

**Agenda**  
**Regular Meeting of the Mayor and Council**  
**City of Chattahoochee Hills, Georgia**  
**July 6, 2021 / 6:00 p.m.**

*Visit [www.chatthillsga.us](http://www.chatthillsga.us) for information on accessing the meeting via  
teleconference or videoconference.*

Click [HERE](#) for Zoom link  
ID: 848 2907 5334  
Code: 104236  
Dial in: 646-558-8656

**Call to Order**

**Review and Approval of Agenda**

**Approval of Minutes**

1. Minutes of the Regular Meeting of June 1, 2021
2. Minutes of the Special Called Meeting of June 22, 2021

**Presentations / Proclamations** *(None)*

**Public Comments**

**Staff Reports**

Financial Update: Robbie Rokovitz  
Fire Department Report: Greg Brett  
Police Department Report: Jim Little  
Public Works/Parks Report: Darold Wendlandt  
Community Development Report: Mike Morton

**Public Hearing** *(None)*

**Unfinished Business** *(None)*

**New Business**

1. **Item 21-039:** Ordinance to amend the Official Zoning Map to rezone 256.8 acres from the RL (Rural) District to the HM-MU (Mixed-Used Hamlet) District and for variances to the required zoning district buffer and to the minimum nonresidential density in the HM-MU (Mixed-Use Hamlet) district – rezoning request and two variance requests from Bear Creek Project One LLC for property located at the corner of Wilkerson Mill Road and Jenkins Road. *First Read only. No Action will be taken.*

*The City of Chattahoochee Hills Mayor and City Council encourage citizen participation in the government process. Should you by reason of a disability need a special accommodation or need accessibility information, please contact the City Clerk's office at 770-463-8881.*

2. **Item 21-040:** Approve the purchase of a Ford F150 SSV Police Vehicle for an amount not to exceed \$32,300.
3. **Item 21-041:** Resolution declaring one (1) 2016 Chevrolet Tahoe as surplus property.
4. **Item 21-042:** Approval of revised Position Control schedule – revision adds Park Ranger position.

**Mayor and Council Comments**

**Executive Session** *(None)*

**Adjourn Meeting**

**Town Hall Session**

**Minutes  
Regular Meeting of the Mayor and Council  
City of Chattahoochee Hills, Georgia  
June 1, 2021 / 6:00 p.m.**

**Call to Order**

*Mayor Reed called the meeting to order at 6:00 p.m. Councilmembers in attendance were Ruby Foster, Laurie Searle, Camille Lowe, and Troy Bettis. Councilmember Richard Schmidt was absent. Also present was City Attorney Rick Lindsey.*

**Review and Approval of Agenda**

*Councilmember Searle made a motion to approve the agenda. Councilmember Foster seconded. The motion passed unanimously.*

**Approval of Minutes**

1. Minutes of the Regular Meeting of May 4, 2021  
*Councilmember Lowe made a motion to approve the minutes of the Regular Meeting of May 4, 2021. Councilmember Bettis seconded. The motion passed unanimously.*

**Presentations/Proclamations**

1. Presentation recognizing Bob Simpson for his service to the city.  
*Mayor Reed presented Bob Simpson with a key to the city in recognition of his service to the city. Among his many volunteer efforts, Mr. Simpson served on the organizing committee, was the first city manager, and served on the Planning Commission.*

**Public Comment**

*There were no public comments.*

**Staff Reports**

Financial Update: City Manager Robbie Rokovitz

*Mr. Rokovitz reported on the financials as of updated financials as of May 31, 2021. The city is 91.5% through the fiscal year. Revenues have come in higher than projected because of conservative budgeting due to the uncertainties of COVID-19. Revenues are 113% including all funds, and expenditures are at about 60% for all funds.*

Fire Department Report: Greg Brett

*Chief Brett spoke about a fatality accident that occurred on South Fulton Parkway on Memorial Day. He reported the statistics for motor vehicle accidents occurring on South Fulton Parkway for the last 3 years. The Police department reported 56 motor vehicle accidents, the Fire department reported 18 motor vehicle incidents requiring EMS, and there were 7 deaths. He also reported on the activities of the department. They are currently doing hydrant service, and the department responded to a woods fire last week. There is a bill on the Governor's desk that would eliminate the*

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*requirement for anyone to have to go to Georgia Forestry Division to file a burn permit unless it is a large acreage burn. He also said hurricane season has started, so it is a good time to sign up for the Chatt Hills alerts.*

#### **Police Department Report: Jim Little**

*Chief Little reported that he recently hired Officer Cody Carter, so the department is now at full staff. Officer Ivey should complete her training by the end of the month. The Georgia Office of Highway Safety “100 Days of Summer Heat” started yesterday and runs through August. The department will be targeting aggressive driving. Lieutenant Digou has been working on the state accreditation requirements, and all the department’s policies now meet state standards. The next stage of accreditation is to prove that they are complying with the policies.*

#### **Public Works/Parks Report: Darold Wendlandt**

*Mr. Wendlandt reported that the tractors have been received and the right-of-way crew is making a pass through the city. The department has also been cleaning out culverts and ditches, and the grading crew has been making a pass on the gravel roads.*

#### **Community Development: Mike Morton**

*Community Development Director Mike Morton reported there were a total of 8 building permits issues in May 2021, with 3 of them being for residential single-family dwellings. There also were 194 inspections conducted for the month. He will be scheduling an in-person Comprehensive Plan public meeting in the next couple weeks. The next Planning Commission meeting is June 10<sup>th</sup>. The only item for the agenda is a preliminary plat for the proposed rezoning that is on today’s Council agenda.*

#### **Public Hearing**

*City Attorney Rick Lindsey read the rules for the public hearings.*

*Mayor Reed said Items 21-031 and 21-032 will be presented together.*

- Item 21-031:** Public Hearing and Action on an Ordinance to Amend the Official Zoning Map to rezone 44.8 acres from the RL (Rural) District to the HM-MU (Mixed-Used Hamlet) District – rezoning request from Serenbe CH Properties, LLC for property located on Selborne Lane, South of the Inn at Serenbe.
- Item 21-032:** Public Hearing and Action on an Ordinance for a Variance to the Required Zoning District Buffer – variance request from Serenbe CH Properties, LLC to reduce the required district buffer to 60 feet for property located on Selborne Lane, South of the Inn at Serenbe.

*Community Development Director Mike Morton presented the items. Steve Nygren of Serenbe CH Properties, LLC has requested a rezoning of 44.8 acres to rezone the Serenbe hamlet. There was a minor revision to the site plan, and the new plan was distributed at the work session. The plans shows 5 lots on property bordered by the*

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*existing Serenbe hamlet and a couple of large residential lots. One of the lots only 100 feet from the property line, so the applicant has also applied for a variance to the required 150-foot buffer. Staff recommends approval for the rezoning with conditions, and the Planning Commission voted 5-0 to recommend approval with conditions. Mr. Morton recommend that condition no. 2 be changed to the site plan dated May 27, 2021. Staff recommends approval of the variance with conditions, and the Planning Commission voted 5-0 to recommend approval with conditions.*

*Mayor Reed opened the public hearing. There was no public comment. Mayor Reed closed the public hearing.*

*Mayor Reed called for a motion on Item No. 21-031 and Item No. 21-032. Councilmember Searle made a motion to approve Item No. 21-031 and Item No. 21-032 with the conditions, with the change of rezoning condition no. 2 to the site plan dated May 27, 2021 and the number of lots changed to five. Councilmember Lowe seconded. The motion passed unanimously.*

- 3. Item 21-033:** Public Hearing on an Ordinance to Adopt the Fiscal Year 2022 Budget for Each Fund of the City of Chattahoochee Hills, Georgia Appropriating the Amounts Shown in Each Budget as Expenditures, Adopting the Several Items of Revenue Anticipations, Prohibiting Expenditures to Exceed Appropriations, and Prohibiting Expenditures to Exceed Actual Funding Available. *No action will be taken.*

*City Manager Robbie Rokovitz presented the item. The General Fund is budgeted at a little over \$3.6 million. Some of the other funds include Debt Service budgeted at \$241,000 and Grants, which includes \$500,000 of American Recovery Acts funds, budgeted at \$783,000. The proposed budget allocates \$808,846 in reserves.*

*Mayor Reed opened the public hearing. There was no public comment. Mayor Reed closed the public hearing.*

*No action was taken.*

### **Unfinished Business**

*There was no Unfinished Business.*

### **New Business**

- 1. Item 21-034:** Approval of a Concept Plan for the 44.8-acre expansion of the HM-MU (Mixed-Use Hamlet) District – property located on Selborne Lane, South of the Inn at Serenbe.

*Community Development Director Mike Morton presented the item. The plan proposes 5 residential lots. The Concept Plan is the first step in the development approval process, and the next step is the preliminary plat. Staff recommends approval, and the Planning Commission voted 5-0 to recommend approval.*

*Mayor Reed called for a motion on Item 21-034. Councilmember Lowe made a motion to approve Item No. 21-034. Councilmember Searle seconded. The motion passed unanimously.*

**2. Item 21-035:** Approval of a revision to a previously approved Concept Plan for 15 acres of HM-MU (Mixed-Use Hamlet) District – the property is an extension of Serenbe Lane located north of Cedar Creek and south of Mado.

*Community Development Director Mike Morton presented the item. The applicant is requesting a revision to the Concept plan approved by City Council in 2018. The proposed plan shows 40 lots where the 2018 plan showed 22 and it proposes an additional 12 lots. There is sufficient residential entitlement and open space. Staff recommends approval, and the Planning Commission voted 5-0 to recommend approval.*

*Mayor Reed called for a motion on Item 21-035. Councilmember Searle made a motion to approve Item No. 21-035. Councilmember Lowe seconded. The motion passed unanimously.*

**3. Item 21-036:** Ordinance to Adopt an Amended Bond and Fine Schedule – proposed fines for violations of the short-term rental ordinance.

*Mayor Reed presented the item. The proposed fines are for violations to the short-term rental ordinance that passed at the May 2021 City Council meeting. The fines are \$1,000 for operating without a permit and \$500 per day/per person for violation of short-term rental permit conditions.*

*Mayor Reed called for a motion on Item No. 21-036. Councilmember Foster made a motion to approve Item No. 21-036. Councilmember Lowe seconded. The motion passed unanimously.*

### **Mayor and Council Comments**

*Councilmember Lowe thanked Councilmember Foster for organizing the community picnic.*

*Councilmember Searle thanked everyone who turned out to the picnic. She also said the Cedar Grove Music group will start meeting at city hall in July.*

*Councilmember Foster thanked staff, Ken Langley, Amber Lightsey, Elaine Bryant, Councilmember Searle, Councilmember Lowe, and Mayor Reed for their help and support with community picnic. She also said she is working on getting quotes for the flooring and wall painting for the city hall art exhibit hall.*

*Mayor Reed thanked Councilmember Foster for her hard work organizing the Community Picnic and for taking the lead in community outreach programs. He also*

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*took a moment to call out Community Development Director Mike Morton. Mr. Morton came to the city right out of planning school as a second career. The city is lucky to have Mr. Morton here. He knows our zoning inside out, and he is incredibly hard working. Mayor Reed also said people are starting to get back into traveling, and he encouraged everyone to be careful.*

**Executive Session**

*There was no Executive Session.*

**Adjourn Meeting**

*Councilmember Searle made a motion to adjourn the meeting. Councilmember Bettis seconded. The motion passed unanimously, and the meeting adjourned at 7:05 p.m.*

**Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.**

\_\_\_\_\_  
**Dana Wicher, City Clerk**

\_\_\_\_\_  
**Tom Reed, Mayor**

**Minutes**  
**Special Called Meeting of the Mayor and Council**  
**City of Chattahoochee Hills, Georgia**  
**June 22, 2021 / 4:00 p.m.**

**Call to Order**

*Mayor Reed called the meeting to order at 4:00 p.m. Councilmembers in attendance were Ruby Foster, Richard Schmidt, Laurie Searle, and Camille Lowe. Councilmember Troy Bettis was absent. Also present was City Attorney Rick Lindsey.*

**Review and Approval of Agenda**

*Councilmember Schmidt made a motion to approve the agenda. Councilmember Searle seconded. The motion passed unanimously.*

**Public Hearing**

1. **Item 21-033:** Public Hearing on an Ordinance to Adopt the Fiscal Year 2022 Budget for Each Fund of the City of Chattahoochee Hills, Georgia Appropriating the Amounts Shown in Each Budget as Expenditures, Adopting the Several Items of Revenue Anticipations, Prohibiting Expenditures to Exceed Appropriations, and Prohibiting Expenditures to Exceed Actual Funding Available.

*City Manager Robbie Rokovitz presented the item. The biggest change in the budget document was the increase in Hotel/Motel expenditures because the wayfinding project will not be completed in FY2021 and those expenditures have been transferred to FY2022. The total budget including capital, debt service, grants, hotel motel, TSPPOST, and reserve for contingency is \$7.448 million.*

*Mayor Reed opened the public hearing. There was no public comment. Mayor Reed closed the public hearing.*

*Mayor Reed called for a motion on Item 21-033. Councilmember Schmidt made a motion to approve Item No. 21-033. Councilmember Searle seconded. The motion passed unanimously.*

**New Business**

1. **Item 21-037:** Consideration of 2021 TSPLOST project list for Fulton County Intergovernmental Agreement.

*City Manager Robbie Rokovitz presented the item. The project list does not list specific roads. The funds are all assigned under maintenance and safety enhancements with a small percentage allocated to project management.*

*Mayor Reed called for a motion on Item 21-037. Councilmember Lowe made a motion to approve Item No. 21-034. Councilmember Schmidt seconded. The motion passed unanimously.*

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**2. Item 21-038:** Resolution naming the 28.345 acres of land located at 8661 Campbellton Redwine Road and Fronting the Chattahoochee River recently acquired for the sole purpose of creating additional parkland.  
*Mayor Tom Reed presented the item. The resolution establishes a name for the 28.345 acres on the west side of Campbellton Redwine Road. The Trust for Public Land may allocate significant funds for improvements to the property and Campbellton Park. Their project is named Chattahoochee RiverLands, and naming the park Chattahoochee Hills RiverLands Park would tie into that project.*

*Mayor Reed called for a motion on Item 21-038 with the amendment of changing the park name from Chattahoochee Riverlands Park to Chattahoochee Hills RiverLands Park. Councilmember Searle made a motion to approve Item No. 21-038 with the amendment. Councilmember Lowe seconded. The motion passed unanimously.*

**Adjourn Meeting**

*Councilmember Schmidt made a motion to adjourn the meeting. Councilmember Searle seconded. The motion passed unanimously, and the meeting adjourned at 4:18 p.m.*

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Dana Wicher, City Clerk

\_\_\_\_\_  
Tom Reed, Mayor



**City of Chattahoochee Hills, GA**  
**FY2021 Budget**  
**Budget to Actual as of June 28, 2021 - 99.2% of Year Lapsed**

Revenues:	FY2020	FY2020 (YTD)		% Collected	FY2021	FY2021 (YTD)		% Collected
	Amended	June 28			Amended	June 28		
Property Taxes	\$ 1,750,000	\$ 1,819,954	104.0%	\$ 1,792,012	\$ 1,987,058	110.9%		
L.O.S.T.	\$ 660,000	\$ 624,158	94.6%	\$ 480,000	\$ 633,347	131.9%		
Intangible Tax	\$ 27,000	\$ 37,315	138.2%	\$ 32,232	\$ 81,486	252.8%		
Motor Vehicle Tax	\$ 6,400	\$ 9,205	143.8%	\$ 10,000	\$ 9,278	92.8%		
Motor Vehicle Tax - Ad Valorem	\$ 19,038	\$ 37,204	195.4%	\$ 40,635	\$ 68,908	169.6%		
Real Estate Transfer Tax	\$ 10,000	\$ 16,940	169.4%	\$ 12,515	\$ 32,764	261.8%		
Business & Occupation Tax	\$ 16,000	\$ 42,371	264.8%	\$ 25,000	\$ 48,446	193.8%		
Insurance Premium Tax	\$ 200,615	\$ 200,615	100.0%	\$ 211,701	\$ 211,701	100.0%		
Alcohol Beverage Tax	\$ 20,000	\$ 19,155	95.8%	\$ 15,000	\$ 23,201	154.7%		
Franchise Fees	\$ 145,228	\$ 142,521	98.1%	\$ 145,000	\$ 146,866	101.3%		
Licenses & Permits	\$ 100,000	\$ 89,537	89.5%	\$ 113,029	\$ 185,171	163.8%		
Charges for Service	\$ 75,000	\$ 58,827	78.4%	\$ 60,000	\$ 77,830	129.7%		
Charges for Service (Parking Fees)	\$ 60,000	\$ 96,615	161.0%	\$ 79,541	\$ 143,221	180.1%		
Charges for Service (Hunting Lease)	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%		
Intergovernmental (Conservation)	\$ 651,540	\$ 651,540	100.0%	\$ 125,000	\$ 169,890	0.0%		
Intergovernmental (Federal)	\$ -	\$ -	0.0%	\$ 139,607	\$ 139,939	0.0%		
Intergovernmental (LMIG Grant)	\$ 110,102	\$ 126,057	114.5%	\$ 134,126	\$ 134,126	100.0%		
Intergovernmental (RTP)	\$ -	\$ 13,483	0.0%	\$ -	\$ -	0.0%		
Intergovernmental (CDAP)	\$ -	\$ 2,188	0.0%	\$ 33,592	\$ 33,259	100.0%		
Fines & Forfeitures	\$ 145,000	\$ 166,262	114.7%	\$ 125,000	\$ 149,844	119.9%		
Insurance Proceeds	\$ 28,729	\$ 28,729	0.0%	\$ -	\$ -	0.0%		
Contributions & Donations	\$ 1,000	\$ 432	43.2%	\$ 19,787	\$ 25,857	100.0%		
Interest	\$ 18,000	\$ 16,658	92.5%	\$ 4,410	\$ 3,864	87.6%		
Other Revenues	\$ 16,125	\$ 20,227	0.0%	\$ 33,290	\$ 98,252	100.0%		
Police/Tech Fees	\$ -	\$ 13,009	100.0%	\$ 60,934	\$ 50,328	100.0%		
Proceeds from Capital Lease	\$ -	\$ -	0.0%	\$ 249,632	\$ 249,632	0.0%		
Running Fund Balance From Prior Year	\$ 1,609,630	\$ 977,948	60.8%	\$ 1,288,512	\$ 1,176,257	91.3%		
GF Revenue Subtotal:	\$ 5,669,407	\$ 5,210,950	91.9%	\$ 5,230,553	\$ 5,880,524	112.4%		

Other Financing Sources:						
Hotel/Motel Tax	\$ 155,000	\$ 132,344	85.4%	\$ 97,630	\$ 190,297	195%
Hotel/Motel Tax Fund Balance	\$ 189,239	\$ 156,344	82.6%	\$ 215,401	\$ 99,113	100%
TSPLOST	\$ 450,000	\$ 391,781	87.1%	\$ 357,000	\$ 423,766	119%
TSPLOST Fund Balance	\$ 120,431	\$ 244,932	0.0%	\$ 346,782	\$ 342,015	100%
Subtotal Other Financing Sources:	\$ 914,670	\$ 925,401	101.2%	\$ 1,016,813	\$ 1,055,191	104%
Total Operating Revenue:	\$ 6,584,077	\$ 6,136,352	93.2%	\$ 6,247,366	\$ 6,935,715	111%

Expenditures:	FY2020	FY2020 (YTD)		% Expended	FY2021	FY2021 (YTD)		% Expended
	Amended	June 28			Amended	June 28		
Mayor & Council	\$ 125,284	\$ 122,428	97.7%	\$ 126,546	\$ 87,158	68.9%		
City Clerk	\$ 56,231	\$ 47,821	85.0%	\$ 61,576	\$ 34,425	55.9%		
City Manager	\$ 145,403	\$ 145,489	100.1%	\$ 146,397	\$ 146,806	100.3%		
General Administration	\$ 159,065	\$ 141,209	88.8%	\$ 162,333	\$ 148,803	91.7%		
IT	\$ 31,968	\$ 33,809	105.8%	\$ 34,720	\$ 38,206	110.0%		
Non-Departmental Insurance	\$ 91,593	\$ 90,028	98.3%	\$ 71,962	\$ 71,962	100.0%		
Municipal Court	\$ 99,806	\$ 77,082	77.2%	\$ 92,095	\$ 89,520	97.2%		
Police	\$ 889,292	\$ 764,694	86.0%	\$ 863,513	\$ 773,672	89.6%		
Fire	\$ 909,279	\$ 924,619	101.7%	\$ 845,578	\$ 937,129	110.8%		
Public Works	\$ 528,114	\$ 628,651	119.0%	\$ 524,255	\$ 550,692	105.0%		
Engineering	\$ 5,000	\$ 6,099	122.0%	\$ 5,000	\$ 5,296	105.9%		
Parks & Recreation	\$ 99,422	\$ 93,164	93.7%	\$ 104,986	\$ 87,196	83.1%		
Community Development	\$ 245,529	\$ 188,060	76.6%	\$ 258,839	\$ 167,566	64.7%		
<b>Subtotal:</b>	\$ 3,385,987	\$ 3,263,153	96.4%	\$ 3,297,800	\$ 3,138,431	95.2%		

Other GF Financing Uses:						
Interest - Capital Lease	\$ 16,504	\$ 16,503	100.0%	\$ 11,868	\$ 11,419	96.2%
Capital Lease Payment	\$ 145,341	\$ 145,962	100.4%	\$ 126,866	\$ 127,314	100.4%
Capital Fund	\$ 957,331	\$ 733,764	76.6%	\$ 1,145,480	\$ 477,971	41.7%
Grants	\$ 202,072	\$ 37,391	0.0%	\$ 263,801	\$ 41,574	15.8%
Contingency - Reserved Fund Balance	\$ 1,083,297	\$ -	0.0%	\$ 583,301	\$ -	0.0%
<b>Subtotal:</b>	\$ 2,404,545	\$ 933,619	38.8%	\$ 2,131,316	\$ 658,278	30.9%
<b>Total GF Expenditures</b>	\$ 5,790,532	\$ 4,196,772	72.5%	\$ 5,429,116	\$ 3,796,708	69.9%

**GF Revenues in Excess of Expenditures**      \$ (121,125)      **\$ 1,014,178**      \$ (198,563)      **\$ 2,083,816**

Other Financing Uses:						
Hotel Motel	\$ 223,115	\$ 52,424	23.5%	\$ 165,000	\$ 125,621	76.1%
TSPLOST	\$ 570,431	\$ 365,688	0.0%	\$ 653,250	\$ 5,925	0.9%
Subtotal Other Financing Uses:	\$ 793,546	\$ 418,112	52.7%	\$ 818,250	\$ 131,546	16.1%

**Total ALL FUNDS Expenditures**      \$ 6,584,078      \$ 4,614,884      70.1%      \$ 6,247,366      \$ 3,928,254      62.9%

**Total ALL FUNDS Revenues**      \$ 6,584,077      \$ 6,136,352      93%      \$ 6,247,366      \$ 6,935,715      111%

**Revenues in Excess of Expenditures**      \$ (1)      **\$ 1,521,467**      \$ (0)      **\$ 3,007,461**

Capital Category	Expenditure
Police (Vehicles)	\$ 39,430
Police (Capital)	\$ 7,968
Fire (Apparatus/Capital)	\$ 279,218
PW Vehicle(s)/Capital	\$ 151,355
LMIG (Capital)	\$ -
CDAP Grant	\$ 41,574
PW Capital (TSPLOST)	\$ -
TSPLOST (Contract Mgt)	\$ 5,925
TSPLOST Fund	\$ -
<b>Capital Category</b>	<b>Expenditure</b>
LMIG	\$ -

Month To Date	Cash Flow
July 27, 2020 (Balance)	\$ 904,059
August 31, 2020 (Balance)	\$ 937,190
September 30, 2020 (Balance)	\$ 819,879
October 31, 2020 (Balance)	\$ 923,855
November 30, 2020 (Balance)	\$ 1,906,157
January 04, 2021 (Balance)	\$ 2,467,887
January 30, 2021 (Balance)	\$ 2,635,709
February 22, 2021 (Balance)	\$ 2,524,846
March 29, 2021 (Balance)	\$ 2,342,861
April 27, 2021 (Balance)	\$ 2,398,965
May 31, 2021 (Balance)	\$ 2,326,496
June 28, 2021 (Balance)	\$ 2,083,817

**G F A C C O U N T**



6505 Rico Road Chattahoochee Hills Georgia 30268

MAYOR  
Tom Reed

CITY COUNCIL  
Ruby Foster  
Richard Schmidt  
Laurie Searle  
Camille Lowe  
Troy Bettis

CITY MANAGER  
Robert T. Rokovitz

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**Date:** July 6, 2021  
**To:** Mayor and City Council  
**From:** Mike Morton, Community Development Director  
**Subject:** Bear Creek Project rezoning and two variances – First Read

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

**Rezoning Request**

Joseph Schlais of Bear Creek, LLC has requested a rezoning of 256.8 acres from RL (Rural) to HM-MU (Mixed-Use Hamlet) to create a new mixed-use hamlet.

**Variance Requests**

Joseph Schlais of Bear Creek, LLC has requested variances to reduce the required minimum district buffer from 150 feet to the dimensions and locations shown on the “Bear Creek Project Zoning Concept Plan” (attached) and to reduce the HM-MU nonresidential density minimum from 10% to 2%.

**Property Description**

The property is 256.8 acres in 133 parcels that lie north of Wilkerson Mill Road on both sides of Jenkins Road. It is zoned RL and has about 2450 feet of frontage along Wilkerson Mill Road. The property straddles Jenkins Road, with approximately 200 acres on the west side of with 2900 feet of frontage on Jenkins and a little under 60 acres with 1800 feet of frontage on the east side of Jenkins.

The majority of the property, 252 acres, was the site of a 2007 subdivision under Fulton County, developed under conservation subdivision rules. That plan included 253 lots in two phases on 63 acres – all of which lay to the west of Jenkins Road – and 189.79 acres of green space on both sides of Jenkins Road. Of the 253 proposed lots, 124 were developed and platted in phase 1, along with about 7000 feet of internal subdivision streets and associated infrastructure, including stormwater, water, and sewer pipes and power. Several homes were built, but all have been demolished. The 124 lots remain as platted in 2007.

The applicant also has included two vacant parcels totaling four acres that were not a part of the 2007 subdivision. These lots lie on the west side of Jenkins Road at the segment’s northern end at South Fulton Parkway.

Several streams originate on the property. On the larger, western portion of the site, they run to the west off the property and into Little Bear Creek. On the portion of the site east of Jenkins Road a small stream crosses from south to north, gaining tributaries that originate on the site, and exiting the site to the north to join Bear Creek.

To the south across Wilkerson Mill Road, lies the existing Crossroads neighborhood of 150 lots on 60 acres, and undeveloped land in the City of Palmetto slated for development as Foxhall Village. Along the western boundary are Wilkerson Mill Gardens to the south, and wooded, undeveloped land to the north of that. The northern boundary is South Fulton Parkway, with about 2950 feet of frontage. Across South Fulton Parkway is undeveloped land.

Surrounding the portion of the site that lies to the east across Jenkins Road are two single family homes to the north, a large single family property known as M&M Farms to the east, and 40 wooded, undeveloped acres to the south, running all the way to Wilkerson Mill Road.

City of Atlanta water is available along Wilkerson Mill Road and Fulton County plans to run a sewer line on Wilkerson Mill Road in the next year.

### **Discussion**

The applicant seeks a rezoning of 256.8 acres to create a new Mixed Use Hamlet. The plan shows 256 residential lots, 109,082 square feet of land for non-residential development, 10.97 acres of civic space, and 187.66 acres of total open space (74.2%). All proposed development is shown on the portion of the property on the west side of Jenkins Road. The east side is reserved for open space uses, including wastewater treatment (consistent with the original plan approved by Fulton County). The proposal utilizes the existing hard infrastructure but proposes to replat the individual lots.

The proposed plan also shows a zoning district buffer that meets the 300 foot average buffer requirement, but is short of the 150 foot minimum in some locations. The attached "Zoning Plan indicates these areas -- near the corner of Wilkerson Mill Road and Jenkins Road, and a small area near the western end of the Wilkerson Mill Road frontage -- with black hatching. The applicant has applied for a variance for these areas. The applicant also seeks a variance for the amount of land dedicated for non-residential uses. The plan shows 2.5 acres while the code requires 7.7 acres.

### **Zoning Action Review Standards**

According to Section 1.5.9 of the Zoning Ordinance, the Director, the Planning Commission and the City Council shall consider the following standards governing the exercise of the Zoning power whenever deliberating over any changes to the Official Zoning Map pursuant to this Zoning Ordinance.

1. Whether the Zoning Proposal will result in a use which will or could cause an excessive or burdensome use of utilities, public facilities or Schools;
2. Whether the Zoning Proposal will result in a Use which will or could cause City Thoroughfares or transportation facilities to be unable to meet the transportation policies of the Comprehensive Plan due to excess traffic congestion;



3. Whether the Zoning Proposal is in conformity with the policy and intent of the Comprehensive Plan;
4. Whether there are other existing or changing conditions affecting the use and Development of the Property which gives supporting grounds for either approval or disapproval of the Zoning Proposal.
5. The existing uses and Zoning of nearby Property;
6. The extent to which Property values are diminished by their particular Zoning restrictions;
7. The extent to which the possible reduction of Property values of the subject Property promotes the health, safety, morals or general welfare of the public;
8. The relative harm to the public as compared to the Hardship imposed upon the individual Property owner;
9. The suitability of the subject Property for the Zoning proposed;
10. Consistency with any adopted county and City wastewater treatment plans, including the feasibility and impacts of serving the Property with public wastewater treatment service and, if an alternative wastewater treatment method is proposed, whether such wastewater treatment method will have a detrimental impact on the environment or will negatively affect other public concerns;
11. The length of time the Property has been vacant as zoned, considered in the context of land Development in the vicinity of the Property;
12. Whether the Zoning Proposal will permit a use that is suitable in view of the use and Development of adjacent and nearby Property;
13. Whether the Zoning Proposal will adversely affect the existing use or usability of adjacent or nearby Property;
14. Whether the Property to be affected by the Zoning Proposal has a reasonable economic use as currently zoned;
15. In instances involving district expansion, whether the proposed change is supported by the Home Owner Associations or official neighborhood associations within the expanding district; and
16. In instances involving Developments of Regional Impact, whether the proposed change is supported by ARC and/or GRTA.

### **Variance Request Zoning Excerpts**

#### ***Request 1: to reduce the required minimum district buffer from 150 feet to the dimensions and locations shown on the “Bear Creek Project Zoning Concept Plan”***

##### **Sec. 35-272. - Buffers.**

(a) *Buffer areas to be provided.* Buffer areas shall be provided in accordance with the provisions of the following subsections:

- (1) *Amount.* The minimum amount of required buffer areas shall be as set forth in Table [35-272](#). In case of conflicting buffer dimension requirements, the largest buffer requirement shall be considered the effective buffer dimension requirement.

[Table 35-272 requires district buffers to have a minimum width of 150 feet and an average width of 300 feet]

***Request 2: to reduce the HM-MU nonresidential density minimum from 10% to 2%.***

**Sec. 35-461. - Development controls.**

(c) Definitions. Calculations within Table [35-461](#) in subsection (d) of this section shall be further defined as follows:

*Nonresidential density minimum* means the minimum percentage of allowable density units required to be provided within each individual zoning district for uses listed in Table 35-595 that are not designated as agricultural or residential uses.

[Table 35-461 sets the nonresidential density minimum for the HM-MU district at 10%]

**Variance Criteria**

Section 35-116(b)(3) of the City of Chattahoochee Hills Zoning Ordinance states that:

- 3 The City Council may authorize Variances from the terms of this Zoning Ordinance only upon making all of the following findings:
  - a. There are extraordinary and exceptional conditions pertaining to the particular Property in question because of its size, shape or topography;
  - b. The application of this Zoning Ordinance to the particular piece of Property would create an unnecessary Hardship;
  - c. Such conditions are peculiar to the particular piece of Property involved;
  - d. Such conditions are not the result of any actions of the Property owner; and
  - e. Relief, if granted, would not cause substantial detriment to the public good nor impair the purposes or intent of this Zoning Ordinance.

***Additional code:***

- *Section 35-71 of the zoning ordinance defines **hardship** as “The existence of extraordinary and exceptional conditions pertaining to the size, shape, or topography of a particular Property, because of which the Property cannot be developed in strict conformity with the provisions of the Zoning Ordinance.”*

**Further Review**

Staff will provide further analysis on the zoning and variance proposals along with a set of recommended conditions ahead of the public hearings.

**Concept Plan**

A concept plan must be approved by the City Council before any development can occur on the property. The proposed concept plan is included in the rezoning package. Since it does not require a first read it is not on this month’s agenda. It will appear for approval on the August City Council agenda along with the public hearing for this rezoning proposal.

**Additional Action**

The Planning Commission will hold a public hearing on this application on Thursday, July 15<sup>th</sup> at 6:30 p.m. The public hearing before the City Council is scheduled for August 3<sup>rd</sup>.

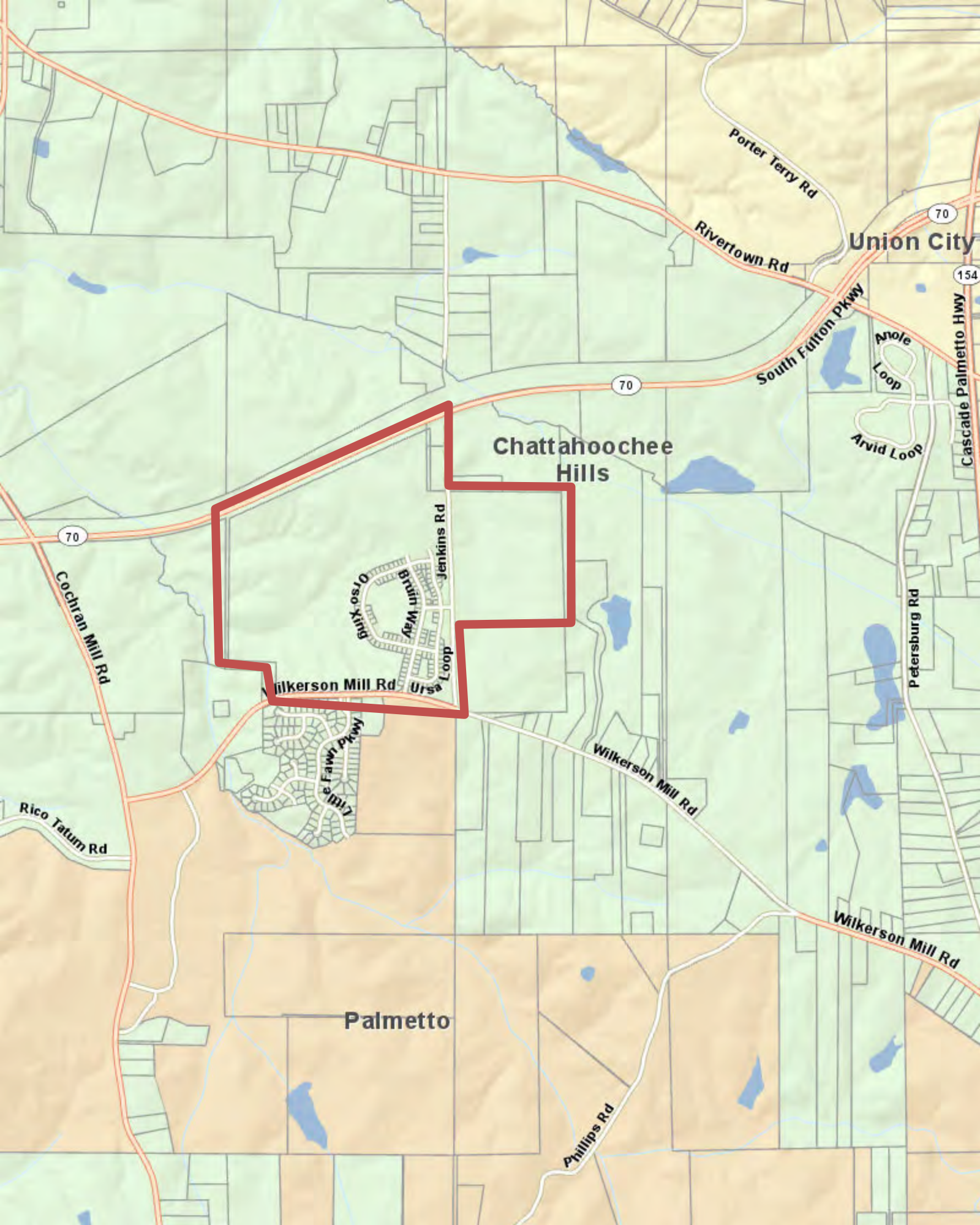
This is a first read only

**Attachments:**

Location Map

Rezoning and variance Ordinance

Application materials



Union City

Chattahoochee Hills

Palmetto

Porter Terry Rd

Rivertown Rd

South Fulton Pkwy

Anole Loop

Arvid Loop

Cascade Palmetto Hwy

Petersburg Rd

Wilkerson Mill Rd

Phillips Rd

70

70

70

154

Cochran Mill Rd

Rico Tatum Rd

Wilkerson Mill Rd

Wilkerson Mill Rd

Jenkins Rd  
Orsino Loop  
Bruth Way  
Ursa Loop

Little Fawn Pkwy

**AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP TO  
REZONE 256.8 ACRES FROM THE RL (RURAL) DISTRICT TO THE  
HM-MU (MIXED-USE HAMLET) DISTRICT AND FOR VARIANCES TO  
THE REQUIRED ZONING DISTRICT BUFFER AND TO THE  
MINIMUM NONRESIDENTIAL DENSITY IN THE HM-MU (MIXED-  
USE HAMLET) DISTRICT**

**WHEREAS**, Bear Creek Project One LLC, Bahnhof LLC, John MacGregor, and William Robbins are the owners of certain property within the City of Chattahoochee Hills, Georgia; and

**WHEREAS**, Joseph Schlais has submitted applications, on behalf of Bear Creek Project One LLC, Bahnhof LLC, John MacGregor, and William Robbins, to rezone approximately 256.8 acres from RL (Rural) District to the HM-MU (Mixed-Use Hamlet) District, and for variances to reduce the required zoning district buffer requirements found in City Code Section 35-272 as shown on the attached Exhibit “B”; and to reduce the nonresidential density minimum found in City Code Section 35-461 from 10% to 2%; and

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

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

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

**WHEREAS**, the Mayor and City Council have approved of the application for the two variances.

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

**Section 1:** The property described in the attached Exhibit “A” be rezoned to HM-MU (Mixed-Use Hamlet) to create a new hamlet;

**Section 2:** A variance to Zoning Ordinance section 35-272 for the property described in the attached Exhibit “A” be issued so that the district buffer is reduced as shown in Exhibit “B”, and

**Section 3:** A variance to Zoning Ordinance section 35-461 for the property described in the attached Exhibit “A” be issued so that the nonresidential density minimum is reduced from 10% to 2%, and

**Section 4:** That the within rezoning shall become effective upon its adoption; and

**STATE OF GEORGIA  
COUNTY OF FULTON**

**ORDINANCE NO. 21-XX-XXX**

**Section 5:** All other ordinances or parts of ordinances in conflict with this rezoning are hereby repealed to the extent of such conflict.

**ORDAINED** this the X day of X, 2021.

Approved:

---

Tom Reed, Mayor

Attest:

---

Dana Wicher, City Clerk  
(Seal)



EXHIBIT A

## Legal Description

**TRACT I**

All that tract or parcel of land lying and being in Land Lot 41 of the 7<sup>th</sup> District of Fulton County, Georgia, as shown on survey of the same made by Delta Surveyors, Inc., Ronald T. Godwin, GRLS No. 2696, dated 10/7/98, and designated as Tract II, and being more particularly described as follows:

Commencing at an iron pin located on the north right of way of Wilkerson Mill Road (having a 60 foot right-of-way) at the point of intersection of the north right of way of Wilkerson Mill Road and the south line of Land Lot 41; running thence along said right of way, north 72 degrees 27 minutes 48 seconds west 178.30 feet to an iron pin; running thence north 03 degrees 40 minutes 51 seconds west 593.07 feet to a point; running thence north 02 degrees 18 minutes 26 seconds west 574.31 feet to the true point of beginning; running thence north 02 degrees 18 minutes 26 seconds west 351.07 feet to a point; running thence north 03 degrees 31 minutes 51 seconds west 786.71 feet to a point; running thence north 02 degrees 29 minutes 18 seconds west 586.31 feet to a point; running thence north 09 degrees 06 minutes 54 seconds west 30.95 feet to a point; running thence north 89 degrees 00 minutes 23 seconds east 1430.26 feet to a point; running thence south 02 degrees 47 minutes 19 seconds east 1754.53 feet to a point; running thence south 89 degrees 00 minutes 23 seconds west 1422.68 feet to the point of beginning.

## TOGETHER WITH:

**TRACT II**

All that tract or parcel of land lying and being in Land Lots 23 and 24 of the 7<sup>th</sup> District of Fulton County, Georgia, as shown on survey of same made by C.E.S. Engineering, Registered Land Surveyors, dated 2/10/02, and being more particularly described as follows:

Beginning at an iron pin found on Wilkerson Mill Road, having a right-of-way of 60 feet. Said pin being located where Wilkerson Mill Road intersects the approximate land lot line separating Land Lots 24 and 41; running thence north 71 degrees 42 minutes 01 seconds west 166.62 feet to an iron pin set; running thence in a northwesterly direction an arc distance of 992.38 feet to an iron pin set, said arc being subtended to the northwest by a chord having a bearing of north 81 degrees 45 minutes 30 seconds west and a radius of 2942.05 feet; running thence south 89 degrees 01 minutes 51 seconds west 978.55 feet to an iron pin set; running thence in a southwesterly direction an arc distance of 285.78 feet to an iron pin found, said arc being subtended to the southwest by a chord having a bearing of south 81 degrees 52 minutes 59 seconds west and a radius of 1012.21 feet; running thence north 00 degrees 38 minutes 08 seconds east 435.25 feet to an iron pin found; running thence north 87 degrees 29 minutes 24 seconds west 647.61 feet to an iron pin found; running thence north 00 degrees 21 minutes 22 seconds east 1932.25 feet along the approximate land lot line separating Land Lots 8 and 24 to an iron pin set on the proposed South Fulton Highway; running thence along said highway north 66 degrees 11 minutes 24 seconds east 162.89 feet to an iron pin set; running thence north 65 degrees 41 minutes 07 seconds east 2565.70 feet to an iron pin set; running thence north 65 degrees 56 minutes 01 seconds east 148.03 feet to an iron pin set; running thence in a northeasterly direction an arc distance of 90.01 feet to an iron pin set, said arc being subtended to the northeast by a chord having a bearing of north 66 degrees 53 minutes 50 seconds east and a radius of 5579.58 feet; running thence south 00 degrees 05 minutes 47 seconds west 851.32 feet to an iron pin found; running thence north 88 degrees 07 minutes 05 seconds east 216.90 feet to an iron pin found; running thence south 03 degrees 12 minutes 19 seconds east 107.49 feet to an iron pin found; running thence south 01 degrees 32 minutes 16 seconds east 335.67 feet to an iron pin found; running thence south 01 degrees 50 minutes 44 seconds east 206.08 feet to an iron pin set; running thence south 02 degrees 59 minutes 04 seconds east 143.33 feet to an iron pin found; running thence south 02 degrees 14 minutes 47 seconds east 99.70 feet to an iron pin found; running thence south 01 degrees 59 minutes 04 seconds east 926.56 feet to an iron pin found; running thence south 01 degrees 23 minutes 17 seconds east 827.76 feet to an iron pin found; running thence south 03 degrees 39 minutes 06 seconds east 133.10 feet to an iron pin found; running thence south 05 degrees 18 minutes 44 seconds east 129.19 feet to the point of beginning.

-----  
**EXHIBIT "A"**

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF FOR LEGAL DESCRIPTION

All that tract or parcel of land lying and being in Land Lot 23 of the 7th District of Fulton County, Georgia, and being more particularly described as follows:  
Beginning at an iron pin placed on the West right-of-way of Jenkins Road 430 feet North from the intersection of the West right-of-way of Jenkins road with the South line of Land Lot 23; running thence South 89 degrees, 59 minutes, 20 seconds West a distance of 201.5 feet to an iron pin found; thence running North 0 degrees, 51 minutes, 50 seconds West a distance of 450 feet to an iron pin found; thence running North 89 degrees, 0 minutes, 20 seconds East a distance of 193.4 feet to an iron pin found on the West right-of-way of Jenkins Road; running thence South along the west right-of-way of Jenkins road a distance 446.03 feet to an iron pin found at the point of beginning; being improved property known as 6885 Jenkins Road, Fulton County, Georgia, and being the same property conveyed to Charles Farmer by Allen T. McConnell and Helen G. McConnell by deed recorded in Deed Book 11853, page 342, Fulton County records.  
Less and Except all that tract of land as shown on that certain Right of Way Deed dated 12/01/1993, filed for record 10/17/1974, recorded in Deed Book 17458, page 36, aforesaid records.

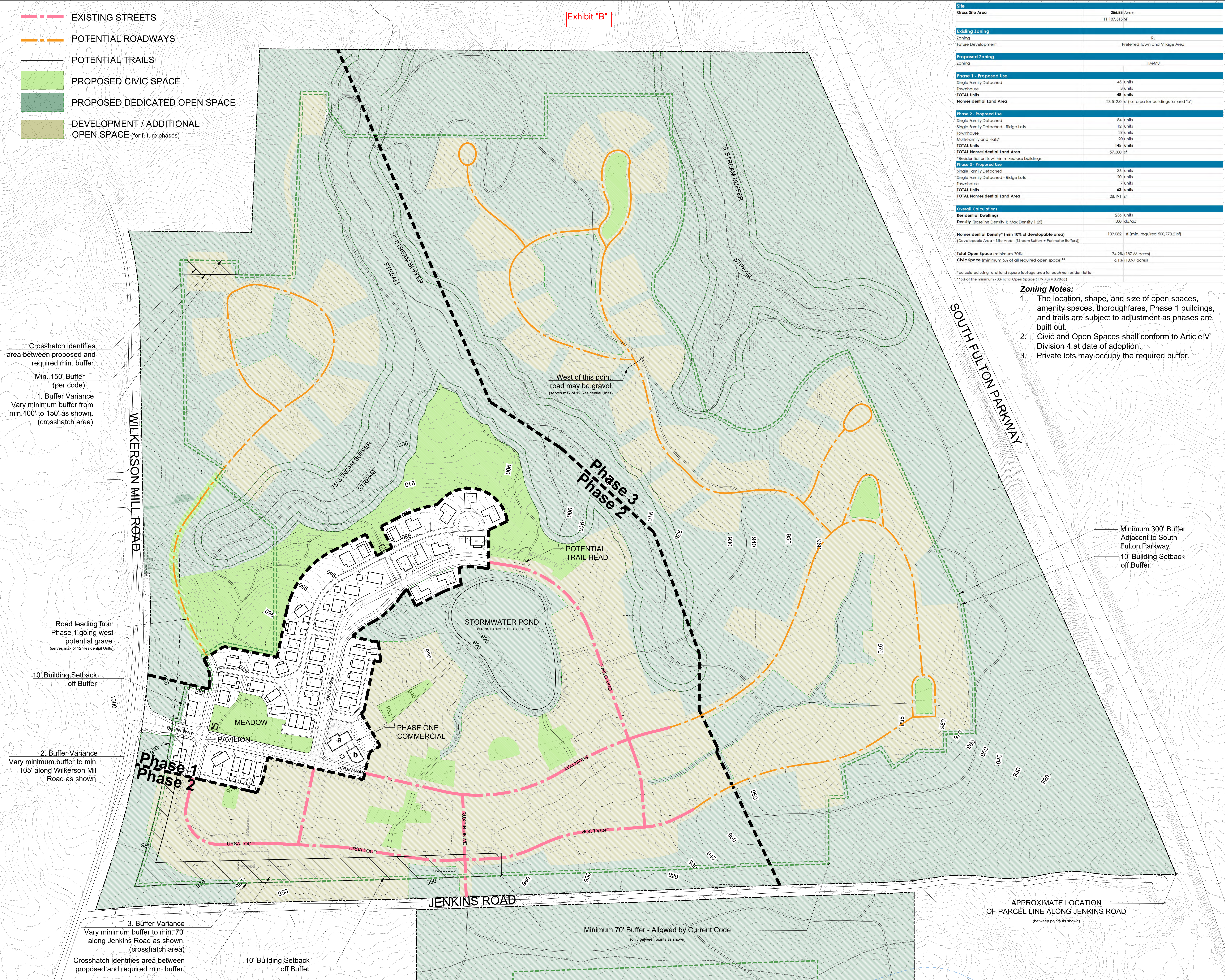
All that tract or parcel of land lying and being in Land Lot 23 of the 7th District of Fulton County, Georgia, and being more particularly described as follows:  
Beginning at a point formed by the intersection of the South Line of said Land Lot 23 and the West right-of-way line of Jenkins -Road; running thence in a Northerly direction along the West Right-of-Way line of Jenkins Road 430 feet to a point; running thence South 87 degrees 42 minutes 20 seconds West 201.5 feet to a point; running thence South 0 degrees 51 minutes 50 seconds East 430 feet to the South line of Land Lot 23; running thence West 87 degrees 9 minutes 30 seconds East 217.1 feet to the point of beginning.

This is the same property conveyed to decedent by Allen T. McConnell and Helen C. McConnell by deed appearing in Deed Book 11946, page 20, Fulton County Records



Exhibit "B"

- EXISTING STREETS
- POTENTIAL ROADWAYS
- POTENTIAL TRAILS
- PROPOSED CIVIC SPACE
- PROPOSED DEDICATED OPEN SPACE
- DEVELOPMENT / ADDITIONAL OPEN SPACE (for future phases)



Crosshatch identifies area between proposed and required min. buffer.

Min. 150' Buffer (per code)

1. Buffer Variance  
Vary minimum buffer from min. 100' to 150' as shown. (crosshatch area)

Road leading from Phase 1 going west potential gravel (serves max of 12 Residential Units)

10' Building Setback off Buffer

2. Buffer Variance  
Vary minimum buffer to min. 105' along Wilkerson Mill Road as shown.

3. Buffer Variance  
Vary minimum buffer to min. 70' along Jenkins Road as shown. (crosshatch area)

Crosshatch identifies area between proposed and required min. buffer.

WILKERSON MILL ROAD

JENKINS ROAD

SOUTH FULTON PARKWAY

STORMWATER POND  
(EXISTING BANKS TO BE ADJUSTED)

MEADOW

PHASE ONE COMMERCIAL

Phase 3  
Phase 2

West of this point, road may be gravel. (serves max of 12 Residential Units)

POTENTIAL TRAIL HEAD

APPROXIMATE LOCATION OF PARCEL LINE ALONG JENKINS ROAD  
(between points as shown)

Minimum 70' Buffer - Allowed by Current Code  
(only between points as shown)

10' Building Setback off Buffer

Site	
Gross Site Area	254.83 Acres
	11,187,515 SF
Existing Zoning	
Zoning	RL
Future Development	Preferred Town and Village Area
Proposed Zoning	
Zoning	HMANU
Phase 1 - Proposed Use	
Single Family Detached	45 units
Townhouse	3 units
TOTAL Units	48 units
Nonresidential Land Area	23,512.0 (if lot area for buildings "a" and "b")
Phase 2 - Proposed Use	
Single Family Detached	84 units
Single Family Detached - Ridge Lots	12 units
Townhouse	29 units
Multi-Family and Flats*	20 units
TOTAL Units	145 units
TOTAL Nonresidential Land Area	57,380 sf
*Residential units within mixed-use buildings	
Phase 3 - Proposed Use	
Single Family Detached	36 units
Single Family Detached - Ridge Lots	20 units
Townhouse	7 units
TOTAL Units	63 units
TOTAL Nonresidential Land Area	28,191 sf
Overall Calculations	
Residential Dwellings	254 units
Density (Baseline Density 1: Max Density 1.25)	1.00 du/ac
Nonresidential Density* (min 10% of developable area)	109,082 sf (min. required 500,773.21sf)
(Developable Area = Site Area - (Stream Buffers + Perimeter Buffers))	
Total Open Space (minimum 70%)	74.2% (187.66 acres)
Civic Space (minimum 5% of all required open space)**	6.1% (10.97 acres)
*calculated using total land square footage area for each nonresidential lot	
**5% of the minimum 70% Total Open Space (179.78) = 8.98ac	

- Zoning Notes:**
- The location, shape, and size of open spaces, amenity spaces, thoroughfares, Phase 1 buildings, and trails are subject to adjustment as phases are built out.
  - Civic and Open Spaces shall conform to Article V Division 4 at date of adoption.
  - Private lots may occupy the required buffer.

Minimum 300' Buffer Adjacent to South Fulton Parkway

10' Building Setback off Buffer

**TSW**  
PLANNERS ARCHITECTS LANDSCAPE ARCHITECTS

1447 Peachtree Street NE, Suite 850  
Atlanta, Georgia 30309  
phone: 404.873.6730

www.tsw-design.com

**WILKERSON MILL RD**  
Chattahoochee Hills, GA

LAND LOT 23, 24 & 41  
7TH DISTRICT  
Fulton County, Georgia

**Bear Creek Project**  
" ZONING PLAN "

Scale: 1" = 100'-0"

Scale north

Copyright: All rights reserved. Reproduction in whole or in part is prohibited. This drawing is an instrument of service in the property of the architect and may not be used in any way without the written permission of this office.

Project title  
Bear Creek  
Zoning/Concept Plan

For  
Bear Creek Project One, LLC

Drawing information  
Project number:  
Contact: TSW  
Drawn by: TSW  
Checked by: TSW  
Scale: 1" = 100'  
Drawing date  
June 04, 2021





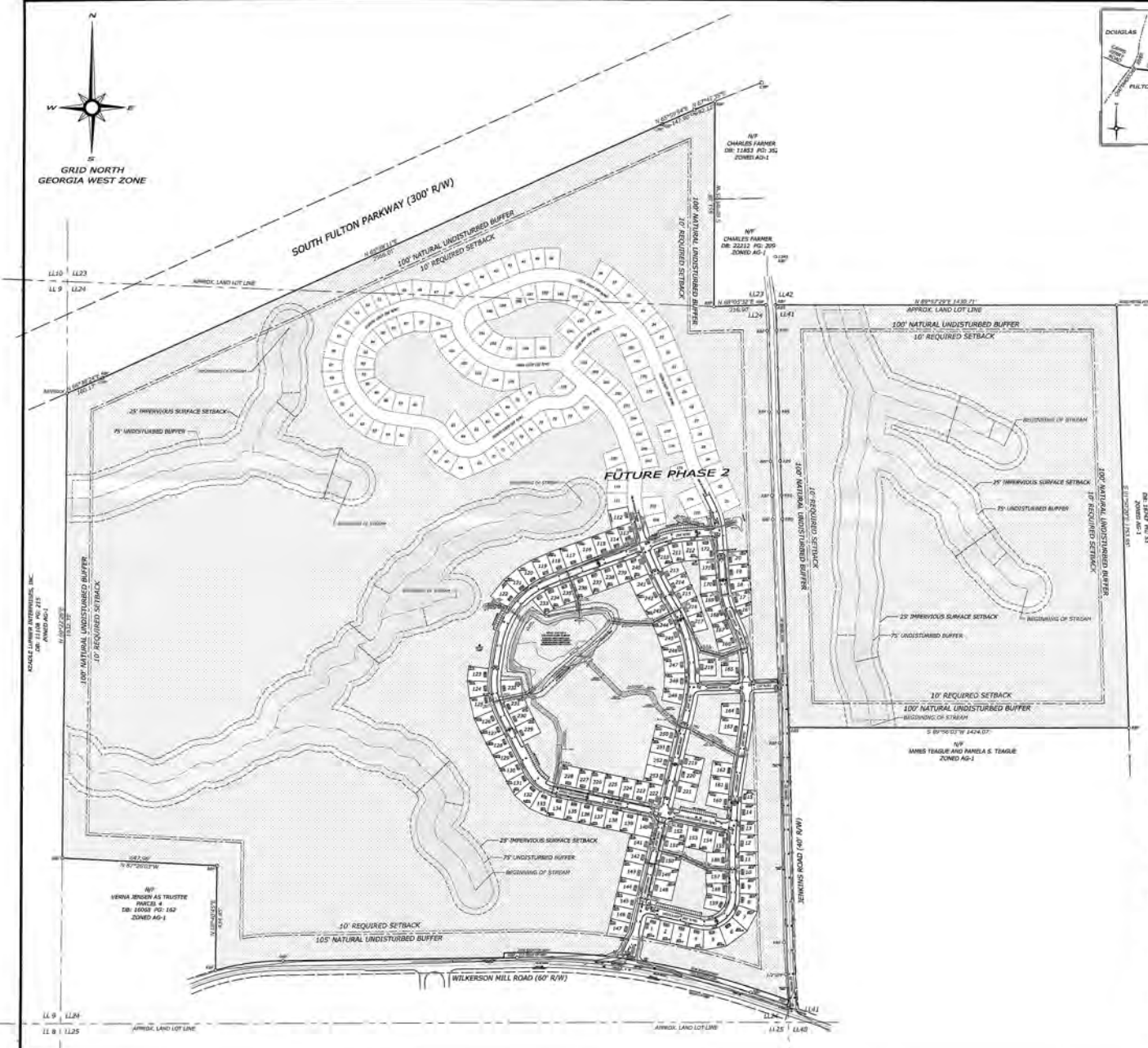
PREPARED BY:  
 1111 BARREN HOLLOW  
 Conley, Georgia 30127  
 D.T.I.  
 DEVELOPMENTAL TECHNOLOGIES, P.N.C.  
 1240 WOODBRIDGE DRIVE  
 FULTON COUNTY, GEORGIA



AS-BUILT SURVEY FOR:  
**BEAR CREEK CROSSROADS**  
 (FORMERLY WILKERSON MILL)  
 LAND LOT: 23, 24 & 41 - DISTRICT: 7  
**FULTON COUNTY, GEORGIA**

OWNER/DEVELOPER:  
**R & B CONSTRUCTION**  
 8030 SPIVET ROAD  
 JONESBORO, GEORGIA 30236  
 770-471-5215

NO.	REVISION DESCRIPTION	DATE
24	HOUR CONTACT: EARL RAYMOND	
	DRAWING SCALE: 1" = 200'	DATE: MAY 16, 2007
	SHEET NUMBER: COVER	



**-SHEET INDEX-**

COVER	OVERALL SITE PLAN AND NOTES
AB1	AS-BUILT SITE LAYOUT SHEET
AB2	AS-BUILT SITE LAYOUT SHEET
AB3	AS-BUILT SITE LAYOUT SHEET
AB4	AS-BUILT STORM WATER PROFILE SHEET
AB5	AS-BUILT STORM WATER PROFILE SHEET
AB6	AS-BUILT STORM WATER PROFILE SHEET
AB7	AS-BUILT STORM WATER PROFILE SHEET
AB8	AS-BUILT STORM WATER PROFILE SHEET
AB9	AS-BUILT ROAD PROFILE SHEET
AB10	AS-BUILT ROAD PROFILE SHEET
AB11	AS-BUILT ROAD PROFILE SHEET
AB12	AS-BUILT ROAD PROFILE SHEET
AB13	AS-BUILT ROAD PROFILE SHEET
AB14	AS-BUILT ROAD PROFILE SHEET
AB15	AS-BUILT ROAD PROFILE SHEET
AB16	AS-BUILT ROAD PROFILE SHEET
AB17	AS-BUILT ROAD PROFILE SHEET

*As Built OK*  
*Kelly*  
 7/16/2007

**CONSERVATION GENERAL NOTES:**

- 1) PROPERTY LOCATED WITHIN THE CHATTAHOOCHEE HILL COUNTRY CONSERVANCY (CHC) - PROPERTY ZONED (AG-1) - L.D.P. # 05241 LP
- 2) AREA OF THIS TRACT: 252.802 ACRES / 11,012,111.74 SQ. FEET
- 3) AREA WITHIN PRIMARY GREEN SPACE: 43.74 ACRES
- 4) AREA WITHIN SECONDARY GREEN SPACE: 146.05 ACRES
- 5) TOTAL AREA OF GREEN SPACE: 189.79 ACRES
- 6) TOTAL PERCENTAGE OF GREEN SPACE: 66.3%
- 7) TOTAL NUMBER OF RESIDENTIAL LOTS: 253  
 TOTAL LOTS FOR PHASE ONE: 124  
 TOTAL LOTS FOR PHASE TWO: 129
- 8) TOPOGRAPHIC MAP PREPARED BY:  
 METRO ENGINEERING AND SURVEYING CO., INC.  
 (USING ANALYTICAL PHOTOGRAMMETRIC METHODS)  
 DATED: 01-16-2005 AND 03-13-2005
- 9) FULTON COUNTY GIS MONUMENTS: F483 LOCATED ON RIVERTOWN RD & 2002-07 LOCATED ON COCHRAN MILL RD
- 10) WATER SUPPLY: EXISTING CITY OF ATLANTA SYSTEM.
- 11) SEWAGE DISPOSAL: DECENTRALIZED WASTE WATER SYSTEM. (RECIRCULATING GRAVEL FILTER (RGF) - APPROVED BY E.P.D.)
- 12) THE SUBJECT PROPERTY WEST OF JENKINS ROAD LIES WITHIN THE (ZONE X) FLOOD ZONE AREA PER FEMA F.I.R.M. MAPS 13121C 0429E, 13121C 0441 E AND 13121C 0437 E DATED JUNE 22, 1998.
- 13) THE SUBJECT PROPERTY EAST OF JENKINS ROAD LIES WITHIN THE (ZONE X) FLOOD ZONE AREA PER FEMA F.I.R.M. MAP 13121C 0429 E, DATED JUNE 22, 1998.  
 (ZONE X) = AREAS DETERMINED TO BE OUTSIDE 500-YEAR FLOODPLAIN

## **Design Intent // Concept Narrative**

The Bear Creek Project, located on 256.8 acres between Wilkerson Mill Road and South Fulton Parkway, is a proposed community where residents and the public can live, work, meet, play, and relax. The development will include 256 homes, preserved open and civic spaces, community amenities, and small-scale, neighborhood commercial uses, all thoughtfully planned and designed to complement the property's compelling natural features.

The proposed Concept Plan is inspired by and fully aligned with the City of Chattahoochee Hills Comprehensive Plan. Respect for the character of the undeveloped land at the site and Chattahoochee Hills' open space preservation goals are central to the Concept Plan. The Comprehensive Plan then provides the guidance for planning and developing the project: establishing higher density areas within what will remain a largely undeveloped site to meet the City's goals—providing varied housing types and placement, a walkable design, enhanced recreational space, a reduced reliance on automobiles, and mixed uses.

The Bear Creek Project site was partially cleared, graded, and developed with streets and utilities in 2007-2008. At that time, the current subdivision plat was approved by Fulton County. Water, electrical and telecommunications services, a sewer system, and stormwater management were constructed to all of the 124 approved building lots. The proposed Concept Plan is now intended to replace the currently approved plans, by bringing the project up to the standards set by the City of Chattahoochee Hills in its Comprehensive Plan and Zoning Ordinance.

As a central concept, the previously constructed site infrastructure and graded areas will be adaptively reused to form the main development area of the Bear Creek Project. The density of the core area will be increased from 124 to 181 units to allow a more innovative plan with a lighter touch to be established on the remainder of the site. This will reduce the previous approved conceptual planning limit from 129 homes to 75 for the undeveloped parts of the site, preserving and celebrating the site's beautiful woodlands as a vital element of the community.

The Concept Plan features 179 acres of permanent open space, including extensive woodlands and designated civic areas, all connected by a network of trails and paths within the site and allowing for future connections to adjacent amenities, such as Cochran Mill Park. Many of the homes will directly front to paths, open space, and civic spaces. Most of the residences will be detached single-family homes of varied sizes, but other housing is also placed throughout the neighborhoods, including attached homes, small multifamily buildings, and mixed-use buildings that serve to build a dynamic and inclusive community.

The overall design influences are grounded in traditional and sustainable design values. At the core of the community is the neighborhood commercial area, which offers small-scale, boutique retail space and an opportunity for a marquee restaurant. The area is envisioned to be a plaza for the community to gather, socialize, and shop. Rooted in European design, the Plan envisions a curbsless plaza where vehicle and pedestrian zones are sensitively defined by vertical elements such as planters and trees, along with

different surface materials. Community amenities, such as a meeting space and pool, will be sited nearby, making this area the heart of the community. A mix of single-family homes, attached houses, and small multifamily buildings will surround the plaza area in a close arrangement, with attractive streetscapes, midblock paths and alleyways linking to residences and screened parking areas.

In Phase 3 of the project, the existing street system would be extended to the north, passing through a forested area with rolling topography. These roads lead to two clusters of homes, each of which is planned to reflect a wooded, rustic feel inspired by the English countryside. The small clusters provide residential units and opportunities for live/work settings, as well as small mixed-use commercial spaces. At the core of each cluster is a common green, offering a flexible open space amenity to residents and visitors.

West of the town and cluster areas are two fingers of low-density rural homes accessed from gravel and paved lanes running through the woods. These Ridge Lots will be sited along two finger-like ridges of higher ground, overlooking the forested creeks and trails. To limit the land disturbances, each buildable area will receive custom home placement, with special attention to natural topography, creek buffers, views and adjacent roads and trails.

### **Phasing and Timeline**

The project is currently planned to be implemented in three phases:

- Phase 1 includes approximately 12 acres of the currently subdivided area, using a new plat that will allow development of the innovative site features: the mixed-use plaza area, alleyways for vehicle use with rear-entry garages, attractive and inviting front yards to encourage walking and interaction, and access to nontraditional lots facing the site's open space. This phase is anticipated to break ground in late 2021, with delivery of the first completed homes in 2022.
- Phase 2 completes the development of the previously platted subdivision area, and includes the remainder of the plaza mixed-use area, a community amenity center with gathering and meeting space and a pool. Several civic spaces will be developed, providing miniparks, landscaped areas, and a pedestrian and path network. The project will also introduce the initial rural homesites to be situated on selected clearings along the forest ridgelines. Served by gravel and paved access lanes, the ridge lots will become the town's outskirts—a transition from the denser town area to the preserved open space areas. This phase is anticipated to be developed during period from 2022 through 2024.
- Phase 3 includes the developing residential and live-work space in the northern portions of the site, which includes the final roadways and utility extensions. This phase is expected to be delivered in 2023 through 2025.

### **About Bear Creek Project One**

This firm will be the development vehicle for the project and was formed when the site was acquired in late 2019. The firm is managed and is partly owned by Bahnhof Partners.

### **About Bahnhof Partners**

Bahnhof Partners LLC was established by longtime business associates Joseph Schlais, John MacGregor, and William Robbins, who have worked together in land development and project management since the 1980s. Seeking to extend their vision to develop an innovative, mixed-use project, and after studying different locations throughout Atlanta, the team has been drawn to the natural beauty, vision, and the unique development approach of Chattahoochee Hills. The successful implementation of this project is now the main focus of our principals.

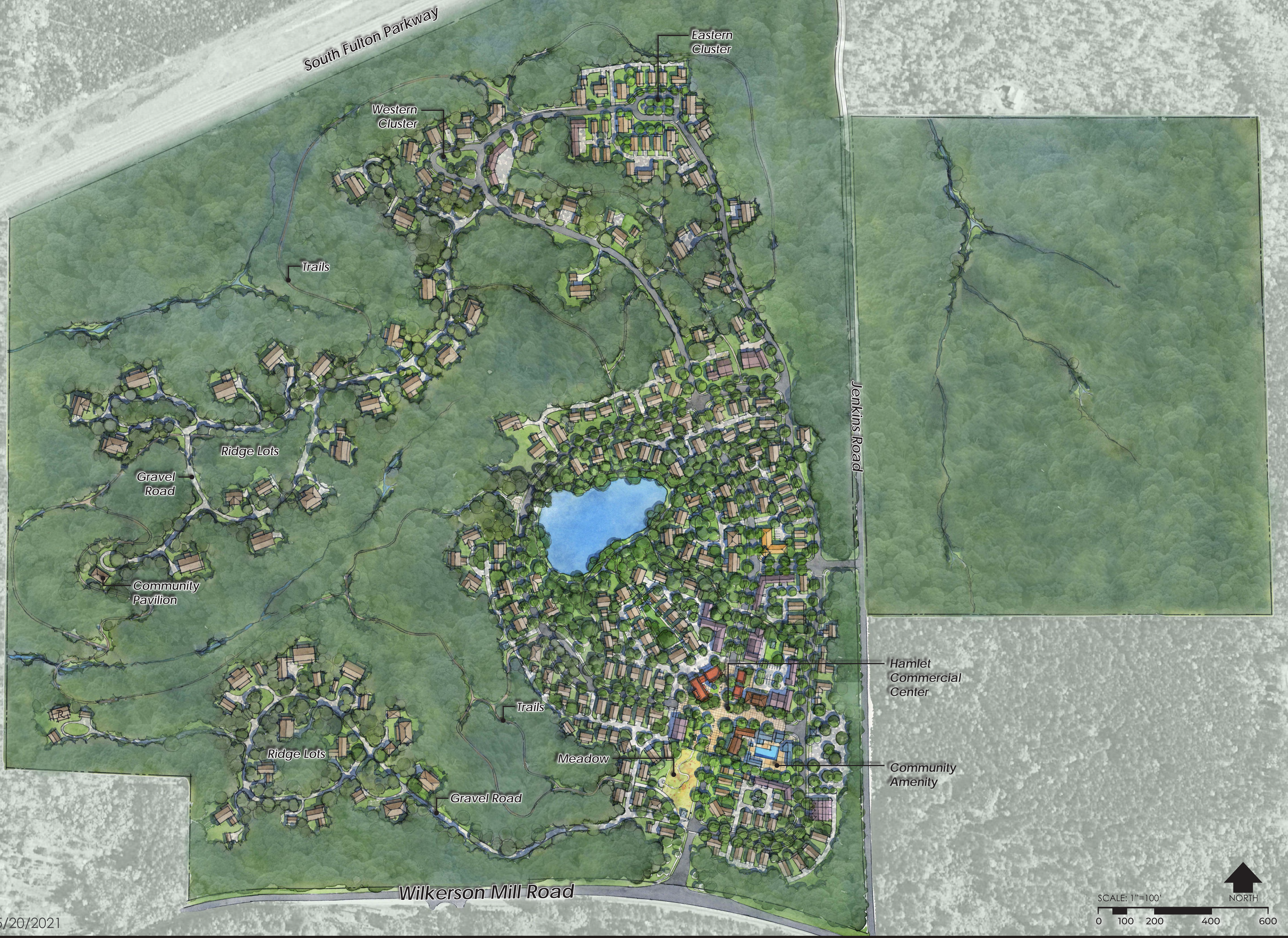


# **Bear Creek Project**

Chattahoochee Hills, Georgia

for: Bear Creek Project One, LLC

by: TSW







Commercial View





Lake View





Hamlet View



### **Site Analysis – Existing Conditions**

The Bear Creek Project site includes 256.8 acres of rolling, wooded topography.

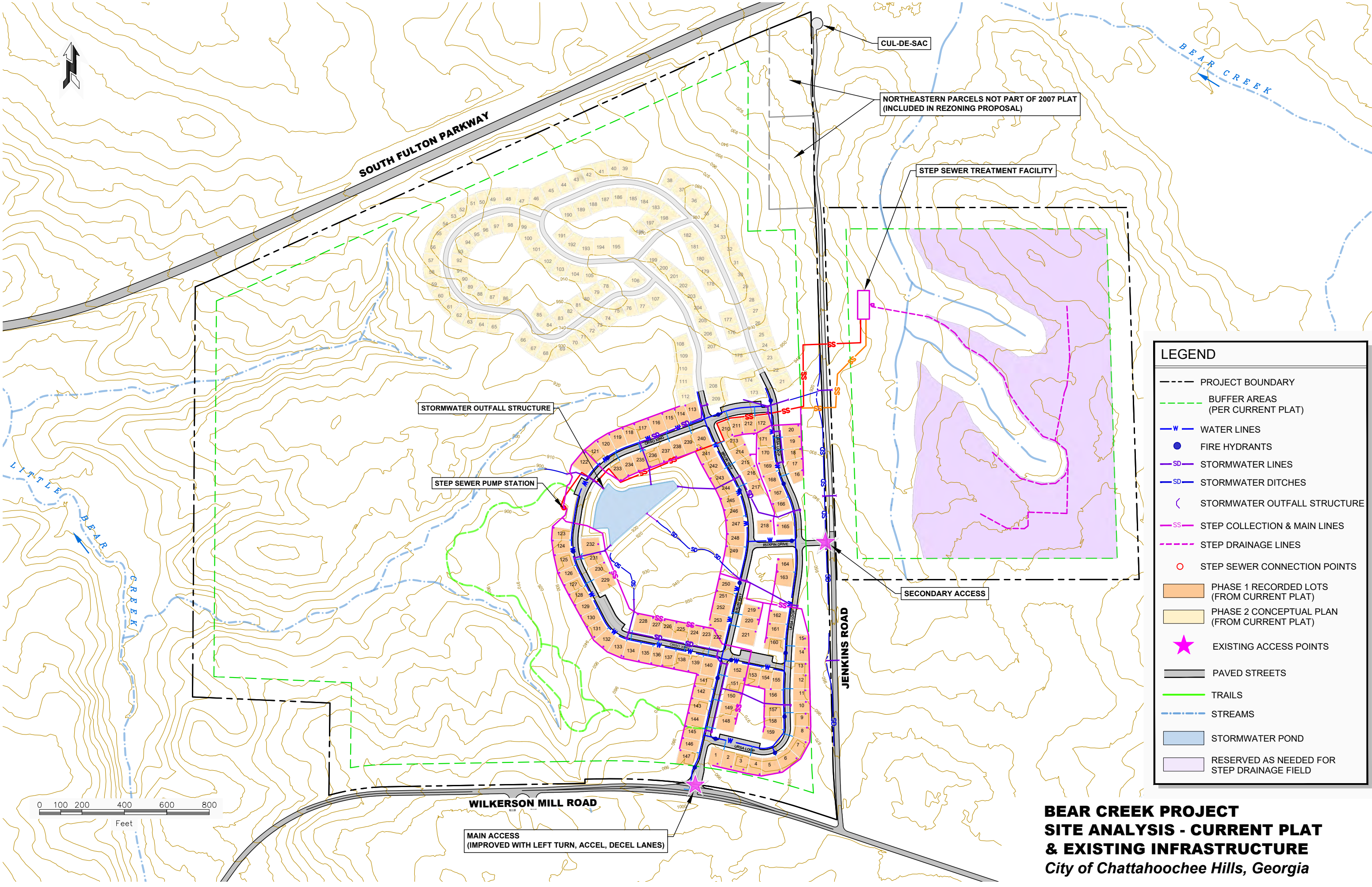
The majority of the site is located on the northwest corner of the intersection of Wilkerson Mill Road and Jenkins Road. During a previous residential development project, the southeastern quadrant of this property was improved with roads and utilities. The extent of these improvements is about 45 acres, and includes mass grading/civil improvements, drainage, roadways with curbs and asphalt surfacing, potable water, sewer, and electrical.

These areas are generally at a modest elevation on the site, lower than the site entrance as well as several ridges on the northern and western areas of the property. The development plan emphasizes maintaining views to these wooded ridges, and maintaining forest cover on the ridges.

The western portion of the site also includes several streams, which are wet year-round, are fed by springs on the property, and flow into Little Bear Creek. These streams run through ravines which will remain undisturbed by development, except for trails.

In addition, the project site includes a 57-acre parcel to the east of Jenkins Road, which is wooded, rolling topography. This area was previously developed as a STEP drainage field, which will be rehabilitated during this project. The area includes several streams, which flow into Bear Creek, to the northeast.

There is no indication of any historic structures or walls on the property.



CUL-DE-SAC

NORTHEASTERN PARCELS NOT PART OF 2007 PLAT  
(INCLUDED IN REZONING PROPOSAL)

STEP SEWER TREATMENT FACILITY

STORMWATER OUTFALL STRUCTURE

STEP SEWER PUMP STATION

SECONDARY ACCESS

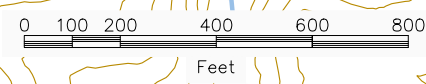
WILKERSON MILL ROAD

MAIN ACCESS  
(IMPROVED WITH LEFT TURN, ACCEL, DECEL LANES)

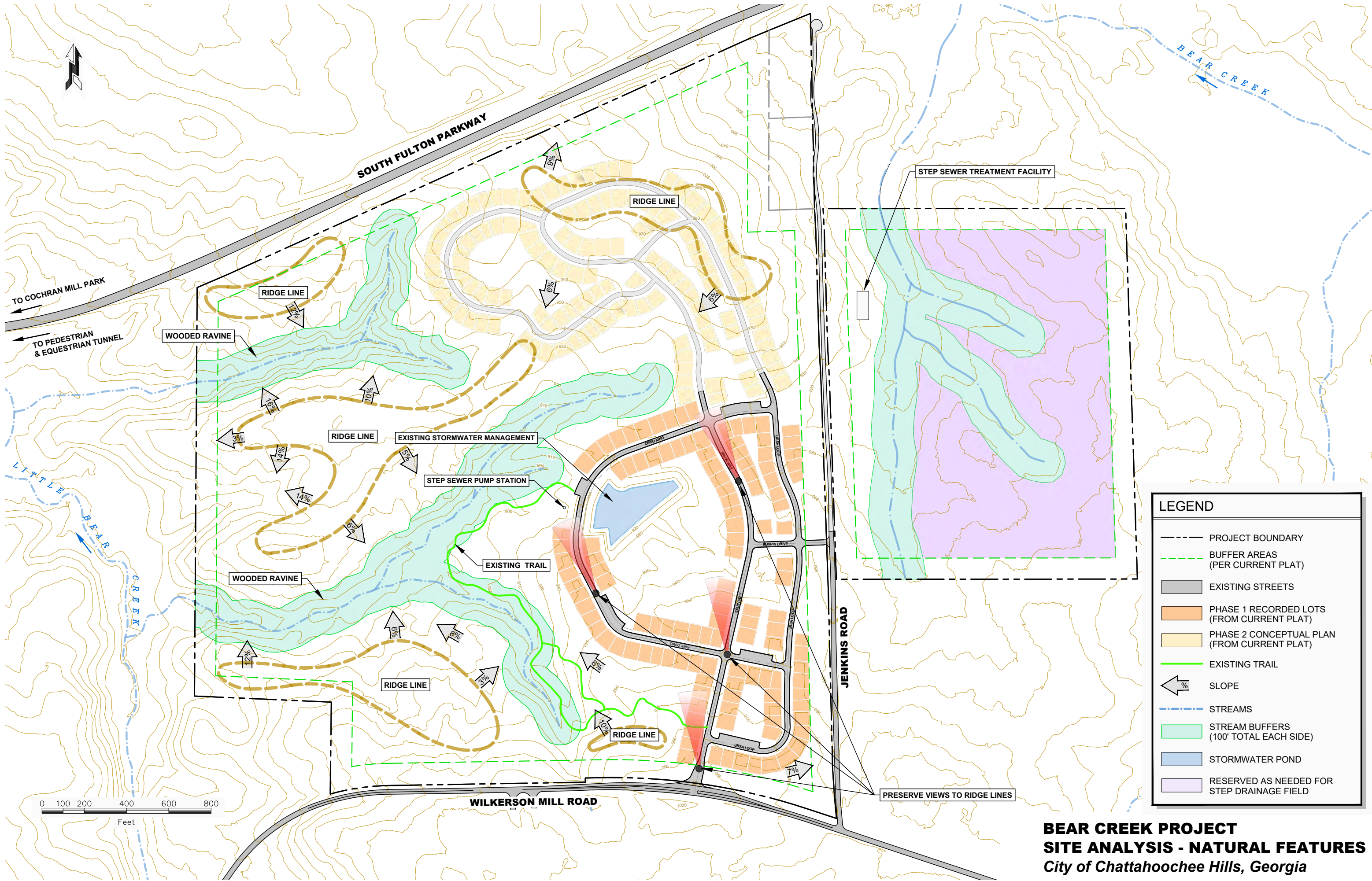
**LEGEND**

- PROJECT BOUNDARY
- - - - - BUFFER AREAS (PER CURRENT PLAT)
- W WATER LINES
- FIRE HYDRANTS
- SD STORMWATER LINES
- SD STORMWATER DITCHES
- ◁ STORMWATER OUTFALL STRUCTURE
- SS STEP COLLECTION & MAIN LINES
- - - - - STEP DRAINAGE LINES
- STEP SEWER CONNECTION POINTS
- PHASE 1 RECORDED LOTS (FROM CURRENT PLAT)
- PHASE 2 CONCEPTUAL PLAN (FROM CURRENT PLAT)
- ★ EXISTING ACCESS POINTS
- ▬ PAVED STREETS
- ▬ TRAILS
- ▬ STREAMS
- STORMWATER POND
- RESERVED AS NEEDED FOR STEP DRAINAGE FIELD

**BEAR CREEK PROJECT  
SITE ANALYSIS - CURRENT PLAT  
& EXISTING INFRASTRUCTURE**  
City of Chattahoochee Hills, Georgia







LEGEND	
	PROJECT BOUNDARY
	BUFFER AREAS (PER CURRENT PLAT)
	EXISTING STREETS
	PHASE 1 RECORDED LOTS (FROM CURRENT PLAT)
	PHASE 2 CONCEPTUAL PLAN (FROM CURRENT PLAT)
	EXISTING TRAIL
	SLOPE
	STREAMS
	STREAM BUFFERS (100' TOTAL EACH SIDE)
	STORMWATER POND
	RESERVED AS NEEDED FOR STEP DRAINAGE FIELD

**BEAR CREEK PROJECT**  
**SITE ANALYSIS - NATURAL FEATURES**  
*City of Chattahoochee Hills, Georgia*



- PROPOSED CIVIC SPACE
- PROPOSED DEDICATED OPEN SPACE
- POTENTIAL TRAILS



TYP .5 acres of land around Ridge Lots

Primary Entry

WILKERSON MILL ROAD

JENKINS ROAD

SOUTH FULTON PARKWAY

**Phase 1**  
**Phase 2**

**Phase 3**  
**Phase 2**

MEADOW

Neighborhood Commercial Node

Community Pool

STORMWATER POND  
(EXISTING BANKS TO BE ADJUSTED)

Community Pavilion

Western Cluster

Eastern Cluster

Potential Commercial Use

Potential Commercial Use

Informal planted gravel parking lot. Parking stalls and drive aisles are dashed to represent no raised curbs.

*This plan is for illustrative purposes only. The location, shape, and size of open spaces, amenity spaces, thoroughfares, buildings, lots, parking, drives, and trails are subject to adjustment as phases are built out.*



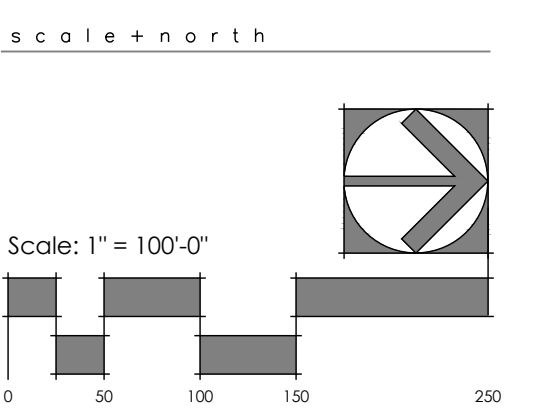
PLANNERS ARCHITECTS LANDSCAPE ARCHITECTS

www.tsw-design.com

location  
**WILKERSON MILL RD**  
Chattahoochee Hills, GA

LAND LOT 23, 24 & 41  
7TH DISTRICT  
Fulton County, Georgia

# Bear Creek Project "CONCEPT PLAN"



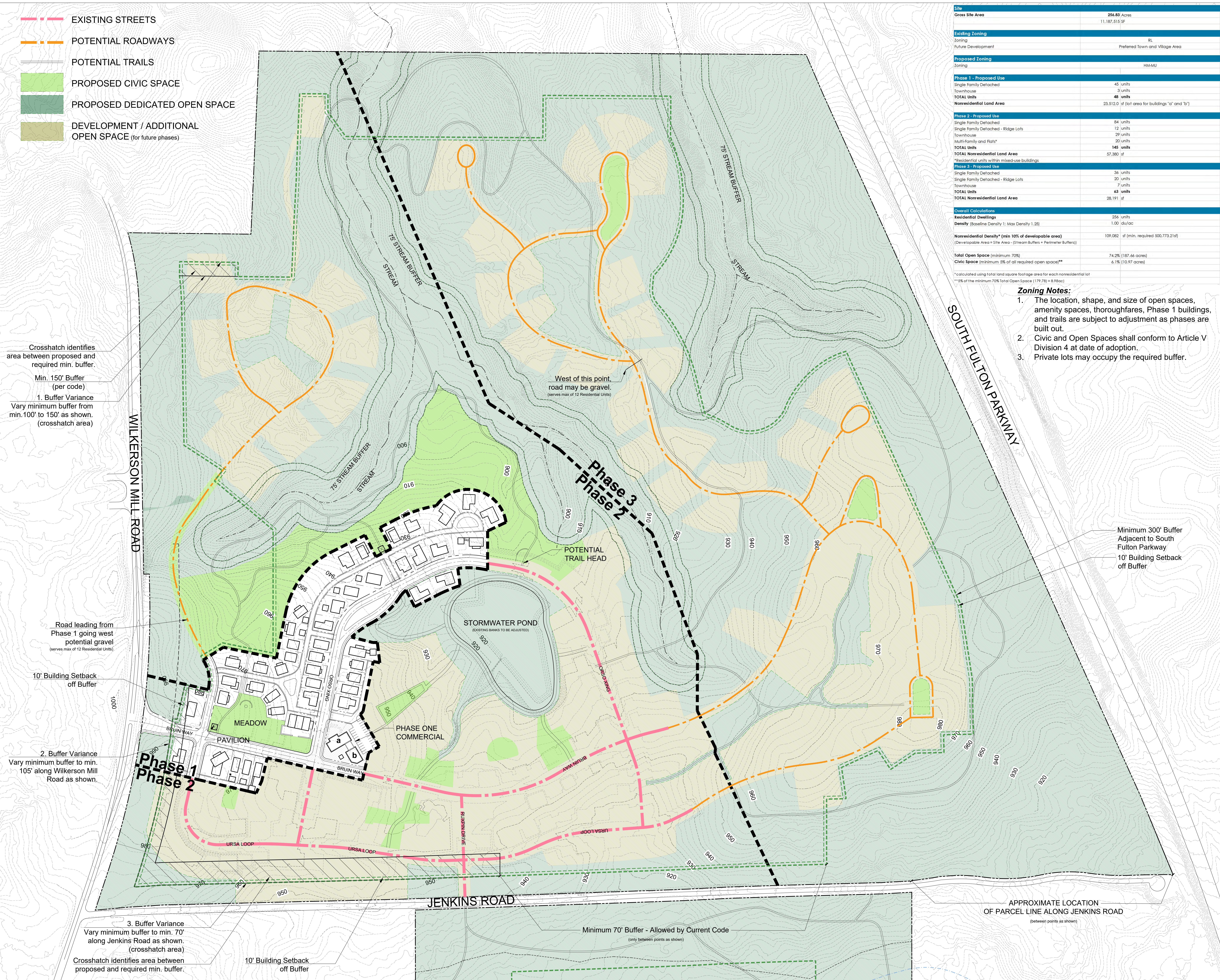
project title  
Bear Creek  
Zoning/Concept Plan

for  
Bear Creek Project One, LLC

drawing information  
project number:  
contact: TSW  
drawn by: TSW  
checked by: TSW  
scale: 1" = 100'  
drawing date  
June 04, 2021



- EXISTING STREETS
- POTENTIAL ROADWAYS
- POTENTIAL TRAILS
- PROPOSED CIVIC SPACE
- PROPOSED DEDICATED OPEN SPACE
- DEVELOPMENT / ADDITIONAL OPEN SPACE (for future phases)



Crosshatch identifies area between proposed and required min. buffer.

Min. 150' Buffer (per code)

1. Buffer Variance  
Vary minimum buffer from min. 100' to 150' as shown. (crosshatch area)

Road leading from Phase 1 going west potential gravel (serves max of 12 Residential Units)

10' Building Setback off Buffer

2. Buffer Variance  
Vary minimum buffer to min. 105' along Wilkerson Mill Road as shown.

3. Buffer Variance  
Vary minimum buffer to min. 70' along Jenkins Road as shown. (crosshatch area)

Crosshatch identifies area between proposed and required min. buffer.

West of this point, road may be gravel. (serves max of 12 Residential Units)

Minimum 300' Buffer Adjacent to South Fulton Parkway  
10' Building Setback off Buffer

Minimum 70' Buffer - Allowed by Current Code (only between points as shown)

Site	
Gross Site Area	254.83 Acres
	11,187,515 SF
Existing Zoning	
Zoning	RL
Future Development	Preferred Town and Village Area
Proposed Zoning	
Zoning	HMANU
Phase 1 - Proposed Use	
Single Family Detached	45 units
Townhouse	3 units
<b>TOTAL Units</b>	<b>48 units</b>
<b>Nonresidential Land Area</b>	<b>23,512.0 sf (lot area for buildings "a" and "b")</b>
Phase 2 - Proposed Use	
Single Family Detached	84 units
Single Family Detached - Ridge Lots	12 units
Townhouse	29 units
Multi-Family and Flats*	20 units
<b>TOTAL Units</b>	<b>145 units</b>
<b>TOTAL Nonresidential Land Area</b>	<b>57,380 sf</b>
*Residential units within mixed-use buildings	
Phase 3 - Proposed Use	
Single Family Detached	36 units
Single Family Detached - Ridge Lots	20 units
Townhouse	7 units
<b>TOTAL Units</b>	<b>63 units</b>
<b>TOTAL Nonresidential Land Area</b>	<b>28,191 sf</b>
Overall Calculations	
Residential Dwellings	254 units
Density (Baseline Density 1: Max Density 1.25)	1.00 du/ac
<b>Nonresidential Density* (min 10% of developable area)</b>	<b>109,082 sf (min. required 500,773.21sf)</b>
*(Developable Area = Site Area - (Stream Buffers + Perimeter Buffers))	
<b>Total Open Space (minimum 70%)</b>	<b>74.2% (187.46 acres)</b>
<b>Civic Space (minimum 5% of all required open space)**</b>	<b>6.1% (10.97 acres)</b>
*calculated using total land square footage area for each nonresidential lot	
**5% of the minimum 70% Total Open Space (179.78) = 8.98ac	

- Zoning Notes:**
- The location, shape, and size of open spaces, amenity spaces, thoroughfares, Phase 1 buildings, and trails are subject to adjustment as phases are built out.
  - Civic and Open Spaces shall conform to Article V Division 4 at date of adoption.
  - Private lots may occupy the required buffer.

**TSW**  
PLANNERS ARCHITECTS LANDSCAPE ARCHITECTS

1447 Peachtree Street NE, Suite 850  
Atlanta, Georgia 30309  
phone: 404.873.6730

www.tsw-design.com

**WILKERSON MILL RD**  
Chattahoochee Hills, GA

LAND LOT 23, 24 & 41  
7TH DISTRICT  
Fulton County, Georgia

# Bear Creek Project " ZONING PLAN"

Scale: 1" = 100'-0"

Scale north

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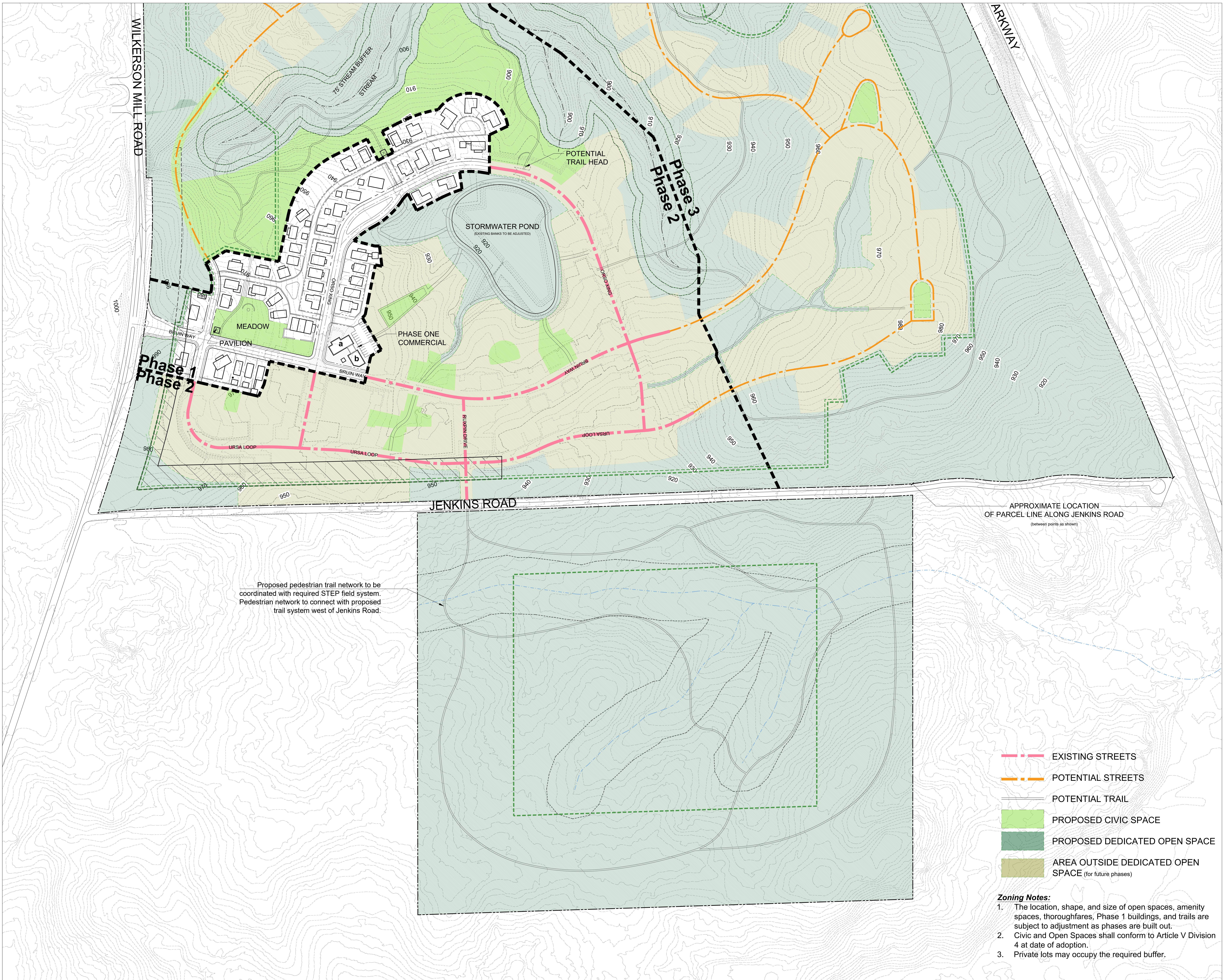
Project title  
Bear Creek  
Zoning/Concept Plan

For  
Bear Creek Project One, LLC

Drawing information  
Project number:  
Contact: TSW  
Drawn by: TSW  
Checked by: TSW  
Scale: 1" = 100'  
Drawing date  
June 04, 2021



# Bear Creek Project "ZONING PLAN"



Proposed pedestrian trail network to be coordinated with required STEP field system. Pedestrian network to connect with proposed trail system west of Jenkins Road.

APPROXIMATE LOCATION OF PARCEL LINE ALONG JENKINS ROAD (between points as shown)

- - - EXISTING STREETS
- - - POTENTIAL STREETS
- - - POTENTIAL TRAIL
- PROPOSED CIVIC SPACE
- PROPOSED DEDICATED OPEN SPACE
- AREA OUTSIDE DEDICATED OPEN SPACE (for future phases)

- Zoning Notes:**
1. The location, shape, and size of open spaces, amenity spaces, thoroughfares, Phase 1 buildings, and trails are subject to adjustment as phases are built out.
  2. Civic and Open Spaces shall conform to Article V Division 4 at date of adoption.
  3. Private lots may occupy the required buffer.

SCALE NORTH



Scale: 1" = 100'-0"  
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PROJECT TITLE  
 Bear Creek Zoning/Concept Plan

FOR  
 Bear Creek Project One, LLC

DRAWING INFORMATION  
 project number:  
 contact: TSW  
 drawn by: TSW  
 checked by: TSW  
 scale: 1" = 100'  
 drawing date:  
 June 04, 2021

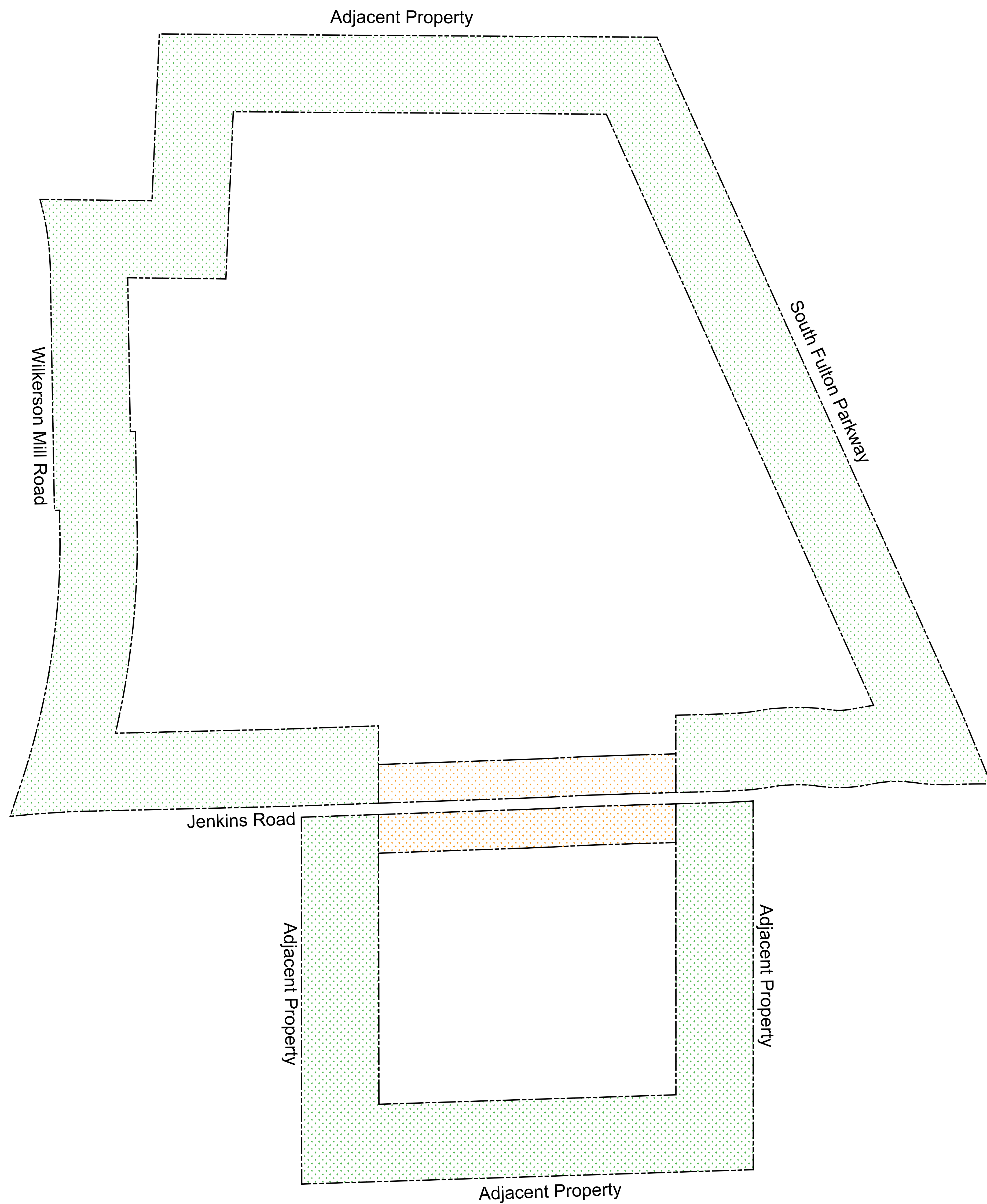


## Bear Creek Project - Expanded Zoning Table

Site		
<b>Gross Site Area</b>	<b>256.83</b> Acres	
	11,187,515 SF	
Existing Zoning		
Zoning		RL
Future Development		Preferred Town and Village Area
Proposed Zoning		
Zoning		HM-MU
Phase 1 - Proposed Use		
Single Family Detached	45	units
Townhouse	3	units
<b>TOTAL Units</b>	<b>48</b>	<b>units</b>
<b>Nonresidential Land Area</b>	23,512.0	sf (lot area for buildings "a" and "b")
Phase 2 - Proposed Use		
Single Family Detached	84	units
Single Family Detached - Ridge Lots	12	units
Townhouse	29	units
Multi-Family and Flats*	20	units
<b>TOTAL Units</b>	<b>145</b>	<b>units</b>
<b>TOTAL Nonresidential Land Area</b>	57,380	sf
*Residential units within mixed-use buildings		
Phase 3 - Proposed Use		
Single Family Detached	36	units
Single Family Detached - Ridge Lots	20	units
Townhouse	7	units
<b>TOTAL Units</b>	<b>63</b>	<b>units</b>
<b>TOTAL Nonresidential Land Area</b>	28,191	sf
Overall Calculations		
<b>Residential Dwellings</b>	256	units
<b>Density</b> (Baseline Density 1: Max Density 1.25)	1.00	du/ac
<b>Nonresidential Density* (min 10% of developable area)</b>	109,082	sf (min. required: 500,773.21sf)
(Developable Area = Site Area - (Stream Buffers + Perimeter Buffers))		
<b>Total Open Space</b> (minimum 70%)	74.2%	(187.66 acres)
<b>Civic Space</b> (minimum 5% of all required open space)**	6.1%	(10.97 acres)
*calculated using total land square footage area for each nonresidential lot		
**5% of the minimum 70% Total Open Space (179.78) = 8.98ac		

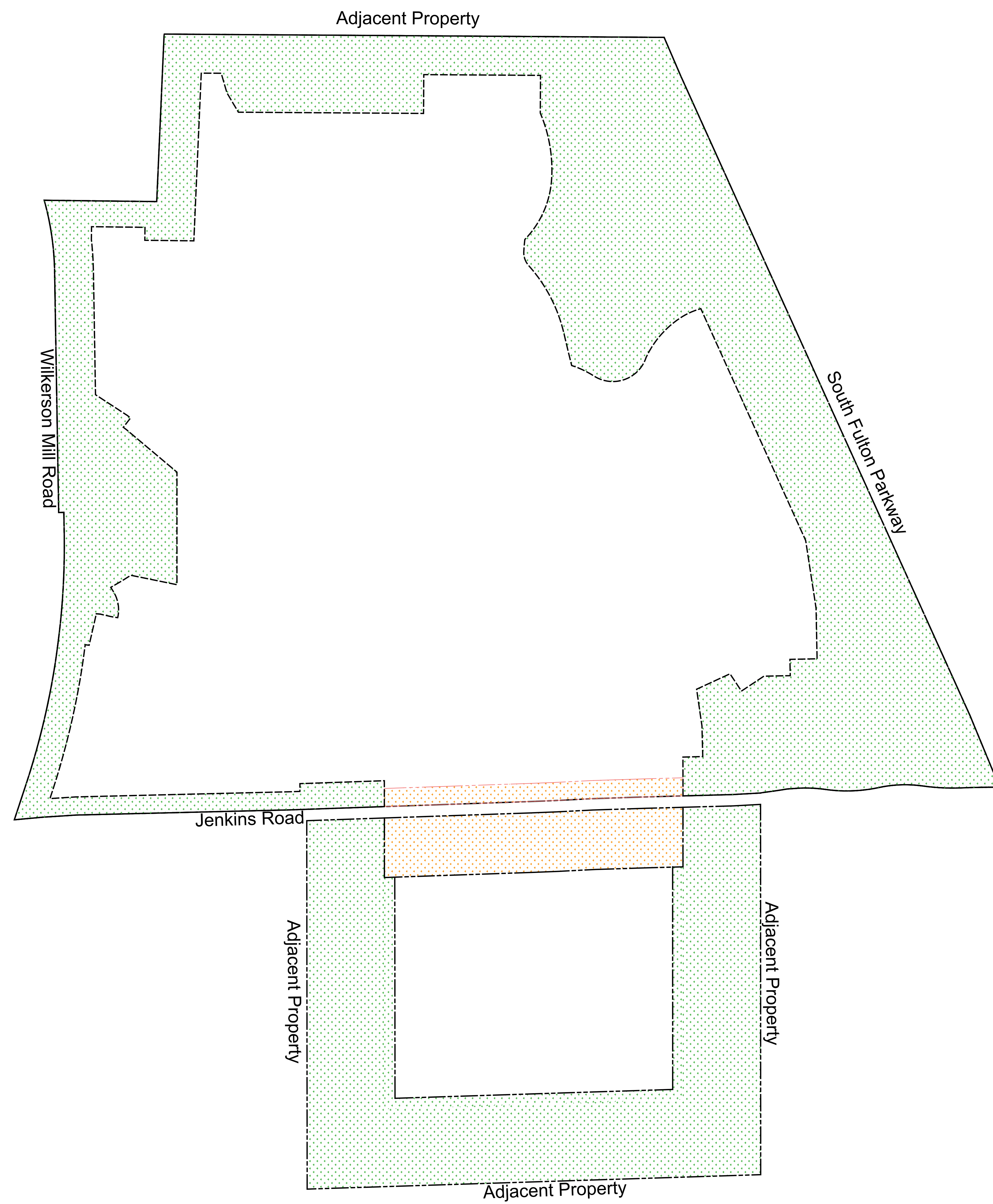


### Average Perimeter Buffer Square Footages



### Proposed Perimeter Buffer (adjusted)

(illustrating how minimum perimeter buffer square footages are met)



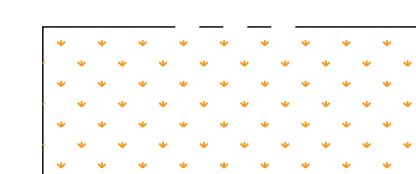

The location, shape, and size of buffer areas are subject to adjustment as phases are built out.

#### 300' Buffer Area Calculation

Area West of Jenkins	2,976,724.32	SF
Area East of Jenkins	1,202,146.28	SF
<b>TOTAL Buffer Area</b>	<b>4,178,870.60</b>	<b>SF</b>

#### 70' Buffer Area Calculation

Area West of Jenkins	173,255.88	SF
Area East of Jenkins	173,255.88	SF
<b>TOTAL Buffer Area</b>	<b>346,511.77</b>	<b>SF</b>

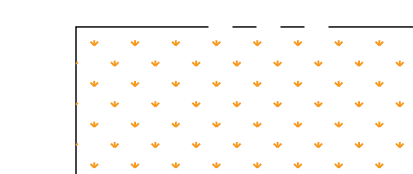
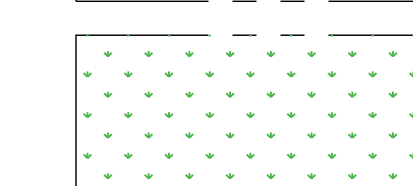
 Average 150' Buffer Area  
 Average 300' Buffer Area

#### 300' Buffer Area Calculation - Proposed

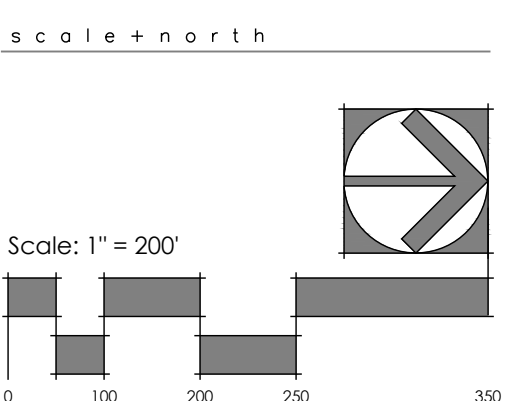
Area West of Jenkins	2,872,974.88	SF
Area East of Jenkins	1,316,845.49	SF
<b>TOTAL Buffer Area</b>	<b>4,189,820.38</b>	<b>SF</b>

#### 70' Buffer Area Calculation - Proposed

Area West of Jenkins	80,850.52	SF
Area East of Jenkins	265,661.25	SF
<b>TOTAL Buffer Area</b>	<b>346,511.77</b>	<b>SF</b>

 Average 150' Buffer Area  
 Average 300' Buffer Area

# Bear Creek Project "Perimeter Buffer Calculation"



Scale: 1" = 200'

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Project title  
Bear Creek  
Zoning/Concept Plan

For  
Bear Creek Project One, LLC

Drawing information  
Project number:  
Contact: TSW  
Drawn by: TSW  
Checked by: TSW  
Scale: 1" = 100'  
Drawing date:  
June 04, 2021



## Written Analysis of Zoning Standards

The following analysis of the zoning review standards has been prepared by the applicant to aid the City of Chattahoochee Hills in its consideration of the proposed project.

**1. Whether the Zoning Proposal will result in a use which will or could cause an excessive or burdensome use of utilities, public facilities, or schools.**

*The proposal is a replacement of a previously approved plat of a currently inactive development with installed streets and utilities. No increase in density is proposed. As such, the proposed replacement project approval will not cause any added impacts to utilities, public facilities, or schools than the currently approved plat. Upgrades to the project's existing STEP sewer system are planned.*

**2. Whether the Zoning Proposal will result in a Use which will or could cause City Thoroughfares or transportation facilities to be unable to meet the transportation policies of the Comprehensive Plan due to excess traffic congestion.**

*As noted in #1 above, the proposal is to replace a previously approved plat of a currently inactive development, with no increase in density. As such, it will not cause City Thoroughfares or transportation facilities to be unable to meet the transportation policies of the Comprehensive Plan due to excess traffic congestion. Instead, the proposal incorporates several aspects that will work together to decrease the site traffic below the level of the currently plat, including:*

- a. A walkable, mixed-use design that will allow residents to meet a range of daily needs without driving;*
- b. A system of trails, including planned future connections to Cochran Mill Park, that will be available for public use; and*
- c. An interconnected street system that will disperse traffic and encourage walking, cycling and cart usage internally.*

**3. Whether the Zoning Proposal is in conformity with the policy and intent of the Comprehensive Plan.**

*The proposal conforms to the policy and intent of the Comprehensive Plan.*

**4. Whether there are other existing or changing conditions affecting the use and Development of the Property which gives supporting grounds for either approval or disapproval of the Zoning Proposal.**

*The proposal provides a superior conceptual plan when compared to the previously approved plat of a currently inactive development. Unlike the previous design, this proposal creates a true hamlet community, featuring a mixture of housing types and civic spaces that are centered on a small, mixed-use center.*

**5. The existing uses and Zoning of nearby Property.**

*All nearby properties are zoned RL Rural District. They are largely undeveloped or have a single-family use, except for a single-family subdivision directly south of the site on Wilkerson Mill Road.*

**6. The extent to which Property values are diminished by their particular Zoning restrictions.**

*The previously approved and recorded plat for the site is a conventional, single use "subdivision" that is inconsistent with a number of City policies and does not meet market demands. The fact that the site has remained vacant for years, despite being approved for development, is a testimony to its lack of market viability. Requiring the applicant to implement the current design would impose a financial hardship.*

*This zoning request would allow the applicant to update the proposed development to one that is fully consistent with City policies and more viable in today's market. It proposes to establish a hamlet that uses high quality planning and designs to create a vibrant community with a compelling sense-of-place and, therefore, achieve improved market acceptance than the currently approved plat.*

**7. The extent to which the possible reduction of Property values of the subject Property promotes the health, safety, morals, or general welfare of the public.**

*Not applicable. This proposal will not result in a reduction of property values.*

**8. The relative harm to the public as compared to the Hardship imposed upon the individual Property owner.**

**9. The suitability of the subject Property for the Zoning proposed.**

*The proposed HM-MU Hamlet-Mixed-Use zoning under the City code is suitable, given the site's size, proximity to South Fulton Parkway, existing infrastructure, Cochran Hill Park, and existing road networks abutting the site.*

**10. Consistency with any adopted county and City wastewater treatment plans, including the feasibility and impacts of serving the Property with public wastewater treatment service and, if an alternative wastewater treatment method is proposed, whether such wastewater treatment method will have a detrimental impact on the environment or will negatively affect other public concerns.**

*The City does not have an existing wastewater treatment plan. The proposal is consistent with the adopted wastewater treatment plans approved by Georgia DEP when the original plat was prepared and approved. The proposal includes upgrades to the project's existing STEP system.*

**11. The length of time the Property has been vacant as zoned, considered in the context of land Development in the vicinity of the Property.**

*The currently approved plat was initially approved in 2007 and several homes were built that have since been demolished. The site has effectively remained vacant for 14 years, 2007-2021.*

**12. Whether the Zoning Proposal will permit a use that is suitable in view of the use and Development of adjacent and nearby Property.**

*The proposed hamlet is primarily residential and is compatible with adjacent and nearby vacant, residential, and open space uses. Proposed nonresidential uses will be limited in scale to the size of the hamlet and, therefore, compatible with existing and new residential uses.*

**13. Whether the Zoning Proposal will adversely affect the existing use or usability of adjacent or nearby Property.**

*The proposed primarily residential development will not adversely affect the existing use or usability of adjacent and nearby residential, vacant, and open space uses. Nearby residents will benefit from access to the proposal's trail system and its mixed-use center and the services it provides. Complete visual buffers are provided in the conceptual plan around the site and will screen it from view.*

**14. Whether the Property to be affected by the Zoning Proposal has a reasonable economic use as currently zoned.**

*As noted in #6 above, the currently approved subdivision on the site is an outdated design that is incompatible with both City policies and current market trends. The current plan lacks reasonable economic use, as evidenced by the fact that it has remained unbuilt, despite having platted lots, streets, and infrastructure for 14 years.*

**15. In instances involving district expansion, whether the proposed change is supported by the Home Owner Associations or official neighborhood associations within the expanding district.**

*Not applicable.*

**16. In instances involving Developments of Regional Impact, whether the proposed change is supported by ARC and/or GRTA.**

*Not applicable.*

The following variances are requested:

1. A variance to the requirement of Table 35-272 to reduce the required minimum buffer along the site's perimeter in the HM-MU district from 150 feet to the dimensions and location shown on the "Bear Creek Project Zoning Concept Plan."
2. A variance to the requirement of Table 35-461 to reduce the required nonresidential density minimum in the HM-MU district from 10% to 2%.

Variance #1 above, to the buffer requirements, is intended to allow the development in the portion of the site that was previously approved and now has its site infrastructure installed under the Fulton County Zoning Ordinance. At that time, the required buffer was 105 feet on Wilkerson Mill Road and 100 feet on Jenkins Road. The approved building lots were platted along Ursa Loop and the street and utility infrastructure were fully constructed according to that Ordinance. The Applicant requests that:

- (A) the Wilkerson Mill Road buffer be established with a minimum of 105'
- (B) a small portion of the western private property boundary be established at 100'
- (C) the Jenkins Road buffer vary, with a 70' minimum as shown on the enclosed Bear Creek Project "Zoning Concept Plan"
- (D) a small, informal gravel parking area with heavy vegetation be allowed closer than 70' to Jenkins Road

Variance #2 above, to the nonresidential requirements, is intended to allow for the implementation of the proposed Conceptual Plan, which includes commercial development at three locations within the hamlet boundaries. This approach is aligned with the current Zoning Ordinance's site planning approach, by serving pedestrian-sheds spaced throughout the project. The main commercial presence area is planned at the crossroads area, part of which is in the Phase One area, and then being completed, along with the community center space, in Phase 2. Smaller nodes are planned at each of the two housing clusters to be placed in the northern part of the site as part of Phase 3.

A requirement for a large minimum requirement for non-residential building space is unsuitable for several reasons, including:

- Uncertain outlooks for commercial development under the current economic situation
- The site's lack of visibility and direct access from South Fulton Parkway

- Maintaining a scale of non-residential development appropriate for a community of 250 homes
- The limited ability to site a commercial development near Wilkerson Mill Road, further reducing visibility and direct access
- Maintaining traffic flows and other impacts at lower, more desirable levels for this community and the surrounding areas of the City.

Both requested variances are consistent with citywide policy changes being considered as part of the City of Chattahoochee Hills Draft Unified Development Code.



6505 Rico Road Chattahoochee Hills Georgia 30268

TO: Mayor and Council  
CC: Dana Wicher  
DATE: June 16<sup>th</sup>, 2021 for July 6<sup>th</sup>, 2021 Council Meeting  
RE: Police Vehicle- 2021 Ford F150 SSV (Special Services Vehicle)

MAYOR  
Tom Reed

CITY COUNCIL  
Ruby Foster  
Richard Schmidt  
Laurie Searle  
Camille Lowe  
Troy Bettis

CITY MANAGER  
Robert T. Rokovitz

[www.chathillsga.us](http://www.chathillsga.us)

(770) 463-8881

Fax (770) 463-8550

### **Staff Recommendation**

Consider the approval of purchasing one (1) Ford F150 SSV patrol vehicle not to exceed \$32,300 from Brannen Motor Company.

Additional consideration for approval is requested for the “upfitting” of this vehicle in the amount of \$8,425 for the standard marked patrol vehicle. Staff recommendation is to fund this acquisition using Capital funds that were carried over from FY2020.

### **Background**

In August 2017, the City Council approved the purchase of one (2) Ford Interceptor patrol vehicle for FY 2022 at the state contract negotiated price.

The City has had a practice of providing take-home vehicles for officers who are not in their probationary period. These take-home vehicles have limitations and restrictions including distance from city. This practice has improved overall morale and significantly reduced the annual vehicle maintenance cost. Moreover, it has improved the overall performance of the vehicles.

### **Discussion**

Currently, there are (12) police vehicles in the police fleet. Of these vehicles, only (9) nine are considered in “good” condition. We have ten (10) uniformed officers, two (1) part time, and four (4) reserve officers while only having one (1) spare vehicle. We have 4 police officers volunteering at least one shift per month. Additionally they have also purchased the majority of their own equipment. There have been days that we do not have a vehicle for them drive. We have an established group of loyal, dedicated police officers with very little turnover rate in the past 24 months; which is absolutely unheard of for a department of this size. The desire is to continue establishing and maintaining a safe, reliable fleet of vehicles with one vehicle per officer and one unassigned fleet vehicle for the reserve officers to use. The best practice is to continue the established fleet replacement program.

- We have five vehicles with over 100k miles
- We have a 2016 Chevrolet Tahoe with 128k miles with engine and transmission issues. Currently the vehicle is not being used because of a engine malfunction and \$5,000 repair estimate.
- We have a 2009 GMC Denali with 225,944 miles with transmission, suspension, and brake issues.



- We have a 2014 Ford Explorer with 212,000 miles. This vehicle will be the fleet spare/reserve vehicle.

Each patrol vehicle adds approximately 30,000 miles per year while it is assigned to only one officer and is driven only 15 days a month. However, if we discontinue the take home policy, the vehicles will be driven every day of each month and the yearly miles will be doubled to 70,000 miles each year. This would require more vehicle replacement needs over a shorter period of time. Additionally, the City is 62 square miles and the police department's call volume is increasing.

### **Fiscal Impact**

The fiscal impact will be the total cost of the vehicle and upfitting (\$40,725) which would come from the Police budget and Capital Fund.

### **Attachments**

Quote for 2021 Ford F150 SSV  
144<sup>th</sup> Marketing Group for Upfitting the F150  
Requisition Cover Sheet

# Chattahoochee Hills Requisition Cover Sheet

## I. SECTION I

Description of Request: 2021 Ford F150 SSV

Department: Police

Date: 6/16/2021

Fund (check one):  General

XXX

Capital

Grant

Budget Account: \_\_\_\_\_

**Requisition Total: \$32,300**

**Vendor: Brannen Motor Company**

Quote #2: \$ \_\_\_\_\_

Quote #3: \$ \_\_\_\_\_

Budgeted Item:  yes  no

## II. SECTION II

Please check the purchasing method used:

3 Verbal Quotes (\$2,500 - \$7,500)

3 Written Quotes (\$7,500 - \$15,000)

Bid/RFP Award (over \$15,000)

Piggy Back another Municipality (copy of contract attached).

Name of Government \_\_\_\_\_.

State Contract # 99999-SPD-ES40199373-0095

Sole Source (Sole source letter attached and approved by Administration Director)

## III. SECTION III

APPROVED BY:

Department Director: \_\_\_\_\_

Date: \_\_\_\_\_

Finance \_\_\_\_\_

Date: \_\_\_\_\_

City Manager: \_\_\_\_\_

Date: \_\_\_\_\_



# Chattahoochee Hills Requisition Cover Sheet

## I. SECTION I

Description of Request: 2021 F150 Police Vehicle Upfitting

Department: Police

Date: 6/16/2021

Fund (check one):  General

Capital

Grant

Budget Account: \_\_\_\_\_

**Requisition Total:** \$8,425.00

Vendor: 144<sup>th</sup> Marketing Group

Quote #2: \$9,862.27

Vendor: West Chatham Warning Devices

Quote #3: \$10,383.83

Vendor: ProLogic ITS

Budgeted Item: **XXX** yes

## II. SECTION II

Please check the purchasing method used:

3 Verbal Quotes (\$2,500 - \$7,500)

3 Written Quotes (\$7,500 - \$15,000)

Bid/RFP Award (over \$15,000)

Piggy Back another Municipality (copy of contract attached).

Name of Government \_\_\_\_\_.

State Contract # \_\_\_\_\_

Sole Source (Sole source letter attached and approved by Administration Director)

## III. SECTION III

APPROVED BY:

Department Director: \_\_\_\_\_

Date: \_\_\_\_\_

Finance \_\_\_\_\_

Date: \_\_\_\_\_

City Manager: \_\_\_\_\_

Date: \_\_\_\_\_

144th Marketing Group, LLC  
 611 Highway 74S, Suite 3000  
 Peachtree City, GA 30269  
 (770) 631-2937  
 info@144thmg.com  
 www.144thfleet.com

# Estimate



ADDRESS  
 Chattahoochee Hills Police Dept.  
 6505 Rico Road  
 Chattahoochee Hills, GA 30268

SHIP TO  
 Chattahoochee Hills Police Dept.  
 6505 Rico Road  
 Chattahoochee Hills, GA 30268

ESTIMATE #	DATE
106485	06/09/2021

SHIP DATE  
 08/12/2019

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Patrol F150			0.00
				0.00
21TR52MC	21TR 52" Multicolor Lightbar w/flood feature - Full blue white modules (front and blue amber (rear)	1	1,400.00	1,400.00
3492L6	Xcel Siren, 12v, w/Light Control & Hard-wired Mic	1	340.00	340.00
C3100U	CODE 3/C3100 Speak with Universal Brackets	1	140.00	140.00
950	Universal Flashers - headlight flasher	1	60.00	60.00
PMP2WSSSB	Window Shroud Kit for 4" Light w/ Stud Mount - Black - back glass	2	10.00	20.00
EMPS2STS3B	mpower® 4" Fascia Light w/ Stud Mount, Blue back glass	2	85.00	170.00
MR6-B	SURFACE MOUNT or FLUSH MOUNT (Grommet* sold separately), Blue LEDs - bumper intersection side	2	60.00	120.00
HB4PAK-B	4-LED Low Profile Hide-A-Way, Blue rear intersection and rear facing	2	120.00	240.00
CD3766BW	Chase lights for the channel / additional flood	2	75.00	150.00
36-52065	Push Bumper Elite XD 2016 F-150	1	340.00	340.00
36-6015C2CH	Westin light channel for 2 Chase lights	1	25.00	25.00
425-6500	Ford F-150 SSV/Police Responder (2018+ Contour Console with Locking Lid Storage	1	525.00	525.00
425-3704	Dual ABS Cupholder	1	35.00	35.00
425-2969	Faceplate with 3-12 Volt Power Outlets	1	30.00	30.00
425-6260	JOTTO-Armrest	1	40.00	40.00
425-5542/4143	Console Computer Side Mount	1	375.00	375.00
475-1291	Single Cell Lite Prisoner Transport System for Ford F-150 SSV/Police Responder (2018+)	1	950.00	950.00

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
<b>475-2038</b>	ZRT Gun Mount AR/870	1	320.00	320.00
<b>Tint Premium - 4dr Truck</b>	Tint Premium - 4 door truck including front windshield strip 5%, 32% all the way.	1	225.00	225.00
<b>Misc</b>	inverter	1	65.00	65.00
<b>Misc</b>	Extang 2.0 bed cover	1	825.00	825.00
<b>Graphics</b>	Graphics	1	595.00	595.00
<b>Labor</b>	Installation equipment and customer supplied radio.	14	85.00	1,190.00
<b>Shipping</b>	Shipping	1	245.00	245.00
<b>TOTAL</b>				<b>\$8,425.00</b>

Accepted By

Accepted Date



**WEST CHATHAM WARNING DEVICES**

2208 GAMBLE RD  
SAVANNAH, GA 31405

# Quote

PHONE (912) 234-2600  
FAX (912) 238-1369

Customer No.: CHATTAHILLPD  
Quote No.: 87832

Quote To: **CHATTAHOOCHEE HILLS PD**  
6505 RICO RD  
PALMETTO, GA 30268

Ship To: **CHATTAHOOCHEE HILLS PD**  
6505 RICO RD  
PALMETTO, GA 30268

FAX NUMBER:

Date	Ship Via	F.O.B.	Terms	
06/08/21		Origin	NET 30	
Purchase Order Number		Sales Person		Quote Expires
		SANDY SIMMONS		07/08/21
Quantity	Item Number	Description	Unit Price	Amount

**2021 MARKED F-150**				
Quantity	Item Number	Description	Unit Price	Amount
1	WHE-GS2BBBB	SOLO LEGACY BLUE All Blue w/td & alley w/wccp	1875.00	1875.00
1	WHE-MKAJ94	Adjustable Foot & STPK94 15-21 F150 & 17-20 F250-550	0.00	0.00
1	WHE-295SLSA6	295SLSA6 Siren/Light control **\$\$ Inc above**	0.00	0.00
1	WHE-SA315P	Speaker 100 watt **\$\$ Inc above**	0.00	0.00
1	WHE-SAK1	SA315 Mt Kit Universal **\$\$ Inc above**	0.00	0.00
1	WHE-ISRW8	INNER EDGE RST WC 8 LIGHT blue	671.40	671.40
1	WHE-ISR47	Rear Mnt Kit for use w/ ISRL or ISRW* Lamp Trays F150 15-21 (Not for Use w/ Sliding Rear Windows),	0.00	0.00
1	GRH-5297	21 F-150 Police Responder 5000 Series Push Bumper	332.00	332.00
1	GRH-5297WHD	2021 F-150 Police Responder Heavy Duty Wraps	337.00	337.00
2	WHE-IONB	ION LED LIGHT BLUE FRONT BUMPER LIGHT	68.00	136.00
2	WHE-IONSMB	SURFACE MT ION BLUE SIDES OF PB	68.00	136.00
2	WHE-TLIB	ION-T LINEAR BLUE UNDER REAR TAILGATE	81.00	162.00
2	WHE-TLIB	ION-T LINEAR BLUE for grill	81.00	162.00

Thank You

**WEST CHATHAM WARNING DEVICES**2208 GAMBLE RD  
SAVANNAH, GA 31405

# Quote

PHONE (912) 234-2600  
FAX (912) 238-1369Customer No.: CHATTAHILLPD  
Quote No.: 87832Quote To: **CHATTAHOOCHEE HILLS PD**  
6505 RICO RD  
PALMETTO, GA 30268Ship To: **CHATTAHOOCHEE HILLS PD**  
6505 RICO RD  
PALMETTO, GA 30268

FAX NUMBER:

Date	Ship Via	F.O.B.	Terms	
06/08/21		Origin	NET 30	
Purchase Order Number	Sales Person		Quote Expires	
	SANDY SIMMONS		07/08/21	
Quantity	Item Number	Description	Unit Price	Amount
1		Extang Xceed Tonneau Cover EXT-85702 2021 Ford F150 5'7" Bed	1069.00	1069.00
1	HAV-C-TMW-F150-03	TMW-F150-03 Tunnel Mt 15-21 F-150 & 17-21 F250-550 18-21 EXPEDITION	96.15	96.15
1	HAV-C-2410	24 Console 10 High complt with Mounting Brackets  **Need Equipment numbers for faceplates for console***	325.98	325.98
1	HAV-C-LP-3	2 Plate w/Three 12VDC Lighter Outlets	33.31	33.31
1	HAV-C-ARM-102	ARM-102 Side Mount Armrest	52.23	52.23
1	HAV-PKG-PSM-185	PKG-PSM-185 COMPUTER MT 17-21 F150-550 (HDM-185 HDM-209, MD-202, HDM-304	247.74	247.74
1	HAV-UT-1001	Univ Laptop w/lock 11-14" Depth 665"-1.265" CF54 * CONFIRM FIT *	218.46	218.46
1	SAM-800-12	Samlex Inverter 800 watt modified sinewave	99.00	99.00
1	SET-10VS-RP-U-F150	10-VS REC PANEL PARTITION 2021 F-150 UNCOATED INC 2 PC LOWER EXT	587.00	587.00
1	SET-DVWS	DOUBLE VERTICAL WEAPON mount w/key override & timer	342.00	342.00
1		Tint 32%-4 windows and rear - stripe across front windshield 15%	280.00	280.00
1		One-Time Art fee Archive 3 Years	60.00	60.00

Thank You

**WEST CHATHAM WARNING DEVICES**2208 GAMBLE RD  
SAVANNAH, GA 31405

# Quote

PHONE (912) 234-2600  
FAX (912) 238-1369Customer No.: CHATTAHILLPD  
Quote No.: 87832Quote To: **CHATTAHOOCHEE HILLS PD**  
6505 RICO RD  
PALMETTO, GA 30268Ship To: **CHATTAHOOCHEE HILLS PD**  
6505 RICO RD  
PALMETTO, GA 30268

FAX NUMBER:

Date	Ship Via	F.O.B.	Terms	
06/08/21		Origin	NET 30	
Purchase Order Number		Sales Person		Quote Expires
		SANDY SIMMONS		07/08/21
Quantity	Item Number	Description	Unit Price	Amount

1		DECALS Chatahoochee Hills Police Vehicle: Ford F150, 4 Door SetsL 1 Unit - 2 Sides and Back Cut Vinyl: 3M Black 680cR w/ 7125 White Finishing: Masked // Installed	1040.00	1040.00
1		shipping	250.00	250.00
1	LABOR	Labor INSTALL ABOVE EQUIPMENT AND CUSTOMER SUPPLIED RADIO AND RADAR	1350.00	1350.00

Quote subtotal 9862.27

Quote total 9862.27

Pricing subject to Manufacture price increases

Thank You

# ProLogic ITS

ProLogic ITS  
 106 Northpoint Parkway  
 Acworth, Georgia 30102  
 United States  
 (P) 866-923-0513

@totalopen (Open)	
<b>Date</b>	Jun 14, 2021 03:53 PM EDT
<b>Modified Date</b>	Jun 14, 2021 04:26 PM EDT
<b>Doc #</b>	18933 - rev 1 of 1
<b>Description</b>	2021 F-150 Responder
<b>SalesRep</b>	Quackenbush, Trevor (P) 8669230513
<b>Customer Contact</b>	Little, Jim (P) 770 463 6577 jim.little@chatthillsga.us

**Customer**

Chattahoochee Hills Police  
 Department (CH0990)  
 Little, Jim  
 6505 Rico Road  
 Chattahoochee Hills, GA 30268  
 United States  
 (F) Chattahoochee Hills P

**Bill To**

Chattahoochee Hills Police Department  
 Payable, Accounts  
 6505 Rico Road  
 Chattahoochee Hills, GA 30268  
 United States

**Ship To**

Chattahoochee Hills Police Department  
 Little, Jim  
 6505 Rico Road  
 Chattahoochee Hills, GA 30268  
 United States

**Customer PO:**

**Terms:**

Undefined

**Ship Via:**

UPS Ground

**Special Instructions:**

**Carrier Account #:**

Description	Part #	Qty	Unit Price	Total
1 Allegiant Light Bar, 53", Blue/White Front with Full Scene Capabilities, Blue/Amber Rear with SignalMaster Capabilities	ALGT53J-P2LC	1	\$1,234.17	\$1,234.17
Note: Roof				
2 Strap Kit, Ford F-150	HKB-FRD15	1	\$0.00	\$0.00
Note: Inc. w/ Light bar				
3 Xstream, Dual Head	XSM2-BRW-US	2	\$230.00	\$460.00
Note: Each Side of Back Glass				
4 MicroPulse Ultra, Dual Color, Blue/White	MPS62U-BW	4	\$94.12	\$376.48
Note: (2) PB Channel, (2) Side PB				
5 Pair Undermirror Brackets, 2021 F-150 Responder	MPSMW9-FRD21MIR	1	\$20.00	\$20.00
Note: Undermirrors				
6 MicroPulse Ultra, Wide Angle, Dual Color, Blue/White	MPSW9-BW	2	\$128.65	\$257.30
Note: Undermirrors				
7 LED Hide-A-Way, Dual Color, Blue/White	416900Z-BW	2	\$60.70	\$121.40
Note: Reverse Light Replacement, Blue Warning, White Reverse Override				
8 Pathfinder Siren/Light Controller	PF200	1	\$632.91	\$632.91
9 100W Siren Speaker	ES100C	1	\$0.00	\$0.00

Description	Part #	Qty	Unit Price	Total
Note: Inc. w/ PF200				
10 Universal Speaker Bracket	ESB-U	1	\$0.00	\$0.00
Note: Inc. w/ PF200				
11 OBD Interface Cable, 2021 F-150	OBDCABLE25-3	1	\$202.53	\$202.53
12 Push Bumper Elite XD, Center Section, 2021 F-150	36-4065	1	\$346.82	\$346.82
13 Wing Wrap, 2021 F-150	36-4065W	1	\$156.10	\$156.10
14 2 Light Channel, MicroPulse	36-6015F2	1	\$23.09	\$23.09
15 Single Cell Lite Prisoner Transport System for Ford F-150 SSV/Police Responder (2021+)	475-1812	1	\$1,024.59	\$1,024.59
16 Gun Rack - Single Weapon, Single Cell Mounted, Vertical (GR7-ZRT-SUV-PICKUP-AR BLM)	475-2046	1	\$207.34	\$207.34
17 2021+ Ford F-150 Wide Body Console Box Kit with Magnetic Phone Holder, Cup Holder, Rear Armrest, and Mongoose-9" Locking Slide Arm with Short Clevis	7170-0882-05	1	\$841.14	\$841.14
18 Pathfinder Faceplate	18538	1	\$0.00	\$0.00
Note: Inc. w/ Console				
19 Panasonic Toughbook 54/55 Docking Station with LIND 120W Auto Bare Wire Leads Power Supply, No RF	7170-0250	1	\$848.83	\$848.83
20 Xantrex PROwatt SW 600 Watt 12V Pure Sine Inverter	806-1206	1	\$208.55	\$208.55
21 Extang Trifecta 2.0 Toneau Cover, Fits 2021 F-150 with 5ft 7in bed	92702	1	\$390.58	\$390.58
22 Print and Installation of Graphics Based on Customer Supplied Pictures	GRAPHICS	1	\$900.00	\$900.00
23 Tint All Windows 30% and 5% Front Windshield Strip for Ford F-150	TINT	1	\$170.00	\$170.00
24 ProLogic Professional UpFitting Service Installation includes the list of items mentioned herein. All other parts and or equipment not listed will be subject to additional installation fees. Note: Customer will be responsible for transporting vehicles to the installation facility unless otherwise noted. Let it be known, Installation Services will not be scheduled until all product arrives at the designated install facility.	PRLOGICSVCS	1	\$1,512.00	\$1,512.00

<b>Subtotal:</b>	<b>\$9,933.83</b>
Tax (.0000%):	\$0.00
Shipping:	\$450.00
Misc:	\$0.00
<b>Total:</b>	<b>\$10,383.83</b>

Payment Terms: Net 30 Days.

After 30 days, unpaid balances are subject to a 1.5% handling fee per month (18% annual).

Warranty covers manufacturer defects only, excluding battery defects, unless explicitly stated herein.

Dual-signed Scope of Work will be required prior to placing initial order.

Prices and tax rates are valid in the U.S only and are subject to change. Taxes represented in quotes are estimates and may vary from taxes reflected on invoice (based on physical ship-to address).

Sales/Use tax is a destination charge (i.e., based on physical ship-to address on purchase order). Please indicate your taxability status on your PO. If you are tax exempt, please include proper documentation. If you are not tax exempt, please calculate and include all applicable tax on your PO.

Hardware cancellations may be subject to up to a 50% restocking fee.

See Terms and Conditions at [www.prologics.com/terms-conditions/](http://www.prologics.com/terms-conditions/)

Quotes are valid for 30 days only and are subject to change without notice due to the imposition of new trade tariffs.

**A RESOLUTION DECLARING SURPLUS PROPERTY  
AND SALE OF SURPLUS PROPERTY**

**WHEREAS**, the City of Chattahoochee Hills, Georgia, has one (1) 2016 Chevrolet Tahoe that has exceeded its useful life and/or is no longer operable towards serving the needs of the City of Chattahoochee Hills, Georgia; and

**WHEREAS**, it is the desire of the Mayor and Council to declare the property as surplus; and

**WHEREAS**, the Mayor and Council has deemed it unnecessary to maintain ownership of surplus property.

**NOW THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of Chattahoochee Hills, Georgia as follows:

**Section 1:** The 2016 Chevrolet Tahoe, VIN 1GNSKFEC5GR252638, is no longer needed for municipal purposes and is hereby considered surplus; and

**Section 2:** The City Administration is hereby authorized and directed to surplus this property and proceed with its surplus sale by means approved by the City Manager and according to established policy of the City.

**RESOLVED** this 6<sup>th</sup> day of July, 2021.

Mayor: \_\_\_\_\_  
Tom Reed

Attest: \_\_\_\_\_  
Dana Wicher, City Clerk  
(Seal)



6505 Rico Road Chattahoochee Hills, Georgia 30268

MAYOR  
Tom Reed

CITY COUNCIL  
Ruby Foster  
Richard Schmidt  
Laurie Searle  
Camille Lowe  
Troy Bettis

CITY MANAGER  
Robert T. Rokovitz

[www.chatthillsga.us](http://www.chatthillsga.us)  
(770) 463-8881  
Fax (770) 463-8550

TO: Mayor and Council  
CC: Dana Wicher  
DATE: June 23, 2021 for July 6<sup>th</sup>, 2021 Council Meeting  
RE: Park Ranger

***Staff Recommendation:***

Staff recommends Council's consideration to add a Park Ranger to the City's Position Control in order to advertise and seek a candidate to fill the vacancy created in the FY2022 Budget.

***Background:***

The City has five parks now which include Cochran Mill Park, Campbellton Park with a boat ramp, Hutcheson Ferry Park, Rico Park and the newly acquired RiverLands Park.

The busiest of all these parks is Cochran Mill Park which also charges for parking. We have discovered, as a result of COVID-19, that Cochran Mill Park has become even more attractive to cyclists, hikers and horseback riders which has placed a great deal of pressure on our facilities which includes bathrooms, parking, and other amenities that need more attention and service. Additionally, patrons need more guidance on what is permitted and not permitted while enjoying the park. This is why we actually posted and paid overtime for police officers last May and June to serve as park ambassadors and make sure things ran smoothly during the busiest times.

We have reached out to some internal employees to see if anyone would be interested in working after hours with overtime pay to serve in the capacity of a "Park Ranger". But we have not had any interest due to the hours this position is needed.

***Discussion:***

The Mayor and Council added a Park Ranger position to the FY2022 Budget. This position has been funded as a Full Time Equivalent (FTE) employee. The candidate who would serve as our Park Ranger would need to work primarily non-business hours which includes nights, weekends and even holidays. To get forty hours a week with two days off, the candidate would need to be scheduled twelve hour shifts on Saturdays and Sundays such as 8:00 AM to 8:00 pm and 7 hour shifts during the week such as 2:00 PM to 9:00 PM while allowing for two days off. But is there a candidate out there who would have this type of availability, or do we need to seek a part time or even seasonal employee?

A part time employee could work primarily on weekends and some nights during the week. In order to prevent this person from working every weekend, there could be two





part time employees for the role of Park Ranger. But there may be a challenge in finding one, let alone two, part time employees who wants to work these hours.

Lastly, if the FTE or part time employee cannot be hired, we could seek a seasonal employee who does not work during the colder months.

***Fiscal Impact:***

The City has budgeted funding for salaries and benefits for this position.

***Alternatives:***

None Recommended

***Attachments:***

Position Control

***Additionally reviewed by:***

Rick Lindsey, City Attorney

City of Chattahoochee Hills  
POSITION CONTROL

Job #	TITLE	FLSA	ANNUAL SALARY RANGE		
			Minimum	Mid-Point	Maximum
			Adopted	Adopted	Adopted
<b>GRADE A</b>					
AD10	Data Entry Clerk	N	\$ 20,000	\$ 27,500	\$ 35,000
LB10	Facility Technician	N	\$ 20,000	\$ 27,500	\$ 35,000
LB20	Parks Maintenance Technician	N	\$ 20,000	\$ 27,500	\$ 35,000
LB21	Public Works Technician	N	\$ 20,000	\$ 27,500	\$ 35,000
AD20	Records Clerk	N	\$ 20,000	\$ 30,000	\$ 40,000
AD30	Administrative Assistant	N	\$ 20,000	\$ 30,000	\$ 40,000
AD40	Deputy Court Clerk	N	\$ 20,000	\$ 30,000	\$ 40,000
LB22	Heavy Equipment Operator	N	\$ 20,000	\$ 30,000	\$ 40,000
<b>GRADE B</b>					
LB40	Parks Supervisor	N	\$ 30,000	\$ 37,500	\$ 45,000
TC10	Crime/Traffic Analyst	N	\$ 30,000	\$ 37,500	\$ 45,000
TC15	Park Ranger	N	\$ 30,000	\$ 37,500	\$ 45,000
TC05	Finance Coordinator	N	\$ 30,000	\$ 37,500	\$ 45,000
TC20	Code Enforcement Officer	N	\$ 30,000	\$ 37,500	\$ 45,000
FS10	Firefighter / EMT	N	\$ 30,000	\$ 37,500	\$ 45,000
PS10	Police Officer	N	\$ 30,000	\$ 37,500	\$ 45,000
FS20	Firefighter / Paramedic	N	\$ 30,000	\$ 37,500	\$ 45,000
<b>GRADE C</b>					
LB50	Public Works Supervisor	N	\$ 35,000	\$ 42,500	\$ 50,000
TC25	Court Clerk/TAC	N	\$ 35,000	\$ 42,500	\$ 50,000
TC30	Engineering/Plan Review Technician	N	\$ 35,000	\$ 42,500	\$ 50,000
TC35	Planning Technician	N	\$ 35,000	\$ 42,500	\$ 50,000
TC40	Building Inspector	N	\$ 35,000	\$ 42,500	\$ 50,000
TC45	Construction Inspector	N	\$ 35,000	\$ 42,500	\$ 50,000
TC60	Land Disturbance Activity Inspector	N	\$ 35,000	\$ 42,500	\$ 50,000
PS20	Police Sergeant	N	\$ 35,000	\$ 42,500	\$ 50,000
FS50	Fire Marshal	N	\$ 35,000	\$ 42,500	\$ 50,000
FS30	Fire Lieutenant	N	\$ 35,000	\$ 42,500	\$ 50,000
<b>GRADE D</b>					
TC50	GIS Specialist	E	\$ 40,000	\$ 47,500	\$ 55,000
TC55	IT Coordinator	E	\$ 40,000	\$ 47,500	\$ 55,000
MG05	Accountant	E	\$ 40,000	\$ 47,500	\$ 55,000
MG20	Economic Development Coordinator	E	\$ 40,000	\$ 47,500	\$ 55,000
MG30	Human Resources Generalist	E	\$ 40,000	\$ 47,500	\$ 55,000
MG10	City Clerk	E	\$ 40,000	\$ 47,500	\$ 55,000
PS30	Police Lieutenant	E	\$ 40,000	\$ 47,500	\$ 55,000
FS40	Fire Captain	E	\$ 40,000	\$ 47,500	\$ 55,000
<b>GRADE E</b>					
MG40	City Planner	E	\$ 45,000	\$ 52,500	\$ 60,000
TC65	Building Official	E	\$ 45,000	\$ 52,500	\$ 60,000
MG50	Finance Manager	E	\$ 45,000	\$ 52,500	\$ 60,000
MG60	IT Manager	E	\$ 45,000	\$ 52,500	\$ 60,000
MG45	Public Works & Recreation Manager	E	\$ 45,000	\$ 52,500	\$ 60,000
DD45	Recreation & Parks Manager	E	\$ 45,000	\$ 52,500	\$ 60,000
PS40	Police Captain	E	\$ 45,000	\$ 52,500	\$ 60,000
	Battalion Chief	E	\$ 45,000	\$ 52,500	\$ 60,000
<b>GRADE F</b>					
MG70	Engineer (P.E.)	E	Market Rate	Market Rate	Market Rate
DD30	Community Development Director	E	Market Rate	Market Rate	Market Rate
DD60	IT Director	E	Market Rate	Market Rate	Market Rate
DD10	Fire Chief	E	Market Rate	Market Rate	Market Rate
DD20	Police Chief	E	Market Rate	Market Rate	Market Rate
DD30	Public Works Director	E	Market Rate	Market Rate	Market Rate
DD50	Finance Director	E	Market Rate	Market Rate	Market Rate
DD70	City Manager	E	Market Rate	Market Rate	Market Rate

Revised: April 9, 2019

Adopted: August 7, 2018

**CITY OF CHATTHOOCHEE HILLS  
JOB DESCRIPTION**

**JOB TITLE: PARK RANGER  
PARKS DEPARTMENT**

**GENERAL STATEMENT OF JOB**

The purpose of this position is to serve as a professional point of contact to park visitors and ambassador providing information and assistance to all park patrons. Additional responsibilities include ensuring park rules and etiquette are enforced through positive interaction with all those who visit all City parks. Reports to the Public Works Director. This is a seasonal position from April to October with work hours being primary weekends and nights.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Customer service through interaction with park users such as providing maps ad directions.
- Assists with monitoring parking and ensuring vehicles are parked in the proper and designated spaces.
- Making sure the parking kiosk is maintained and operable to include changing paper when out or low.
- Monitoring the restroom facilities for cleanliness, toiletry supplies, and operability.
- Maintain communications with police and fire personnel who may be needed for enforcement or rescue services.
- Promote public relations by giving educational programs to schools, civic groups and park users concerning the parks and trail system, natural resources, law enforcement and security.
- Answer questions about park trails and amenities.
- Assist staff with park programs and events.
- Inspect park gates, bollards and other park access points.
- Inspect, monitor, and remove illegal camp sites on park property.
- Make minor repairs to bridges (remove limbs/debris after floods, cover damaged boards/rails, etc.)
- Perform related duties as required.

**ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required including.

## PARK RANGER

### **MINIMUM TRAINING AND QUALIFICATIONS**

Applicants should have a strong interest and passion for conservation and be dedicated to the preservation of land resources and cultural heritage of the community and in teaching the public about the importance of protecting natural treasures

FLSA STATUS: Non-exempt  
PAY GRADE: B

### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of drafting and office equipment and machinery to including a computer, scanner, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to ten pounds of force occasionally, and/or up to five pounds frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of ten to twenty pounds

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports. Requires the ability to speak with and before others.

**INTELLIGENCE:** Requires the ability to learn and understand relatively simple principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.

**VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instruction.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of drafting tools and equipment. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

## PARK RANGER

**INTERPERSONAL TEMPERMENT:** Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving instructions such as in interpreting assignments and instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

**PHYSICAL COMMUNICATON:** Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words.) (Hearing – perceiving nature of sounds by ear.)

Questions may be directed to Robbie Rokovitz at 770-463-6565. Interested candidates should submit a resume via email to Robbie Rokovitz ([Robbie.rokovitz@chatthillsga.us](mailto:Robbie.rokovitz@chatthillsga.us)). Cover letters are optional.