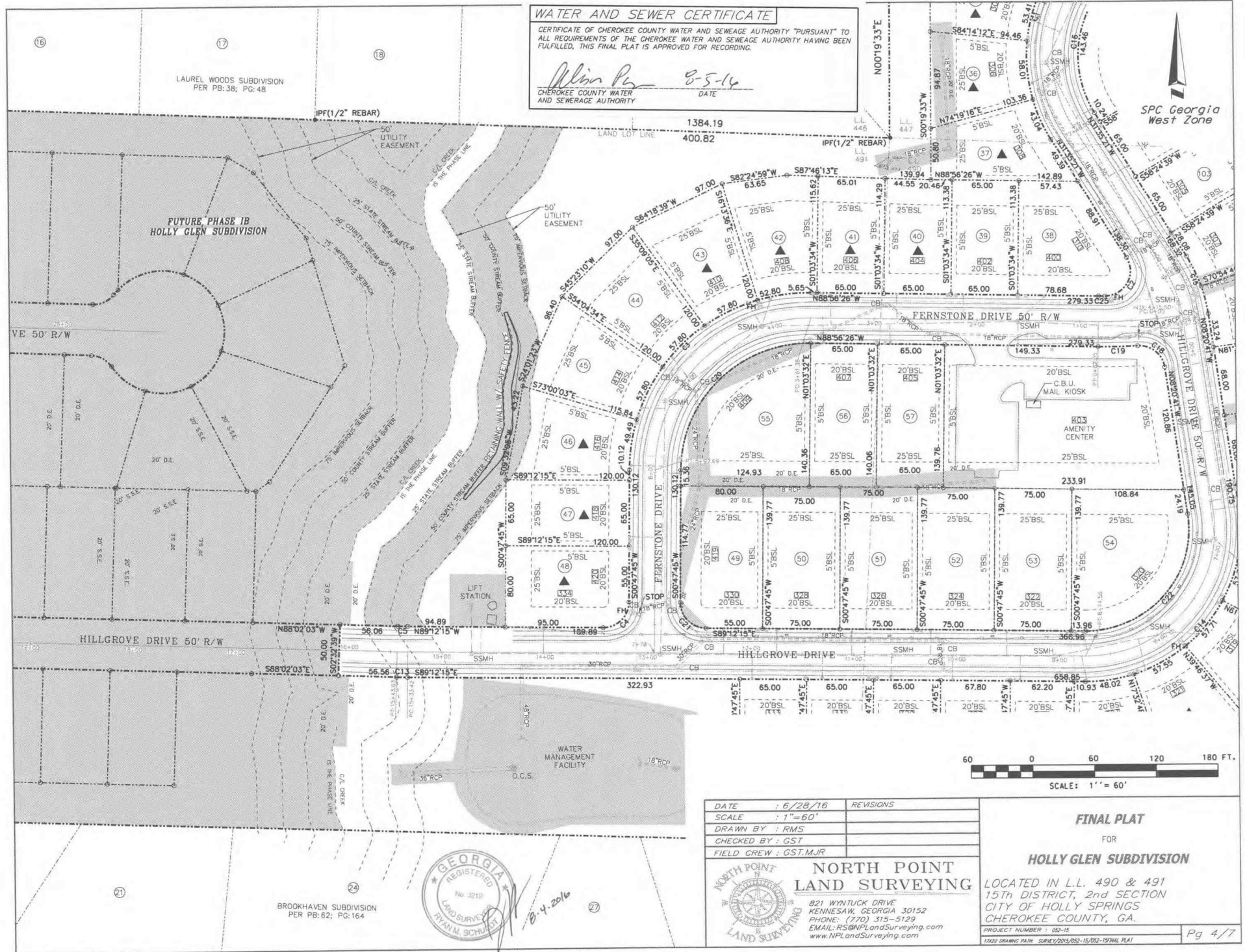
Map



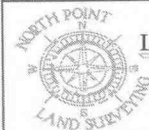
WATER AND SEWER CERTIFICATE

CERTIFICATE OF CHEROKEE COUNTY WATER AND SEWAGE AUTHORITY "PURSUANT" TO ALL REQUIREMENTS OF THE CHEROKEE WATER AND SEWAGE AUTHORITY HAVING BEEN FULFILLED, THIS FINAL PLAT IS APPROVED FOR RECORDING.

Alvin P. 8-5-14
 CHEROKEE COUNTY WATER AND SEWAGE AUTHORITY
 DATE



DATE	6/28/16	REVISIONS
SCALE	1"=60'	
DRAWN BY	RMS	
CHECKED BY	GST	
FIELD CREW	GST/MJR	



**NORTH POINT
 LAND SURVEYING**

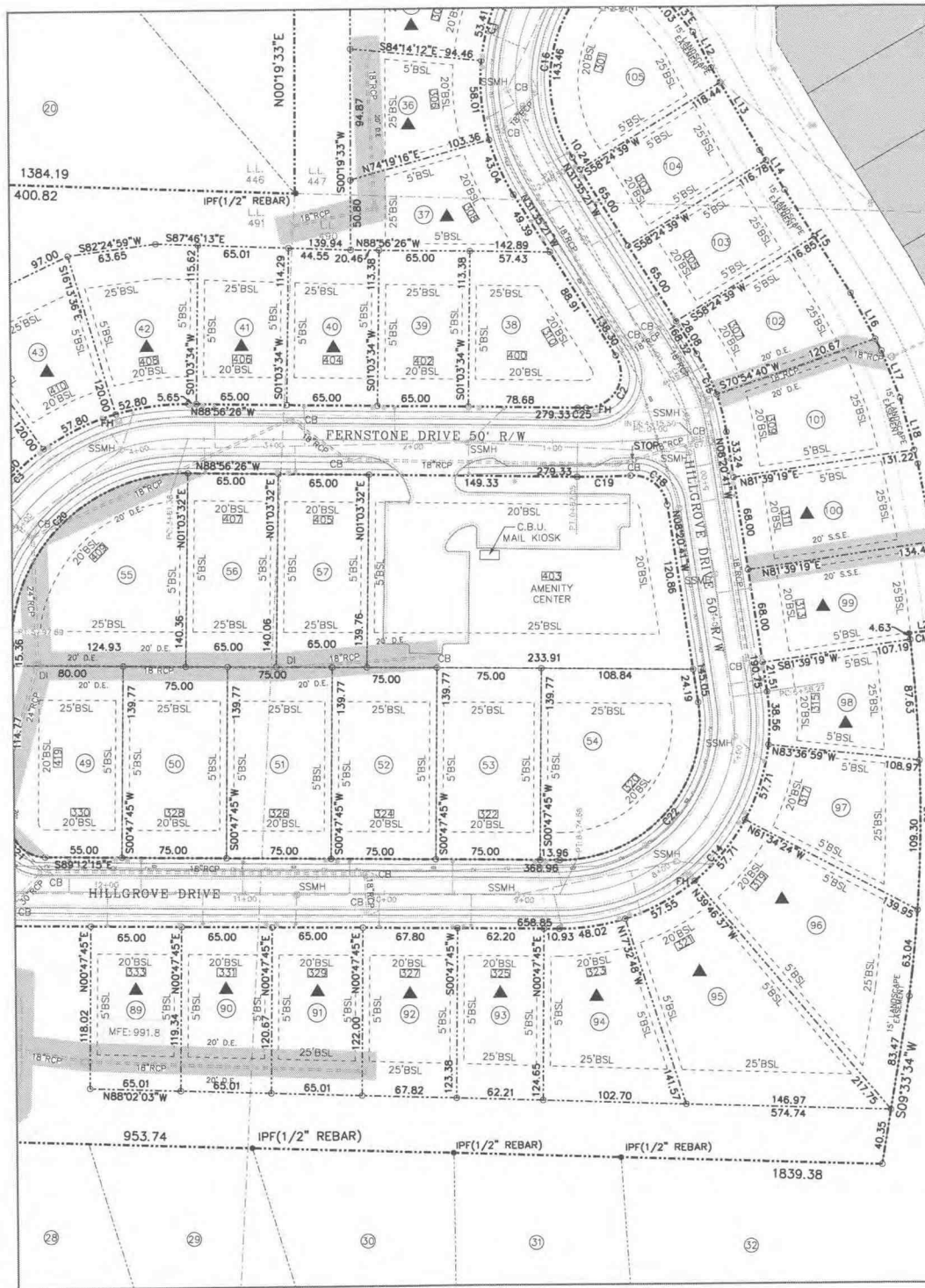
821 WYNTUCK DRIVE
 KENNESAW, GEORGIA 30152
 PHONE: (770) 315-5129
 EMAIL: RS@NPLandSurveying.com
 www.NPLandSurveying.com

FINAL PLAT
 FOR
HOLLY GLEN SUBDIVISION

LOCATED IN L.L. 490 & 491
 15TH DISTRICT, 2ND SECTION
 CITY OF HOLLY SPRINGS
 CHEROKEE COUNTY, GA.

PROJECT NUMBER: 00-15
 100% DRAWING DATE: SURVEY/2015/05-15/05-19/FINAL PLAT

Pg 4/7



FUTURE PHASE II
HOLLY GLEN SUBDIVISION

SPC Georgia
West Zone

FUTURE PHASE II
HOLLY GLEN SUBDIVISION

WATER AND SEWER CERTIFICATE

CERTIFICATE OF CHEROKEE COUNTY WATER AND SEWAGE AUTHORITY "PURSUANT" TO ALL REQUIREMENTS OF THE CHEROKEE WATER AND SEWAGE AUTHORITY HAVING BEEN FULFILLED, THIS FINAL PLAT IS APPROVED FOR RECORDING.

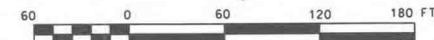
Alvin Payne 8-5-16
CHEROKEE COUNTY WATER AND SEWAGE AUTHORITY DATE



Plat Book 117 Pg 196

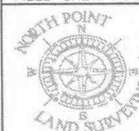
Filed 08/10/2016 12:18 PM
28-2016-000414

Patty Baker
Clerk of Superior Court Cherokee Cty, GA



SCALE: 1" = 60'

DATE	: 6/28/16	REVISIONS
SCALE	: 1"=60'	
DRAWN BY	: RMS	
CHECKED BY	: GST	
FIELD CREW	: GST,MJR	



**NORTH POINT
LAND SURVEYING**

821 WYNTRUCK DRIVE
KENNESAW, GEORGIA 30152
PHONE: (770) 315-5129
EMAIL: RSONPLandSurveying.com
www.NPLandSurveying.com

FINAL PLAT

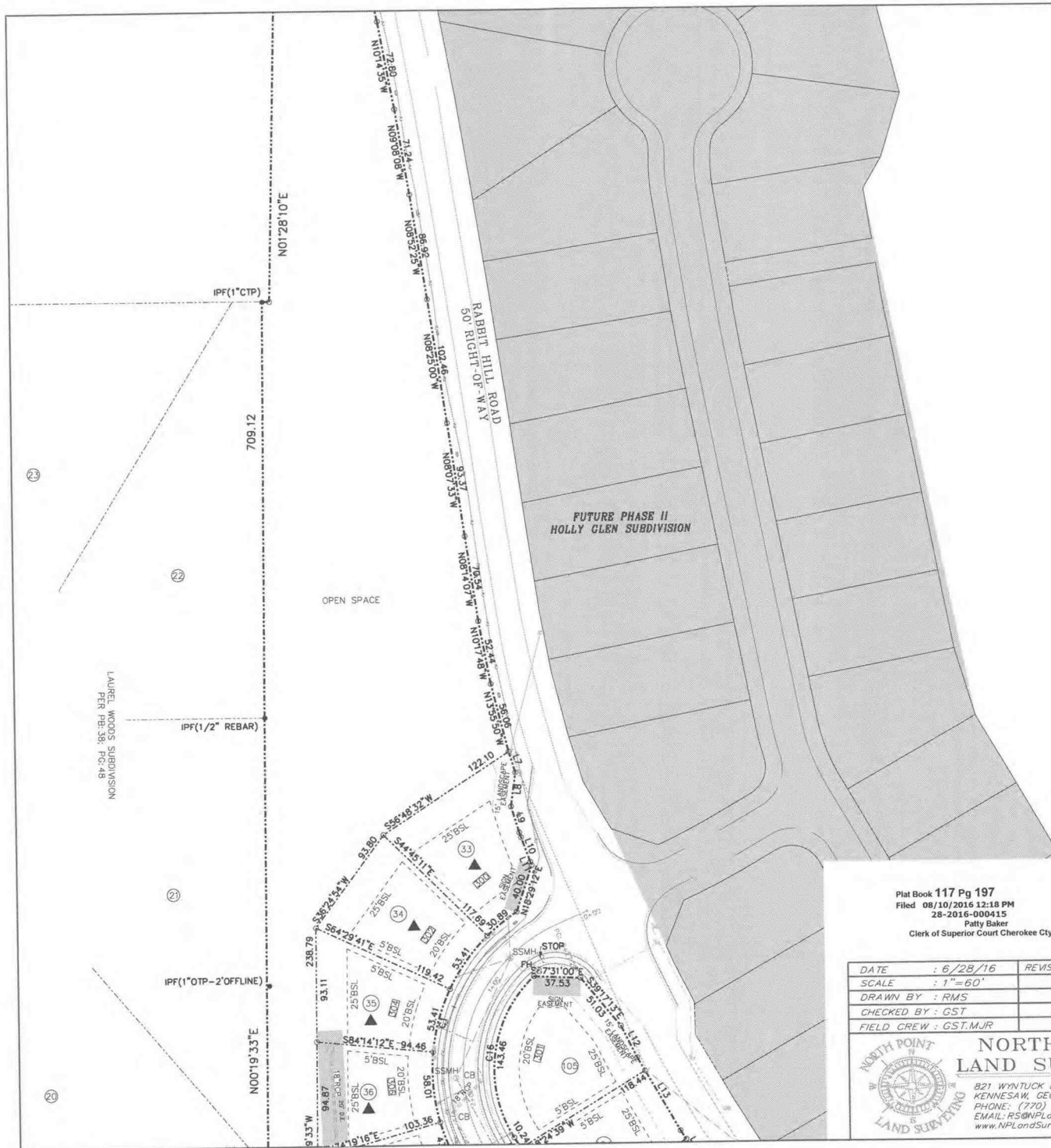
FOR

HOLLY GLEN SUBDIVISION

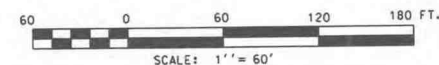
LOCATED IN L.L. 490 & 491
15th DISTRICT, 2nd SECTION
CITY OF HOLLY SPRINGS
CHEROKEE COUNTY, GA.

PROJECT NUMBER : 020-15
1/2022 DRAWING PATH: SURVEY\2015\020-15\020-15.FINAL PLAT

Pg 5/7



WATER AND SEWER CERTIFICATE	
CERTIFICATE OF CHEROKEE COUNTY WATER AND SEWAGE AUTHORITY "PURSUANT" TO ALL REQUIREMENTS OF THE CHEROKEE WATER AND SEWAGE AUTHORITY HAVING BEEN FULFILLED, THIS FINAL PLAT IS APPROVED FOR RECORDING.	
<i>[Signature]</i> CHEROKEE COUNTY WATER AND SEWAGE AUTHORITY	8-5-16 DATE



Plat Book 117 Pg 197
Filed 08/10/2016 12:18 PM
28-2016-000415
Patty Baker
Clerk of Superior Court Cherokee Cty, GA

DATE	: 6/28/16	REVISIONS
SCALE	: 1"=60'	
DRAWN BY	: RMS	
CHECKED BY	: GST	
FIELD CREW	: GST, MJR	

NORTH POINT LAND SURVEYING

821 WYNTUCK DRIVE
KENNESAW, GEORGIA 30152
PHONE: (770) 315-5129
EMAIL: RS@NPLandSurveying.com
www.NPLandSurveying.com

FINAL PLAT	
FOR	
HOLLY GLEN SUBDIVISION	
LOCATED IN L.L. 490 & 491 15th DISTRICT, 2nd SECTION CITY OF HOLLY SPRINGS CHEROKEE COUNTY, GA.	
PROJECT NUMBER : 002-15	Pg 6/7
1/222 DRAWING PAGE: SURVEY/2016/002-15/002-15/FINAL PLAT	

Plat Book 117 Pg 198
Filed 08/10/2016 12:18 PM
28-2016-000416
Patty Baker
Clerk of Superior Court Cherokee Cty, GA

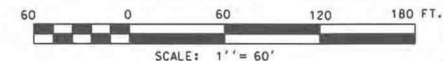
WATER AND SEWER CERTIFICATE

CERTIFICATE OF CHEROKEE COUNTY WATER AND SEWAGE AUTHORITY "PURSUANT" TO ALL REQUIREMENTS OF THE CHEROKEE WATER AND SEWAGE AUTHORITY HAVING BEEN FULFILLED, THIS FINAL PLAT IS APPROVED FOR RECORDING.

[Signature] 8-5-16
DATE
CHEROKEE COUNTY WATER
AND SEWAGE AUTHORITY

LOT	NO.	FT.	ACRES
33	9.311	0.214	
34	8.499	0.195	
35	7.423	0.170	
36	7.295	0.167	
37	8.090	0.186	
38	10.155	0.233	
39	7.370	0.169	
40	7.390	0.170	
41	7.472	0.172	
42	8.911	0.205	
43	9.055	0.208	
44	9.055	0.208	
45	8.856	0.203	
46	8.440	0.201	
47	7.800	0.179	
48	9.466	0.217	
49	11.047	0.254	
50	10.482	0.241	
51	10.482	0.241	
52	10.482	0.241	
53	10.482	0.241	
54	13.698	0.314	
55	14.227	0.327	
56	9.113	0.209	
57	9.094	0.209	
58	7.714	0.177	
59	7.801	0.179	
60	7.887	0.181	
61	8.319	0.191	
62	7.714	0.177	
63	10.372	0.238	
64	10.372	0.238	
65	10.609	0.243	
66	15.818	0.363	
67	9.862	0.226	
68	7.459	0.169	
69	9.011	0.207	
70	10.056	0.228	
71	9.236	0.212	
72	10.874	0.189	
73	7.592	0.174	
74	7.638	0.175	
75	10.658	0.249	
76	13.034	0.300	

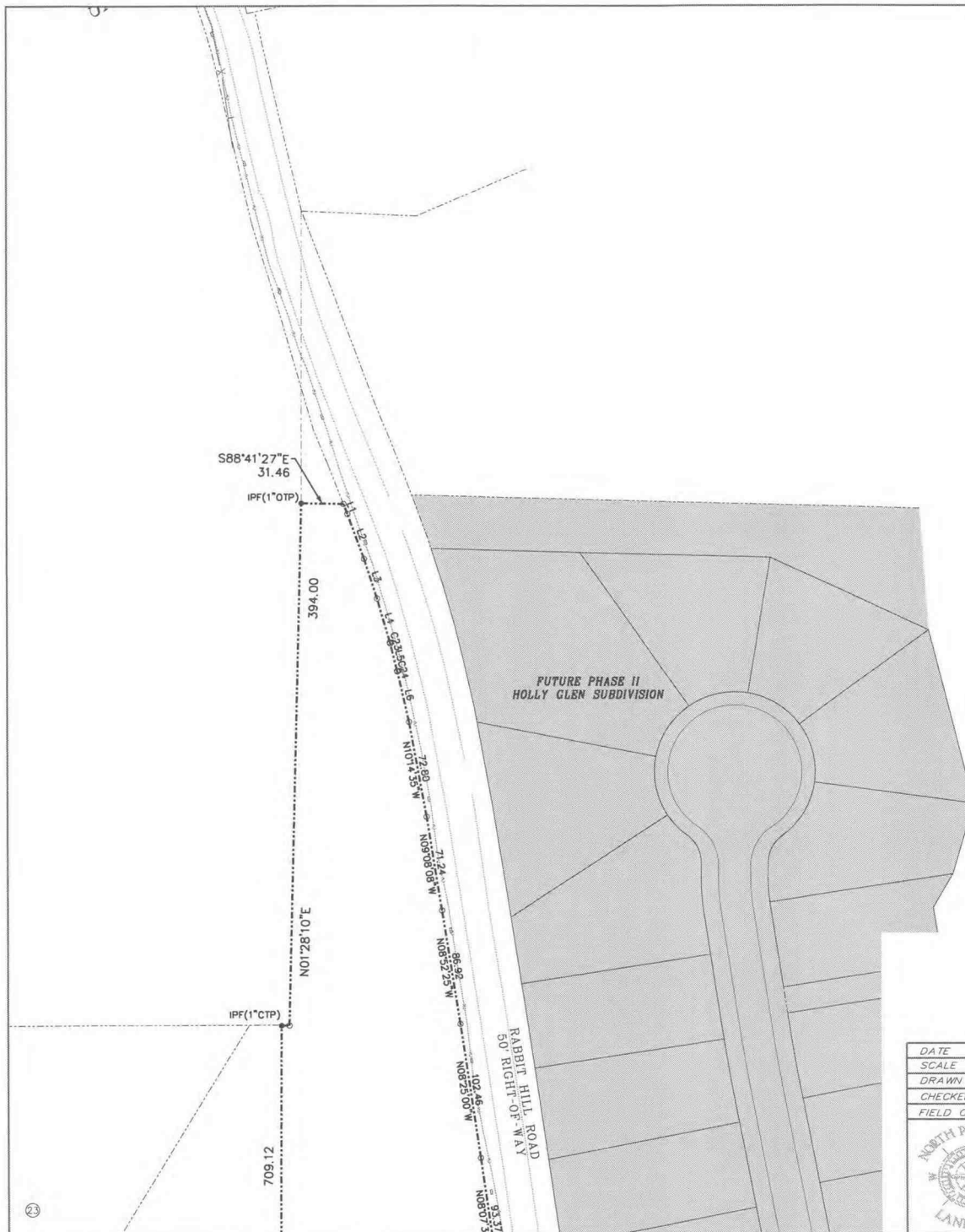
LINE	BEARING	DISTANCE	CURVE	RADIUS	LENGTH	CHORD	DIRECTION
C1				155.00'	238.75'	215.84'	S17°32'18"W
C2				25.00'	53.20'	43.72'	N2°22'22"E
C3				175.00'	275.69'	248.08'	S45°55'40"W
C4				25.00'	39.27'	35.36'	N45°47'45"E
C5				475.00'	9.70'	9.70'	S88°37'09"E
C6				100.00'	139.73'	128.63'	S52°12'02"W
C7				25.00'	23.52'	22.69'	N52°41'11"W
C8				60.00'	50.153'	70.59'	N02°13'46"E
C9				25.00'	23.55'	22.69'	N52°41'11"W
C10				130.00'	209.59'	192.85'	S37°12'02"E
C11				150.00'	262.34'	230.16'	S37°55'52"E
C12				150.00'	10.72'	10.72'	S88°37'09"E
C13				150.00'	293.55'	228.36'	N41°13'52"E
C14				150.00'	60.85'	60.44'	N19°58'01"W
C15				105.00'	143.46'	137.56'	S07°33'10"W
C16				1089.34'	264.60'	263.95'	N02°08'59"E
C17				25.00'	56.99'	53.71'	N50°44'12"W
C18				525.00'	38.38'	38.37'	N88°57'55"E
C19				125.00'	186.92'	177.18'	S45°55'40"W
C20				25.00'	39.27'	35.36'	S44°12'15"E
C21				100.00'	173.03'	152.24'	N41°13'52"E
C22				25.00'	0.87'	0.87'	N1°45'58"E
C23				25.00'	0.54'	0.54'	N13°19'52"W
C24				475.00'	5.98'	5.98'	S89°18'04"E
C25							



DATE : 6/28/16
SCALE : 1"=60'
DRAWN BY : RMS
CHECKED BY : GST
FIELD CREW : GST,MJR

**NORTH POINT
LAND SURVEYING**
871 WYNLUCK DRIVE
KENNESAW, GEORGIA 30152
PHONE: (770) 315-5129
EMAIL: RS@NPLandSurveying.com
www.NPLandSurveying.com

FINAL PLAT
FOR
HOLLY GLEN SUBDIVISION
LOCATED IN L.L. 490 & 491
15th DISTRICT, 2nd SECTION
CITY OF HOLLY SPRINGS
CHEROKEE COUNTY, GA.
PROJECT NUMBER : 282-15
17022 DRAWING PLAT: SUPERIOR/2016/052-15,052-15 FINAL PLAT
Pg 7/7



FILING INFORMATION BOX

Book 118 Page 392



1-16-2017

SPC Georgia
West Zone

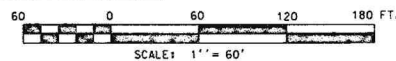
WATER AND SEWER CERTIFICATE

CERTIFICATE OF CHEROKEE COUNTY WATER AND SEWAGE AUTHORITY "PURSUANT" TO ALL REQUIREMENTS OF THE CHEROKEE WATER AND SEWAGE AUTHORITY HAVING BEEN FULFILLED, THIS FINAL PLAT IS APPROVED FOR RECORDING.

Alton Jones 1-19-17
CHEROKEE COUNTY WATER
AND SEWAGE AUTHORITY DATE

FIRE MARSHAL NOTES

HYDRANT SPACING:
EX. FH 10 FH-1, 750LF.
FH-1 TO FH-2, 400LF.
FH-2 TO FH-3, 400LF.



DATE : 10/4/16
SCALE : 1"=60'
DRAWN BY : RMS
CHECKED BY : GST
FIELD CREW : GST,MJR



**NORTH POINT
LAND SURVEYING**

821 WYNLUCK DRIVE
KENNESAW, GEORGIA 30152
PHONE: (770) 315-5129
EMAIL: RSN@NPLS.com
www.NPLS.com

FINAL PLAT

FOR

HOLLY GLEN SUBDIVISION

LOCATED IN L.L. 490 & 491
15th DISTRICT, 2nd SECTION
CITY OF HOLLY SPRINGS
CHEROKEE COUNTY, GA.

PROJECT NUMBER : 03-15
1500 DRAWING MARK: SURVEY/2016/03-15/03-15/FINAL PLAT

Page 3/4

LOT	SO. FT.	ACRES
54	8,537	0.196
59	9,183	0.211
60	8,537	0.196
61	8,407	0.193
62	8,407	0.193
63	10,706	0.246
64	11,259	0.258
65	8,431	0.194
66	8,411	0.193
67	8,197	0.188
68	8,361	0.192
69	9,960	0.229
70	9,337	0.214
71	9,330	0.210
72	9,779	0.225
73	9,990	0.229
74	9,657	0.222
75	10,471	0.239
76	14,777	0.338
77	18,515	0.425
78	11,795	0.271
79	8,688	0.199
80	8,608	0.202
81	9,195	0.211
82	9,195	0.211
83	9,195	0.211
84	8,997	0.207
85	7,234	0.166
86	7,234	0.166
87	7,234	0.166
88	7,234	0.166

Book 118 Page 393



SPC Georgia
West Zone

HYDRANT SPACING:
EX. FH TO FH-1: 750'
FH-1 TO FH-2: 400'
FH-2 TO FH-3: 400'

—	FENCE	□	TRANSFORMER BOX (TR)
—	STORM SEWER EASEMENT	□	FLAG POLE (FP)
—	SANITARY SEWER	△	CALCULATED POINT
—	SANITARY SEWER SERVICE	△	FIRE HYDRANT (FH)
—	WATER LINE	△	WATER VALVE (WV)
—	GAS LINE	△	WATER METER (WM)
—	UNDERGROUND POWER LINE	△	LIGHT POLE (LP)
—	OVERHEAD POWER LINE	△	GAS METER (GM)
—	TELEPHONE LINE	△	GAS VALVE (GV)
—	FIBER OPTIC	△	HEAD WALL (HW)
—	CABLE TELEVISION	△	CURB AND GUTTER (CG)
—	TOPOGRAPHIC CONTOUR	△	SPOOT ELEVATION
—	PROPERTY LINE	△	ELECTRIC METER (EM)
—	CATCH BASIN (CB)	△	POWER POLE (PP)
—	CATCH BASIN (CB)	△	SIGN
—	POUT INLET (PI)	△	DRIVE
—	JUNCTION BOX (JB)	△	CREWMAN (CR)
—	55 MANHOLE (MH)	△	

SEWER MANHOLES--	6
SEWER PIPE--	1,523 L.F.
STORM STRUCTURES--	15
STORM PIPE--	1,623 L.F.
WATER STRUCTURES--	31 WATER METERS
	3 FIRE HYDRANTS
	3 WATER VALVES
WATER PIPE--	1,339 L.F.

CERTIFICATE OF CHEROKEE COUNTY WATER AND SEWAGE AUTHORITY "PURSUANT" TO ALL REQUIREMENTS OF THE CHEROKEE WATER AND SEWAGE AUTHORITY HAVING BEEN FULFILLED, THIS FINAL PLAT IS APPROVED FOR RECORDING.

Alison Payne 1-19-17
CHEROKEE COUNTY WATER AND SEWERAGE AUTHORITY DATE

DATE	: 10/4/16	REVISIONS
SCALE	: 1"=60'	
DRAWN BY	: RMS	
CHECKED BY	: GST	
FIELD CREW	: GST,MJR	



NORTH POINT
LAND SURVEYING

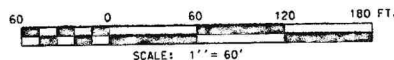
821 WYNTUCK DRIVE
KENNESAW, GEORGIA 30152
PHONE: (770) 315-5129
EMAIL: RS@NPLandSurveying.com
www.NPLandSurveying.com

FOR
HOLLY GLEN SUBDIVISION

LOCATED IN L.L. 490 & 491
15th DISTRICT, 2nd SECTION
CITY OF HOLLY SPRINGS
CHEROKEE COUNTY, GA.

PROJECT NUMBER : 052-15

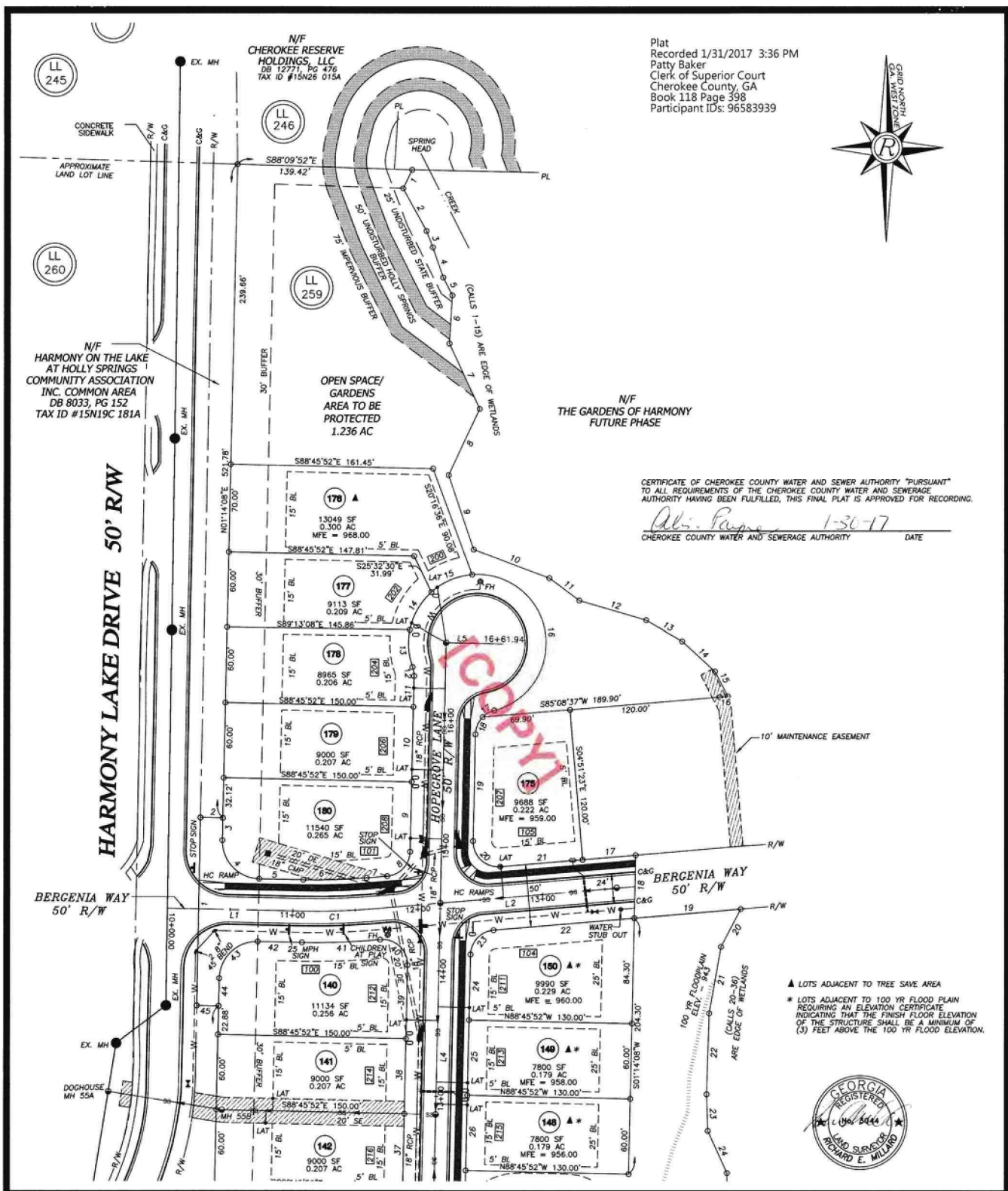
Pg 4/4



102.

PLAT BOOK:118 PG:398 Filed: 01/31/2017 03:36 PM Clerk File Number: 28-2017-000043
 Rec: 58.00
 Patty Baker, Clerk of Superior Court - Cherokee County, GA

Plat
 Recorded 1/31/2017 3:36 PM
 Patty Baker
 Clerk of Superior Court
 Cherokee County, GA
 Book 118 Page 398
 Participant ID: 96583939



SHEET 4 OF 5

DATE: 03/14/16
 SCALE: 1" = 50'
 FILE# FNL01
 JOB# G215068.LNR
 DRAWN BY WDC

THIS PLAT IS NOT VALID UNLESS IT BEARS THE ORIGINAL SIGNATURE IN INK OF THE REGISTRANT ACROSS THE REGISTRANT'S SEAL

GRAPHIC SCALE
 0' 25' 50' 100'

NO. DATE DESCRIPTION REVISIONS

FINAL SUBDIVISION PLAT FOR
THE GARDENS OF HARMONY
 PHASE 1
 LOCATED IN
 LAND LOT 259
 15TH DISTRICT, 2ND SECTION
 CITY OF HOLLY SPRINGS
 CHEROKEE COUNTY, GEORGIA

Rochester & Associates, Inc.
 425 Oak Street N.W. Gainesville, Georgia 30501
 (770)718.0600 (770)718.9090 Fax www.rochester-assoc.com

SHEET 5	OF 5	THIS PLAT IS NOT VALID UNLESS IT BEARS THE ORIGINAL SIGNATURE, IN INK, OF THE REGISTRANT ACROSS THE REGISTRANT'S SEAL.			
DATE: 08/19/16 SCALE: 1" = 50' FILE# Pk/P1 JOB# G215068.LNR DRAWN BY WDC					
			NO.	DATE	DESCRIPTION
			REVISIONS		

FINAL SUBDIVISION PLAT FOR
THE GARDENS OF HARMONY
PHASE 1
 LOCATED IN
 LAND LOT 259
 15TH DISTRICT, 2ND SECTION
 CITY OF HOLLY SPRING
 CHEROKEE COUNTY, GEORGIA



Rochester
& Associates, Inc.

425 Oak Street N.W. Gainesville, Georgia 30501
 (770)718.0600 (770)718.9090 Fax www.rochester-assoc.com

Plat
Recorded 8/8/2017 4:21 PM
Patty Baker
Clerk of Superior Court
Cherokee County, GA
Book 118 Page 842
Participant IDs: 9658393969

THIS BLOCK RESERVED FOR
THE CLERK OF THE SUPERIOR COURT



CERTIFICATE OF CHEROKEE COUNTY WATER AND SEWERAGE AUTHORITY
CERTIFICATE OF CHEROKEE COUNTY WATER AND SEWERAGE AUTHORITY "PURSUANT"
TO ALL REQUIREMENTS OF THE CHEROKEE COUNTY WATER AND SEWERAGE
AUTHORITY HAVING BEEN FULFILLED, THIS FINAL PLAT IS APPROVED FOR RECORDING.
Ally Payne 6-28-17
CHEROKEE COUNTY WATER AND SEWERAGE AUTHORITY DATE

N/F
CHEROKEE RESERVE
HOLDINGS, LLC
DB 12771, PG 476
TAX ID #15N26 015A

LL
246

LL
259

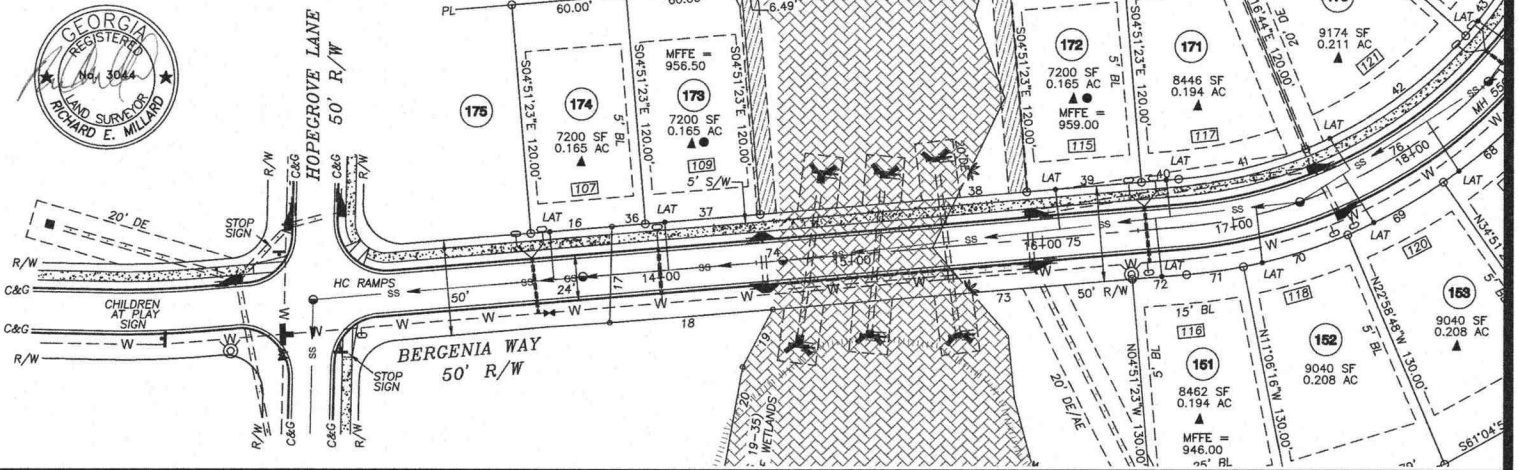
ZONED AG -
AGRICULTURAL
(CHEROKEE
COUNTY)

N/F
CHEROKEE RESERVE
COMMUNITY ASSOCIATION, INC
DB 13048, PG 126
TAX ID #15N26 F021A

N/F CHEROKEE RESERVE PHASE 1
PB 109, PG 153
ZONED RIS - SINGLE FAMILY RESIDENTIAL
(CHEROKEE COUNTY)

OPEN
SPACE/GARDENS
5.233 AC

N/F
THE GARDENS OF HARMONY
PHASE 1
PB 118, PG 395-399



SHEET 4 OF 6
DATE: 6/5/17
SCALE: 1" = 50'
FILE# FNL01
JOB# G215068.LNR
DRAWN BY WDC

THIS PLAT IS NOT VALID UNLESS IT BEARS
THE ORIGINAL SIGNATURE, IN INK, OF THE
REGISTERANT ACROSS THE REGISTRANT'S SEAL
GRAPHIC SCALE
0' 25' 50' 100'

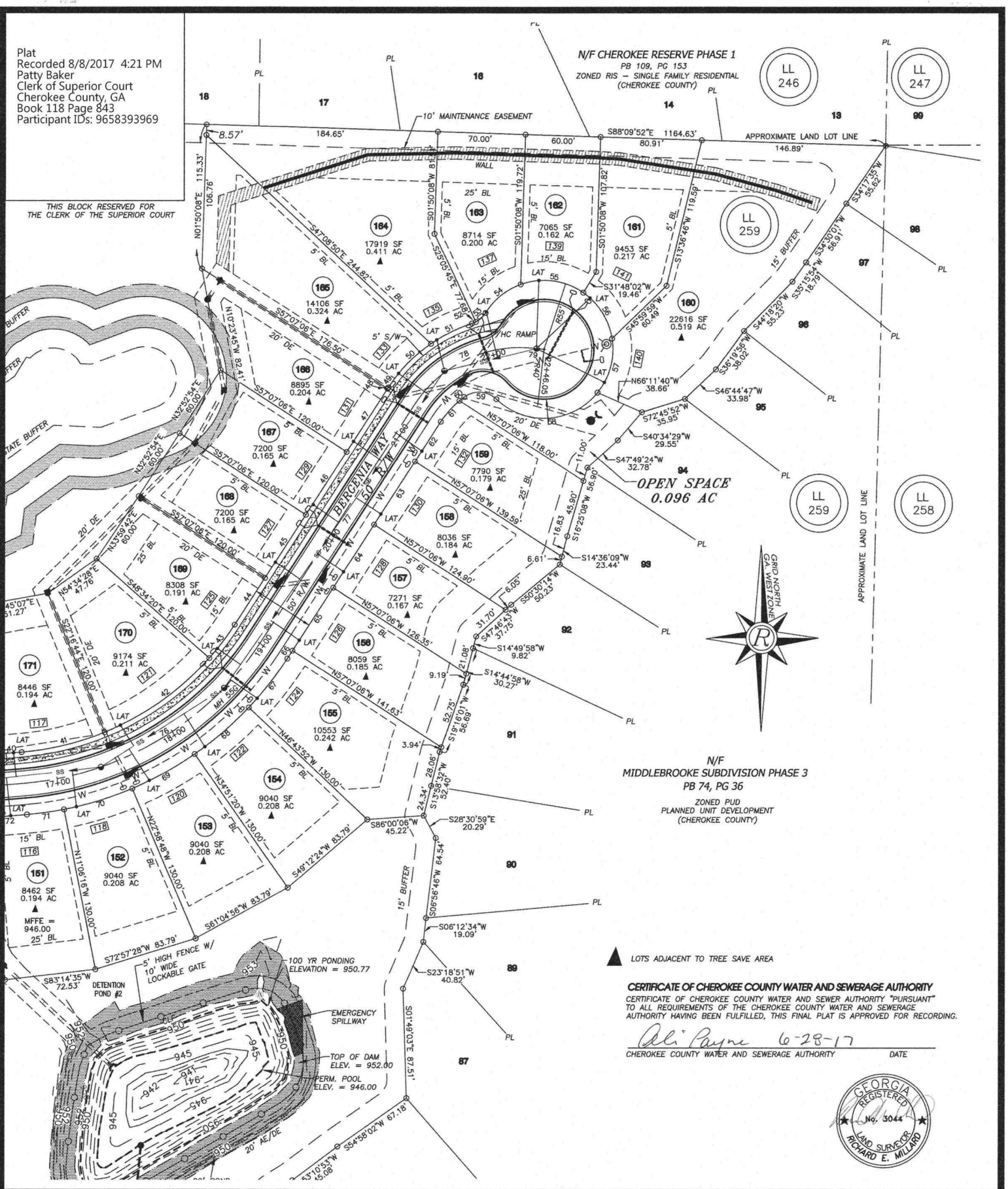
NO.	DATE	DESCRIPTION

FINAL SUBDIVISION PLAT FOR
**THE GARDENS OF HARMONY
PHASE 2**
LOCATED IN
LAND LOT 259
15TH DISTRICT, 2ND SECTION
CITY OF HOLLY SPRINGS
CHEROKEE COUNTY, GEORGIA

**Rochester
& Associates, Inc.**
425 Oak Street N.W. Gainesville, Georgia 30501
(770)718.0600 (770)718.9090 Fax www.rochester-assoc.com

Plat
Recorded 8/8/2017 4:21 PM
Patty Baker
Clerk of Superior Court
Cherokee County, GA
Book 118 Page 843
Participant IDs: 9658393969

THIS BLOCK RESERVED FOR
THE CLERK OF THE SUPERIOR COURT



N/F
MIDDLEBROOKE SUBDIVISION PHASE 3
PB 74, PG 36
ZONED PUD
PLANNED UNIT DEVELOPMENT
(CHEROKEE COUNTY)

CERTIFICATE OF CHEROKEE COUNTY WATER AND SEWERAGE AUTHORITY
CERTIFICATE OF CHEROKEE COUNTY WATER AND SEWER AUTHORITY "PURSUANT"
TO ALL REQUIREMENTS OF THE CHEROKEE COUNTY WATER AND SEWERAGE
AUTHORITY HAVING BEEN FULFILLED, THIS FINAL PLAT IS APPROVED FOR RECORDING.

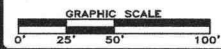
Richard E. Millard 6-28-17
CHEROKEE COUNTY WATER AND SEWERAGE AUTHORITY DATE



SHEET
5 OF
6

DATE: 6/5/17
SCALE: 1" = 50'
FILE# FNL201
JOB# G215068.LNR
DRAWN BY WDC

THIS PLAT IS NOT VALID UNLESS IT BEARS
THE ORIGINAL SIGNATURE, IN INK, OF THE
REGISTRANT ACROSS THE REGISTRANT'S SEAL



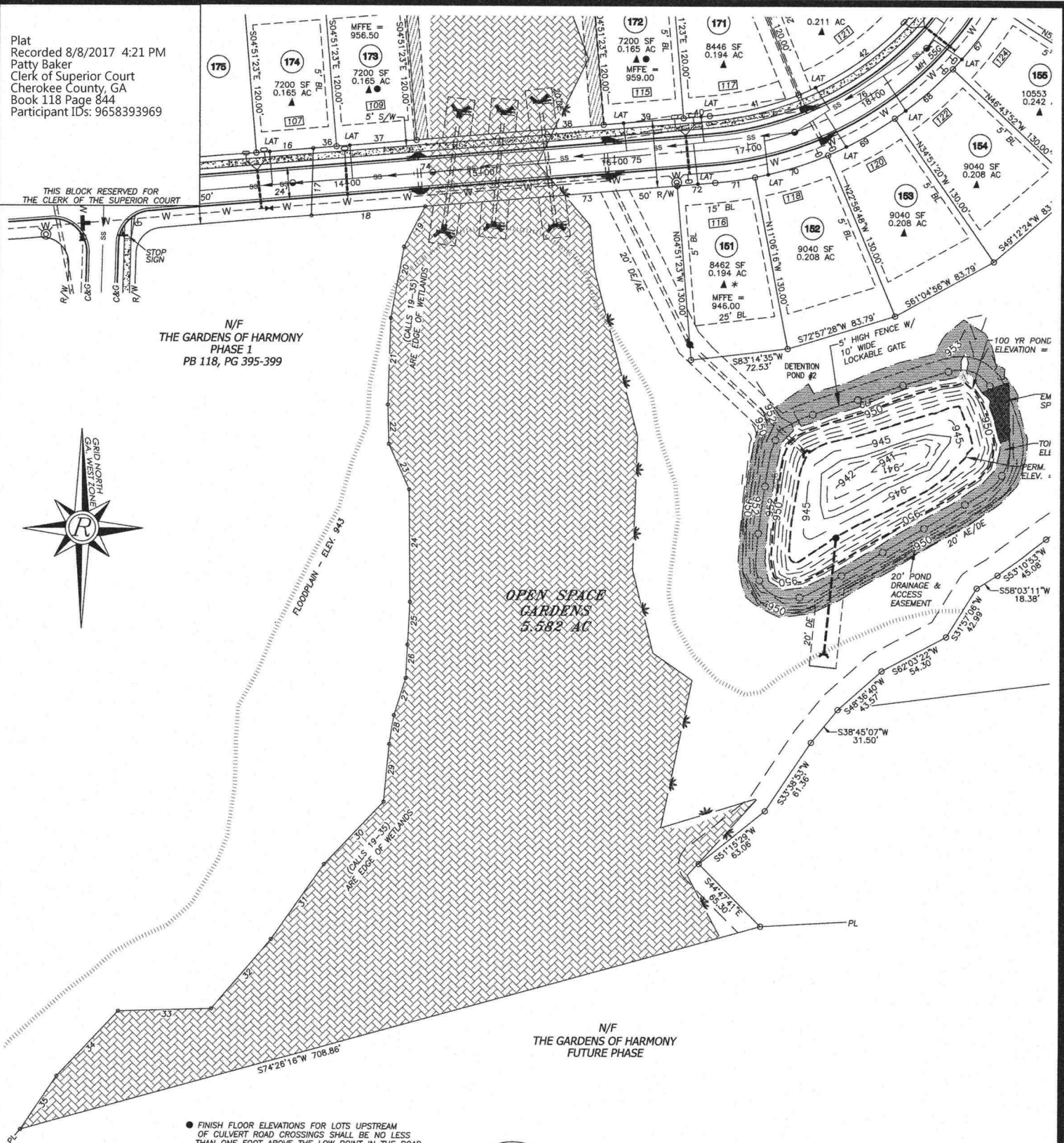
NO. DATE DESCRIPTION
REVISIONS

FINAL SUBDIVISION PLAT FOR
THE GARDENS OF HARMONY
PHASE 2
LOCATED IN
LAND LOT 259
15TH DISTRICT, 2ND SECTION
CITY OF HOLLY SPRINGS
CHEROKEE COUNTY, GEORGIA

Rochester
& Associates, Inc.
425 Oak Street N.W. Gainesville, Georgia 30501
(770)718.0600 (770)718.9090 Fax www.rochester-assoc.com

THIS BLOCK RESERVED FOR THE CLERK OF THE SUPERIOR COURT

Diagram illustrating a T-intersection. The main road (top) has a 'STOP SIGN' and a 'W' marking. The intersecting road (bottom) has a 'W' marking and a 'STOP SIGN'. The intersection area is labeled 'SS' (Stop Sign) and 'C&G' (Center Line). The road width is marked 'R/W' (Right of Way).



* LOTS ADJACENT TO 100 YR FLOOD PLAIN
REQUIRING AN ELEVATION CERTIFICATE
INDICATING THAT THE FINISH FLOOR ELEVATION
OF THE STRUCTURE SHALL BE A MINIMUM OF
(3) FEET ABOVE THE 100 YR FLOOD ELEVATION.



Ali Payne 6-28-17
CHEROKEE COUNTY WATER AND SEWERAGE AUTHORITY DATE

THIS PLAT IS NOT VALID UNLESS IT BEARS THE ORIGINAL SIGNATURE, IN INK, OF THE REGISTRANT ACROSS THE REGISTRANT'S SEAL.

GRAPHIC SCALE

0' 25' 50' 100'

NO.	DATE	DESCRIPTION
		REVISIONS

Rochester
& Associates, Inc.
425 Oak Street N.W. Gainesville, Georgia 30501
(770)718.0600 (770)718.9090 Fax www.rochester-assoc.com

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF HOLLY SPRINGS OPPOSING HB 1093 AND SB 494 AND OPPOSING LIMITATIONS ON A COUNTY'S AUTHORITY TO MAKE HOUSING, LAND USE AND ZONING DECISIONS WITHIN A LOCAL GOVERNMENT'S GEOGRAPHICAL BOUNDARIES

WHEREAS, the Holly Springs' City Council has reviewed HB 1093 and SB 494 ("Bills"), currently being considered in the Georgia General Assembly; and

WHEREAS, the Bills would prohibit local governments from addressing newly developed corporate rental subdivisions through any regulation, restriction or condition that is not the same for single-family residential areas; and

WHEREAS, the Bills are aimed at allowing unlimited access for corporations to develop "build to rent" subdivisions which vary greatly in price, quality, management and tenant protections; and

WHEREAS, the Board opposes the Bills for a number of reasons, including the fact that the Georgia Constitution recognizes zoning and land use decisions are core functions of local governments, and housing is a large component of those decisions; and

WHEREAS, local elected officials are responsible for ensuring affordable, predictable housing options within their respective communities; and

WHEREAS, such housing and land use decisions are best made at the local level through comprehensive planning and citizen input; and

WHEREAS, to ensure vibrant and sustainable communities, local governments require flexibility to decide what is appropriate for their community's neighborhoods; and

WHEREAS, home ownership is a financial asset that historically has been affordable to all economic levels; and

WHEREAS, rising costs in construction, land and materials are pushing the reality of home ownership further from the reach of more and more Americans, particularly young families; and

WHEREAS, home ownership and the growing equity value it provides is a source of capital for families to start businesses, send children to college, build retirement nest eggs, provide financial resources during financial emergencies, offer an asset to provide services such as assisted living or nursing care or cover a myriad other financial and economic resources to weather life challenges; and

WHEREAS, these and other benefits are why preserving opportunities for homeownership has long been a high priority of public policy in the United States; and

WHEREAS, good public policy requires a balance of housing options to meet individual needs; however, the Bills remove local decision making from the type and mix of housing available; and

WHEREAS, the superiority of local determination of the type of housing available in a community is one reason why local governmental control of zoning and land use is enshrined in Georgia's State Constitution; and

WHEREAS, the removal of local oversight and the negating of local policy goals inherent in the Bills allows outside forces to determine the type of housing available in a community with no need to work with existing community stakeholders wishing to have a voice in the process; and

WHEREAS, protecting property rights is an important component of good public policy, but good public policy also takes into consideration the property rights, property values and the neighborhood characteristics that purchasers relied on when investing their lifesavings in their current home;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE City Council of Holly Springs, Georgia, that this governing body hereby objects to and opposes any legislation or act limiting a local government's authority to make land-use and zoning decisions within its geographical boundaries; and

BE IT FURTHER HEREBY RESOLVED that a copy of this Resolution be delivered to each member of the Georgia House of Representatives and Senate representing Holly Springs and made available for distribution to the public and the press.

ADOPTED, this 7th day of March, 2022.

Attest:

Steven W. Miller, Mayor

Karen Norred, City Clerk
(Seal)

Lighting Services Agreement



Customer Legal Name City of Holly Springs DBA _____
Service Address 4228 Holly Springs Pkwy Road Widening PH2 Holly Springs GA 30115 County Cherokee County
Mailing Address PO Box 990 Holly Springs GA 30142
Email rlogan@hollyspringsga.us Tel # 770-345-5536 Alt Tel # _____
Tax ID# _____ Business Description Gov't Streetscape
Existing Customer Yes ☒ No ☐ If Yes (and if possible), does customer want the Service added to an existing account? Yes ☒ No ☐ If Yes, which Account Number? #Error

Selected Components				
Action	Qty	Wattage	Type	Description
INS	82	100	LED	Post Top
Service Cost (\$)		Regulated Cost (\$)*	Monthly Cost (\$)*	
\$1,608.02		\$276.34	\$1,884.36	
			Term (Months)	1

* The actual Regulated Cost will be calculated using the tariffs approved by Georgia Public Service Commission at the time of billing. The estimate is based on Summer Rates in effect at the time of this proposal. Excludes applicable sales tax.

Project Notes:

Customer agrees to this Lighting Services Agreement with Georgia Power Company under the attached terms and conditions and authorizes all actions noted on this agreement.
Customer also agrees to allow removal of existing lights. Yes ☐ N/A ☒

Type	Customer	Tariff	Content	Pre-Payment (\$)
NESC	Gov	EOL	N/A	\$439,813.00

Customer recognizes that the individual signing this Agreement on its behalf has authority to do so.

Customer Authorization	Georgia Power Authorization
Signature:	Signature:
Print Name:	Print Name: Russell Smith
Print Title:	Print Title: Account Exec
Date:	Date:

TERMS and CONDITIONS (*Lighting – Governmental Service*)

1. **Agreement Scope.** This Lighting Services Agreement (“**Agreement**”) establishes the terms and conditions under which Georgia Power Company (“**GPC**”) will provide lighting and related service (collectively, the “**Service**”) to the customer identified on Page 1 (“**Customer**”) at the Service Address shown on Page 1 (the “**Premises**”). GPC may install, update, modify, or replace any GPC-owned pole, base, wiring, conduit, fixture, control, equipment, device, or related item at the Premises (collectively, “**GPC Assets**”) for any reason related to the Service or to use of GPC Assets.
2. **Term and Termination.** The initial Agreement term is stated on Page 1, calculated from the date of the first bill. After the initial term, this Agreement automatically renews on a month-to-month basis until terminated by either party by providing written notice of intent to terminate to the other party (in accordance with the notice provisions of the *Miscellaneous* section below) at least 30 days before the desired termination date. The initial term and any renewal term or terms are collectively the “**Term**.”
3. **Intent and Title.** This Agreement governs GPC’s provision of the Service to Customer and is not a sale, lease, or licensing of goods, equipment, property, or assets of any kind. GPC retains the sole and exclusive right, title, and interest in and to all GPC Assets. Customer acknowledges that GPC Assets, although attached to real property, always will remain the exclusive personal property of GPC and that GPC may remove GPC Assets upon Agreement termination. **GPC makes no representation or warranty regarding treatment of this transaction by the Internal Revenue Service or the status of this transaction under any federal or state tax law. Customer enters into this Agreement in sole reliance upon its own advisors.**
4. **Payment.** GPC will invoice Customer monthly for the Monthly Cost as described on Page 1. The Service Cost portion of the Monthly Cost will renew at the amount shown on Page 1, but the Regulated Cost portion will be determined by the applicable Georgia Public Service Commission-approved tariff at the time of billing. Customer agrees to pay the total amount billed in full by the invoice due date. If a balance is outstanding past the due date, Customer acknowledges that GPC may require Customer to pay a deposit of up to two times the Estimated Monthly Charge in order to continue Service. If applicable, Customer must provide a copy of its Georgia sales tax exemption certificate. Customer must pay costs associated with any Customer-initiated change to the Service after the date of this Agreement.
5. **Premises Activity.** Customer hereby grants to GPC and its contractors, agents, and representatives the right and license to enter the Premises at any time to perform any activity related to the Service or to GPC’s use of the GPC Assets, including the right to access the Premises with vehicles, GPC Assets, or other tools or equipment, and to survey, dig, or excavate, in order to: (i) install and connect GPC Assets, provide Service, or provide or install any other service; (ii) inspect, maintain, test, replace, repair, disconnect, or remove GPC Assets; (iii) install additional equipment or devices on GPC Assets; or (iv) conduct any other activity reasonably related to the Service or GPC Assets (collectively, “**GPC Activity**”). Customer represents or warrants that it has the right to permit GPC to provide the Service and to perform the GPC Activity upon the Premises and, if applicable, has obtained express written authority and required permission from all Premises owners, and any other person or entity with rights in the Premises, to enter into this Agreement and to authorize the GPC Activity and the Service.
6. **Installation and Underground Work.** Customer recognizes that the Service requires installation of GPC Assets. Customer warrants or covenants that: (i) the Premises’ final grade will vary no more than six inches from the grade existing at the time of installation; and (ii) if applicable and required for proper installation, Premises property lines will be clearly marked before installation.
 - A. **Customer Work.** If GPC, upon Customer’s request, allows Customer, itself or through a third party, to perform any activity related to installation of GPC Assets (including trenching), Customer warrants or covenants that the work will meet GPC’s installation specifications (which GPC will provide to Customer and which are incorporated by this reference). Customer must provide GPC at least 10 days’ prior written notice of its schedule for the work, so that GPC can schedule GPC’s installation work promptly thereafter. Customer will be responsible for any additional costs arising from non-compliance with GPC’s specifications, Customer’s failure to complete Customer’s work by the agreed completion date, or failure to provide GPC timely notice of any schedule change.
 - B. **Underground Facility/Obstruction Not Subject to Dig Law.** Because GPC Activity may require excavation not subject to the Georgia Utility Facility Protection Act (O.C.G.A. §§25-9-1 – 25-9-13) (“**Dig Law**”), **Customer must mark any private utility or facility (e.g., gas/water/sewer line; irrigation facility; fiber/data/communication line) or other underground obstruction at the Premises that is not subject to the Dig Law.** If GPC causes or incurs damage due to Customer’s failure to mark a private facility or obstruction before GPC commences GPC Activity, Customer is responsible for all damages and any loss or damage resulting from any such delay.
 - C. **Unforeseen Condition.** The estimated charges shown on Page 1 include no allowance for subsurface rock, wetland, underground stream, buried waste, unsuitable soil, underground obstruction, archeological artifact, burial ground, threatened or endangered species, hazardous substance, or similar condition (“**Unforeseen Condition**”). If GPC encounters an Unforeseen Condition in connection with any GPC Activity, GPC, in its sole discretion, may stop all GPC Activity until Customer either remedies the condition or agrees to reimburse all GPC costs arising from the condition. Customer is responsible for all costs of modification or change to GPC Assets requested by Customer or dictated by an Unforeseen Condition or circumstance outside GPC’s control.
7. **GPC Asset Protection and Damage.** Throughout the Term, in the event of any work or digging near GPC Assets, Customer (or any person or entity working on Customer’s behalf) must: (i) provide notices and locate requests to the Georgia Utilities Protection Center (“**UPC**”) and other utility owners or operators as required by the then-current Dig Law; (ii) coordinate with the UPC and any utility facility owner/operator as required by the Dig Law; and (iii) comply with the High-voltage Safety Act (O.C.G.A. §§46-3-30 – 46-3-40). As between Customer and GPC, Customer is responsible for any damage arising from failure to comply with applicable law or for damage to GPC Assets caused by anyone other than GPC or a GPC contractor, agent, or representative.
8. **Pole Attachments.** Nothing in this Agreement conveys to Customer any right to attach or affix anything to any GPC Asset. Customer agrees that it will not, and will not permit others to, rearrange, disconnect, remove, relocate, repair, alter, tamper with, or otherwise interfere with any GPC Asset. If Customer desires to attach or affix anything to GPC Assets, Customer must first obtain GPC’s written consent. Customer may call GPC Lighting and Smart Services business unit at 1-888-660-5890 to request consent.
9. **Interruption of Service.** Customer understands that Service is provided on an “as is” and “as available” basis and may be interrupted. If there is a Service interruption, Customer must notify GPC. Following notice, GPC will restore Service, at no cost to Customer. Customer may notify GPC by either calling 1-888-660-5890 or by reporting online at: <https://www.georgiapower.com/community/outages-and-stormcenter/power-outage-overview/street-light-outage.html>.
10. **Disclaimer; Damages.** **GPC makes no covenant, warranty, or representation of any kind (including warranty of fitness for a particular purpose, merchantability, or non-infringement) regarding Service, GPC Assets, or any GPC Activity.** Customer acknowledges that, due to the unique characteristics of the Premises, Customer’s needs, or selection of GPC Assets, the Service may not follow IESNA guidelines. **Customer waives any right to consequential, special, indirect, treble, exemplary, incidental, punitive, loss of business reputation, interruption of Service or loss of use (including loss of revenue, profits, or capital costs) damages in connection with the loss or interruption of Service, GPC Assets, or this Agreement, or arising from damage, hindrance, or delay involving the Service, GPC Assets, or this Agreement, whether or not reasonable, foreseeable, contemplated, or avoidable.** To the extent GPC is liable under this Agreement, and to the extent allowed by applicable law, GPC’s liability is expressly limited to: (i) with respect to the Service purchased by Customer, the annual amount paid by Customer for the Service; or (ii) with respect to any other liability, to proven direct damages in an amount not to exceed \$100.00. Customer is solely responsible for safety of the Premises; Customer agrees that GPC has no obligation to ensure safety of the Premises and that GPC has no liability for any personal injury, real or personal property damage or loss, or negative impact to Customer or any third party that occurs at the Premises.
11. **Risk Allocation.** Each party will be responsible for its own acts and the results of its acts, except as otherwise described in this Agreement.
12. **Georgia Security, Immigration, and Compliance Act.** Customer is a “public employer” as defined by O.C.G.A. § 13-10-91 and this is a contract for physical performance of services in Georgia. Compliance with O.C.G.A. § 13-10-91 is a condition of this Agreement and is mandatory. GPC will provide to Customer a contractor’s affidavit for installation services as required by O.C.G.A. § 13-10-91. If GPC employs any subcontractor in connection with installation under this Agreement, GPC also will secure from each subcontractor an affidavit attesting to compliance with O.C.G.A. § 13-10-91.
13. **Default.** Customer is in default if Customer: (i) does not pay the entire amount owed to GPC within 45 days after the due date; (ii) terminates this Agreement without proper notice and prior to the end of the then-current Term; or (iii) breaches any material term, warranty, covenant, or representation of this Agreement. GPC’s waiver of a past or concurrent default will not waive any other default. If a default occurs, GPC may: (a) immediately terminate this Agreement; (b) remove any GPC Asset from the Premises; or (c) seek any available remedy provided by law, including the right to collect any past due amount, or any amount due for the Service during the remaining Term.
14. **Miscellaneous.** This Agreement contains the parties’ entire agreement relating to the Service, GPC Assets, and GPC Activity and replaces any prior agreement, written or oral. Subject to applicable law, GPC may modify the terms of this Agreement by providing 30 days’ prior written notice of such modification to Customer. If Customer uses the Service or makes any payment for the Service on or after the modification effective date, Customer accepts the modification. GPC’s address for notice is 1790 Montreal Circle, Tucker, GA 30084-6801; Customer’s address for notice is stated on Page 1. Either party may update administrative or contact information (e.g., address, phone, website) at any time by written notice to the other. Customer will not assign, in whole or in part, this Agreement or any right or obligation it has under this Agreement; any such assignment without GPC’s prior written consent will be void and of no effect. In this Agreement: (i) “**include(ing)**” means “include, but are not limited to” or “including, without limitation”; (ii) “**or**” means “either or both” (“A or B” means “A or B or both A and B”); (iii) “**e.g.**” means “for example, including, without limitation”; and (iv) “**written**” or “**in writing**” includes email communication. Georgia law governs this Agreement. If a court rules an Agreement provision unenforceable to any extent, the rest of that provision and all other provisions remain effective.

AGREEMENT

This Agreement among Advanced Metal Fabrication, Inc. (“AMF”), the Urban Redevelopment Agency of the City of Holly Springs, Georgia (“URA”) and the City of Holly Springs, Georgia (“City”) is made this 1st day of March 2022.

WHEREAS, AMF has been operating a business located at 411 Hickory Rd., Building C, Holly Springs, Georgia (“Property”); and

WHEREAS, the City owns the Property and has provided notice to AMF to vacate the Property by April 30, 2022; and

WHEREAS, the City has agreed to pay \$200,000 towards the cost of moving AMF’s equipment; and

WHEREAS, AMF has requested that the City allow it to remove the metal building known as Building C from the Property for use elsewhere and the City and URA have agreed to that;

NOW THEREFORE, in exchange of the mutual covenants contained herein the parties have agreed as follows:

1. AMF agrees to vacate the Property on or before April 30, 2022. This will include AMF removing all of its equipment and the metal building on or before April 30, 2022. AMF will leave the Property with only the concrete pad in place.
2. If AMF has removed its equipment and the metal building by April 30, 2022, the City will pay AMF \$200,000.
3. If AMF has not removed all of its equipment and the metal building by April 30, 2022, the City will have no obligation to make the payment of \$200,000.
4. In either event, upon payment of the \$200,000 or the failure of AMF to vacate the Property by April 30, 2022, the City and the URA shall have no further obligation to AMF. By executing this Agreement, AMF is releasing the City and the URA from any claims beyond the terms contained in this Agreement which arise out of having to vacate the Property and move its business.
5. This written agreement contains the entire agreement among the parties with respect to the subject matter and supersedes any other promises, discussions and understandings, whether written or oral, or express or implied.

{Signature Page to Follow}

IN WITNESS of this Agreement the parties have signed below.

Advanced Metal Fabrication, Inc.

City of Holly Springs, Georgia

John Holcomb, President

Steven W. Miller, Mayor

Urban Redevelopment Agency of the
City of Holly Springs, Georgia

Ollie Evans, Chairman

AGREEMENT

This Agreement among AW Global Productions, LLC ("AW Global"), the Urban Redevelopment Agency of the City of Holly Springs, Georgia ("URA") and the City of Holly Springs, Georgia ("City") is made this 1st day of March 2022.

WHEREAS, AW Global has been leasing property at 411 Hickory Rd., Holly Springs, Georgia ("Property"); and

WHEREAS, the City owns the Property and has provided notice to AW Global to vacate the Property by April 30, 2022; and

WHEREAS, the City has agreed to pay \$32,930 towards the cost of moving AW Global's equipment and vehicles; and

WHEREAS, AW Global has requested that the City allow it to remove the metal building known as Building D from the Property for use elsewhere and the City and URA have agreed to that;

NOW THEREFORE, in exchange of the mutual covenants contained herein the parties have agreed as follows:

1. AW Global agrees to vacate the Property on or before April 30, 2022. This will include AW Global removing all of its equipment, vehicles and the metal building on or before April 30, 2022. AW Global will leave the Property with only the concrete pad in place.
2. If AW Global has removed its equipment, vehicles and the metal building by April 30, 2022, the City will pay its towing/moving company up to \$32,930.
3. In either event, upon payment of the \$32,930 or the failure of AW Global to vacate the Property by April 30, 2022, the City and the URA shall have no further obligation to AW Global. By executing this Agreement, AW Global is releasing the City and the URA from any claims beyond the terms contained in this Agreement which arise out of having to vacate the Property.
4. This written agreement contains the entire agreement among the parties with respect to the subject matter and supersedes any other promises, discussions and understandings, whether written or oral, or express or implied.

{Signature Page to Follow}

IN WITNESS of this Agreement the parties have signed below.

AW Global Productions, LLC

City of Holly Springs, Georgia

Andrew Ward, Owner

Steven W. Miller, Mayor

Urban Redevelopment Agency of the
City of Holly Springs, Georgia

Ollie Evans, Chairman

Good Neighbor Creek Mitigation Bank

Dawsonville Bluffs, LLC
1305 Lakes Parkway
Suite 110
Lawrenceville, Georgia 30043

Purchaser: City of Holly Springs
Attn: Rob Logan, City Manager
3737 Holly Springs Parkway
Holly Springs, Georgia 30115

Project Name: Holly Springs Parkway Widening

USACE Permit No.: TBD
GA EPD BV No.: N/A

Project County: Cherokee
Project HUC: 03150104 Etowah
Service Area (P/S): Primary

Mitigation Bank: Good Neighbor Creek Mitigation Bank

Transaction 1:	
Mitigation Type:	Stream
# Credits:	6,030.00
Price Per Credit:	\$90.00
Transaction 1 Price:	\$542,700.00

Transaction 2:	
Mitigation Type:	N/A
# Credits:	0.00
Price Per Credit:	\$0.00
Transaction 2 Price:	\$0.00

Total Price: **\$542,700.00**

Sale Terms:

- 1) Price quote only; not a formal offer or contract of sale
- 2) Price valid for 15 days; credits are not guaranteed
- 3) Credits are nonrefundable and non-transferable

Bank Contact: Greg Smith, Corblu Ecology Group, LLC
Office: 770-682-9731
Mobile: 770-653-5668
Email: gsmith@corblu.com

Authorized By: Greg Smith, Authorized Agent and Representative for Dawsonville Bluffs, LLC

Signature:



Date: 3/2/2022

c: Pat Barber, Acer Environmental via Email

INVOICE

Date	Invoice #
3/2/2022	0017

Bill To
City of Holly Springs Attn: Rob Logan, City Manager 3737 Holly Springs Parkway Holly Springs, Georgia 30115

Payable To
Dawsonville Bluffs, LLC 1305 Lakes Parkway Suite 110 Lawrenceville, Georgia 30043

Project/PO No.:	Terms	Bank
TBD	See Terms on Quotation	Good Neighbor Creek Mitigation Bank

Line Item	Description	Quantity	Unit Price	Amount
01	Stream Mitigation Credits	6,030.00	\$90.00	\$542,700.00
Total Due				\$542,700.00

Notes: Thank you for your business. If you have any questions or require any additional information please contact Greg Smith at 770-682-9731 or email gsmith@corblu.com.

STATEMENT OF CREDIT AVAILABILITY

APPLICATION INFORMATION

Permit Type: NWP
USACE Permit Number: SAS- -
Project Name: Holly Springs Parkway Widening
Applicant: City of Holly Springs
County: Cherokee
Impacted HUC: 3150104

CREDIT NEED

Stream Credit Type: Stream (2004)
Stream Credits Needed: 6,030
Wetland Credit Type: Select from picklist
Wetland Credits Needed:

MITIGATION BANK NAMED

Bank/In-Lieu Fee (ILF) Program Name: Good Neighbor Creek
Bank/ILF Program Number: SAS- 2009 - 00974
Primary Service Area HUC(s): 03150104
Secondary Service Area HUC(s): N/A
Stream Credit Type Utilized: Stream (2004)
Stream Credits Utilized: 6,030
Wetland Credit Type Utilized: Select from picklist
Wetland Credits Utilized:

The Bank Representative hereby authorizes the Applicant to provide this statement of credit availability for the mitigation bank listed above as a potential source of compensatory mitigation in its U.S. Army Corps of Engineers (Corps) permit application for the above referenced project. The Bank Representative shall indicate the current status of credit availability (see check boxes below) for all inquiries of credit availability for Corps permit applications within the geographic service area(s) of the respective mitigation bank. Failure of the Bank Sponsor to provide a statement of credit availability for a Corps permit application will result in the Corps' determination that the mitigation credits are **NOT AVAILABLE** for purchase from the respective mitigation bank.

☒ By signing below, I certify that the mitigation credits specified above are currently **AVAILABLE** for purchase from the named Mitigation Bank. This certification does not create an obligation to sell the specified credits.

☐ By signing below, I certify that the mitigation credits are currently **NOT AVAILABLE** for purchase from the named Mitigation Bank. This certification does not preclude the Bank Sponsor from offering the specified credits for sale if they should later become available. However, the Applicant will be under no obligation to purchase the later-offered credits if the Applicant secures acceptable credits from another source.

Bank/ILF Representative:

By: 
Name: Gregory P. Smith
Date: 03/02/2022

Digitally signed by Gregory P. Smith
DN: cn=Gregory P. Smith, o=USACE, ou=USACE
Reason: I am the author of this document
Locality: FCO
Date: 2022.02.22 11:16:50
Full Name: PDF Version: 0.9.0

As the Applicant, I understand that failure to purchase mitigation credits as required by the Corps may result in a suspension or revocation of the permit and/or civil or criminal enforcement actions by the Corps or the U.S. Environmental Protection Agency.

Applicant:

By: _____
Name: _____
Date: _____

Note 1: Potential mitigation credits that have not been released for sale will only be considered "available" at the discretion of the Corps.

Note 2: If the purchase of available credits identified in this statement of credit availability cannot be finalized by either party (Banker or Applicant), the Applicant will need to immediately coordinate with the Corps to ensure that an alternative compensatory mitigation plan is proposed to offset project impacts.

Note 3: If credits are being purchased from multiple mitigation banks, then a Statement of Credit Availability is required from each mitigation bank.

AMENDMENT TWO

For

To the Contract for Professional Services
between the City of Holly Springs, GA
and Optech Monette, LLC

WHEREAS, the City of Holly Springs, Georgia (hereinafter referred to as the Owner), entered into a Contract for Professional Services, dated December 16, 2019 with Optech Monette, LLC, hereinafter referred to as OPTECH (the Contractor), whose address is 2150 Brandon Trail, Alpharetta, GA 30004 to provide Public Works Contract Operations services to the City and its affiliates.

WHEREAS, Contractor and City of Holly Springs previously entered into an agreement in which the Contractor provides Public Works Contract Operations services for the City; and

WHEREAS, the City had previously leased vehicles to the Contractor for their use in performance of their professional duties on behalf of the City; and

WHEREAS, the City has decided to eliminate their current fleet of owned vehicles to be used on behalf of the citizens in performance of this agreement; and

WHEREAS, the Contractor will now need to provide their own fleet of three (3) vehicles for their staff to perform their duties on behalf of the City under this services contract; and

NOW THEREFORE, in consideration of the foregoing recitals, the sums hereafter set forth and for good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, it is hereby agreed to amend the agreement for the Contractor to add the following equipment:

1. The addition of three vehicles for use by Contractor's staff, and
2. The Contractor will be responsible for all maintenance cost associated with their vehicles, and
3. The Contractor will provide all fuel required for the vehicles in performance of their duties, and
4. The Contractor will pay all taxes, tag fees and liability insurance cost annually associated with these vehicles.
5. The cost will be \$ 650/vehicle for Items 1-4 above, a total cost of \$ 1,950/month to be added to the current cost of contractor services monthly.

All other paragraphs remain as originally written.

IN WITNESS WHEREOF, the parties hereto have indicated their approval of this Amendment by their signatures below:

City of Holly Springs, GA
(Owner)

By _____
Steven W. Miller, Mayor

Date _____

Optech Monette, LLC (Optech)
(Contractor)

By _____
Robert W. Monette, P.E.,
President

Date _____



Anne Dover
Director

2782 Marietta Hwy., Suite 100
Canton, Georgia 30114
Phone: 770-479-0407
Fax: 678-493-4703

February 25, 2022

Karen Norred, City Clerk
City of Holly Springs
P O Box 990
Holly Springs, GA 30142

Dear Karen,

Enclosed is amended intergovernmental agreement. We have made a change to page 5, section 4, first paragraph. See below:

It is understood between the parties that should a City Election be held in conjunction with a County, State, and/or Federal Election, the City shall not be responsible for any costs of the election.

It is further understood between the parties that a "stand alone" City Election conducted by the County on behalf of the City will mean the City will bear the full cost associated with said election in accordance with Exhibit "A"; and

Please have this agreement signed and return as soon as possible. I hope that this will ease some of the financial burdens for the city when it is election time.

Best regards,

Anne Dover, Director
Cherokee County Elections

STATE OF GEORGIA
COUNTY OF CHEROKEE

**INTERGOVERNMENTAL AGREEMENT
FOR CHEROKEE COUNTY
TO CONDUCT ELECTIONS FOR THE CITY OF
HOLLY SPRINGS, GEORGIA**

THIS AGREEMENT entered into between the City of Holly Springs, Georgia, a Municipal Corporation, lying wholly within the County of Cherokee, Georgia, hereinafter referred to as the "City," and Cherokee County, a political subdivision of the State of Georgia, (including the Cherokee County Board of Elections and Registration) hereinafter referred to as the "County."

WITNESSETH

WHEREAS, the Georgia General Assembly created a Cherokee County Board of Elections and Registration having jurisdiction over the conduct of primaries and elections (Ga. Laws 1991, p. 3830, *et seq.*, as amended), and provided that the Board of Elections and Registration shall, with regard to the preparation for, conduct and administration of primaries and elections, succeed to and exercise all duties and powers granted to and incumbent upon the election superintendent pursuant to Title 21 of the O.C.G.A.; and

WHEREAS, the city, in the performance of its governmental functions, desires to contract with the County to conduct all elections for the citizens of the City (including referenda, bond issues, special elections, second elections pursuant to O.C.G.A. § 21-2-520, *et seq.*, and run-off elections, hereinafter referred to as the "City Elections") as hereinafter described; and

WHEREAS, under the provisions of the Georgia Election Code, particularly Section 21-2-45 of the O.C.G.A., a City may by Ordinance authorize the County to conduct City Elections, and the City has heretofore adopted such an Ordinance; and

WHEREAS, the City and the County are also authorized by Art. IX, Sec. III, Par. 1 of the Constitution of the State of Georgia to enter into such an agreement for the conduct of City Elections; and

WHEREAS, O.C.G.A. § 36-70-20, *et seq.*, provides that local governments should develop a service delivery system that is efficient and responsive to citizens; and

WHEREAS, the County is willing to conduct City Elections under the terms and conditions contained herein to accomplish efficiency to the benefit of residents of the City and the County

NOW, THEREFORE, in consideration of the premises contained herein, the sufficiency of which is hereby acknowledged, it is hereby agreed by the City and the County as follows:

(1)

Conduct of City Elections

This Agreement shall govern the conduct of all the City Elections by the County. Polling places for City Elections shall be at locations mutually acceptable to the City and County. It is the intent of the parties that City Elections be conducted in compliance with all applicable federal, state and local legal requirements. In the event that any unscheduled City Election becomes necessary, the City and the County shall confer and reach a mutually convenient date to conduct any such election.

(2)

Time of Commencement and Completion of Services

The services to be performed pursuant to this Agreement shall commence upon signing of this Agreement and expire on January 1, 2023. This Agreement shall automatically be renewed for two (2) additional one-year terms (the "Renewal Term"), unless either party provides to the other party at least ninety (90) days written notice of termination prior to January 1, 2023. The rates set forth on Exhibit "A" shall be re-negotiated between the parties for any Renewal Term to account for increased costs to the County for provision of these services.

This Agreement may be terminated by either party by providing to the other party at least ninety (90) days prior written notice of termination at any time during the initial term or the Renewal Term.

In the event that the City: 1) fails to make payment to the County as required by this Agreement; 2) receives written notice from the County of such nonpayment; and 3) fails within thirty (30) days of such notice from the County to make proper payment to the County, then the County may terminate this Agreement, effective immediately, by providing written notice of termination to the City.

In the event of termination of this Agreement, all compensation theretofore due to the County for services rendered prior to such date of termination shall be tendered by the City to the County on or before said date of termination, subject only to the satisfactory performance of the County's obligations, if any remain, under the terms and conditions of this Agreement.

(3)

Duties and Responsibilities

The Supervisor of Elections and Registration of the Cherokee County Board of Elections and Registration, or his/her designee(s), shall perform any and all functions for the City in connection with the conduct of City Elections, with the exception of the following tasks to be performed by the City:

- a. Adoption of Election Resolutions and Calls, including placement of and payment for required advertisements, for City Elections ("the Calls") as required by Title 21 of the Official Code of Georgia:
- b. Pursuant to O.C.G.A. § 21-2-130, *et seq.*, setting of qualifying fees, placement of and payment for advertisements in the City's legal organ for qualifying of candidates and amounts of qualifying fees, (hereinafter "Qualifying");
- c. Preparing Qualifying materials for potential candidates and performing Qualifying of candidates, including any write-in candidates, for City Elections pursuant to O.C.G.A. § 21-2-130, *et seq.* All Qualifying fees shall be deposited into the City's general fund to help cover election costs;
- d. Submitting Resolutions and other appropriate election information as required to the Cherokee County Board of Elections and Registration and the Georgia Secretary of State, except for certification of returns pursuant to O.C.G.A. § 21-2-493
- e. Performing qualifying officer duties as required by the Georgia Government Transparency & Campaign Finance Commission for any and all state reports filed by candidates or committees in conjunction with City Elections to ensure compliance with Title 21, Chapter 5 of the Official Code of Georgia;
- f. Verifying, in a timely manner, accuracy of voter list(s) for City residents;
- g. Paying for change of precinct voter registration cards and notifications of changes in polling places for City residents;
- h. Ensuring that the City Clerk is available and readily accessible to the County: 1) during absentee voting periods under O.C.G.A. § 21-2-380; 2) all day on the day preceding day of, and day after any City Election; and 3) as may subsequently be necessary and requested by the County after any City Elections;
- i. Providing to the County a detailed map showing the City's Municipal Boundaries, Municipal Precinct Boundaries, and Voting District Boundaries in compliance with O.C.G.A. § 21-2-226 (c);
- j. Being responsible for all aspects of bond issues, except for City Elections duties specifically assigned to the County herein;
- k. Being responsible for all other required advertisements, except as specifically stated otherwise herein; and
- l. Otherwise cooperating with the County in the performance of this Agreement and providing the County such documentation and information as it may reasonably request to facilitate the performance of its duties under this Agreement.

The County Supervisor of Elections and Registration shall:

- a. Place the City's candidate(s), and/or referendum question(s) on the ballot for City Elections within a reasonable time after written notice from the City is received by the County (which notice shall include all necessary details and information), and the County shall have ballots printed or loaded into voting equipment as appropriate;
- b. Hire, train, supervise and pay poll officers and absentee ballot clerks;
- c. Prepare and submit to the City Clerk a draft voter registration list for review, editing and approval;
- d. Perform duties of election superintendent and absentee ballot clerk for City Elections;
- e. Place advertisements in the City's legal organ regarding logic and accuracy testing as required by Sections 183-1-12 - .02 and .07 of the Georgia Administrative Code (to be paid by the City in the event of no County/State/Federal election.);
- f. Provide staff, equipment and supplies for conducting City Elections at City polling places on City Election days and to conduct recounts as may be required;
- g. Certify City Election returns pursuant to O.C.G.A. § 21-2-493; submit certified City Election returns to the Georgia Secretary of State or City Clerk, or as otherwise required by law;
- h. Upon receipt of a notice from the City of a change in City precincts or voting districts, notify City residents of any change in voting districts and/or municipal precincts (costs involved for sending new voter registration cards will be borne by the City); and
- i. Answer, as appropriate, open records requests or complaints forwarded by the City to the County regarding the County's conduct of City Elections (not including Qualifying, Calls, and filing of State Ethics Commission Reports.)

In the event that a City Election is contested, the City shall defend and/or bear all costs incurred in responding to the election challenge, including, but not limited to, attorneys' fees and expenses associated with the election challenge and any appeals thereafter and as further defined in Section 5 of this Agreement. It is not the intent of the parties that the city should reimburse costs unreasonably incurred by the County. If a second election is required, such election will constitute a City Election under this Agreement and shall be conducted in accordance with the terms of this Agreement.

(4)

Costs Associated with Elections

It is understood between the parties that should a City Election be held in conjunction with a County, State, and/or Federal Election, the City shall not be responsible for any costs of the election.

It is further understood between the parties that a "stand alone" City Election conducted by the County on behalf of the City will mean the City will bear the full cost associated with said election in accordance with Exhibit "A"; and

The costs of any City Election shall be billed to the City within ninety (90) days after the date of the City Election. A detailed statement showing all costs and expenses incurred by the County, with the City's portion (if not a "stand alone" election) of said costs reflected, shall be submitted to the Office of the City Clerk, P. O. Box 990 Holly Springs, Georgia 30142. The City shall pay all invoices within thirty (30) days of receipt. Payments shall be payable to Cherokee County, Georgia and remitted to the County Supervisor of Elections and Registration at 2782 Marietta Hwy., Canton, GA 30114.

(5)

Legal Responsibilities

To the extent permitted under Georgia Law, the City shall be solely responsible for any liability resulting from any claims or litigation arising from or pertaining to any City Election, except claims regarding the willful acts of agents or employees of the County in connection with any City Election held pursuant to this Agreement. The City agrees to reimburse the County for all costs, including but not limited to court costs and attorney fees, incurred by the County as a result of any such claim or litigation. The City shall make payment of such reimbursements to the County within sixty (60) days of receipt of any invoice for reimbursement from the County. All legal services and defenses of litigation required by any Board or person arising from the aforementioned election under this Agreement shall be furnished by the City Attorney for the City. Should the City Attorney for any reason fail to provide the legal services referred to in this paragraph, the Supervisor shall have authority to engage the Cherokee County Attorney at the expense of the City; provided however, that all requests for legal assistance by the Cherokee County Board of Elections and Registration from the City Attorney to provide such services shall be communicated in writing to the City Manager, before the City will be obligated to pay for legal services under this paragraph; provided further that the failure of the City Attorney to respond to a request made hereunder, within a responsible time shall be deemed to be a refusal to furnish such service. County shall notify the City Manager in writing of the determination that the City has failed to respond as contemplated hereinabove before incurring legal fees on its own behalf for which the City shall be responsible.

Should it be necessary to comply with legal requirements that any of the County's personnel shall be sworn in as a temporary officer or employee of the City, such formality shall be observed without limitation.

Miscellaneous

- Section 601.** **Assignment.** Neither party shall, without written consent of the other party, assign or transfer this Agreement or any rights or obligations hereunder.
- Section 602.** **Amendment.** The terms of this Agreement shall not be altered, amended, or modified except in writing signed by duly authorized officers or representatives of the parties.
- Section 603.** **Construction of Agreement.** This Agreement shall be construed under the laws of the State of Georgia.
- Section 604.** **Severability.** If any paragraph, subparagraph, sentence, clause, phrase, or any portion of this Agreement shall be declared invalid or unconstitutional by any court of competent jurisdiction or if the provisions of any part of this Agreement as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this Agreement not held to be invalid. It is hereby declared to be the intent of the parties to provide for separable and divisible parts, and they do hereby adopt any and all parts hereof as may not be held invalid for any reason.
- Section 605.** **Notice.** Any notice of communications hereunder shall be in writing and shall be deemed to have been delivered when deposited in the United States mail, registered or certified, or when sent by overnight courier, addressed as follows:

City of Holly Springs, Georgia:

Attn: Mayor
P. O. Box 990
Holly Springs, Georgia 30142

Cherokee County, Georgia:

Cherokee County Supervisor of Elections and Registration
2782 Marietta Hwy., Suite 100
Canton, Georgia 30114

Or to such other address as either party may designate for itself by written notice to the other party from time to time.

Section 606. **No Third Party Rights.** This Agreement shall be exclusively for the benefit of the City and the County and shall not provide any third parties with any remedy, claim, liability, reimbursement, cause of action, or other right.

Section 607. **Uncontrollable Circumstance.** The performance of either party hereunder shall be excused if such party is reasonably precluded from performance by the occurrence of an Uncontrollable Circumstance, which shall be defined as follows: Any act, event, or condition, or any combination thereof, that is beyond the reasonable control of the party relying on the same and that materially interferes with the performance of the party's obligations to include, but not limited to, (a) acts of God; (b) fire, flood, hurricane, tornado, and earthquakes; (c) the failure of any utility provider to provide and maintain utility services through no fault of the party; and (d) the preemption, confiscation, diversion, destruction, or other interference in possession or performance or supply of materials or services, by or on behalf of, or with the authority of, a governmental body in connection with a declared or asserted public emergency by an entity other than one of the parties.

A party relying on the occurrence of an Uncontrollable Circumstance as an excuse for non-performance shall, as soon as is reasonably possible upon becoming aware of such an event and its consequences, notify the other party of the occurrence of such event and its consequences and shall take all reasonable efforts to eliminate the cause of such non-performance and to resume full performance in accordance with this Agreement.

Section 608. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall constitute an original. It shall not be necessary that each signatory sign the same counterpart as long as each has signed an identical counterpart.

Section 609. **Authority to Enter Agreement.** Each of the individuals who executes this Agreement agrees and represents that he is authorized to execute this Agreement on behalf of the respective government and further agrees and represents that this Agreement has been duly passed upon by his respective government and spread upon the Minutes. Accordingly, the County and City both waive and release any right to contest the enforceability of this Agreement based upon the execution and/or approval thereof.

IN WITNESS WHEREOF, the parties have hereunto set their hands and affixed their seals this _____ day
of _____, 20_____.

City of Holly Springs, Georgia

Cherokee County, Georgia

By: Steven W. Miller, Mayor

By: Harry Johnston, Chairman

Attest: _____
Karen Norred, City Clerk (Seal)

Attest: _____
County Clerk (Seal)

Cherokee County Board of Elections & Voter Registration

By: Alan Shinall, Chairman

**EXHIBIT A
FEE SCHEDULE**

Development and Administration of Poll Worker Training ----- \$750

- Poll worker recruitment and assignment
- Development of training curriculum
- Conducting training sessions

Logic and Accuracy Testing

- Advertisement in legal organ ----- Actual cost
- Labor ----- \$15 per hour, per person

Delivery and Setup of Voting Equipment

- Delivery crew labor ----- \$15 per hour, per person
- Training of delivery crew ----- \$20 per person
- Truck rental and insurance ----- Actual cost
- Refuel for truck ----- Actual cost
- Mileage for van ----- Actual cost

Facilities

- Facility rental (Churches) ----- \$100 per facility
- Library staff (after hours) ----- \$10 per hour
- Carpet cleaning (If necessary) ----- Actual cost

Consumables

- Ballot security paper ----- .13 each
- Toner for ballot printers ----- \$10 per machine

Vote-by-Mail

- Ballot set-up and printing ----- Actual cost
- Ballot postage ----- Actual cost
- Processing of vote-by-mail applications and ballots ----- \$5 each

Payroll

- Early Voting Poll Workers (two possible locations) ----- Actual cost, includes training
 1. Manager (1 per location) = \$17 per hour
 2. Assistant Manager (2 per location) = \$15 per hour
 3. Clerk = \$12 per hour
- Advance Voting and Election Day Poll Workers (Flat rate per day) ----- Actual cost, includes training
 1. Manager (1 per location) = \$220
 2. Assistant Manager (2 per location) = \$170
 3. Clerk = \$140
- Election Day technicians ----- \$15 per hour, per person
- Technician training ----- \$20 per person
- Labor to unload supplies returned by poll workers on election day ----- \$50 per person
- Staff overtime ----- Actual cost
- Miscellaneous labor not listed ----- Actual cost
- Mileage for technicians, board members and staff ----- .45 per mile

Tabulation and Electronic Posting of Results ----- \$250

- Sequestered workers (if necessary) ----- \$12 per hour, per person

Certification of Results, including Provisional Voter research ----- \$250

* 10% Administrative Fee to cover undefined costs such legal consultations, executing the contract, billing, and supplies.

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

- 1. Job Title: Accounting Specialist**
- 2. Department: Finance and Administration** **Division: N/A**
- 3. FLSA Classification: Non-Exempt** **Pay Grade: 14**

B. INTRODUCTORY STATEMENT

This position performs specialized duties related to city accounting functions.

C. ESSENTIAL JOB FUNCTIONS

1. Reviews invoices for appropriate documentation and approvals.
2. Enters invoices ready for payment to the financial software.
3. Obtains approval from City Manager/Finance Director for all invoices.
4. Prints and distributes checks on a bi-weekly basis.
5. Maintains tax database.
- 5-6. Monitors delinquent tax accounts, prepares statements.
- 6-7. Answers telephone and greets visitors; provides information and assistance.
- 7-8. Maintains the senior exemption database to ensure accuracy of annual tax bills.
8. Prepares and submits the budget book to the Government Finance Officers Association for the Distinguished Budget Presentation Award.
9. Reconciles credit card payments to bank statements.
10. Compiles data, provides reports and prepares supporting documents.
11. Maintains accounts payable files.
12. Scans checks and other supporting documentation.
13. Maintains vendor files; enters new vendors; answers vendor inquiries.

Formatted: List Paragraph, No bullets or numbering

14. Researches statements and past-due balances.

~~15. Creates invoices for advertising in monthly newsletter.~~

~~16. Enters payroll and tax data.~~

~~17. Performs related duties.~~

Other duties as assigned.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge, Skill, and Ability

1. Knowledge of generally accepted accounting principles (GAAP).
2. Knowledge of city accounts payable processes.
3. Knowledge of city and county tax regulations.
4. Knowledge of computers and job-related software programs.
5. Skill in problem solving.
6. Skill in prioritizing and planning.
7. Skill in interpersonal relations.
8. Skill in oral and written communication.

2. Responsibility

- a. This position has no supervision over any other employees.

3. Personal Work Relationships

- a. Contacts are typically with coworkers, representatives of other government agencies, bankers, auditors, vendors, and the general public.
- b. Contacts are typically to exchange information, resolve problems, and provide services.

4. Physical Effort and Work Environment

- a. The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping.
- b. The work is typically performed in an office.

5. Guidelines

- a. Guidelines include city and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

6. Complexity and Scope of Work

- a. The work consists of related accounting duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- b. The purpose of this position is to perform specialized duties related to city accounting functions. Successful performance ensures the efficiency and effectiveness of those functions.

7. Minimum Qualifications

- a. ~~Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.~~
Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to skills typically associated with a high school education.
- b. Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

8. Supervisory Controls

- a. The ~~City Manager~~/Finance Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Accounting Specialist with the City of Holly Springs.

Employee (print)

Employee (signature) Date

Department Head (print)

Department Head (signature) Date

City Manager (print)

City Manager (signature) Date

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. Job Title: Finance Director

2. Department: Finance/Administration

Division: N/A

3. FLSA Classification: Exempt

Pay Grade: 23

B. INTRODUCTORY STATEMENT

This position serves as the Chief Financial Officer for the city and is responsible for the supervision of accounting staff.

C. ESSENTIAL JOB FUNCTIONS

1. Prepares monthly financial reports for the Mayor and City Council.
2. Compiles and prepares workpapers; prepares and reviews year-end journal entries for accrual adjustments; oversees preparation of statistical data and schedules for year-end external audits, including the preparation and submission of the Annual Comprehensive ~~Annual~~ Financial Report (€ACFR).
3. Prepares and submits a variety of financial reports as required.
4. Prepares and presents annual operating budgets for all city funds; prepares budget amendments as necessary; prepares capital fund budgets including projections and estimates as necessary, including the preparation and submission of the annual Distinguished Budget Presentation to the Government Finance Officers Association of the United States and Canada (GFOA).
5. Assigns journal entries and related tasks to staff.
6. Proposes and presents annual property tax millage rates; calculates millage rate roll-back forms and submits to relevant state and county agencies.
7. Processes bi-weekly and special payrolls.
8. Approves all accounts payable transactions.
9. Processes, files, and distributes annual W2 forms, 1099 forms, and quarterly and annual payroll tax returns.

10. Works with Police Department staff to ensure compliance with IRS regulations and reporting requirements for the Friends of the Holly Springs Police Foundation, Inc.

11. Performs related duties.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge, Skill, and Ability

1. Knowledge of management principles and practices.
2. Knowledge of relevant federal and state laws, local ordinances, and city rules and regulations.
3. Knowledge of budget preparation and finance.
4. Knowledge of generally accepted accounting principles (GAAP) and Governmental Accounting Standards Board (GASB) guidelines.
5. Knowledge of state and federal financial reporting requirements.
6. Knowledge of computers and job-related software programs.
7. Skill in project management.
8. Skill in strategic planning.
9. Skill in establishing priorities and organizing work.
10. Skill in employee management and supervision.
11. Skill in problem solving.
12. Skill in interpersonal relations.
13. Skill in dealing with the public.
14. Skill in oral and written communication.

2. Responsibility

- a. This position has direct supervision over Accountant (1), Accounting Specialist (1).

3. Personal Work Relationships

- a. Contacts are typically with co-workers, other city employees, vendors, developers, attorneys, elected and appointed officials, representatives of other government agencies, and members of the general public.
- b. Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

4. Physical Effort and Work Environment

- a. The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping.
- b. The work is typically performed in an office.

5. Guidelines

- a. Guidelines include city codes and ordinances and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

6. Complexity and Scope of Work

- a. The work consists of varied management duties. The variety of operations, strict regulations and the need for accuracy contribute to the complexity of the work.
- b. The purpose of this position is to direct city financial functions. Successful performance ensures the effective and efficient operation of the city government and affects the quality of life for city residents and visitors.

7. Minimum Qualifications

- a. Knowledge and level of competency commonly associated with the completion of a [bachelor's-baccalaureate](#) degree in a course of study related to the occupational field.
- b. Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- c. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- d. Ability to be bonded.

8. Supervisory Controls

- a. The City Manager assigns work in terms of department goals and objectives. Work is reviewed through conferences, reports, and observation of department activities.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Finance Director with the City of Holly Springs.

Employee (print)

Employee (signature)

Date

Department Head (print)

Department Head (signature)

Date

City Manager (print)

City Manager (signature)

Date

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. Job Title: Community Development Director

2. Department: Community Development

Division: NA

3. FLSA Classification: Exempt

Pay Grade: 23

B. INTRODUCTORY STATEMENT

This position is responsible for directing the city's community development operations.

C. ESSENTIAL JOB FUNCTIONS

1. Supervises the department's permitting, inspections, business registrations, planning and zoning and stormwater functions.
2. Researches and provides information to elected and appointed officials, city staff and the general public on matters related to open records requests, development regulations, zoning codes, general city codes, etc.
3. Meets with the general public regarding complaints, zoning requests, and other city matters.
4. Meets with developers to discuss potential and proposed developments; reviews plans for compliance; attends pre-construction meetings.
5. Processes and prepares staff reports related to rezonings, conditional use permits, annexations, variances, special exceptions, and appeals.
6. Prepares amendments and ordinances for consideration by the City Council.
7. Prepares and presents staff reports to the Planning Commission, the Board of Appeals and the City Council.
8. Reviews and approves construction plans and final plats.
9. Reviews and approves sign permits and business registration applications.
10. Conducts preconstruction meetings with developers and contractors.
11. Sets up equipment for traffic studies; processes traffic calming request applications.

12. Performs related duties.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge, Skill, and Ability

1. Knowledge of community development and planning principles and practices.
2. Knowledge of budget development and management principles and practices.
3. Knowledge of development regulations concerning land use and environmental matters.
4. Knowledge of stormwater management principles.
5. Knowledge of research, statistical analysis, and report preparation principles.
6. Knowledge of relevant federal, state and county laws, city ordinances, and department policies and procedures.
7. Skill in management and supervision.
8. Skill in problem solving.
9. Skill in prioritizing and planning.
10. Skill in interpersonal relations.
11. Skill in oral and written communication.

2. Responsibility

- a. This position has direct supervision over ~~Economic Development Manager~~, Chief Building Official, ~~Sr. Building Inspector, Building Inspector, Stormwater Coordinator~~ Land Development Manager, Stormwater Inspector, Administrative Assistant ~~Main Street Director~~ and Community Development Technician.

3. Personal Work Relationships

- a. Contacts are typically with coworkers, elected and appointed officials, business owners, property owners, representatives of other governmental agencies, vendors, contractors, architects, engineers, builders, and the general public.
- b. Contacts are typically to exchange information, motivate persons, negotiate matters,

resolve problems, and provide services.

4. Physical Effort and Work Environment

- a. The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping and outdoors, occasionally in cold or inclement weather. The employee occasionally lifts light objects and distinguishes between shades of color.

5. Guidelines

- a. Guidelines include federal general codes and ordinances, land development regulations, state laws, Atlanta Regional Commission guidelines, Metro North Water Planning District guidelines, and Georgia Department of Transportation regulations. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

6. Complexity and Scope of Work

- a. The work consists of varied administrative, supervisory, and management duties. The wide-range of programs and services provided contributes to the complexity of the position.
- b. The purpose of this position is to manage the city's community development operations. Successful performance helps ensure the efficiency and effectiveness of those operations.

7. Minimum Qualifications

- a. Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- b. Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- c. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

8. Supervisory Controls

- a. The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Community Development Director with the City of Holly Springs.

Employee (print)

Employee (signature)

Date

Department Head (print)

Department Head (signature)

Date

City Manager (print)

City Manager (signature)

Date

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. Job Title: Accountant
2. Department: Finance and Administration Division: N/A
3. FLSA Classification: Non-Exempt Pay Grade: 14

B. INTRODUCTORY STATEMENT

This position is responsible for providing administrative support for the operations of the Finance and Administration Department.

C. ESSENTIAL JOB FUNCTIONS

1. Prepares bank deposits.
2. Scans and maintains files for deposit, journal entries, and bank reconciliations.
3. Prepares adjusting journal entries and enters transactions into the general ledger.
4. Prepares bank reconciliations; researches discrepancies.
- ~~5. Prepares occupational tax invoices for renewal.~~
- ~~6. Monitors delinquent occupational tax payments and prepares related statements.~~
5. Prepares monthly reports.
6. Assists with yearly annual tax billing and collections.
7. Prepares account adjustments and corrections.
8. Assists with financial audits; prepares capital asset spreadsheets; organizes and researches files.
9. Assists in preparing the Annual Comprehensive Annual Financial Report and Distinguished Budget Presentation.
10. Processes bi-weekly and monthly payroll.
- ~~10-11. Prepares bi-weekly, quarterly, and annual tax returns.~~

Formatted: List Paragraph, No bullets or numbering, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: List Paragraph, No bullets or numbering, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: List Paragraph, No bullets or numbering, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

~~11.12.~~ Assists with human resources functions.

~~12.13.~~ Assists with risk management functions.

~~13.14.~~ Provides customer service; answers telephone and greets visitors; provides information and assistance; refers to appropriate personnel; takes messages ~~and makes appointments.~~

~~14.15.~~ ~~Performs related duties~~ ~~Other~~ Performs other duties as assigned.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge, Skill, and Ability

1. Knowledge of city and departmental policies and procedures.
2. Knowledge of computers and job-related software programs.
3. Knowledge of ~~bookkeeping principles.~~ Generally Accepted Accounting Principles (GAAP).
4. Skill in prioritizing and organizing work.
5. Skill in the provision of customer service.
6. Skill in the maintenance of files and records.
7. Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
8. Skill in oral and written communication.

2. Responsibility

- a. This position has no supervision over any other employees.

3. Personal Work Relationships

- a. Contacts are typically with co-workers, other city employees, ~~architects, contractors,~~ attorneys, business owners, vendors, and the general public.
- b. Contacts are typically to give or exchange information, resolve problems, and provide services.

4. Physical Effort and Work Environment

~~Administrative Assistant~~ Accountant, Finance and Administration
ADM/05

- a. The work is typically performed in an office while sitting at a desk or table. The employee occasionally lifts light objects.

5. Guidelines

- a. Guidelines include city and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

6. Complexity and Scope of Work

- a. The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.
- b. The purpose of this position is to provide administrative support for the operations of the Administration Department. Successful performance contributes to the efficiency and effectiveness of those operations.

7. Minimum Qualifications

- a. Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
~~Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.~~
- b. Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position ~~for one to two years~~ two or more years.

8. Supervisory Controls

- a. The Finance Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Accountant with the City of Holly Springs.

Employee (print)

Employee (signature) Date

Department Head (print)

Department Head (signature) Date

City Manager (print)

City Manager (signature) Date

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. Job Title: ~~Economic Development Director/Assistant City Clerk~~ Communications and External Affairs Director
2. Department: Finance and Administration Division: N/A
3. FLSA Classification: Exempt Pay Grade: 21

B. INTRODUCTORY STATEMENT

This position is responsible for directing the city's communications, marketing, and economic development functions.

C. ESSENTIAL JOB FUNCTIONS

1. Prepares and distributes press releases to media outlets.
2. Prepares presentations, scripts, and talking points for use at a variety of functions, for elected officials and staff.
3. Develops and maintains strong professional working relationships with department directors, representatives of the news media, and with regional partners' public information officials; provides strong leadership in establishing relationships and fostering partnerships with City staff, the community, civic, and special interest groups.
4. Plans strategies to manage emerging issues and crises and serves as the first responder for relevant information; ~~workworks~~ with City staff and elected officials on messaging and public outreach strategy.
5. Monitors news and social media for City-related communications and discussions; relays community feedback and engagement trends to elected officials, staff and project leaders.
6. Prepares feature-length articles for local media outlets.
7. Manages all media inquiries as well as general inquiries from the public.
8. Manages the City's official social media platforms; creates graphics and ~~useuses~~ images and written content to inform and engage the public.
9. Manages the City's website content consistent with the City's communications strategies.

Communications and External Affairs Director~~Economic Development Director/Assistant City Clerk,~~
Finance and Administration ADM/07

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: No bullets or numbering

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman

Formatted: List Paragraph, No bullets or numbering

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman

Formatted: List Paragraph, No bullets or numbering

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman

Formatted: No bullets or numbering

Formatted: List Paragraph, No bullets or numbering

Formatted: List Paragraph, No bullets or numbering

Formatted: Font: 10 pt

10. Exercises a high degree of accuracy and discretion when preparing communications materials including managing essential and highly confidential and sensitive information.

11. Provides training on messaging, marketing, and branding to ensure departmental staff are consistent in carrying forth the City's goals and objectives.

12. Develops and implements strategies and initiatives to attract and retain businesses.

13. Assists new and established businesses in the identification and selection of appropriate sites.

14. Researches issues impacting local businesses and develops strategies and solutions to address those issues.

15. Provides information to prospective and existing businesses.

16. Oversees the development and implementation of downtown development programs.

17. Assists local businesses with expansion plans.

18. Coordinates economic development efforts with other regional partners.

19. Develops marketing materials for the recruitment of prospective businesses.

20. Maintains an updated inventory of available properties.

21. Develops and implements tourism initiatives.

22. Coordinates the operations and activities of the Main Street program; coordinates monthly board meetings; develops a variety of reports; works with local businesses to develop plans and programs to strengthen downtown businesses; coordinates special program events.

23. Plans and coordinates special city events; solicits sponsorships; recruits and assigns volunteers; manages assigned budget; implements publicity campaigns. Develops city promotional materials; designs flyers, banners, and branding for special events.

24. Prepares and distributes a quarterly newsletter; solicits sponsorships; writes and approves articles and illustrations.

25. Monitors and updates the city website and the city's social media accounts.

25. Monitors and updates the city website and the city's social media accounts.

Formatted: List Paragraph, No bullets or numbering

Formatted: List Paragraph, No bullets or numbering

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Font: 10 pt

~~15. Prepares, reviews, verifies, and distributes agendas and information packets for City Council and various other boards and commission meetings.~~

~~16. Prepares and attends City Council and various other boards and commission meetings to record and transcribe minutes.~~

~~17. Manages open records requests.~~

~~18,26.~~ Completes applications for federal and state grants; administers grants.

~~27. Represents the City at various meetings and events.~~

~~19,28.~~ Performs related duties.

Formatted: Font: (Default) Times New Roman

Formatted: List Paragraph, No bullets or numbering

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge, Skill, and Ability

1. Knowledge of economic development principles and practices.
2. Knowledge of local governmental principles and practices.
3. Knowledge of communication and marketing principles and practices.
4. Knowledge of real estate use principles.
5. Knowledge of program development and management principles.
6. Knowledge of program and project management principles.
7. Knowledge of budget management principles.
8. Knowledge of grant management principles.
9. Skill in marketing and public relations.
10. Skill in management and supervision.
11. Skill in problem solving.
12. Skill in prioritizing and planning.
13. Skill in interpersonal relations.
14. Skill in oral and written communication.

Communications and External Affairs Director~~Economic Development Director/Assistant City Clerk,~~

Finance and Administration

ADM/07

Formatted: Font: 10 pt

2. Responsibility

- a. This position has direct supervision over assigned personnel.

3. Personal Work Relationships

- a. Contacts are typically with coworkers, elected and appointed officials, commercial developers, business owners and business managers, real estate brokers, property owners, and the general public.
- b. Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

4. Physical Effort and Work Environment

- a. The work is typically performed while intermittently sitting, standing or stooping. The employee occasionally lifts light and heavy objects and distinguishes between shades of color.
- b. The work is typically performed in an office and outdoors, occasionally in hot, cold or inclement weather.

5. Guidelines

- a. Guidelines include the International Economic Development Council Code of Ethics, the Main Street program guidelines, grant requirements, and city and department policies and procedures and City Code, official city business, ~~state records retention schedules~~, and city policies and procedures. These guidelines require judgment, selection, and interpretation in application.

6. Complexity and Scope of Work

- a. The work consists of varied administrative, supervisory, and management duties. The unique needs of each business client contribute to the complexity of the position.
- b. The purpose of this position is to direct the city's economic development operations. Successful performance contributes to the attraction and retention of local businesses, contributes to the positive growth and development of the city and to assist in managing the operations of the City Clerk's Office. Successful performance contributes to the efficiency, effectiveness, and propriety of a variety of city functions and operations.

7. Minimum Qualifications

- a. Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.

Communications and External Affairs Director~~Economic Development Director/Assistant City Clerk,~~
Finance and Administration ADM/07

Formatted: Font: 10 pt

- b. Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- c. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

8. Supervisory Controls

- a. The City Clerk assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

DRAFT

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of
Communications and External Affairs Director ~~Economic Development Director/Assistant~~
~~City Clerk~~ with the City of Holly Springs.

Employee (print)

Employee (signature) Date

Department Head (print)

Department Head (signature) Date

City Manager (print)

City Manager (signature) Date

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. Job Title: Assistant City Clerk/Records Manager
2. Department: Finance and Administration Division: City Clerk's Office
3. FLSA Classification: Non-Exempt Pay Grade: 14

B. INTRODUCTORY STATEMENT

This position is responsible for assisting in managing the day-to-day operations of the City Clerk's Office and for managing the maintenance of official city records.

C. ESSENTIAL JOB FUNCTIONS

1. Prepares, reviews, verifies, and distributes agendas and information packets for each City Council and various other board and commission meetings.
2. Prepares and attends each City Council and various other board and commission meetings to record and transcribe minutes.
1. Attends City Council meetings to record and transcribe minutes.
2. Prepares, reviews, verifies, and distributes City Council agendas and information packets for each Council meeting.
3. Places legal notices for rezonings, annexations, or ordinance amendments as required; sends notices to property owners.
- 4.3. Prepares council chambers or other rooms for meetings.
4. Maintains membership lists of City board, committee, and advisory committee members.
5. Conducts records maintenance activities in compliance with guidelines governing record retention: ensures proper maintenance and storage of records including scanning, confidentiality of information, and release of records to authorized individuals in accordance with established guidelines; initiates any actions necessary to correct deviation.
- 5-6. Coordinates the city's records management program; processes documents for shredding; maintains lists of all destroyed documents.
6. Seans City Council and other board minutes monthly.

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: List Paragraph, No bullets or numbering

Formatted: List Paragraph, No bullets or numbering

~~7. Resolves, and coordinates response to open record requests as required by law. Responds to public inquiries~~

~~7.~~ Assists candidates with qualifying for local elections.

8. ~~Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.~~

9. Performs related duties.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge, Skill, and Ability

1. Knowledge of computers and job-related software programs.

2. Knowledge of customer service principles and practices.

3. Knowledge of ~~City Council~~ agenda preparation procedures.

4. Knowledge of modern office principles.

~~5. Knowledge of principles, practices, and procedures associated with maintenance of official records.~~

~~5. Knowledge of website management principles.~~

~~6. Knowledge of the requirements of the Georgia Open Records Act, Georgia Records Retention Schedule, and other federal, state, and local laws and ordinances affecting City government.~~

~~6-7.~~ Skill in the use of modern office equipment.

~~7-8.~~ Skill in problem solving.

~~8-9.~~ Skill in prioritizing and planning.

~~9-10.~~ Skill in interpersonal relations.

~~10-11.~~ Skill in oral and written communication.

2. Responsibility

Formatted: List Paragraph, No bullets or numbering

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: List Paragraph, Left, No bullets or numbering, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: List Paragraph, Left, No bullets or numbering, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

- a. This position has no supervision over any other employees.

3. Personal Work Relationships

- a. Contacts are typically with coworkers, other city employees, elected and appointed officials, candidates, representatives of other municipal governments, business owners, and the general public.
- b. Contacts are typically to exchange information, resolve problems, and provide services.

4. Physical Effort and Work Environment

- a. The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- b. The work is typically performed in an office.

5. Guidelines

- a. Guidelines include the City Code, City Council resolutions, state records retention schedules, and city policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

6. Complexity and Scope of Work

- a. The work consists of related administrative duties. The variety of tasks to be performed contributes to the complexity of the work.
- b. The purpose of this position is to assist in managing the operations of the City Clerk's Office. Successful performance contributes to the efficiency, effectiveness and propriety of a variety of city functions and operations.

7. Minimum Qualifications

- a. Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education; supplemented by three (3) years related experience and/or training that includes municipal government administration, records management, public interaction, and personal computer operations; or any equivalent combination of education, training, and experience.
- b. Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with ~~one to three~~ three to five years' experience or service.

|

8. Supervisory Controls

- a. The City Clerk/Human Resources Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

DRAFT

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Assistant City Clerk/Records Manager with the City of Holly Springs.

Employee (print)

Employee (signature)

Date

Department Head (print)

Department Head (signature)

Date

City Manager (print)

City Manager (signature)

Date

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. **Job Title: Chief Building Official**
2. **Department: Community Development** **Division: N/A**
3. **FLSA Classification: Exempt** **Pay Grade: 19**

B. INTRODUCTORY STATEMENT

This position is responsible for overseeing the administration and enforcement of building codes.

C. ESSENTIAL JOB FUNCTIONS

1. Interprets, administers and enforces the provisions of applicable federal, state and local building and development codes; researches code related issues; initiates actions to correct deviations or violations; develops and implements new programs; researches and composes new ordinances; recommends fees and penalties to be adopted by the City Council.
2. Provides information and expert technical assistance to city staff, builders, or the general public concerning codes and ordinances, code interpretation, code requirements, construction plan reviews, building permits, building inspections related issues.
3. Trains, assigns, directs, supervises, evaluates and disciplines personnel.
4. Conducts reviews of construction plans to ensure compliance with applicable codes; reviews and interprets blueprints, drawings, construction plans and specifications; perform site inspections to ensure compliance with approved plans and codes; inspects electrical systems, HVAC systems, plumbing systems, foundations, framing, etc.
5. Receives and responds to complaints; investigates complaints for potential code violations, defective construction, unsafe buildings, hazardous conditions or other issues; discuss problems with property owners and contractors; recommends solutions; assists with mediations and resolving conflicts; maintains detailed records.
6. Follows up to ensure that violations are corrected in accordance with codes and regulations.
7. Works with the Fire Marshal, or his designated representative, on project review and building compliance issues related to fire codes.
- 5-8. Assists other departments and in-house project managers with the construction,

Chief Building Official, Community Development

Formatted: List Paragraph, No bullets or numbering, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: List Paragraph, No bullets or numbering, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: List Paragraph, No bullets or numbering, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

maintenance, rehabilitation or alteration of city facilities.

6-9. _____ Performs related duties.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge, Skills, and Ability

1. Knowledge of building codes and ordinances.
2. Knowledge of building processes and terminology.
3. Knowledge of building inspection processes and procedures.
4. Knowledge of local and state appeals processes.
5. Knowledge of land use laws, rules and ordinances.
6. Knowledge of city and department policies and procedures.
7. Knowledge of computers and job-related software programs.
8. Skill in reading blueprints and construction documents.
9. Skill in conducting and documenting site, structural, energy, electrical, plumbing and mechanical inspections
10. Skill in management and supervision.
11. Skill in public relations.
12. Skill in oral and written communication.

2. Responsibility

- a. This position has functional supervision over the Senior Building Inspector and Building Inspector(s).

3. Personal Work Relationships

- a. Contacts are typically with co-workers, other city employees, general and subcontractors, real estate personnel, business leaders, property owners, developers, surveyors, local and state elected officials, architects, engineers, and the general public.

- b. Contacts are typically to give or exchange information, resolve problems, motivate personnel, and negotiate, defend, or settle matters.

4. Physical Effort and Work Environment

- a. The work is typically performed while intermittently sitting, standing, walking, bending, crouching or stooping. The employee occasionally lifts light objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- b. The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt and grease. Work requires the use of protective devices such as masks, goggles, gloves, etc.

5. Guidelines

- a. Guidelines include relevant building, mechanical, plumbing, electrical and energy codes; state and local construction laws; local land use ordinances; and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

6. Complexity and Scope of Work

- a. The work consists of varied supervisory, management, and technical construction inspection and code enforcement duties. Strict regulations, combined with the unique nature of each case in question, contribute to the complexity of the work.
- b. The purpose of this position is to coordinate the enforcement of buildings codes. Successful performance ensures compliance with all relevant building codes and ordinances.

7. Minimum Qualifications

- a. Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- b. Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with ~~one to three~~five to seven years progressively responsible experience including supervisory roles or service.
- c. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- d. Certification in two or more areas at the time of hire, i.e. ICC Combination Inspector, ICC Building Inspector, ICC Residential Combination Inspections, ICC Property

Maintenance, ICC Residential Plan Review, International Plumbing Inspector, International Electrical Inspector, ICC Building Plans Examiner, and/or equivalent with ICC is preferred, as well as, the ability to obtain the Chief Building Official Certification within one year of hire date. Possession of or ability to readily obtain the appropriate state certification for the type of inspection(s) conducted.

8. Supervisory Controls

- a. The Community Development Director assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Chief Building Official with the City of Holly Springs.

Employee (print)

Employee (signature)

Date

Department Head (print)

Department Head (signature)

Date

City Manager (print)

City Manager (signature)

Date

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. Job Title: Building Inspector
2. Department: Community Development Division: N/A
3. FLSA Classification: Non-exempt Pay Grade: 16

B. INTRODUCTORY STATEMENT

This position is responsible for conducting building inspections to ensure compliance with codes and ordinances. An incumbent in this position may be designated "Senior Building Inspector" and placed at Grade 17.

C. ESSENTIAL JOB FUNCTIONS

1. Reviews all applications for new construction and improvements; reviews plans and construction documents for code compliance; ~~issues permits for approved construction.~~
2. Conducts all required site, structural, energy, electrical, plumbing and mechanical inspections; issues corrective notices, notices of violation, and stop work orders.
- ~~3. Issues permits and other documentation.~~
- ~~4.3. Maintains inspection files and records.~~
4. Communicates with contractors, property owners, and the public to resolve issues related to code compliance and solve problems that arise in the field during construction.
~~Communicates with contractor and/or property owners to resolve issues related to code compliance.~~
5. Follows up to ensure that violations are corrected in accordance with codes and regulations.
6. Identifies and investigates unpermitted construction projects.
7. Maintains ICC certifications by attending continuing education courses or other applicable training.
- ~~5.8.~~ Performs related duties.

Formatted: List Paragraph, No bullets or numbering

Formatted: No bullets or numbering

Formatted: List Paragraph, No bullets or numbering

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

Building Inspector, Community Development

a. Knowledge, Skill, and Ability

1. Knowledge of building codes and ordinances.
2. Knowledge of building processes and terminology.
3. Knowledge of building inspection processes and procedures.
4. Knowledge of land use laws, rules and ordinances.
5. Knowledge of city and department policies and procedures.
6. Knowledge of computers and job-related software programs.
7. Skill in reading blueprints and construction documents.
8. Skill in conducting and documenting site, structural, energy, electrical, plumbing and mechanical inspections
9. Skill in oral and written communication.

2. Responsibility

- a. This position has no supervision over any other employees.

3. Personal Work Relationships

- a. Contacts are typically with co-workers, other city employees, general and subcontractors, real estate personnel, business leaders, property owners, developers, surveyors, architects, engineers, and the general public.
- b. Contacts are typically to give or exchange information, resolve problems, and provide services.

4. Physical Effort and Work Environment

- a. The work is typically performed while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- b. The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt and grease. Work requires the use of protective devices such as masks, goggles, gloves, etc.

5. Guidelines

- a. Guidelines include relevant building, mechanical, plumbing, electrical and energy codes; state and local construction laws; local land use ordinances; and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

6. Complexity and Scope of Work

- a. The work consists of varied technical construction inspection and code enforcement duties. Strict regulations, combined with the unique nature of each case in question, contribute to the complexity of the work.
- b. The purpose of this position is to perform building inspections in the enforcement of building codes. Successful performance ensures compliance with all relevant building codes and ordinances.

7. Minimum Qualifications

- a. Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- b. Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- c. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- d. Possession of or ability to readily obtain the appropriate ~~state~~ certification(s) for the type of inspection(s) conducted within one year of hire.

8. Supervisory Controls

- a. The Chief Building Official assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Building Inspector with the City of Holly Springs.

Employee (print)

Employee (signature)

Date

Department Head (print)

Department Head (signature)

Date

City Manager (print)

City Manager (signature)

Date

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. **Job Title: Community Development Technician**

2. **Department: Community Development**

Division: N/A

3. **FLSA Classification: Non-exempt**

Pay Grade: ~~10~~12

B. INTRODUCTORY STATEMENT

This position is responsible for providing technical and customer service support for the operations of the Community Development Department.

C. ESSENTIAL JOB FUNCTIONS

1. Provides customer service; answers telephone and greets visitors; provides information and assistance; refers to appropriate personnel; takes messages and makes appointments.

2. Collects payments for taxes, business licenses, permits, etc.

~~3. Processes and maintains a variety of permit applications, files, and records; scans documents into records management software~~
~~Processes building permit applications.~~

~~4. Schedules building inspections.~~

~~5. Processes business license applications.~~

~~6. Processes sign permits.~~

~~7. Sorts and distributes incoming mail.~~

~~8. Receives and logs development plans.~~

~~3. Researches, compiles and monitors administrative or statistical data; summarizes data and prepares related reports.~~

~~9. Prepares a variety of regular and special reports.~~

~~10.~~4. Performs related duties.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

Community Development Technician, Community Development

a. Knowledge, Skill, and Ability

1. Knowledge of modern office practices and procedures.
2. Knowledge of city and departmental policies and procedures.
3. Knowledge of computers and job-related software programs.
4. Knowledge of customer service principles and practices.
5. Skill in prioritizing and organizing work.
6. Skill in the provision of customer service.
7. Skill in the maintenance of files and records.
8. Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
9. Skill in oral and written communication.

2. Responsibility

- a. This position has no supervision over any other employees.

3. Personal Work Relationships

- a. Contacts are typically with co-workers, other city employees, architects, engineers, contractors, attorneys, business owners, vendors, and the general public.
- b. Contacts are typically to give or exchange information and provide services.

4. Physical Effort and Work Environment

- a. The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light and heavy objects and distinguishes between shades of color.
- b. The work is typically performed in an office.

5. Guidelines

- a. Guidelines include city and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

6. Complexity and Scope of Work

- a. The work consists of related technical and customer service duties. Frequent interruptions contribute to the complexity of the position.
- b. The purpose of this position is to provide technical and customer service support for the operations of the Community Development Department. Successful performance contributes to the efficiency and effectiveness of those operations.

7. Minimum Qualifications

- a. Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- b. Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

8. Supervisory Controls

- a. The Community Development Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Community Development Technician with the City of Holly Springs.

Employee (print)

Employee (signature) Date

Department Head (print)

Department Head (signature) Date

City Manager (print)

City Manager (signature) Date

Community Development Technician, Community Development

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. **Job Title:** Administrative Assistant
2. **Department:** Community Development **Division:** N/A
3. **FLSA Classification:** Non-Exempt **Pay Grade:** 12

B. INTRODUCTORY STATEMENT

This position is responsible for providing administrative support for the operations of the Community Development Office.

C. ESSENTIAL JOB FUNCTIONS

1. Provides customer services; answers telephone and greets visitors; provides information and assistance; refers to appropriate personnel; takes messages and makes appointments.
2. Processes and maintains department applications, files and records; scans documents into records management software; disposes of documents in accordance with records retention guidelines.
3. Provides administrative support for assigned boards and commissions; prepares related correspondences, meeting notices and agendas; attends meetings as required and transcribes meeting minutes.
4. Researches, compiles and monitors administrative or statistical data; summarizes data and prepares related reports.

5. Processes business license applications.

5-6. Prepares memoranda, letters, email and other correspondence.

6-7. Performs related duties.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements
 - a. Knowledge, Skill, and Ability
 1. Knowledge of modern office practices and procedures.

2. Knowledge of city and departmental policies and procedures.
3. Knowledge of computers and job-related software programs.
4. Skill in prioritizing and organizing work.
5. Skill in the provision of customer services.
6. Skill in the maintenance of files and records.
7. Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
8. Skill in oral and written communication.

2. Responsibility

- a. This position has no supervision over any other employees.

3. Personal Work Relationships

- a. Contacts are typically with co-workers, other city employees, business owners, vendors, and the general public.
- b. Contacts are typically to give or exchange information, resolve problems, and provide services.

4. Physical Effort and Work Environment

- a. The work is typically performed while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- b. The work is typically performed in an office.

5. Guidelines

- a. Guidelines include city and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

6. Complexity and Scope of Work

- a. The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.
- b. The purpose of this position is to provide administrative support for the operations of the Community Development Department. Successful performance contributes to the efficiency and effectiveness of those operations.

7. Minimum Qualifications

- a. Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- b. Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

8. Supervisory Controls

- a. The Community Development Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Administrative Assistant with the City of Holly Springs.

Employee (print)

Employee (signature)

Date

Department Head (print)

Department Head (signature)

Date

City Manager (print)

City Manager (signature)

Date

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. Job Title: Senior Building Inspector

2. Department: Community Development

Division: N/A

3. FLSA Classification: Non-exempt

Pay Grade: 17

B. INTRODUCTORY STATEMENT

This position is responsible for reviewing building permits and plans and conducting building inspections to ensure compliance with codes and ordinances. An incumbent in this position may be designated "Senior Building Inspector" and placed at Grade 17.

C. ESSENTIAL JOB FUNCTIONS

1. Reviews all applications for new construction and improvements including but not limited to: building permits, fence permits, pool permits, electrical permits, mechanical permits, plumbing permits, addition permits, and accessory building permits; reviews plans and construction documents for code compliance; issues permits for approved construction.

2. Reviews site plan submittals for code compliance.

3. Receives, organizes, and assigns daily inspection requests.

4. Conducts all required site, structural, energy, electrical, plumbing and mechanical inspections; issues corrective notices, notices of violation, and stop work orders.

Issues permits and other documentation.

5. Works with the Fire Marshal, or his designated representative, on project review and building compliance issues related to fire codes.

6. Communicates with contractors, property owners, and the public to resolve issues related to code compliance and solve problems that arise in the field during construction.

7. Follows up to ensure that violations are corrected in accordance with codes and regulations.

8. Maintains inspection files and records.

9. Communicates with contractor and/or property owners to resolve issues related to code compliance.

Formatted: List Paragraph, No bullets or numbering, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: List Paragraph, No bullets or numbering, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: No bullets or numbering

Formatted: No bullets or numbering

Formatted: List Paragraph, No bullets or numbering, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

6.9. _____ Identifies and investigates unpermitted construction projects.

10. Maintains ICC certifications by attending continuing education courses or other applicable training.

7. Maintains applicable certifications.

8.

11. Performs the duties of the Chief Building Official in his absence.

9.

10.12. _____ Performs related duties.

Formatted: List Paragraph, No bullets or numbering, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: List Paragraph, No bullets or numbering, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge, Skill, and Ability

1. Knowledge of building codes and ordinances.
2. Knowledge of building processes and terminology.
3. Knowledge of building inspection processes and procedures.
4. Knowledge of land use laws, rules and ordinances.
5. Knowledge of city and department policies and procedures.
6. Knowledge of computers and job-related software programs.
7. Skill in reading blueprints and construction documents.
8. Skill in conducting and documenting site, structural, energy, electrical, plumbing and mechanical inspections
9. Skill in oral and written communication.

2. Responsibility

- a. This position has ~~no~~ supervision over ~~any the other employees~~ Building Inspector(s).

3. Personal Work Relationships

- a. Contacts are typically with co-workers, other city employees, general and subcontractors, real estate personnel, business leaders, property owners, developers, surveyors, architects, engineers, and the general public.

- b. Contacts are typically to give or exchange information, resolve problems, and

Senior-Building Inspector, Community Development

CD/15

provide services.

4. Physical Effort and Work Environment

- a. The work is typically performed while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- b. The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt and grease. Work requires the use of protective devices such as masks, goggles, gloves, etc.

5. Guidelines

- a. Guidelines include relevant building, mechanical, plumbing, electrical and energy codes; state and local construction laws; local land use ordinances; and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

6. Complexity and Scope of Work

- a. The work consists of varied technical construction inspection and code enforcement duties. Strict regulations, combined with the unique nature of each case in question, contribute to the complexity of the work.
- b. The purpose of this position is to perform building inspections in the enforcement of building codes. Successful performance ensures compliance with all relevant building codes and ordinances.

7. Minimum Qualifications

- a. Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- b. Sufficient experience to understand the ~~basic~~ principles relevant to the major duties of the position, usually associated with ~~the completion of an apprenticeship/internship or~~ having had a similar position for ~~one to two~~ three to five years.
- c. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- d. Possession of or ability to readily obtain ~~the appropriate state~~ ICC certifications for the type of inspection(s) conducted or the reviewing of plans, within 1 year of hire

Senior -Building Inspector, Community Development

CD/15

date. Certification in two or more areas at the time of hire, such as ICC Combination Inspector, ICC Building Inspector, ICC Residential Combination Inspections, ICC Property Maintenance, ICC Residential Plan Review, International Plumbing Inspector, International Electrical Inspector, ICC Building Plans Examiner, and/or equivalent is preferred.

8. Supervisory Controls

- a. The Chief Building Official assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Senior Building Inspector with the City of Holly Springs.

Employee (print)

Employee (signature) Date

Department Head (print)

Department Head (signature) Date

City Manager (print)

City Manager (signature) Date

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. Job Title: Court Administrator

2. Department: Court

3. FLSA Classification: Exempt

Pay Grade: 16

B. INTRODUCTORY STATEMENT

This is an administrative and managerial position responsible for developing, implementing and administering the daily operations of the Municipal Court Department. The Court Administrator controls and manages all court documents and correspondence to ensure that the court functions efficiently and properly. The Court Administrator performs a variety of specialized tasks that are essential in maintaining a well-functioning municipal court. This is advanced and specialized work requiring the exercise of considerable independent judgment and action. The Court Administrator must keep abreast of legislative laws and must operate the court within the governing framework of state statutes and local ordinances.

C. ESSENTIAL JOB FUNCTIONS

1. Supervises and directs the work of department personnel; plans and organizes work
2. Performs the duties of Municipal Court Clerk specified by O.C.G.A. 36-32-13, and those conferred by O.C.G.A. Title 15 as applicable
3. Manages Municipal Court operations to include court and bond hearings; coordinates court schedules with Municipal Court Judge, the Municipal Court Solicitor and the Municipal Court Public Defender(s)
4. Supervises the filing, maintenance and required destruction of Court documents. Maintains efficient office procedures
5. Processes indigent requests for appointment of counsel. Maintains updated forms for waiver of rights and guilty ~~please~~pleas
6. Coordinates the use of and payment to language translators for use in court
7. Assembles and transmits the official court record for review in certioraris and appeals from Municipal Court rulings
8. Assures posting of any regulations or local rules for the public regarding security and appropriate courtroom attire
9. Assures accuracy of calculation for fine add-on amounts
10. Assures the completion oaths training required from the Georgia Municipal Courts Training Council for all Court Department employees and the Municipal Court Judge. Facilitates the oaths of law enforcement and code compliance officers for the City of Holly Springs

11. Keeps the Municipal Court Judge apprised of the names and length of incarceration for any City prisoners awaiting hearing or release on bond
12. Reviews and suggests updates of the bond schedule as needed or when the law mandates a change, after consulting with the Municipal Court Judge
13. Processes payment and maintains payment records for the Municipal Court Judge, the Municipal Court Solicitor and any substitute Solicitor, the Municipal Court Public Defenders, any conflict appointed public defenders and any other City engaged attorneys for Municipal Court
14. Provides certified court document copies for the public, attorneys, courts, probation, parole, etc.
15. Schedules, assigns, inspects and evaluates work; instructs and trains in correct methods and procedures; monitors work on a daily basis; reviews and evaluates employee performance
16. Develops and implements work schedules, methods, practices, policies and procedures to enhance the operation of the department
17. Prepares annually the court date schedule for the court (ex. Bond Hearings, Arraignment, Trials, Public Defender court sessions) for the following year; making sure the court personnel and Police Department are informed
18. Coordinates court schedules set by the Municipal Court Judge
19. Prepares annual departmental operating budget; reviews, approves and monitors expenditures within approved budget
20. Reviews and approves employee time, leave requests, and other administrative forms
21. Receives, evaluates, and addresses complaints and problems regarding court personnel
22. Oversees the acquisition of materials, supplies, services and equipment for the department
23. Ensures compliance with federal and state laws and regulations for courts
24. Ensures court records are maintained accurately
25. Ensures probation payments are accurately posted to the court software system and cases are closed out when completed
26. Ensures the reconciliation of probation cases
27. Makes recommendations to the City Manager and the Mayor and Council concerning court matters
28. Serves as the department liaison with county, state and federal agencies as needed
29. Oversees employee training including Judges insuring all required training is up-to-date
30. Overseeing proper cash handling, daily deposits, and proper posting of said monies
31. Serves as the GCIC TAC
32. Performs other duties as assigned

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements
 - a. Knowledge, Skill, and Ability
 - b. Knowledge of the functions, policies, and procedures of Municipal Court and court operations
 - c. Knowledge of general office procedures and modern office equipment
 - d. Knowledge of Georgia traffic laws and misdemeanors within municipal court jurisdiction; the City Code; Georgia Municipal Court Uniform Rules, and GCIC procedures

- e. Knowledge of Georgia Open Records Act and the ability to interpret and respond according to the law
- f. Knowledge of City and departmental policies and procedures
- g. Knowledge of legal terminology
- h. Knowledge of the state records retention standards
- i. Knowledge of computers and job-related software programs
- j. Knowledge and level of competency commonly associated with completion of specialized training in the field of work
- k. Knowledge of standard American English grammar, punctuation, and spelling
- l. Skill in written and verbal communication
- m. Skill developing and implementing work procedures
- n. Skill in managing and prioritizing multiple projects
- o. Skill in in the supervision of personnel
- p. Ability to apply judgment, selection, and interpretation in application
- q. Ability to problem-solve and make decisions
- r. Ability to make routine mathematical computations and tabulations accurately and with reasonable speed
- s. Ability to maintain all required training hours and certifications as outlined in O.C.G.A. 36-32-13
- t. Ability to type and enter data correctly
- u. Ability to accept responsibility, acknowledge mistakes, and share successes
- v. Ability to prepare monthly reports
- w. Ability to establish and maintain positive working relationships with those contacted in the course of work
- x. Ability to work well in a high-pressure, multi-tasked environment amid frequent interruptions and to redirect focus of attention to a task after an interruption

2. Responsibility

- a. This position has direct supervision over Senior Court Clerk, Court Clerk , ~~Probation Officer~~, Bailiff.

3. Personal Work Relationships

- a. Contacts are typically with co-workers, other city employees, law enforcement personnel, attorneys, judges, and members of the general public.
- b. Contacts are typically to exchange information, motivate persons, resolve problems, and provide services.

4. Physical Effort and Work Environment

- a. The work is typically performed while intermittently sitting, standing or stooping. The employee occasionally lifts light and heavy objects.
- b. The work is typically performed in an office.

- c. The incumbent works in a confidential environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

5. Guidelines

- a. Guidelines include the Official Code of Georgia Annotated, Georgia Municipal Court guidelines, Georgia Crime Information Center and Nation Crime Information Center guidelines, court rules and regulations, and judges' orders. These guidelines require judgment, selection, and interpretation in application.

6. Complexity and Scope of Work

- a. The work consists of varied administrative, supervisory, and technical duties. The variety of tasks to be coordinated contributes to the complexity of the position.
- b. The purpose of this position is to coordinate the day-to-day operations of the court office. Successful performance contributes to the efficiency and effectiveness of court operations.

7. Minimum Qualifications

- a. Requires a high school degree or GED, college degree in public administration or criminal justice preferred.
- b. Experience in court services preferred; at least five (5) years supervisory experience; satisfactory criminal history; any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- c. Must be able to obtain and maintain a GCIC certification.

8. Supervisory Controls

- a. The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Court Administrator with the City of Holly Springs.

Employee (print)

Employee (signature)

Date

Department Head (print)

Department Head (signature)

Date

City Manager (print)

City Manager (signature)

Date

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. Job Title: Police Chief

2. Department: Police

Division: Administration

3. FLSA Classification: Exempt

Pay Grade: 25

B. INTRODUCTORY STATEMENT

This position is responsible for directing the provision of police services for the City of Holly Springs.

C. ESSENTIAL JOB FUNCTIONS

1. Develops, plans and implements department goals and objectives; recommends and administers policies and procedures.
2. Coordinates department activities with those of other departments and outside agencies or organizations; provides staff assistance to the City Manager and City Council; prepares and presents staff reports and other correspondence.
3. Directs, oversees and participates in the development of the department's strategic plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
4. Supervises and participates in the development and administration of the Police Department budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures.
5. Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; ensures discipline is progressive and administered in a fair and consistent manner.
6. Confers with citizens and city officials on law enforcement problems and assists in the development of innovative municipal law enforcement policies.
7. Attends and participates in professional groups and committees such as city, county and police conferences and meetings with other public officials.
8. Coordinates law enforcement activities with the activities of other city departments and other law enforcement agencies.

9. Initiates internal investigations when appropriate and provides corrective action as needed.
10. Develops, implements, monitors and adjusts, as necessary, an effective communication system throughout the department.
11. Prepares and submits periodic reports to the City Manager regarding the department's activities and prepares a variety of other reports as appropriate.
12. Performs related duties.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge, Skill, and Ability

1. Knowledge of law enforcement, traffic control, crime prevention, criminal investigation, and criminal process and arrest procedures, methods and techniques.
2. Knowledge of search and seizure and evidence preservation and presentation principles.
3. Knowledge of strategic planning, personnel management, and budget management principles.
4. Knowledge of relevant laws, ordinances, court procedures, legal precedents, and government regulations.
5. Knowledge of program assessment principles.
6. Knowledge of management and supervisory principles and practices.
7. Skill in the preparation of clear and precise administrative reports.
8. Skill in the interpretation and application of federal, state and local laws and regulations.
9. Skill in planning, organizing, analyzing, decision making, and problem solving.
10. Skill in the use and care of firearms and other standard and specialized equipment.
11. Skill in the use of office equipment, including a computer and calculator.

- 12. Skill in public relations.
- 13. Skill in interpersonal relations.
- 14. Skill in oral and written communication.

2. Responsibility

- a. This position has direct supervision over all ranks and employees below.

3. Personal Work Relationships

- a. Contacts are typically with department personnel, other city employees, elected officials, judges, attorneys, business owners, citizens, suspects, and representatives of other law enforcement agencies.
- b. Contacts are typically to give or exchange information, resolve problems, provide services, motivate and direct employees, and settle matters.

4. Physical Effort and Work Environment

- a. The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending or crouching. The employee occasionally lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity.
- b. The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The work requires the use of specialized law enforcement equipment.

5. Guidelines

- a. Guidelines include department policies and procedures, federal and state laws, city ordinances, and ethics guidelines. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

6. Complexity and Scope of Work

- a. The work consists of varied administrative, management, technical and supervisory duties. The broad range of decision-making activities required contributes to the complexity of the work.
- b. The purpose of this position is to plan, direct, and manage the overall provision of police services to the citizens of the city. Successful performance helps ensure the safety of life and property and results in the enforcement of local, state and federal laws.

7. Minimum Qualifications

- a. Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- b. Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, ~~usually interpreted to require three to five years of related experience~~ usually associated with 10 or more years of experience or service.
- c. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- d. Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.

8. Supervisory Controls

- a. The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Police Chief with the City of Holly Springs.

Employee (print)

Employee (signature) Date

Department Head (print)

Department Head (signature) Date

City Manager (print)

City Manager (signature) Date

Police Chief, Police Department

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. Job Title: Deputy Police Chief

2. Department: Police

Division: Administration

3. FLSA Classification: Exempt

Pay Grade: 23

B. INTRODUCTORY STATEMENT

This position is responsible for assisting in directing the operations of the Police Department.

C. ESSENTIAL JOB FUNCTIONS

1. Provides leadership and direction for the department's operations and personnel.
2. Manages and directs the daily operations of the department, including uniform patrol, criminal investigation, and administrative functions; ensures the efficient and effective delivery of services and compliance with established policies and procedures.
3. Assists in preparing the annual department budget; monitors the departmental budget; reviews purchase orders, authorized expenditures, and monitors overtime.
4. Ensures that the department adheres to the community oriented strategy that supports a positive and proactive approach to improving the quality of life for citizens.
5. Reviews and recommends in-service training; approves instructor lesson plans; evaluates the effectiveness of training programs.
6. Analyzes data related to crime, traffic accidents, and repeat calls for service; utilizes information obtained from departmental or external data to properly utilize resources and direct the efficient and effective deployment of personnel.
7. Determines the staffing and scheduling needs of various divisions and ensures minimum staffing levels are maintained.
8. Assumes command of personnel at the scene of major or critical incidents or special events.
9. Coordinates or assists in coordinating the department's emergency management activities; develops policies and coordinates agency resources.
10. Manages and reviews the change of existing policies and procedures; directs the

implementation of new policies and procedures.

11. Ensures compliance with state accreditation standards; ensures compliance with GCIC and NCIC rules and regulations.
12. Prepares, reviews and responds to internal and external correspondence; reviews and monitors the release of information.
13. Prepares written recommendations to the Chief of Police on personnel and discipline matters.
14. Administers annual evaluations of each employee; counsels employees; resolves employee complaints and problems.
15. Fields and addresses complaints from the general public; conducts related investigations.
16. Attends meetings, seminars and training sessions.
17. Confers and coordinates with other law enforcement agencies and external partners.
18. Performs related duties.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge, Skill, and Ability

1. Knowledge of law enforcement, traffic control, crime prevention, criminal investigation, and criminal process and arrest procedures, methods and techniques.
2. Knowledge of search and seizure and evidence preservation and presentation principles.
3. Knowledge of strategic planning, personnel management, and budget management principles.
4. Knowledge of relevant laws, ordinances, court procedures, legal precedents, and government regulations.
5. Knowledge of program assessment principles.
6. Knowledge of management and supervisory principles and practices.
7. Skill in the preparation of clear and precise administrative reports.

8. Skill in the interpretation and application of federal, state and local laws and regulations.
9. Skill in planning, organizing, analyzing, decision making, and problem solving.
10. Skill in the use and care of firearms and other standard and specialized equipment.
11. Skill in the use of office equipment, including a computer and calculator.
12. Skill in public relations.
13. Skill in interpersonal relations.
14. Skill in oral and written communication.

2. Responsibility

- a. This position has direct supervision over assigned department personnel.

3. Personal Work Relationships

- a. Contacts are typically with department personnel, other city employees, elected officials, judges, attorneys, business owners, citizens, suspects, and representatives of other law enforcement agencies.
- b. Contacts are typically to give or exchange information, resolve problems, provide services, motivate and direct employees, and settle matters.

4. Physical Effort and Work Environment

- a. The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching or walking. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- b. The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The work requires the use of specialized law enforcement equipment.

5. Guidelines

- a. Guidelines include department policies and procedures, federal and state laws, city ordinances, and ethics guidelines. These guidelines require judgment, selection, and interpretation in application.

6. Complexity and Scope of Work

- a. The work consists of varied administrative, management, technical, and supervisory duties. The broad range of decision-making activities required contributes to the complexity of the work.
- b. The purpose of this position is to assist in directing the overall provision of police services to the citizens of the city. Successful performance helps ensure the safety of life and property and results in the enforcement of local, state and federal laws.

7. Minimum Qualifications

- a. Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- b. Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, ~~usually interpreted to require five to ten years of related experience~~ usually associated with 10 or more years of experience or service.
- c. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- d. Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.

8. Supervisory Controls

- a. The Police Chief assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Deputy Police Chief with the City of Holly Springs.

Employee (print)

Employee (signature)

Date

Department Head (print)

Department Head (signature)

Date

City Manager (print)

City Manager (signature)

Date

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. Job Title: **Police** Captain

2. Department: Police

Division: Administration, Criminal
Investigation or Uniform Patrol

3. FLSA Classification: Exempt

Pay Grade: 22

B. INTRODUCTORY STATEMENT

This position performs highly responsible administrative and technical law enforcement work managing a division of the City's Police Department; oversees division operations; and supervises assigned officers and staff.

C. ESSENTIAL JOB FUNCTIONS

1. Plans, organizes, and assists in the coordination of activities and functions of the daily operations of the Police Department.
2. Provides leadership, assists in reviewing complicated incidents, discusses administrative issues, and disseminates information concerning changes in laws, regulations, and procedures.
3. Assists in the preparation and administration of the department budget.
4. Analyzes and recommends improvement to equipment and facilities, as needed; administers department inventory control.
5. Assigns and oversees the work of assigned supervisors and their employees by monitoring supervisors; communicates and evaluates department goals and objectives.
6. Supervises the scheduling and coordination of shift changes; makes day-to-day police assignments as required.
7. Evaluates assigned officers through completing performance appraisals, in turn, reviews appraisals of their assigned personnel.
8. Evaluates subordinate officers through completing performance appraisals and reviewing.

9. Administers discipline by exercising City and department rules, guidelines, policies, and procedures; ensures positive and negative discipline are observed; reviews and makes recommendations to the Police Chief about disciplinary issues proposed by assigned supervisors ensuring equitable treatment for employees; and conducts verbal counseling.
10. Reviews investigations of complaints filed against department employees; recommends appropriate action.
11. Identifies operational deficiencies, submits recommendations, and implements change commensurate with authority.
12. Performs special studies, research, and investigations as assigned.
13. Conducts special assignments at the direction of the Deputy Chief.
14. Maintains contact with citizens, court officials, other law enforcement agencies, and City officials in the performance of police activities.
15. Attends City and community meetings functioning as liaison between the community and the Police Department
16. Supervises the application and hiring process for Police Department personnel; prepares, develops, and conducts training programs for personnel; ensures personnel are able to meet minimum training requirements; coordinates career development plans with in-service training programs; assures completion of certification requirements; maintains department training records; and submits training reports to appropriate agencies.
17. Coordinates and participates in investigative activities; provides mutual assistance during emergency situations; and provides general information about Department activities.
18. Maintains current knowledge of changes in laws, new methods of enforcement, and other trends and developments in law enforcement.
19. Performs other related duties.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge, Skill, and Ability

1. Knowledge of modern principles, methods, and procedures of police administration and organization.

2. Knowledge of modern principles, methods, and procedures of the technical aspects of law enforcement including criminal investigation, identification, crime prevention, traffic control, and police training.
3. Knowledge of all applicable laws and ordinances.
4. Knowledge of first aid.
5. Knowledge of City's geography.
6. Skill in providing, understanding, and following oral and/or written instructions.
7. Skill in training.
8. Skill in communicating, both verbally and in writing.
9. Skill in using radar guns, handguns and other weapons, police radio, ASP baton, hand cuffs, breathalyzer, phone, and first aid equipment.
10. Skill in using computers and job-related software.
11. Skill in handling police vehicle.
12. Ability to respond to changing situations.
13. Ability to manage and supervise others under both routine and emergency situations.
14. Ability to evaluate others.
15. Ability to problem solve.
16. Ability to establish and maintain effective working relationships with employees, supervisors, City staff, and other local government employees.
17. Ability to command large-scale operations of personnel and equipment under routine and emergency conditions involving danger to life and property.
18. Ability to exercise good judgment in evaluating situations and making decisions.
19. Ability to effectively and efficiently develop and manage department budgets.
20. Ability to meet and maintain Department's physical standards.

2. Responsibility

- a. This position has direct supervision over assigned personnel.

3. Personal Work Relationships

- a. Contacts are typically with department personnel, other city employees, elected officials, representatives of other law enforcement agencies, court personnel, victims, witnesses, suspects, community leaders, citizens, and the general public.
- b. Contacts are typically to give or exchange information, resolve problems, provide services, motivate personnel, and negotiate or settle matters.

4. Physical Effort and Work Environment

- a. The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending or crouching. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- b. The work is typically performed in an office and at emergency or crime scenes. The employee may be exposed to noise, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. The work may be performed outdoors and occasionally in cold or inclement weather. The work requires the use of specialized law enforcement equipment.

5. Guidelines

- a. Guidelines include city and department policies and procedures, federal and state laws, and city ordinances. These guidelines require judgment, selection, and interpretation in application.

6. Complexity and Scope of Work

- a. The work consists of varied supervisory, management, and technical law enforcement duties. The potential for life-threatening situations contributes to the complexity of the work.
- b. The purpose of this position is to supervise the provision of assigned police services. Successful performance helps ensure the safety of life and property and results in the enforcement of local, state and federal laws.

7. Minimum Qualifications

- a. Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- b. Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with ~~one to three~~ 8 or more years of experience or service.
- c. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- d. Ability to meet current requirements set forth by the Peace Officer Standards and Training Council (POST) for the State of Georgia.

8. Supervisory Controls

- a. The Deputy Chief assigns work in terms of the division goals and objectives. The supervisor reviews work through conferences, reports and observation of division activities.

E. APPROVAL SIGNATURES

The City of Holly Springs, Georgia has the right to revise this job description at any time. This description does not represent in any way a contract of employment

I have read and understand the attached job description for the position of Police Captain with the City of Holly Springs.

Employee Signature

Date

Printed Name

Supervisor Signature

City Manager Signature

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. **Job Title:** Police Lieutenant
2. **Department:** Police **Division:** Administration,
Criminal Investigations &
Uniform Patrol
3. **FLSA Classification:** Exempt **Pay Grade:** 20

B. INTRODUCTORY STATEMENT

This position supervises and coordinates the activities of the Uniform Patrol, Criminal Investigations, and Administrative divisions of the Police Department.

C. ESSENTIAL JOB FUNCTIONS

1. **Manages Supervises** department patrol operations; holds periodic meetings with Uniform Patrol Sergeants to exchange operational information.
2. **Plans and directs shift operations (day/night shift uniform patrol lieutenants); reviews work in progress and supervises day/night shift personnel. Uniform Patrol lieutenants are responsible for both day- or both night-shifts.**
3. **Assists shift sergeants with inspecting personnel before each shift for personal appearance and equipment readiness.**
4. **Manages Supervises** the investigative operations of the department; investigates and assigns criminal cases; processes crime scenes; approves completed case files and crime statistics analysis.
5. **Investigative lieutenant responds to major crime scenes for processing and assists investigative sergeant and detectives with crime scene processing as needed.**
6. **Manages Supervises** the administrative operations of the department; **investigates and assigns internal investigations/citizen complaints;** assists and supervises in the recruitment/hiring process, ~~promotional process~~, state certification program, GCIC, **evidence, code enforcement,** and training.
7. Reviews reports completed by subordinate personnel for accuracy, completeness and compliance with department policies and procedures.
8. Maintains records and writes reports related to **uniform patrol, and criminal investigation and administrative** activities.

9. Ensures the maintenance of assigned vehicles and equipment.
10. Investigates complaints and allegations against personnel.
11. Investigates accidents involving subordinates.
12. Responds to and commands major crime scenes; ~~assists with emergency calls for service;~~
~~provides back-up as needed to shift personnel.~~
13. Apprehends, arrests and processes offenders and fugitives.
14. Represents the agency on a variety of committees and boards.
15. ~~Evaluates subordinate officers by completing performance appraisals.~~
16. Trains, assigns, directs, supervises, evaluates and disciplines personnel.
17. Performs related duties.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge, Skill, and Ability

1. Knowledge of the application of relevant ~~federal and state laws and local ordinances~~
~~local, state and federal laws.~~
2. Knowledge of the theories, principles, and practices of police administration.
3. Knowledge of general police practices and incident command system practices.
4. Knowledge of interview and interrogation techniques.
5. Knowledge of evidence handling principles.
6. Knowledge of city and department policies and procedures.
7. Knowledge of management and supervisory principles and techniques.
8. Knowledge of the criminal justice system.
9. Skill in planning, organizing, analyzing, decision making, and problem solving.

10. Skill in the supervision of personnel.
11. Skill in the use of firearms and other standard and specialized equipment.
12. Skill in the use of custody and control techniques.
13. Skill in public and interpersonal relations.
14. Skill in oral and written communication.
15. Skill in the use of computers and job-related software programs.

2. Responsibility

~~3.~~ This position has direct supervision over assigned personnel. Personal Work Relationships

- a. Contacts are typically with department personnel, representatives of other law enforcement agencies, court personnel, victims, witnesses, suspects, community leaders, citizens, and the general public.
- b. Contacts are typically to give or exchange information, resolve problems, provide services, motivate personnel, and negotiate or settle matters.

4.3. Physical Effort and Work Environment

- a. The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending or crouching. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- b. The work is typically performed in an office and at emergency or crime scenes. The employee may be exposed to noise, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. The work may be performed outdoors and occasionally in cold or inclement weather. The work requires the use of specialized law enforcement equipment.

5.4. Guidelines

- a. Guidelines include city and department policies and procedures, federal and state laws, and city ordinances. These guidelines require judgment, selection, and interpretation in application.

6.5. Complexity and Scope of Work

- a. The work consists of varied supervisory, management, and technical law enforcement

Police Lieutenant, Police Department

duties. The potential for life-threatening situations contributes to the complexity of the work.

- b. The purpose of this position is to supervise the provision of assigned police services. Successful performance helps ensure the safety of life and property and results in the enforcement of local, state and federal laws.

7.6. Minimum Qualifications

- a. Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- b. Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with ~~one to three~~ 5 or more years of experience or service.
- c. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- d. Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.

8.7. Supervisory Controls

- a. The ~~Deputy Police Chief~~ Captain over the specific division assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports and observation of division activities.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Police Lieutenant with the City of Holly Springs.

Employee (print)

Employee (signature)

Date

Chief of Police (print)

Chief of Police (signature)

Date

Police Lieutenant, Police Department

PD/03
Page 4 of 4

City Manager (print)

City Manager (signature) Date

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

- 1. Job Title: Police Sergeant**
- 2. Department: Police**
**Division: Administration,
Criminal Investigations &
Uniform Patrol**
- 3. FLSA Classification: Non-exempt**
Pay Grade: 18

B. INTRODUCTORY STATEMENT

This position is responsible for supervising an assigned shift of law enforcement personnel.

C. ESSENTIAL JOB FUNCTIONS

1. Plans and directs shift operations; reviews work in progress; supervises shift personnel.
2. Briefs shift on special assignments and answers questions regarding regular shift operations.
3. Inspects personnel before each shift for personal appearance and equipment readiness.
4. Inspects and maintains assigned patrol car, uniforms and equipment.
5. Monitors patrol activity; responds to major, routine, and emergency calls for service; provides field assistance to officers; makes decision to call specialized personnel to major crime scenes as necessary.
6. Patrols the city to provide community policing services, including inspecting vacant buildings and homes, assisting lost or stranded motorists, and investigating animal complaints.
7. Apprehends, arrests and processes offenders and fugitives.
8. Reviews reports from officers for accuracy and thoroughness; compiles information for administrative reports from activity reports.
9. Prepares case reports describing actions taken and results obtained; prepares activity reports.
10. Investigative sergeant reviews criminal cases for solvability factors and either investigates the criminal case or assigns to investigators for further investigation.

11. Investigative sergeant responds to crime scenes for processing, and assists investigators as needed in crime scene processing.
12. Investigative sergeant maintains records and statistical data regarding cases assigned to the Criminal Investigations Division.
13. Investigative sergeant maintains daily supervision of investigators, along with periodic case reviews, and briefs the divisional commander as needed.
14. Administrative sergeant provides daily supervision in areas such as Code Enforcement, Evidence, GCIC, Probation, and other administrative functions.
15. Administrative sergeant maintains records in accordance with state certification guidelines.
16. Serves criminal and court-related paperwork.
17. Performs related duties.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge, Skill, and Ability

1. Knowledge of local ordinances and relevant state and federal laws.
2. Knowledge of the criminal justice system.
3. Knowledge of law enforcement principles and practices.
4. Knowledge of crime scene processing and evidence collection methods.
5. Knowledge of evidence collection, retention and disposal requirements.
6. Skill in the use of computers and job-related software programs.
7. Skill in operating police vehicles, firearms, and emergency equipment.
8. Skill in operating cameras and video cameras.
9. Skill in operating radios and communications equipment.
10. Skill in operating radar equipment.
11. Skill in restraining persons without causing physical harm.
12. Skill in planning, organizing, analyzing, decision making, and problem

solving.

13. Skill in the use of firearms and other standard and specialized equipment.

14. Skill in public relations.

15. Skill in interpersonal relations.

16. Skill in oral and written communication.

2. Responsibility

a. This position has direct supervision over assigned personnel.

3. Personal Work Relationships

a. Contacts are typically with department personnel, other city employees, court personnel, attorneys, representatives of other law enforcement agencies, victims, witnesses, suspects, business owners, and members of the general public.

b. Contacts are typically to give or exchange information, resolve problems, provide services, and motivate persons.

4. Physical Effort and Work Environment

a. The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, bending, crouching or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

b. The work is typically performed in an office and outdoors, occasionally in inclement weather. The employee may be exposed to dust, dirt, grease, machinery with moving parts, and contagious or infectious diseases. The work requires the use of specialized law enforcement equipment.

5. Guidelines

a. Guidelines include department policies and procedures, federal and state laws, court rules, and city ordinances. These guidelines require judgment, selection, and interpretation in application.

6. Complexity and Scope of Work

a. The work consists of varied administrative, supervisory and law enforcement duties. The need to respond to unforeseen and dangerous situations contributes to the complexity of the position.

b. The purpose of this position is to supervise and participate in uniform patrol operations. Successful performance contributes to the detection and deterrence of crime and to the protection of life and property.

7. Minimum Qualifications

Police Sergeant, Police Department

- a. Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
 - b. Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with ~~one to three~~ **3 or more** years of experience or service.
 - c. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
 - d. Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.
8. Supervisory Controls
- a. The Police Lieutenant assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Sergeant with the City of Holly Springs.

Employee (print)

Employee (signature) Date

Department Head (print)

Department Head (signature) Date

City Manager (print)

City Manager (signature) Date

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. Job Title: Detective

2. Department: Police

Division: CID

3. FLSA Classification: Non-exempt

Pay Grade: 15

B. INTRODUCTORY STATEMENT

This position is responsible for the investigation of assigned criminal cases to determine the nature of criminal activity, to prevent or solve crimes, and to identify and apprehend offenders.

C. ESSENTIAL JOB FUNCTIONS

1. Responds to crime scenes; receives reports from uniformed Police Officers; examines crime scenes to obtain clues and gather evidence; identifies, collects, marks and preserves physical evidence; takes videos and photographs; identifies and collects fingerprints.
2. Interviews or interrogates complainants, witnesses, victims, suspects and informants; obtains and receives signed statements.
3. Analyzes criminal activity and evidence to develop leads, identify witnesses and develop informant sources.
4. Writes and files reports on completed cases; details witnesses and testimony, occurrence of events, and criminal history of suspects; describes actions taken and results obtained.
5. Investigates known or suspected criminals or facts of particular cases to detect or deter criminal activity.
6. Obtains and serves criminal search and arrest warrants; obtains and serves subpoenas and motions.
7. Apprehends and arrests suspects.
8. Prepares, submits and presents cases for prosecution; assists in developing court presentations; presents evidence and testimony in court.
9. Conducts background investigations.
10. Enforces motor vehicle laws; performs foot and motor vehicle patrol activities to detect and deter crime.

11. Performs related duties.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge, Skill, and Ability

1. Knowledge of local ordinances and relevant state and federal laws.
2. Knowledge of the criminal justice system.
3. Knowledge of criminal investigation principles and practices.
4. Knowledge of crime scene processing and evidence collection methods.
5. Knowledge of criminal and motor vehicle laws.
6. Knowledge of evidence collection, retention and disposal requirements.
7. Skill in the use of computers and job-related software programs.
8. Skill in planning, organizing, analyzing, decision making, and problem solving.
9. Skill in the use of firearms and other standard and specialized equipment.
10. Skill in public relations.
11. Skill in interpersonal relations.
12. Skill in oral and written communication.

2. Responsibility

- a. This position has no supervision over any other employees.

3. Personal Work Relationships

- a. Contacts are typically with department personnel, other city employees, court personnel, attorneys, representatives of other law enforcement agencies, victims, witnesses, suspects, business owners, and members of the general public.
- b. Contacts are typically to give or exchange information, resolve problems, provide services, motivate persons, and settle matters.

4. Physical Effort and Work Environment

- a. The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- b. The work is typically performed in an office and outdoors, occasionally in inclement weather. The employee may be exposed to dust, dirt, grease, machinery with moving parts, and contagious or infectious diseases. The work requires the use of specialized law enforcement equipment.

5. Guidelines

- a. Guidelines include department policies and procedures, federal and state laws, court rules, and city ordinances. These guidelines require judgment, selection, and interpretation in application.

6. Complexity and Scope of Work

- a. The work consists of related administrative, investigative and law enforcement duties. The unique nature of each case contributes to the complexity of the work.
- b. The purpose of this position is to conduct criminal investigations. Successful performance helps ensure the efficient and effective enforcement of laws and the successful arrest and prosecution of perpetrators.

7. Minimum Qualifications

- a. Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- b. Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated ~~with the completion of an apprenticeship/internship or having had a similar position for one to two years~~ one to two years of experience or service.
- c. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- d. Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.

8. Supervisory Controls

- a. The supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Detective with the City of Holly Springs.

Employee (print)

Employee (signature)

Date

Department Head (print)

Department Head (signature)

Date

City Manager (print)

City Manager (signature)

Date

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. Job Title: Police Officer

2. Department: Police

Division: Uniform Patrol

3. FLSA Classification: Non-exempt

Pay Grade: 14

B. INTRODUCTORY STATEMENT

This position is responsible for the enforcement of federal, state, and local laws and the protection of life and property. An incumbent in this position may be designated "Senior Police Officer" and placed at Grade 15.

C. ESSENTIAL JOB FUNCTIONS

1. Patrols an assigned zone to detect and deter criminal activity and traffic violations.
2. Responds to calls for service, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service duties, stranded motorists, and others.
3. Conducts preliminary investigations into traffic accidents and other incidents, including interviewing victims, complainants and witnesses, gathering information and evidence, and securing crime scenes.
4. Apprehends, arrests, and processes offenders, including fugitives; subpoenas witnesses.
5. Provides assistance and backup support to other officers and emergency service providers as necessary.
6. Assists motorists.
7. Provides traffic direction as needed for events such as parades, funerals, events, and school crossings.
8. Testifies in judicial proceedings as necessary.
9. Completes all required reports and forms, including accident and incident reports.
10. Inspects and maintains assigned patrol car, uniform, and equipment.
11. Performs specialized duties as assigned.

12. Performs related duties.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge, Skill, and Ability

1. Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, town ordinances, and department policies and procedures.
2. Knowledge of traffic accident investigation techniques and procedures.
3. Knowledge of the geography and streets of the city.
4. Knowledge of the court system and judicial procedures.
5. Skill in the use of a computer.
6. Skill in operating police vehicles, firearms, and emergency equipment.
7. Skill in operating radios and communications equipment.
8. Skill in operating radar equipment.
9. Skill in restraining persons without causing physical harm.
10. Skill in oral and written communication.

2. Responsibility

- a. This position has no supervision over any other employees.

3. Personal Work Relationships

- a. Contacts are typically with co-workers, other city employees, other emergency service providers, court system personnel, attorneys, judges, medical personnel, law enforcement officers from other agencies, and the general public.
- b. Contacts are typically to give or exchange information, provide services, interview persons, and resolve problems.

4. Physical Effort and Work Environment

- a. The work is typically performed while sitting, standing, walking, running, bending,

crouching or stooping. The employee must occasionally lift light or heavy objects, use equipment requiring a high degree of dexterity, distinguish between shades of color, and use the physical force necessary to arrest and restrain persons.

- b. The work is performed indoors, in a vehicle, and outdoors. The employee may be exposed to inclement weather, infectious diseases, and life-threatening situations. The work requires the use of protective clothing and devices.

5. Guidelines

- a. Guidelines include state and federal laws, traffic laws, city ordinances, court rulings, constitutional guidelines, training manuals, and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

6. Complexity and Scope of Work

- a. The work consists of related law enforcement duties. The varied nature of calls and the potential for emergencies contribute to the complexity of the work.
- b. The purpose of this position is to protect life and property and enforce federal, state, and local laws. Successful performance contributes to the detection and deterrence of crime and to the protection of life and property.

7. Minimum Qualifications

- a. Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- b. Sufficient experience to understand the basic principles relevant to the major duties of the position, ~~usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.~~
- c. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- d. Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia **to be a certified law enforcement officer.**

8. Supervisory Controls

- a. The Police Sergeant assigns work in terms of general instructions. Work is reviewed for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Police Officer with the City of Holly Springs.

Employee (print)

Employee (signature)

Date

Department Head (print)

Department Head (signature)

Date

City Manager (print)

City Manager (signature)

Date

**A RESOLUTION APPROVING AN URBAN REDEVELOPMENT PLAN
AMENDMENT**

WHEREAS, the Council of the City of Holly Springs previously approved an urban redevelopment plan entitled the “2019 Urban Redevelopment Plan of the City of Holly Springs” (the “Original Urban Redevelopment Plan”) for an urban redevelopment area (the “Urban Redevelopment Area”) in accordance with the Urban Redevelopment Law of the State of Georgia (the "Urban Redevelopment Law"); and

WHEREAS, the Urban Redevelopment Law provides that the City may approve a substantial modification of an approved urban redevelopment plan if it (a) holds a public hearing on the substantial modification (the “Public Hearing”) after a public notice (the “Notice”) thereof is published in a newspaper having a general circulation in the area of operation of the City and (b) makes certain additional findings; and

WHEREAS, after careful study and investigation, the City desires to amend, restate and replace the Original Redevelopment Plan with the urban redevelopment plan amendment attached hereto as Exhibit A (the “Urban Redevelopment Plan Amendment”); and

WHEREAS, the City published the Notice and held the Public Hearing as required by the Urban Redevelopment Law.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Holly Springs that there is hereby found, determined and declared that the Urban Redevelopment Area previously identified in the Original Urban Redevelopment Plan and shown on Exhibit B continues to be and is a pocket of blight by reason of (a) the presence of a substantial number of deteriorated or deteriorating structures; (b) unsafe conditions; and (c) the deterioration of site or other improvements, all of which substantially impairs or arrests the sound growth of the City, retards the provisions of housing accommodations, or constitutes an economic or social liability and is a menace to the public health, safety, morals, or welfare in its present condition and use.

BE IT FURTHER RESOLVED that because the Urban Redevelopment Area is a pocket of blight, it continues to be and it is hereby designated as appropriate for urban redevelopment projects.

BE IT FURTHER RESOLVED that there is hereby found, determined, and declared that (a) no families will be displaced from the Urban Redevelopment Area, and therefore no method for relocation of such families need be provided, (b) the Urban Redevelopment Plan Amendment conforms to the general plan of the City as a whole, (c) the Urban Redevelopment Plan Amendment will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the rehabilitation or redevelopment of the Urban Redevelopment Area by private development and (d) the Urban Redevelopment Plan Amendment constitutes an appropriate part of the City’s workable program for utilizing appropriate private and public resources to eliminate and prevent the impairment of the sound growth of the City and to encourage needed urban rehabilitation all as set forth in the Urban Redevelopment Law.

BE IT FURTHER RESOLVED that the Urban Redevelopment Plan Amendment and the urban redevelopment projects in the Urban Redevelopment Plan Amendment are hereby approved.

BE IT FURTHER RESOLVED that this resolution shall be effective immediately upon its adoption.

BE IT FURTHER RESOLVED that any and all resolutions in conflict with this resolution be and the same are hereby repealed.

ADOPTED on this 7th day of March 2022.

**COUNCIL OF THE CITY OF HOLLY
SPRINGS**

(SEAL)

By: _____
Steven W. Miller, Mayor

Attest:

By: _____
Karen Norred, City Clerk

Exhibit A

2022 URBAN REDEVELOPMENT PLAN AMENDMENT OF THE CITY OF HOLLY SPRINGS

I. General

This Urban Redevelopment Plan Amendment (this “Plan”) was prepared by the City of Holly Springs, Georgia (the “City”) and constitutes an “urban redevelopment plan” within the meaning of Section 36-61-2(24) of the Official Code of Georgia Annotated (OCGA). This Plan amends, restates and replaces the 2019 Urban Redevelopment Plan.

II. Designation of Urban Redevelopment Area

The Council of the City determined that the area of the City known as the “City of Holly Springs Main Street District” (the “Urban Redevelopment Area”) was a “pocket of blight” and designated it as appropriate for urban redevelopment projects, all in accordance with the Urban Redevelopment Law of the State of Georgia (Chapter 61 of Title 36 of the OCGA, as amended) (the “Urban Redevelopment Law”). A map of the Urban Redevelopment Area is on file with the City.

III. Description of the Urban Redevelopment Projects

The Council of the City has identified the following four (4) urban redevelopment projects for the Urban Redevelopment Area, each of which meets the definition of an “urban redevelopment project” pursuant to the Urban Redevelopment Law (collectively, the “Urban Redevelopment Projects”):

1. Town Center Road Network Project:
 - A. Widening Hickory Road from roundabout to Holly Springs Parkway
 - B. Construction of a roundabout on Hickory Road east of Cherokee County Fire Station #8
 - C. Reconfiguration of the intersection of Palm Street and Hickory Road
 - D. Construction of the Palm Street Extension (Betty Barrett Way) from Walnut Street to the Hickory Road roundabout

The Town Center Road Network Project is more fully described in the civil plans and specifications prepared by Southeastern Engineering, Inc. (SEI).
2. Industrial Connector Project:
 - A. Acquisition of right-of-way for the construction of Phase I of the Industrial Connector (Hickory Springs Parkway)
 - B. Moving and related costs to remove tenants from the right-of-way of the Industrial Connector (Hickory Springs Parkway)

- C. Demolition costs to remove structures from the right-of way of the Industrial Connector (Hickory Springs Parkway)
- D. Construction of Phase I of the Industrial Connector (Hickory Springs Parkway) from Hickory Road to P. Rickman Industrial Drive

The Industrial Connector Project is more fully described in the Scoping Study (GDOT P.I. 0015030) prepared by AECOM and the civil plans and specifications prepared by Southeastern Engineering, Inc. (SEI).

3. Town Center Infrastructure and Sitework Project:

- A. Extension and addition of water mains to serve the Town Center Project (TCP)
- B. Extension and addition of sanitary sewer mains to serve the TCP
- C. Relocation of existing underground and overhead utilities to serve the TCP
- D. Pedestrian Lighting, irrigation, landscaping, and streetscapes within the TCP
- E. Acquisition of additional parcel (.98 acre) at the intersection of Hickory Road and Hickory Springs Parkway for the expansion of the TCP development
- F. Construction of additional parking and Palm Street access for the Holly Springs Community Center (Depot)
- G. Construction of on-site and off-site stormwater detention facilities and associated infrastructure
- H. Mass grading of the site to prepare pads for future vertical construction for the TCP development

The Town Center Infrastructure and Sitework Project is more fully described in the civil plans and specifications prepared by Southeastern Engineering, Inc. (SEI) and the concept reports prepared by Tunnell-Spangler-Walsh & Associates (TSW).

4. Town Center Vertical Construction Project:

- A. Design, engineering, and construction of a new City Hall within the TCP
- B. Design, engineering, and construction of a structured parking deck to serve the TCP
- C. Design, engineering and construction of an amphitheater in the TCP
- D. Design, engineering and construction of ancillary structures in the TCP adjacent to the amphitheater including pavilions, restroom facilities, and pop-up restaurants within the TCP

The components of the Town Center Vertical Construction Project are more fully described in the architectural plans prepared by Caldwell ♦ Cline Architects ♦ Designers and the civil plans and specifications prepared by Southeastern Engineering, Inc. (SEI).

IV. Plan Requirements

This plan conforms to the general plan for the City as a whole. This Plan identifies the land acquisition, demolition, and removal of structures, construction of new buildings and structures, redevelopment, improvements, and rehabilitation proposed to be carried out in the Urban Redevelopment Area. Neither this Plan nor the Urban

Redevelopment Projects will require any zoning or planning changes. Any zoning or planning exceptions will be made in accordance with applicable law. The Urban Redevelopment Projects will constitute appropriate land uses and will not require the displacement or relocation of any families. This Plan identifies any changes in land uses. The Plan is consistent with and furthers the City's local objectives respecting appropriate land uses, improved traffic, public utilities, recreational and community facilities, and other public improvements, as more fully described below.

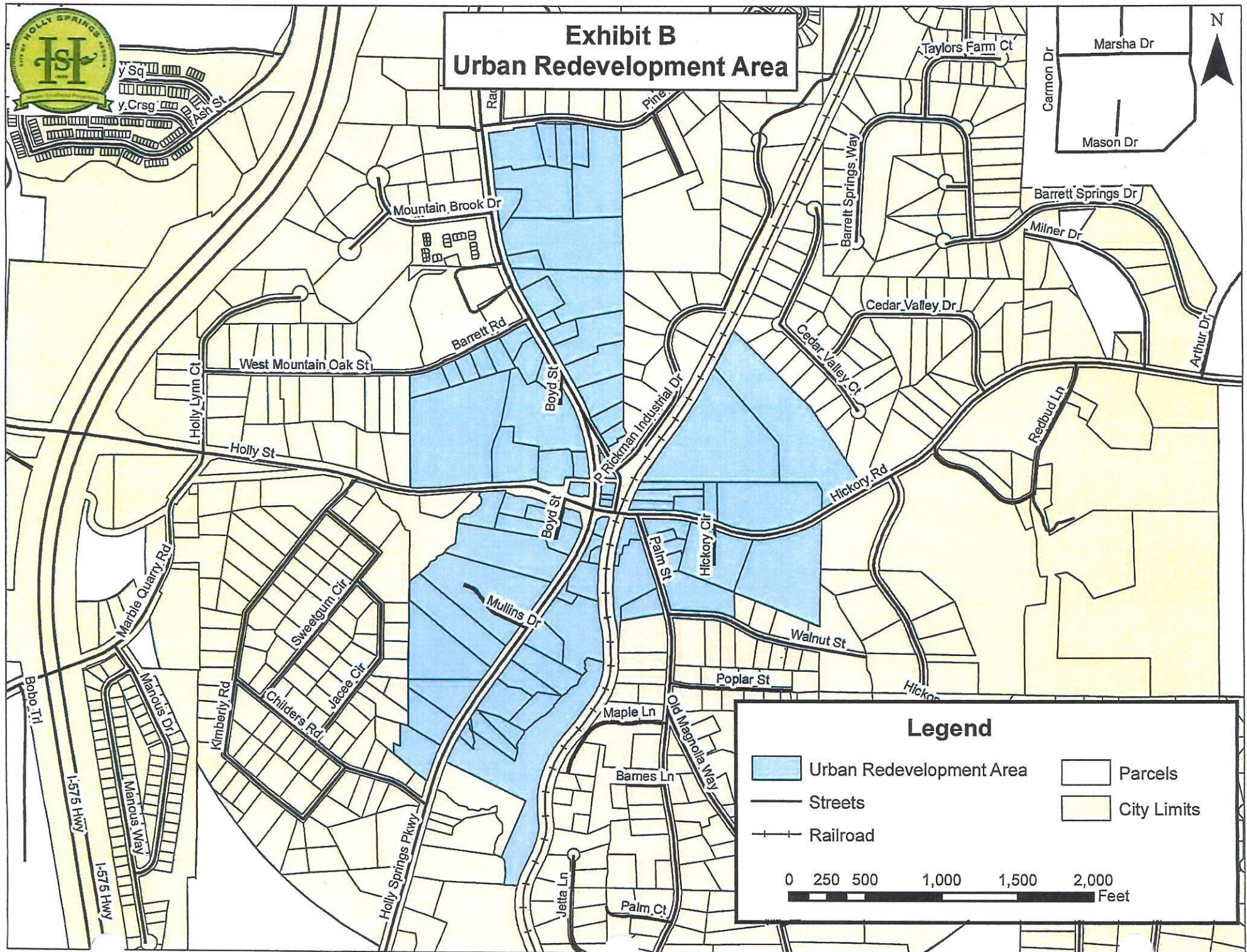
The Holly Springs City Council approved the TCP, which is an integral part of this Plan, in 2016 to redevelop land at the intersection of Palm Street and Hickory Road in downtown Holly Springs. The TCP and this Plan accomplish the following objectives for the City:

1. Land uses – The TCP is zoned General Commercial with a Mixed-Use Overlay (GC with MXD-1). This zoning category encourages mixed-use development where residents have housing options adjacent to retail, restaurants and employment opportunities.
2. Improved traffic – The TCP Road Network will improve traffic flow within the downtown core of Holly Springs by adding capacity on Hickory Road, intersection improvements at Palm Street and the construction of a roundabout to keep traffic moving east of Holly Springs Parkway. Construction of Phase I of the Industrial Connector (Hickory Springs Parkway) along the eastern boundary of the TCP including the acquisition of right-of-way for the road, sidewalks, and trails southeast of the railroad will also improve traffic circulation in downtown Holly Springs.
3. Public utilities – The TCP includes the extension and upsizing of water mains, the extension of sanitary sewer mains, the addition of stormwater conveyance structures, stormwater detention facilities and pedestrian street lighting.
4. Recreational and community facilities – The TCP includes the construction of additional parking at the City of Holly Springs Community Center (Depot) including the addition of an entrance to the facility from Palm Street. The TCP also includes the construction of a new City Hall, an amphitheater with pavilions and restroom facilities along with a passive park and pop-up restaurants. A structured parking deck will provide visitors on-site parking to enjoy the recreational and community events hosted within the TCP.

Exhibit B



Exhibit B Urban Redevelopment Area



CLERK'S CERTIFICATE

The undersigned Clerk to the Council of the City of Holly Springs, Georgia (the "City Council") DOES HEREBY CERTIFY that the foregoing pages of typewritten matter constitute a true and correct copy of a resolution adopted on March 7, 2022 by the City Council in a meeting duly called and assembled, which meeting was open to the public and at which a quorum was present and acting throughout, and that the original of the foregoing resolution appears of public record in the Minute Book of the City Council, which is in my custody and control.

GIVEN under my hand and the seal of the City Council, this 7th day of March 2022.

(SEAL)

Karen Norred, City Clerk



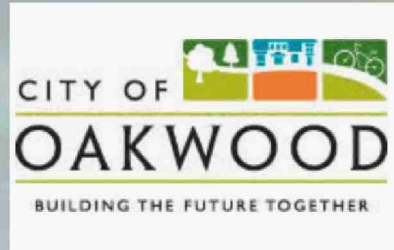
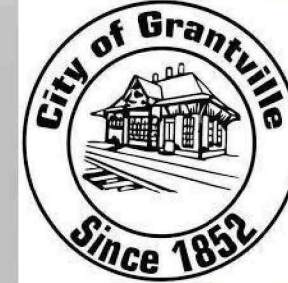
FLEET MANAGEMENT



CONFIDENTIAL AND PROPRIETARY

© 2016 Enterprise Fleet Management, Inc.

Local Government Partnerships



COMPETITIVE BID AWARDS



PROSPECT is a member of Sourcewell



RECAP & KEY OBJECTIVES

- **Reduce Overall Age of the Fleet:**
 - *Current Fleet: Average Age = **7.25 Years***
 - *7 of 58 Vehicles are 2012 Years or Older*
- **Reduce Operational Downtime and Expenses:**
 - *Enterprise Infrastructure allows for reduced costs on parts/labor*
 - *Earlier vehicle replacement eliminates the majority of large maintenance spends*
- **Maintain a Management Vehicle Budget:**
 - *Acquiring 7.5 Vehicles per Year (last 5 years) or on **8 Year Replacement Plan***
- **Increasing Efficiencies, Sustainability & Safety**
 - *4.4 Year Replacement Plan to ensure safety/sustainability is a top priority*

Conservative Savings Opportunity over \$1,471,832 versus Today's Plan

THE CLIENT EXPERIENCE



FLEXIBLE FINANCING OPTIONS

TRADITIONAL FINANCING

Vehicle Price \$25,000

Traditional Financing

\$0

ENTERPRISE OPEN END LEASE

Vehicle Price \$25,000

Municipal
Open End Lease

Reduced Book Value

RESOURCES

Maintenance

Full Maintenance

- Fixed monthly rate
- Simple process for all parties
- Includes: 24/7 Roadside, all major and minor repairs
- Proactive service reminders

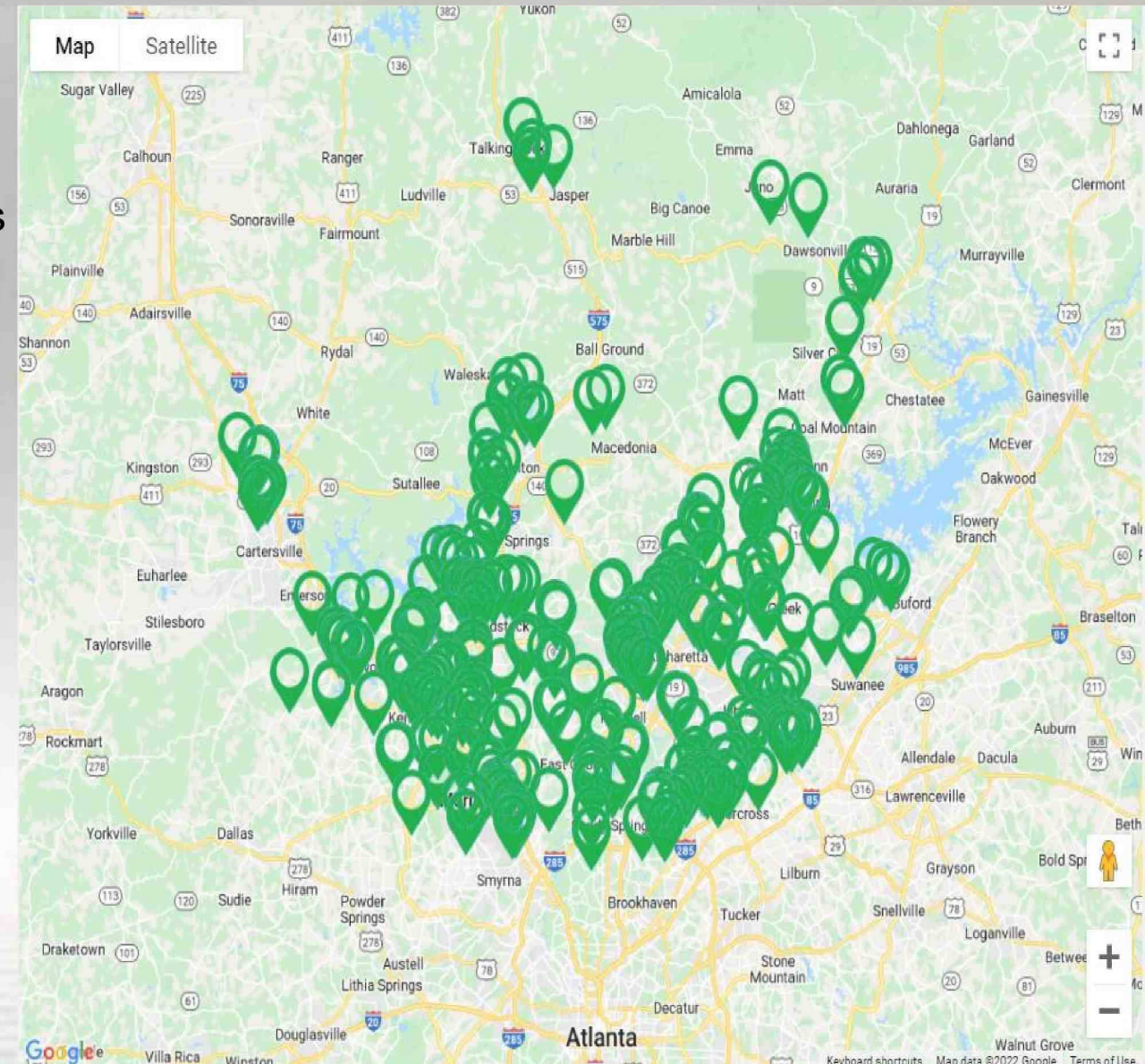
Maintenance Management

- “Bridge” program for currently owned fleet vehicles
- Seamless experience for field drivers



Enterprise National Service Department

- 230 Employees with over 1,800 total ASE certifications
- 500,000+ vehicles under management on this program
- Reduction in downtime through managed repair system
- \$43.5 Million* in customer savings in 2020



Vehicle Safety- STANDARD OPTIONS

2007

- Front/Side crash test
- Anti-lock brakes
- Airbags

**10.3% of vehicles in current fleet are pre-2007 (3/29)*

2012

- **Electronic Stability Control**
- Lane Departure Warning
- Rear Video

**20.7% of vehicles in current fleet are pre-2012 (6/29)*

2018

- Forward Collision Warning
- Blind Spot Warning
- Offset-crash test
- Rear Video

**58.6% of vehicles in current fleet are pre-2017 (17/29)*



5-Star Safety Ratings
More Stars. Safer Cars.

RESALE IMPACT

150
REMARKETING LOTS
IN NORTH AMERICA

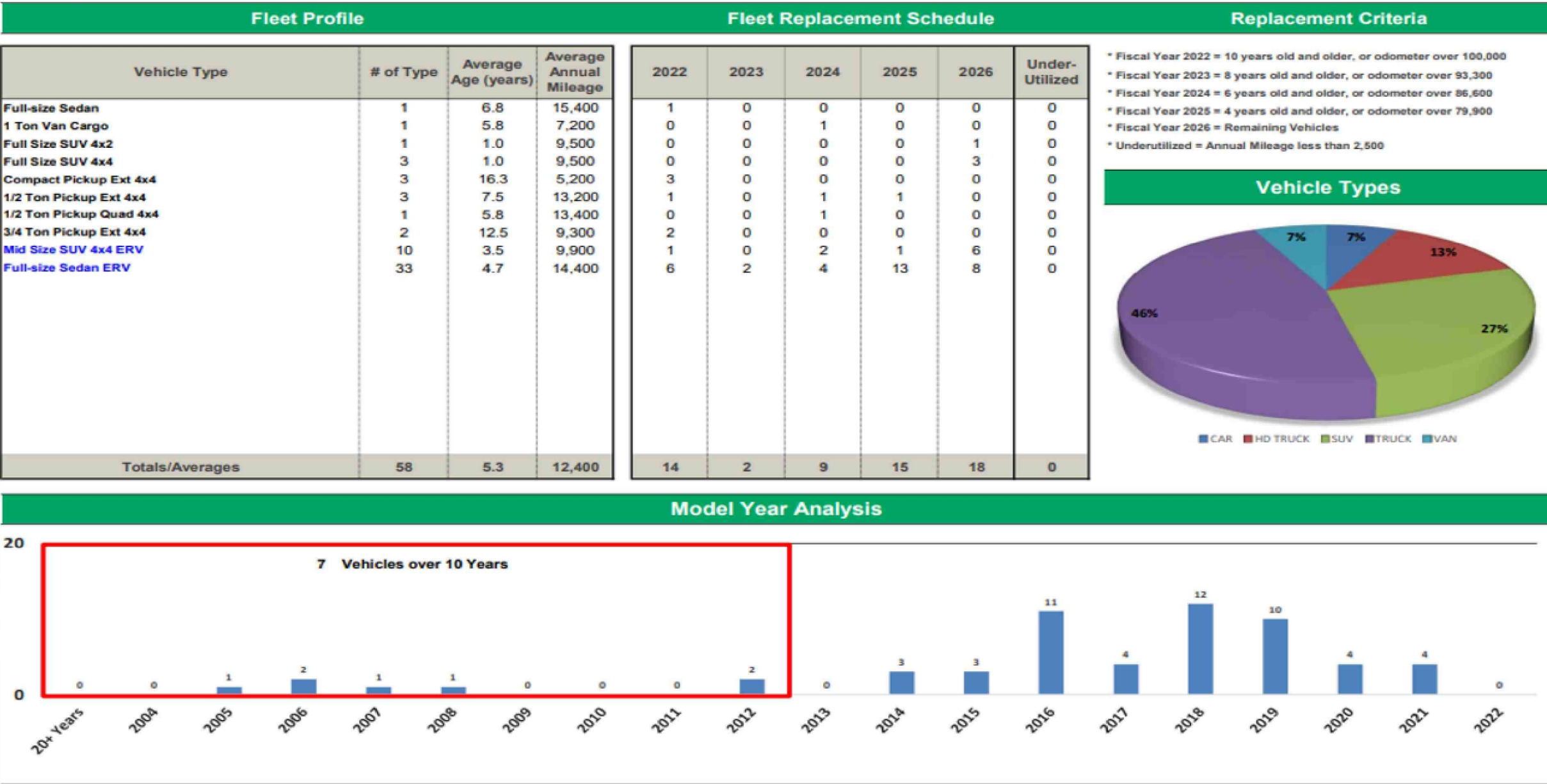
700
DEDICATED
REMARKETING EMPLOYEES

19,000+
UNIQUE BUYERS

1,000,000+
VEHICLES SOLD ANNUALLY

Year	Make	Model	Series	MIS	Lease Ending Miles	Capitalized Amount	Sale Price	Effective Monthly Depreciation	Effective Total Depreciation
2013	Chevrolet	Express 2500	Work Van RWD Cargo Van	39	14,015	\$ 21,235	\$ 19,000	\$ 57	\$ 2,235
2013	Chevrolet	Express 2500	Work Van RWD Cargo Van	39	14,015	\$ 21,235	\$ 19,000	\$ 57	\$ 2,235
2012	Chevrolet	Express 2500	Work Van RWD Cargo Van	49	12,711	\$ 20,908	\$ 17,400	\$ 72	\$ 3,508
2013	Chevrolet	Express Cutaway	Base Chassis 139 in. WB SRW	55	42,142	\$ 29,117	\$ 19,500	\$ 175	\$ 9,617
2013	Chevrolet	Express Cutaway	Base Chassis 139 in. WB SRW	55	42,142	\$ 29,117	\$ 19,500	\$ 175	\$ 9,617
2019	Ford	F-150	XL 4x4 Regular Cab Styleside 6.5 ft.	29	11,908	\$ 24,477	\$ 32,500	\$ (277)	\$ (8,023)
2019	Ford	F-150	XL 4x4 SuperCab Styleside 6.5 ft.	29	21,128	\$ 28,702	\$ 34,000	\$ (183)	\$ (5,298)
2019	Ford	F-150	XL 4x4 Regular Cab Styleside 8 ft.	23	22,443	\$ 22,302	\$ 27,000	\$ (204)	\$ (4,698)
2011	Ford	Fiesta	S 4dr Sedan	60	12,502	\$ 14,614	\$ 6,000	\$ 144	\$ 8,614
2013	Chevrolet	Silverado 2500HD	WT 4x4 Reg Cab 8 ft. box 133.7 in.	54	20,155	\$ 31,323	\$ 24,000	\$ 136	\$ 7,323
2012	Chevrolet	Silverado 2500HD	WT 4x4 Reg Cab 8 ft. box 133.7 in.	53	29,501	\$ 30,272	\$ 23,000	\$ 137	\$ 7,272
2012	Chevrolet	Silverado 3500HD Chassis	WT 4x4 Reg Cab 137.5 in. WB DRW	70	18,906	\$ 35,447	\$ 28,500	\$ 99	\$ 6,947
								AVERAGE	AVERAGE
								\$32	\$3,279

Fleet profile



Vehicle Classes and Terms

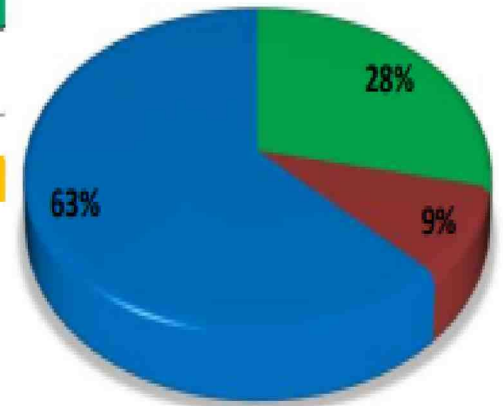
Vehicle Information						Contract			
Vehicle Type	Year	Make	Model	Description	(X) 4x4	Term	Annual Miles	AM\$	Dep. %
Full-size Sedan	2021	Dodge	Charger	LDDM48-SXT 4dr Rear-wheel Drive Sedan		60	15,400	-	1.35%
1 Ton Van Cargo	2021	Ford	Transit-350 Cargo	W1Y-Base Rear-wheel Drive Low Roof Van 1:		60	7,200	-	1.35%
Full Size SUV 4x2	2021	Chevrolet	Tahoe	CC10706-Commercial Fleet 4x2		12	9,500	-	1.35%
Full Size SUV 4x4	2021	Chevrolet	Tahoe	CK10706-Commercial Fleet 4x4	X	12	9,500	-	1.35%
1/2 Ton Pickup Ext 4x2	2021	Ford	F-150 Super Cab	X1C-XL 4x2 SuperCab Styleside 6.5 ft. box 14'		12	5,200	-	1.35%
1/2 Ton Pickup Ext 4x4	2021	Ford	F-150 Super Cab	X1E-XL 4x4 SuperCab Styleside 6.5 ft. box 14'	X	12	13,200	-	1.35%
1/2 Ton Pickup Quad 4x4	2021	Ford	F-150 Crew Cab	W1E-XL 4x4 SuperCrew Cab Styleside 5.5 ft. X	X	12	13,400	-	1.35%
3/4 Ton Pickup Ext 4x4	2021	Ford	F-250 Super Cab	X2B-XL 4x4 SD Super Cab 6.75 ft. box 148 in. X		24	9,300	-	1.35%
Mid Size SUV 4x4	2021	Ford	Police Interceptor Utility	K8A-Base All-wheel Drive	X	60	9,900	10,000	1.50%
Full-size Sedan	2021	Dodge	Charger	LDDE48-Police 4dr Rear-wheel Drive Sedan		60	14,400	8,500	1.50%

Analysis - 10 Year Model

Current Fleet	58	Fleet Growth	0.00%	Proposed Fleet	58
Current Cycle	7.25	Annual Miles	12,400	Proposed Cycle	4.41
Current Maint.	\$75.00			Proposed Maint.	\$67.54
Maint. Cents Per Mile	\$0.07	Current MPG	12	Price/Gallon	\$2.75

Fleet Costs Analysis

Fleet Mix			Fleet Cost								Annual	
Fiscal Year	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	Net Cash
Average	58	8.0	58	0	361,912	0			52,200	164,817	578,928	0
'22	58	14	44	14	0	113,625	-56,000	-22,979	50,946	155,636	241,228	337,701
'23	58	5	42	16	0	135,006	-10,000	-41,760	50,767	154,324	288,338	290,591
'24	58	14	33	25	0	218,484	-69,600	-22,979	49,961	148,422	324,288	254,640
'25	58	18	18	40	0	374,737	-154,775	-41,760	48,618	138,586	365,405	213,523
'26	58	23	0	58	0	560,136	-322,675	-147,856	47,006	126,782	263,393	315,535
'27	58	16	0	58	0	560,136		-100,625	47,006	126,782	633,299	-54,371
'28	58	11	0	58	0	560,136		-154,866	47,006	126,782	579,058	-130
'29	58	16	0	58	0	560,136		-221,406	47,006	126,782	512,518	66,410
'30	58	24	0	58	0	560,136		-191,287	47,006	126,782	542,637	36,291
'31	58	21	0	58	0	560,136		-166,637	47,006	126,782	567,287	11,641



Fuel Maintenance Purchase

10 Year Savings

\$1,471,832

Avg. Sustainable Savings

\$11,968

RESOURCES

Fleet Administrator Resources

- Customer Website

- Tracking and information of:

- Fleet profile
- Driver assignments
- Maintenance expenses
- Fuel consumption
- Recall information
- More

- Mobile App

- Maintenance/fuel Locator
- Accident Report
- Order Status
- Roadside Assistance
- Reminders
- Mileage

- Fleet Planning Tool Kit

- Annual Client Review



Direct your drivers to the **fastest**,
most **efficient** repair shops!

Next Steps

- **Understanding of Decision-Making Process**
- **Review Worksheet and Schedule Fleet Day**
- **Finalize Plan**
- **Review Agreements – pass to legal**

Final Steps:

Credit Application

Execute Agreements

Sign quotes

Set Implementation Meeting

City of Holly Springs Work Session Meeting

Speaker Sign In Sheet

March 7, 2022

Meeting Date: _____

Name	Address	City Resident Y/N	Topic of Comment
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Note: City Council meetings are public meetings but are not public hearings. It is at the Chief Elected Official's discretion if public comment is taken.



