



Newnan City Council Meeting March 26, 2019 – 6:30 P.M.

AGENDA

CALL TO ORDER – Mayor Keith Brady

INVOCATION

READING OF MINUTES

- I Minutes from Regular Council Meeting on March 11, 2019 Tab A

REPORTS OF BOARDS AND COMMISSION

- I 1 Appointment – Keep Newnan Beautiful – 3 Year Terms
- II Annual Report – Newnan Water & Light Commission

REPORTS ON OPERATIONS BY CITY MANAGER

REPORTS AND COMMUNICATIONS FROM MAYOR

NEW BUSINESS

- I First Amendment to Land Lease Agreement with Southwestco Wireless, Inc. d/b/a Verizon Wireless – Greisen Trail Site..... Tab B
- II Consider Renewal of Lease Agreement of Museum Located at 92 Farmer Street to African American Alliance LLC Tab C
- III Consideration of Amendments to the City of Newnan Code of Ordinances, Article IV - Purchasing Tab D
- IV Revision of ordinance regarding Pawn Broker Businesses to require the use of electronic online reporting system designated by the Chief of Police Tab E
 - *An Ordinance to Amend Article VIII – Pawn Brokers of Chapter 6, Businesses, by Adding a New section 6-160, Records and Information to be Recorded in the Required Format of the Code of Ordinances of the City of Newnan; and for Other Purposes*
- V Consider approval to enter into contract with “Leads Online” for Pawn Broker Business reporting requirements and services Tab F

VI *Information Only* – Request by Reynolds Parc, LLC to rezone 17.97+ acres located on Hwy 29 North/Old Atlanta Highway from RU-7 (Urban Residential Single-Family Dwelling District – High Density with conditions to PDR (Planned Residential Development District) – Planning Commission Tab G

VII **Public Hearing** – Special Exception – Patty Gironda would like permission for approval to operate a Bed and Breakfast Inn at 51 Temple Avenue/Zoning Ordinance Section 3-25..... Tab H

VIII Request to amend previously approved street acceptance located in Heritage Ridge from Pine Knoll Drive to the correct name Maple Wood Drive Tab I

UNFINISHED BUSINESS

VISITORS, PETITIONS, COMMUNICATIONS & COMPLAINTS

I The Parks of Olmstead HOA request permission to put up Community Yard Sale banners from Monday April 22 through Saturday April 27th at main entrances with smaller signs within the neighborhood Tab J

II Foundation Christian Church requests to reserve three parking spots adjacent to 11 Greenville Street on April 6 from 10 am – noon for Newnan Mercantile event Tab K

EXECUTIVE SESSION – LEGAL, PERSONNEL AND REAL ESTATE

ADJOURNMENT

The regular meeting of the City Council of the City of Newnan, Georgia was held on Monday, March 11, 2019 at 2:30 p.m. in the Richard A. Bolin Council Chambers of City Hall with Mayor Keith Brady presiding.

CALL TO ORDER

Mayor Brady called the meeting to order and delivered the invocation.

PRESENT

Mayor Keith Brady: Council members present: Ray DuBose, George Alexander; Rhodes Shell (arrived at 2:34 pm); Dustin Koritko; Cynthia E. Jenkins and Paul Guillaume. Also present: City Manager, Cleatus Phillips; City Clerk, Della Hill; Public Works Director, Michael Klahr; Assistant City Manager, Hasco Craver; City Attorney, Brad Sears and Deputy Police Chief's Mark Cooper and Jay LaChance.

MINUTES – REGULAR MEETING – FEBRUARY 26, 2019

Motion by Councilman Koritko, seconded by Councilman DuBose to dispense with the reading of the minutes of the Regular Council meeting for February 26, 2019 and adopt them as presented.

MOTION CARRIED. (6 – 0)

APPOINTMENTS – KEEP NEWNAN BEAUTIFUL

Motion by Councilman Guillaume, seconded by Councilman Alexander to appoint Tim Ross to the Keep Newnan Beautiful Commission for a three year term.

MOTION CARRIED. (7 – 0)

Mayor Brady asked the City Manager to place Councilman Shell's appointment on the agenda for the next Council meeting.

ANNUAL REPORT – CHRISTMAS COMMISSION

Ms. Norma Haynes presented the Christmas Commission report for this year. She thanked Council and Page Beckwith for all of their support and help. She indicated this past year they updated some of Christmas decorations staying in budget.

PROPOSAL "HERITAGE TREE PROGRAM" – TREE COMMISSION

During their annual report the Tree Commission presented an idea for new program called the "Heritage Tree Program" that was designed to identify and protect trees within the City of Newnan which because of their age, rarity, overall history and/or natural landscape. Council asked them to come back with a formal presentation.

Motion by Councilman Alexander, seconded by Councilman DuBose to accept the proposals for the Tree Commission and instructed the committee to move forward with the proposed "Heritage Tree Program".

MOTION CARRIED. (7 – 0)

PUBLIC HEARING- ALCOHOL BEVERAGE LICENSE – CARIBBEAN MKT, INC

Mayor Brady opened a public hearing on the application for a Retail Off Premise (Package) Sales of Malt Beverages and Wine License for Caribbean Mkt, Inc located at 60 Millard Farmer Industrial Blvd.

A representative of applicant was present for the hearing. No one spoke for or against the application. Mayor Brady closed the public hearing. The City Clerk advised that all the documentation had been received and everything was in order.

Motion by Councilman Alexander, seconded by Councilman Koritko to approve the application for a Retail Off Premise (Package) Sales of Malt Beverage and Wine License for Caribbean Mkt. Inc located at 60 Millard Farmer Industrial Blvd.

MOTION CARRIED. (7 – 0)

RESOLUTION – MODIFY HOTEL/MOTEL TAX LEVY

Mayor Brady stated there was a similar Resolution adopted in October 2018 that failed the Office of Legislative Council. Council has been invited to consider a resolution that provides details for the use of funds above the current 5% rate.

Motion by Councilman DuBose, seconded by Councilman Shell to adopt a Resolution to increase the City of Newnan's hotel/motel tax levy from the current 5% rate to a rate of 8% as per the requirements of O. C.G. A.§48-13-51 for promoting tourism, conventions and trade shows as provided by law. Opposed: Koritko.

MOTION CARRIED. (6 – 1)

**ORDINANCE – AMENDMENT TO CHAPTER 3, ALCOHOLIC BEVERAGES
REGULATION – CATERING IN CITY OF NEWNAN**

Motion by Councilman Alexander, seconded by Mayor Pro Tem Jenkins to adopt an Ordinance for Amendment to Chapter 3, Alcoholic Beverages, regarding the regulation of alcoholic beverages for catering in the City of Newnan.

MOTION CARRIED. (7 – 0)

**CUSTODIAN AGENT AND QUALIFIED BIDDERS FOR CITY OF NEWNAN
INVESTMENT PROGRAM**

Motion by Councilman DuBose, seconded by Councilman Shell to accept the recommendation to approve the Custodian Agent, BNY Mellon. Their clients were of similar size or larger in assets compared to the City.

MOTION CARRIED. (7 – 0)

Motion by Councilman Alexander, seconded by Councilman Koritko to approve the following as Qualified Bidders: BBT, East West Bank, Hilltop Securities, J.P. Morgan Chase, Multi-Bank Securities, Piper Jaffray, PNC, Robert Baird, Southern State Bank, Synovus, United Bank, United Community, and Wells Fargo.

MOTION CARRIED. (7 – 0)

SCHEDULE PUBLIC HEARING – 11 MELSON STREET

The Code Enforcement Officer informed Council the cost to bring the structure into compliance by means of repair does exceed 50 percent of the structure's assessed tax value. Staff is requesting approval to set a public hearing for April 23, 2019.

Motion by Councilman Alexander, seconded by Councilman Shell to schedule a public hearing for substandard structure located at 11 Melson Street for April 23, 2019.

MOTION CARRIED. (7 – 0)

SCHEDULE PUBLIC HEARING – 15 ELM CIRCLE

The Code Enforcement Officer informed Council the cost to bring the structure into compliance by means of repair does exceed 50 percent of the structure's assessed tax value. Staff is requesting approval to set a public hearing for April 23, 2019.

Motion by Councilman Alexander, seconded by Councilman DuBose to schedule a public hearing for substandard structure located at 15 Elm Circle for April 23, 2019.

MOTION CARRIED. (7 – 0)

**STATUS REPORTS – 10 BURCH AVENUE, 286 AND 180 WEST WASHINGTON
STREET, 121 PINSON STREET AND 17 RAY STREET**

<u>Property</u>	<u>Owner</u>	<u>Status</u>	<u>Resolution Deadline</u>
10 Burch Ave	Abdul Kader	Progress made	06/09/2019
286 W. Washington St	Irvin Jones Estate	Progress made	04/06/2019
121 Pinson St	Marcus Beasley	Progress made	03/10/2019

CITY OF NEWNAN, GEORGIA
REGULAR COUNCIL MEETING

MARCH 11, 2019

180 W .Washington St
17 Ray Street

Render Godfrey
Salome Realty

No progress
In process

03/10/2019

These properties have been before Council with public hearings:

REQUEST – FULL CIRCLE TOYS/RICHARD MIX – CLOSE PORTION OF MADISON STREET – CAR SHOW/NOSTALGIA EVENT

Motion by Councilman Koritko, seconded by Mayor Pro Tem Jenkins to approve the request by Full Circle/Richard Mix to close a portion of Madison Street for Car Show/Nostalgia Event on Saturday May 4, 2019 from 8:00 am until 6:00 pm.

MOTION CARRIED. (7 – 0)

REQUEST- DEPHANIE HILL-DEE POSITIVE MOVES – ANNUAL STOP THE VIOLENCE PARADE – APRIL 13, 2019

Motion by Mayor Pro Tem Jenkins, seconded by Councilman Koritko to approve the request by Dephanie Hill-Dee Positive Moves for their annual Stop the Violence parade Saturday April 13, 2019 beginning at 12:30 on same route as in the past.

MOTION CARRIED. (7 – 0)

REQUEST – JOSH POTTS, 13U COWETA SPIKES BASEBALL TEAM – UTILIZE PICKETT FIELD FOR BASEBALL PRACTICE

Motion by Councilman DuBose, seconded by Councilman Koritko to approve the request for Josh Potts, 13U Coweta Spikes Baseball Team to utilize Pickett Field for baseball practice every Sunday 4 – 6 pm and Tuesday 6 – 8 pm for one year with option to renew agreement.

MOTION CARRIED. (7 – 0)

REQUEST – JENNIFER NOLDER, BRIDGING THE GAP TO UTILIZE CJ SMITH PARK FROM MAY 28 UNTIL DAY BEFORE SCHOOL BEGINS – SERVE MEALS

Motion by Councilman Alexander , seconded by Councilman Koritko to approve the request by Jennifer Nolder, Bridging The Gap to utilize CJ Smith Park 11 am to 1 pm each weekday from May 28 until day before school begins to serve meals and host sports and activities for children.

MOTION CARRIED. (7 - 0)

REQUEST – SARAH GRAHAM AND REV ANTOINE MARTIN, MT SINAI MISSIONARY BAPTIST CHURCH - HOST A “SUFFRAGE MEMORIAL WALK”

Motion by Mayor Pro Tem Jenkins, seconded by Councilman Alexander to approve the request by Sarah Graham and Rev Antoine Martin to host a “Suffrage Memorial Walk” on Saturday March 30, 2019 on the sidewalks beginning 9:00 am on a route to begin and end on Lovelace Street.

MOTION CARRIED. (7 – 0)

ADJOURNMENT

Motion by Councilman Alexander, seconded by Councilman Koritko to adjourn the Council meeting at 2:40 pm.

MOTION CARRIED. (7 – 0)

Della Hill, City Clerk

Keith Brady, Mayor



City of Newnan, Georgia - Mayor and Council

Date: March 26, 2019

Agenda Item: First Amendment to Land Lease Agreement with Southwestco Wireless, Inc. d/b/a Verizon Wireless – Greison Trail Site

Prepared by: Cleatus Phillips

Purpose: Amendment to Land Lease Agreement to clarify the intent of the cell tower lease to state that the revenue sharing provision, 3(a), pertains to sublessees other than Verizon Wireless.

Background: The Land Lease Agreement between City of Newnan and Southwestco Wireless, Inc., d/b/a Verizon Wireless was approved June 30, 2017 and at the February 26, 2019 meeting a resolution was approved regarding the Assignment of a Land Lease Agreement to Vertical Bridge.

Funding: N/A

Recommendation: Approve agreement

Previous Discussion with Council: N/A

FIRST AMENDMENT TO LAND LEASE AGREEMENT

THIS FIRST AMENDMENT TO LAND LEASE AGREEMENT ("Amendment"), made this ____ day of _____, 20____ (the "Effective Date"), by and between **CITY OF NEWNAN, a Georgia municipal corporation** ("**Lessor**"), with an address of 25 LaGrange Street, Newnan, Georgia 30263, and **SOUTHWESTCO WIRELESS, INC., a Delaware corporation, d/b/a Verizon Wireless** ("**Lessee**"), with its principal offices at One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920.

WHEREAS, Lessor and Lessee entered into that certain Land Lease Agreement dated June 30, 2017, whereby Lessor leased to Lessee certain Premises, therein described, on a portion of the Property located at 40 Roberts Road, Newnan, Coweta County, Georgia 30263 (the "Agreement"); and

WHEREAS, Lessor and Lessee desire to amend the Agreement as set forth below accordingly.

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Lessor and Lessee agree as follows:

1. Lessor and Lessee, for the avoidance of doubt, desire to acknowledge and memorialize their agreement that any tower sublease where Lessee (or its successor or assign) is the Sublessee shall not be subject to the Sublease Fee set forth in Section 3.a. of the Agreement.

2. Capitalized words and terms used but not defined in this Amendment have the definitions assigned to such words and terms in the Agreement.

3. Except as specifically described in this Amendment, the Agreement is unchanged, remains in full force and effect, and is ratified and confirmed. In the event of any inconsistency between the Agreement and this Amendment, the terms of this Amendment will govern and control. Each reference in the Agreement to itself shall be deemed to also refer to this Amendment.

{BALANCE OF PAGE INTENTIONALLY BLANK - SIGNATURE PAGE FOLLOWS}

SITE NAME: GREISEN TRAIL

IN WITNESS WHEREOF, the parties have caused their properly authorized representatives to execute and seal this Amendment on the dates set forth below.

LESSOR:

CITY OF NEWNAN

a Georgia municipal corporation

Witness

By: _____

Title: _____

Date: _____

LESSEE:

SOUTHWESTCO WIRELESS, INC.

a Delaware corporation

d/b/a Verizon Wireless

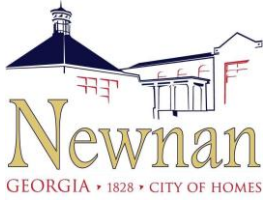
Witness

By: _____

Name: Jim Blake

Title: Director - Network Field Engineering

Date: _____



City of Newnan, Georgia - Mayor and Council

Date: March 26, 2019

Agenda Item: Consider renewal of two year agreement with the African American Alliance, Inc. to lease the museum located on Farmer Street.

Prepared by: Cleatus Phillips

Purpose: The newly developed African Alliance, Inc. would like to renew their current agreement to utilize the structure at 92 Farmer Street to further the development and usage of the museum.

Background: The African American Alliance, Inc., has utilized 92 Farmer Street for the African American Museum for many years. The group has gone through recent changes and the new members are looking to grow interest in the museum and improve its availability to the public.

Funding: N/A

Recommendation: Approve agreement

Previous Discussion with Council: N/A



**AFRICAN AMERICAN
ALLIANCE, INC**

92 Farmer Street | Newnan, GA 30263 | 770.683.0924 | WWW.CCAAHM.COM

CLIFTON FISHER III

P R E S I D E N T

To the City of Newnan, Georgia:

Two years ago, I was afforded the honor and privilege of becoming the 4th President of The African American Alliance Inc., which is the presiding executive board for the Coweta County African American Heritage Museum and Research Center. We are dedicated to the education and preservation of the cultural, historical, and architectural African American heritage of Coweta County, Georgia.

Fueled by this great heritage, I, along with several individuals dedicated to the revitalization of an incredible vision have embarked on a journey to take our organization and museum to new heights of excellence, innovation, engagement and global recognition. Change is not always easy and the road to success is often paved with many challenges. However, together our newly established board have diligently and strenuously worked to breathe life back into a rich history that has a fundamental right to be shared with the world.

Through determined focus and perseverance, we have been able to make significant progress on our journey thus far:

- Strengthened the Long-Term Health and Sustainability of the African American Alliance Inc., and the Coweta County African American Heritage Museum and Research Center
- Academic Program Implementation: Recently, we have begun planning for the implementation of major staff and volunteer led academic workshops, seminars and classes for both members and non-members of the CCAAHMRC



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CLIFTON FISHER III

P R E S I D E N T

- Additionally, the Academic Program will be conducted to introduce CCAAHMRC members, staff, and the general public to in depth information on rich and engaging African American history, access to top of the line genealogical research resources such as the African American Historical and Genealogical Society, community enrichment seminars, academic success workshops, and a myriad of other great endeavors
- We also have made substantial amendments to our organization's Bylaws to ensure that our newly established board will have the structure and wherewithal to maintain a long-lasting health and positive influence on the members of Coweta County, Georgia and abroad
- Financial Improvements: Over the period of 2017 to now, our board has worked diligently to change the CCAAHMRC's financial outlook from negative to positive.
- Through continued advancements to engage the community and inform them of our new and thriving organization, the African American Alliance signals the CCAAHMRC is headed in the right direction and stands in stark contrast to the years prior to the establishment of the new board with an outlook that was revised from precarious to stable
- Over the course of 2018, the African American Alliance met a total of (5) times throughout the fiscal year for purposes of planning for the restructuring and revitalization of Farmer Street Cemetery in conjunction with the CCAAHMRC
- Additionally, the Coweta County African American Heritage Museum and Research Center had a total of 128 visitors in 2018, and are expected to see an exponential increase in visitation as our organization continues to develop and prosper
- We are now more transparent as a result to strengthen the long-term health and sustainability of the African American Alliance in a world of heightened global uncertainty and social and economic disruption.

Goals/Objectives for 2019



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CLIFTON FISHER III

P R E S I D E N T

- On January 12th, 2019, the African American Alliance participated in the local Martin Luther King Jr. Day Parade held in downtown Newnan, Georgia by the Newnan Chapter #483 Order of the Eastern Star
- On January 26th, 2019 at 2pm, we held a General Body Meeting at the CCAAHMRC to inform existing and prospective members on the goals, accomplishments, and vision that our executive board has for the future
- On February 9th, 2019, we held an organization promotion day in Ashley Park from 10am-2pm
- On February 23rd, 2019 at 5pm, we will host a Black History Program at The Church of Jesus Christ of Latter-Day Saints in Newnan, Georgia
- On February 25th, 2019, the African American Alliance will be attending the New Museum Grand Opening for the Flat Rock Archives in Dekalb County, Georgia
- Between the months of March and April, we plan to have Ground Penetrating Radar work done for Land Lot #88 (Farmer Street Cemetery/Museum Grounds)
- We are currently planning in April of this year to establish a Sam Hose Exhibit, which will chronicle the story of his life and the horrific narrative behind his lynching in Coweta County, Georgia
- On June 22nd, 2019, we plan to have our first annual Coweta County Juneteenth Celebration at the CCAAHMRC
- On August 25th, 2019, we plan to commemorate the 400th year anniversary of the first arrival of African people in the Jamestown, Virginia colony during the Trans-Atlantic Slave Trade in 1619



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CLIFTON FISHER III

P R E S I D E N T

- In September of 2019, we plan to work towards the establishment of an Art Exhibit as a permanent extension of the CCAAHMRC exhibit collection
- In December of 2019, we plan to have our End of Year Celebration, last meeting of the quarter for AAA executive board, and plan for the 2020 fiscal year

As evidenced by these achievements and many others, we have placed our beloved organization and museum on an upward trajectory that has been acknowledged around Coweta County and beyond. None of our achievements thus far would have been possible without the creativity and hard work of our exceptional staff and members.

Additionally, we would like to express our esteemed gratitude to the City of Newnan for playing a vital role in not only working with the African American Alliance through our darker hours, for our newly established executive board will continue to ensure that the museum furthers its growth. Our vision is to have an active African American community with the motivation, enthusiasm, and determination for a better, healthier and equal living environment of all ethnic groups. We look



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CLIFTON FISHER III

P R E S I D E N T

forward to developing closer relationships and being instrumental in the transformation of Coweta County, Georgia as well as a key advocate in the positive and progressive direction with the City of Newnan.

“Every responsible member must have the courage of his responsibilities, exacting from others a proper respect for his work and properly respecting the work of others.” -Amilcar Cabral

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Clifton Fisher III'. The signature is fluid and cursive, with a large initial 'C' and 'F'.

Clifton Fisher

President & CEO, African American Alliance Inc.

Executive Director, CCAAHMRC

STATE OF GEORGIA
COUNTY OF COWETA

LEASE CONTRACT

THIS AGREEMENT made and entered into this ____ day of _____, 2019, between the CITY OF NEWNAN, of the first party, hereinafter called “Lessor”, and the AFRICAN AMERICAN ALLIANCE, INC., of the second part, hereinafter called “Lessee”.

WITNESSETH

That the said Lessee has this day rented and leased from said Lessor and Lessor has rented and leased to said Lessee the following premises

1.

A certain building known as the Shotgun House located at the City Cemetery site on Farmer Street be used for a museum, artifacts, books, papers, exhibits and as a gallery and for other purposes of the African American Alliance, Inc. The term of this lease is for a period of two (2) years commencing on the 1st day of August, 2019, and ending on the 31st day of July, 2021, at 12:00 midnight.

2.

It is agreed that either party hereto may cancel said lease by giving sixty (60) day notice prior to the expiration of the year of the lease term set out hereinabove. In addition, the Lessor may terminate said lease by giving a sixty (60) day notice to the Lessee no later than thirty (30) days after the date of the

first regular council meeting of each calendar year, otherwise said lease shall automatically renew for the term set out in paragraph no. 1 hereinabove. Further, the Lessor may terminate said lease at any time the Lessee shall fail to perform the services; shall fail to submit documentation; and/or shall fail to perform any other of the Lessee's obligations set forth herein below, upon the Lessor giving the Lessee thirty (30) days notice of its intention to terminate said lease due to the Lessee's failure to perform.

3.

As consideration for said lease, the Lessee specifically agrees to the following:

A. The Lessee shall staff, operate, and open the building a minimum of fifteen (15) hours per each seven (7) day week and to further staff, operate, and open said building on any special occasion as requested by Lessor. Lessee to provide Lessor with a sixty (60) day notice for all special events held by Lessee.

B. The Lessee shall perform such janitorial services as are needed to maintain the interior of the building in a clean and neat condition.

C. The Lessee shall provide the City with a list of any desired repairs or improvements to the premises no later than September 1 of each calendar year.

D. The Lessee shall be responsible for all lighting, heating, water and sewerage bills for said building.

E. The Lessee shall be responsible for carrying and paying the premium for a liability insurance policy to cover the actions of its

paid and volunteer workers, naming the Lessor as name insured. The Lessee shall be responsible for carrying and paying the premium for a hazard insurance policy covering the contents of the building.

F. The Lessee shall not change locks or duplicate keys without prior consent of the Lessor. Keys to the premises shall be provided to the police department and to the fire department and shall provide police and fire along with the security code to any security system installed on or in the premises and any subsequent changes to the security code for said system.

4.

As consideration for said lease, the Lessor specifically agrees to the following:

G. The Lessor shall provide and maintain a directional sign on Farmer Street and to also place and maintain a sign on or adjacent to said building.

H. The Lessor shall carry fire, hazard, and liability insurance on said building and grounds and to maintain the exterior of said building, the heating, air conditioning and lighting systems and grounds.

5.

The premises described herein shall not be used for any purpose except the purposes herein in paragraph 1 designated without the written consent of the Lessor.

6.

Any and all non fixtures which are placed within the building by Lessee shall remain the property of the Lessee at the termination or expiration of this lease contract.

7.

The Lessee shall present its annual goals and its work program to the City on or before May 15 of 2020 and on or before February 1 of each subsequent calendar year. The Lessee, along with its goals and work program, shall present a report of prior year accomplishments on or before February 1 of each calendar year.

8.

The Lessee shall present a list of its officers, contact person if not one of the officers and verification by the Secretary of State of Georgia of the renewal of its annual registration on or before May 15, 2020 and on or before May 1 of each subsequent calendar year. In the event the Lessee should have a change in its officers or contact person during the year, the Lessee shall give the Lessor immediate notice of such change. Upon request from the Lessor, the Lessee shall make available for inspection its membership roster, financial report, which may include but not be limited to its annual filings with the Federal and State taxing agencies.

9.

Notwithstanding anything contained herein to the contrary, Lessor may terminate this lease for the Lessor's convenience upon approval by the Mayor and/or the City Council by giving the Lessee thirty (30) days notice of its intention to terminate the lease.

IN WITNESS WHEREOF, the Lessor and the Lessee have hereunto set their hands, this day and year first above written.

CITY OF NEWNAN

By: _____
Keith Brady, Mayor

Attest: _____
Della Hill, City Clerk

Reviewed as to form:

C. Bradford Sears, Jr., City Attorney

Cleatus Phillips, City Manager

AFRICAN AMERICAN ALLIANCE, INC.

By: _____
_____, President

Attest: _____
_____, Vice President



City of Newnan, Georgia - Mayor and Council

Date: March 26, 2019

Agenda Item: Consideration of Amendments to the City of Newnan Code of Ordinances, Article IV - Purchasing

Prepared by: Hasco Craver, Assistant City Manager

Presented By: Cleatus Phillips, City Manager

Purpose: Newnan City Council may consider certain amendments to the current purchasing policy to provide for clarification, consistency and efficiencies in the sections that govern acquisitions of supplies, services, construction and related contracts and agreements.

Background: City Staff, in consultation with the City Attorney, is proposing certain amendments to City of Newnan's Code of Ordinances, Article IV – Purchasing.

The following list is illustrative of particular changes:

- \$50,000 threshold requirements for Invitation to Bid (ITB) and Requests for Proposal (RFP) procurement methods; and
- City Manager may enter into contract with a professional services firm for an amount not to exceed \$50,000; and
- City Manager may enter into contract, upon securing two qualified proposals, with professional services firms for contracts in excess of \$50,000, but not greater than \$100,000; and
- Professional services contracts in excess of \$100,000 must adhere to purchase methods described in Section 2-328 (Requests for Qualifications); and
- All contracts for service and construction, in excess of \$50,000, will require the signature of the Mayor; and
- Sections pertaining to Bid Bonds and Performance and Payment Bonds are reflective of actions heretofore taken by Newnan City Council (contract in excess of \$100,000); and
- Provide regulations for multi-year contracting (Section 2-341); and
- Provide regulations for On Call Services Contracts (2-344); and
- Provide certain amendments for consistency with State and Federal requirements

Funding: N/A

Recommendation: Newnan City Council may adopt the Amendments to the City of Newnan Code of Ordinances, Article IV - Purchasing as presented.

Attachments:

1. Amended City of Newnan Code of Ordinances, Article IV - Purchasing

Previous Discussions with Council: The City Manager's Office has had several conversations with Newnan City Council regarding the utility of the current purchasing policy, including the desire to provide for greater clarity, consistency and efficiency.

DIVISION 1. - GENERALLY

Sec. 2-251. - Scope.

This article shall govern acquisitions by the City of Newnan for supplies, services, construction, and related contracts and agreements. This article supersedes and repeals existing ordinances to the extent they are inconsistent with the provisions thereof.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-252. - Purpose.

The purpose of this article is to provide guidance for the purchase of supplies, services, and construction for the city while adhering to all laws of the City of Newnan, State of Georgia, and United States. The intent of this article is to establish, foster, and maintain the following principals:

- (1) To consistently consider the best interests of the city in all purchasing transactions.
- (2) To purchase without prejudice, seeking to obtain the maximum value for each dollar expended while maintaining quality standards and high efficiencies.
- (3) To strive for the highest degree of ethical conduct concerning the city purchasing policy.
- (4) To structure a purchasing policy in such a way as to foster efficiency, consistency and proper use by the entire city.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-253. - Application.

This article shall apply to all expenditures of public funds unless otherwise listed in section 2-254 of this article. It shall also apply to contracts for the purchase of supplies, services and construction entered into by the city. When the purchase involves the expenditure of federal assistance or contract funds, the purchase shall be conducted in accordance with mandatory applicable federal and state laws and regulations. Nothing in this article shall prevent the city from complying with the terms and conditions of any grant, gift or bequest that is otherwise consistent with the law.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-254. - Exemptions.

The following expenditures are exempted from the competitive purchase requirements of this article; however, the city manager may develop procedures to oversee all transactions made by the entire city:

- (1) Real estate acquisitions;
- (2) Costs contained within intergovernmental agreements;
- (3) Dues, memberships, and professional subscriptions;
- (4) Utility services including, but not limited to, water, sewer, electricity, and gas;
- (5) Legal services;
- (6) Legal advertisements;
- (7) Payments to arbitrators;
- (8) Conferences, seminars and classes;

- (9) Reimbursements for valid, approved travel expenses as submitted on a travel expense report;
- (10) Instructors or speakers for internal training events;
- (11) Surplus property acquisitions from other governments or governmental agencies;
- (12) Medical services;
- (13) Employee benefits payments;
- (14) Fuel purchases;
- (15) U.S. Postal Service, United Parcel Service, Federal Express, Airborne, or other delivery services; and
- (16) Professional Services.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-255. - Administration of purchase procedures.

Under the direct supervision of the city manager, the finance director shall be responsible for the administration of purchasing policies and procedures to each department within the city. Consistent with this article, and with the approval of the city council, the finance director may adopt operating procedures related to the execution of this article.

Employees involved in the purchasing process shall take full responsibility for understanding the city's policies and procedures regarding purchasing and vendor relations. Purchasing decisions are business decisions made on behalf of the City of Newnan and therefore should be made with the utmost consideration for what is in the best interests of the city.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-256. - Public access to purchasing information.

Purchasing information shall become public record to the extent provided by law, once an award is made by the city, and shall be available to the public upon written request as provided by law.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-257. - Definitions.

[The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:]

Best value means the best value to the city based on all factors, including: cost, contractors ability, capacity, or skill; ability to perform within the time required; character, integrity, reputation, judgment, experience and efficiency; quality of contractor's performance on previous purchases or contracts, if applicable; and, the ability of the contractor to provide future maintenance, repair, parts and services, if necessary.

Bid means a written offer, more formal than a quote, to furnish supplies, equipment, vehicles, or services in conformity with the specifications, delivery terms, and conditions required at a guaranteed maximum cost. The user will sometimes prepare an invitation to bid, which is formal notification, through posting and advertisement, that the city is soliciting goods or services.

Bid bond means a financial security provided to guarantee that a bidder will enter into a contract with the city if a bid is awarded.

Brand name or equal specification means a specification limited to one or more items by manufacturers' names or catalogue numbers to describe the standard of quality, performance and other salient characteristics needed to meet city requirements, and which provides for the submission of equivalent products.

Brand name specification means a specification limited to one or more items by manufacturers' names or catalogue numbers.

Business means any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture or any other private legal entity.

Change order means any written alteration to specifications, delivery point, time of delivery, period of performance, price, quantity or other provisions of any contract accomplished by mutual action of the parties to the contract.

City includes all departments, divisions, employees, and City Council of the City of Newnan, Georgia.

City council means the Mayor and City Council of the City of Newnan, Georgia.

City manager means the City Manager of the City of Newnan, Georgia.

Confidential information means any information which is available to an employee only because of the employee's status as an employee of the city and which is not a matter of public knowledge or available to the public on request.

Construction means the process of building, altering, repairing, improving or demolishing any public structure or building, or other public improvements of any kind to any public real property. It does not include the routine operation, repair or maintenance of existing structures, buildings or real property.

Contract means all types of city agreements, regardless of what they may be called, for the purchase of supplies, services or construction.

Contractor means any person, persons, or business having a contract with the city or a using agency thereof.

Disadvantaged business means a small business which is owned or controlled by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantages.

Employee means any individual drawing a salary or wages from the city, whether elected or not; any non-compensated individual performing personal services for the city or any department, agency, commission, council, board or any other entity established by the executive or legislative branch of the city; and any non-compensated individual serving as an elected official of the city.

Emergency means any situation resulting in imminent danger to public health or safety or the loss of a substantial governmental service.

Finance director means the Finance Director for the City of Newnan, Georgia.

Financial interest means:

- (1) Ownership of any interest or involvement in any relationship from which, or as a result of which, a person within the past year has received, or is presently or in the future entitled to receive, more than \$100.00 per year, or its equivalent;
- (2) Ownership of 51 percent of any property or business; or
- (3) Holding a position in a business such as officer, director, trustee, partner, employee, or the like, or holding any position of management.

Gratuity means a payment, loan, subscription, advance, deposit of money, service or anything of more than nominal value (defined as \$25.00), present or promised, unless consideration of substantially equal or greater value is received.

Invitation to bid (ITB) means all documents, whether attached or incorporated by reference, utilized for soliciting sealed bids.

Payment bond means a bond with a good and sufficient surety or sureties payable to the city for which the work is to be done and intended for the use and protection of all subcontractors and all persons supplying labor, materials, machinery, and equipment in the prosecution of the work provided for in the contract.

Performance bond means a bond with a good and sufficient surety for sureties for the faithful performance of the contract and to indemnify the city for any damages occasioned by a failure to perform the same within the prescribed time. Such bond shall be payable to, in favor of, and for the protection of the city.

Purchase means the buying, procurement, renting, leasing or otherwise acquiring of any supplies, services or construction. It also includes all functions that pertain to the obtaining of supplies, services or construction, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.

Professional services means the services of an attorney, architecture, certified public accountant, actuarial services, landscape architecture, interior design, licensed or accredited appraisers, licensed or accredited financial analysts, professional surveying, construction managers, engineering or planning firm, financial consultant, investment advisor, or other professional.

Public works project means the building, altering, repairing, improving, or demolishing of a public structure or building or other public improvement of any kind to any public real property. Such term does not include the routine operation, repair, or maintenance of existing structures, buildings, or real property.

Purchase order means a document generated by the user, via a purchasing requisition, and submitted to the finance department to formalize a purchase transaction with a vendor or to assure the proper set-aside of funds for a purchase. The vendor's acceptance of a purchase order shall constitute a legal, binding contract with the city.

Qualified products list means an approved list of supplies, services or construction items described by model or catalogue numbers, which, prior to competitive solicitation, the city has determined will meet the applicable specification requirements.

Quote means a verbal or written promise from the vendor or contractor guaranteeing that the cost of specific goods, supplies, or services will not be exceeded.

Request for proposal (RFP) means all documents used for soliciting competitive proposals. The RFP defines, in detail, the terms, conditions, and specifications of goods or services required by the city.

Request for qualification (RFQ) means a request seeking a written presentation of the professional qualifications and experience of a proposed contractor.

Responsible bidder means a person who has the capability in all respects to fully perform the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment and credit which will assure good faith performance.

Responsive bidder means a person who has submitted a bid which conforms in all material respects to the requirements set forth in the invitation for bids.

Services means the furnishing of labor, time, materials, or effort by a person, persons, or business for the delivery of items including, but not limited to, data, findings, plans, studies, recommendations, reports, and representation.

Sole source means those purchases made pursuant to a written determination that there is only one source for the requested goods, services or construction items.

Specification means any description of the physical or functional characteristics or the nature of a supply, service or construction item. It may include a description of any requirement for inspecting, testing, or preparing supplies, services or construction items for delivery.

Supplies means all items including, but not limited to, commodities, equipment, materials, printing, insurance and real property, excluding land or a permanent interest in land.

Using department/division (user) means the department which has the authority and responsibility for determining the need for an item or service, its related specifications, and date needed.

Vendor means any person, persons, or business which provides, or offers to provide, goods or services to the city.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-258. - Appropriate expenditures.

The purchase of supplies, services and construction shall comply with the provisions of this article and with all procedures as implemented by the city manager. To ensure that all purchases are appropriate and necessary, each user shall ensure that purchases conform to the aforementioned requirements.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-259. - Tax-exempt status.

The City of Newnan is a government agency and therefore exempt from sales and use taxes. Forms to ensure that all purchases are tax-exempt are available from the finance director.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-260. - Budgeted expenditures.

It is the responsibility of each user to ensure all purchases made for or by their agency or department is consistent with, and conforms to, the current approved fiscal year budget prior to committing such funds.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-261. - Purchase order request.

With the exception of sections 2-254, 2-323 and 2-324 of this article, the user shall generate a requisition prior to the purchase of all supplies and services which exceed \$2,000.00. All such requests shall be submitted to the finance department for processing (with quotes, bids, or other required documentation attached) and approval by the city manager. A purchase order shall be issued by Finance for all approved purchases and returned to the user, typically via email, for order processing.

- (1) *Receiving of goods.* It shall be the responsibility of the user to ensure that all purchased goods and services are received, inspected and verified prior to approval for payment.
- (2) *Disputes with vendor.* Any disputes with the vendor regarding purchases of goods and services are to be handled by the user prior to approval of payment. If payment has already been made when the dispute arises, the finance director shall assist when needed to insure resolution in a timely and efficient manner. Depending on the dollar amount involved in the dispute, acceptable resolution may also involve the city manager and council.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-262. - Payment processing.

All receipts and/or invoices shall be properly coded with the correct account number, signed by the user, and submitted to the finance department within five working days of the receipt of goods or services. The project name shall also be listed on all project-related invoices. Payment terms (due date), unless specified on the vendor invoice, shall default to net 30 days.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-263. - Reimbursements.

A check request or travel expense form is used to request reimbursement, depending on the type of purchase made. Proof of payment and signature of the user are required on the documentation accompanying all requests for reimbursement of purchases made by employees of the city. Additionally, all reimbursement requests must include the purpose of the purchase or trip and appropriate receipts. If a receipt is lost, a copy of the purchaser's cancelled check or credit card statement confirming the purchase may be submitted.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-264. - Split purchases.

Purchases shall not be artificially divided in order to circumvent the dollar limitations and associated procedures established by this article.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-265. – Reserved

Sec. 2-266. - Record keeping.

At the conclusion of a contract, the original contract and any bids, specifications, and other pertinent documents shall be retained by the city for a period consistent with the record retention laws of the State of Georgia.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-267. - Sales tax.

The city shall be exempt from paying sales and use tax on all purchases. In accordance with state law, all vendors shall pay sales and use tax on the supplies and equipment purchased for use on city projects or jobs. No vendor shall attempt to avoid payment of the sales and use tax by having the city purchase supplies for use by the vendor on city projects or jobs.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-268. - Ineligible source list.

The following vendors shall be placed on an Ineligible Source List pursuant to the provisions of this section for a reasonable period not to exceed three years, based upon the recommendation of the finance director:

- (1) Any vendor who submits a bid or proposal in bad faith;
- (2) Any vendor who willfully or repeatedly breaches a contract with the city;
- (3) Any vendor who repeatedly refuses to accept a bid or proposal award;
- (4) Any vendor who has established a pattern or practice of unethical or immoral business practices;
- (5) Any vendor who has been convicted of a crime involving moral turpitude; or,
- (6) Any vendor who is owned, controlled, or managed, in whole or in part, by any other vendors described in (1) through (5) above.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-269. - Public works law compliance.

Public works projects, as defined by O.C.G.A. § 36-91-2(10), exceeding \$100,000.00 shall comply with the provisions of the Georgia Local Government Public Works Construction Law, O.C.G.A. § 36-91-1 et seq. The purchase of road construction contracts are subject to the requirements of O.C.G.A. § 32-4-1 et seq., O.C.G.A. § 36-91-2(12) and this ordinance, where applicable. Those projects which qualify for and utilize federal aid highway program (FAHP) funding are further subject to the City of Newnan policy for competitive negotiation qualifications-based selection for projects using federal aid highway program (FAHP) funding as set out in section 2-271 herein below.

(Ord. No. 12-7, § I, 6-12-12; [Ord. No. 16-11, § I, 10-11-16](#).)

Sec. 2-270. - Project delivery methods.

In compliance with local and state law, the city manager shall have the authority to establish procedures and authorize the use of construction delivery methods for public works, road construction, or other construction projects. The delivery methods may include but are not limited to design-bid-build, design-build, and construction management at risk.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-271. - City of Newnan policy for competitive negotiation qualifications-based selection for projects using federal aid highway program (FAHP) funding.

- (a) *General.* Except as provided in (b) and (c) below, the City of Newnan shall use the competitive negotiation method for the procurement of engineering and design related services when FAHP funds are involved in the contract (as specified in 23 U.S.C. 112(b)(2)(A)). The solicitation, evaluation, ranking, selection, and negotiation shall comply with the qualifications-based selection procurement procedures for architectural and engineering services codified under 40 U.S.C. 1101—1104, commonly referred to as the Brooks Act. In accordance with the requirements of the Brooks Act, the following procedures shall apply to the competitive negotiation procurement method:
 - (1) *Solicitation.* The solicitation process shall be by public announcement, public advertisement, or any other public forum or method that assures qualified in-state and out-of-state consultants are given a fair opportunity to be considered for award of the contract. Procurement procedures may involve a single step process with issuance of a request for proposal (RFP) to all interested consultants or a multiphase process with issuance of a request for statements or letters of interest or qualifications (RFQ) whereby responding consultants are ranked based on qualifications and request for proposals are then provided to three or more of the most highly qualified consultants. Minimum qualifications of consultants to perform services under general

work categories or areas of expertise may also be assessed through a prequalification process whereby statements of qualifications are submitted on an annual basis. Regardless of any process utilized for prequalification of consultants or for an initial assessment of a consultant's qualifications under an RFQ, a RFP specific to the project, task, or service is required for evaluation of a consultant's specific technical approach and qualifications.

- (2) *Request for proposal (RFP).* The RFP shall provide all information and requirements necessary for interested consultants to provide a response to the RFP and compete for the solicited services. The RFP shall:
 - a. Provide a clear, accurate, and detailed description of the scope of work, technical requirements, and qualifications of consultants necessary for the services to be rendered. The scope of work should detail the purpose and description of the project, services to be performed, deliverables to be provided, estimated schedule for performance of the work, and applicable standards, specifications, and policies;
 - b. Identify the requirements for any discussions that may be conducted with three or more of the most highly qualified consultants following submission and evaluation of proposals;
 - c. Identify evaluation factors including their relative weight of importance in accordance with subparagraph 23 CFR Part 172.7(a)(1)(iii) of this section;
 - d. Specify the contract type and method(s) of payment to be utilized in accordance with 23 CFR Part 172.9;
 - e. Identify any special provisions or contract requirements associated with the solicited services;
 - f. Require that submission of any requested cost proposals or elements of cost be in a concealed format and separate from technical/qualifications proposals as these shall not be considered in the evaluation, ranking, and selection phase; and
 - g. Provide a schedule of key dates for the procurement process and establish a submittal deadline for responses to the RFP which provides sufficient time for interested consultants to receive notice, prepare, and submit a proposal, which except in unusual circumstances shall be not less than 14 days from the date of issuance of the RFP.
- (3) *Evaluation factors.*
 - a. Criteria used for evaluation, ranking, and selection of consultants to perform engineering and design related services must assess the demonstrated competence and qualifications for the type of professional services solicited. These qualifications-based factors may include, but are not limited to, technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures), work experience, specialized expertise, professional licensure, staff capabilities, workload capacity, and past performance.
 - b. Price shall not be used as a factor in the evaluation, ranking, and selection phase. All price or cost related items which include, but are not limited to, cost proposals, direct salaries/wage rates, indirect cost rates, and other direct costs are prohibited from being used as evaluation criteria.
 - c. In-state or local preference shall not be used as a factor in the evaluation, ranking, and selection phase. State licensing laws are not preempted by this provision and professional licensure within a jurisdiction may be established as a requirement which attests to the minimum qualifications and competence of a consultant to perform the solicited services.
 - d. The following non-qualifications based evaluation criteria are permitted under the specified conditions and provided the combined total of these criteria do not exceed a nominal value of ten percent of the total evaluation criteria to maintain the integrity of a qualifications-based selection:

1. A local presence may be used as a nominal evaluation factor where appropriate. This criterion shall not be based on political or jurisdictional boundaries and may be applied on a project-by-project basis for contracts where a need has been established for a consultant to provide a local presence, a local presence will add value to the quality and efficiency of the project, and application of this criteria leaves an appropriate number of qualified consultants, given the nature and size of the project. If a consultant outside of the locality area indicates as part of a proposal that it will satisfy the criteria in some manner, such as establishing a local project office, that commitment shall be considered to have satisfied the local presence criteria.
2. The participation of qualified and certified Disadvantaged Business Enterprise (DBE) sub-consultants may be used as a nominal evaluation criterion where appropriate in accordance with 49 CFR Part 26 and the City of Newnan's FHWA-approved DBE program.

(4) *Evaluation, ranking, and selection.*

- a. Consultant proposals shall be evaluated by the City of Newnan based on the criteria established and published within the public solicitation.
- b. While the contract will be with the prime consultant, proposal evaluations shall consider the qualifications of the prime consultant and any sub-consultants identified within the proposal with respect to the scope of work and established criteria.
- c. Following submission and evaluation of proposals, the City of Newnan shall conduct interviews or other types of discussions determined three of the most highly qualified consultants to clarify the technical approach, qualifications, and capabilities provided in response to the RFP. Discussion requirements shall be specified within the RFP and should be based on the size and complexity of the project as defined in City of Newnan written policies and procedures (as specified in 23 CFR Part 172.5(c)). Discussions may be written, by telephone, video conference, or by oral presentation/interview. Discussions following proposal submission are not required provided proposals contain sufficient information for evaluation of technical approach and qualifications to perform the specific project, task, or service with respect to established criteria.
- d. From the proposal evaluation and any subsequent discussions which have been conducted, the City of Newnan shall rank, in order of preference, at least three consultants determined most highly qualified to perform the solicited services based on the established and published criteria.
- e. Notification must be provided to responding consultants of the final ranking of the three most highly qualified consultants.
- f. The City of Newnan shall retain acceptable documentation of the solicitation, proposal, evaluation, and selection of the consultant accordance with the provisions of 49 CFR Part 18.42.

(5) *Negotiation.*

- a. Independent estimate. Prior to receipt or review of the most highly qualified consultant's cost proposal, the City of Newnan shall prepare a detailed independent estimate with an appropriate breakdown of the work or labor hours, types or classifications of labor required, other direct costs, and consultant's fixed fee for the defined scope of work. The independent estimate shall serve as the basis for negotiation and ensuring the consultant services are obtained at a fair and reasonable cost.
- b. Elements of contract costs (e.g., indirect cost rates, direct salary or wage rates, fixed fee, and other direct costs) shall be established separately in accordance with 23 CFR Part 172.11.
- c. If concealed cost proposals were submitted in conjunction with technical/qualifications proposals, only the cost proposal of the consultant with which negotiations are initiated

may be considered. Concealed cost proposals of consultants with which negotiations are not initiated should be returned to the respective consultant due to the confidential nature of this data (as specified in 23 U.S.C. 112(b)(2)(E)).

- d. The City of Newnan shall retain documentation of negotiation activities and resources used in the analysis of costs to establish elements of the contract in accordance with the provisions of 49 CFR Part 18.42. This documentation shall include the consultant cost certification and documentation supporting the acceptance of the indirect cost rate to be applied to the contract (as specified in 23 CFR Part 172.11(c)).
- (b) *Small purchases.* The small purchase method involves procurement of engineering and design related services where an adequate number of qualified sources are reviewed and the total contract costs do not exceed an established simplified acquisition threshold. The City of Newnan may use the state's small purchase procedures which reflect applicable State laws and regulations for the procurement of engineering and design related services provided the total contract costs do not exceed the federal simplified acquisition threshold (as specified in 48 CFR Part 2.101). When a lower threshold for use of small purchase procedures is established in State law, regulation, or policy, the lower threshold shall apply to the use of FAHP funds. The following additional requirements shall apply to the small purchase procurement method:
- (1) The scope of work, project phases, and contract requirements shall not be broken down into smaller components merely to permit the use of small purchase procedures.
 - (2) A minimum of three consultants are required to satisfy the adequate number of qualified sources reviewed.
 - (3) Contract costs may be negotiated in accordance with state small purchase procedures; however, the allow ability of costs shall be determined in accordance with the federal cost principles.
 - (4) The full amount of any contract modification or amendment that would cause the total contract amount to exceed the established simplified acquisition threshold would be ineligible for Federal-aid funding. The FHWA may withdraw all federal-aid from a contract if it is modified or amended above the applicable established simplified acquisition threshold.
- (c) *Noncompetitive.* The noncompetitive method involves procurement of engineering and design related services when it is not feasible to award the contract using competitive negotiation or small purchase procurement methods. The following requirements shall apply to the noncompetitive procurement method:
- (1) The City of Newnan may use their own noncompetitive procedures which reflect applicable State and local laws and regulations and conform to applicable federal requirements.
 - (2) The City of Newnan shall establish a process to determine when noncompetitive procedures will be used and shall submit justification to, and receive approval from, the FHWA before using this form of contracting.
 - (3) Circumstances under which a contract may be awarded by noncompetitive procedures are limited to the following:
 - a. The service is available only from a single source;
 - b. There is an emergency which will not permit the time necessary to conduct competitive negotiations; or
 - c. After solicitation of a number of sources, competition is determined to be inadequate.
 - (4) Contract costs may be negotiated in accordance with the City of Newnan noncompetitive procedures; however, the allow ability of costs shall be determined in accordance with the federal cost principles.
- [(d)] *Additional procurement requirements.*
- (1) *Common grant rule.*

- a. The City of Newnan must comply with procurement requirements established in state and local laws, regulations, policies, and procedures which are not addressed by or in conflict with applicable federal laws and regulations (as specified in 49 CFR Part 18.36).
 - b. When state and local procurement laws, regulations, policies, or procedures are in conflict with applicable federal laws and regulations, the City of Newnan must comply with Federal requirements to be eligible for federal-aid reimbursement of the associated costs of the services incurred following FHWA authorization (as specified in 49 CFR Part 18.4).
- (2) *Disadvantaged business enterprise (DBE) program.*
- a. The City of Newnan shall give consideration to DBE consultants in the procurement of engineering and design related service contracts subject to 23 U.S.C. 112(b)(2) in accordance with 49 CFR Part 26. When DBE program participation goals cannot be met through race-neutral measures, additional DBE participation on engineering and design related services contracts may be achieved in accordance with the City of Newnan's FHWA approved DBE program through either:
 1. Use of an evaluation criterion in the qualifications-based selection of consultants (as specified in 23 CFR Part 172.7(a)(1)(iii)(D)); or
 2. Establishment of a contract participation goal.
 - b. The use of quotas or exclusive set-asides for DBE consultants is prohibited (as specified in 49 CFR Part 26.43).
- (3) *Suspension and debarment.* The City of Newnan must verify suspension and debarment actions and eligibility status of consultants and sub-consultants prior to entering into an agreement or contract in accordance with 49 CFR Part 18.35 and 2 CFR Part 180.

([Ord. No. 16-11, § II, 10-11-16](#))

Secs. 2-272—2-280. - Reserved.

DIVISION 2. - ETHICAL STANDARDS

Sec. 2-281. - Vendor relations.

All employees shall conduct all purchase functions in a professional manner and shall promote equal opportunity and fairness in all vendor relations. All purchase functions shall be conducted impartially to assure fair competitive access by responsible vendors.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-282. - Gratuity.

It shall be unethical for any person to offer, give or agree to give any city employee or official or for any city employee or official to solicit, demand, accept or agree to accept from another person a gratuity or an offer of employment in connection with any decision, approval, disapproval, or recommendation as part of any on-going or previous process to procure goods or services.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-283. - Kickbacks.

It shall be unethical for any payment, gratuity or offer of employment to be made by, or on behalf of, a contractor, vendor, subcontractor, or any person associated therewith, as an inducement for the award of a contract or order.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-284. - Financial interest.

It shall be unethical for any city employee or official who is participating directly or indirectly in the purchase process to hold a financial interest in the company conducting business with the city.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-285. - Use of confidential information.

It shall be unethical for any city employee or official to knowingly use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

(Ord. No. 12-7, § I, 6-12-12)

Secs. 2-286—2-300. - Reserved.

DIVISION 3. - SOLICITATION, BIDDING AND NOTICE REQUIREMENTS

Sec. 2-301. - Maximum practicable competition.

All specifications shall be drafted so as to promote overall economy for the purposes intended and encourage competition in satisfying the city's needs, and shall not be unduly restrictive. The policy enunciated in this section applies to all specifications including, but not limited to, those prepared for the city by architects, engineers, designers and draftsmen. When required by federal or state law, the city will comply with all disadvantaged business provisions.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-302. - Brand name specification.

Since use of a brand name specification is restrictive of product competition, it may be used only when the user, upon approval from the city manager, makes a written determination that only the identified brand name item or items will satisfy the city's needs. The user shall seek to identify sources from which the designated brand name item or items can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can satisfy the city's requirements, the purchase may be made as a sole source purchase.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-303. - Brand name or equal specification.

Brand name or equal specifications shall seek to designate three, or as many different brands as are practicable, as "or equal" preferences and shall further state that substantially equivalent products to those designated will be considered for award. Brand name or equal specifications may be used when the user determines that:

- (1) No other design or performance specification or qualified products list is available;
- (2) Time does not permit the preparation of another form of purchase description, not including a brand name specification;
- (3) The nature of the product or the nature of the city's requirements makes use of a brand name or equal specification suitable for the purchase; or
- (4) Use of a brand name or equal specification is in the city's best interests.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-304. - Public notice requirements.

In order to provide adequate notice to potential vendors, whenever the city issues an invitation to bid, request for proposals, or request for qualifications, the public notice requirements shall be as follows:

- (1) *Supplies, equipment and services.* Notices to purchase supplies, equipment or services shall be given not less than 15 calendar days prior to the date set forth for the opening of bids. Such notice may include publication in the legal organ of the city or by electronic means on an internet website of the city or an internet website recognized by the city. The public notice shall state the place, date, and time of bid opening, along with such details and specifications as will enable the public to know the extent and character of the offering.
- (2) *Public works projects.* Notices for public works projects, with the exception of road construction, shall be posted conspicuously in the Newnan City Hall and shall be advertised in the legal organ of the county; or by electronic means on the city's official internet website or an Internet website identified by the city. Bid opportunities that are advertised in the legal organ shall be advertised a minimum of two times, with the first advertisement occurring at least four weeks prior to the opening of the proposals. The second advertisement shall follow no earlier than two weeks from the first advertisement. Bid opportunities that are advertised solely on the Internet shall be posted continuously for at least four weeks prior to the opening of the proposals. The public notice shall state the place, date, and time of proposal opening along with other details and specifications which will enable the public to know the extent and character of the offering and in accordance with state law.
- (3) *Road construction projects.* Notices for road construction projects shall be posted conspicuously in the Newnan City Hall and shall be advertised in the legal organ of the city. The advertisement must run at least two times during the two weeks prior to the bid opening. The first advertisement must run two weeks prior to the bid opening. The second advertisement must run one week after the first advertisement. The public notice shall state the place, date, and time of proposal opening along with other details and specifications which will enable the public to know the extent and character of the offering and in accordance with state law.
- (4) All "Request for Proposals" or "Invitations to Bid" released by the city for goods, services and public works projects subject to Chapter 91 of Title 36 of the O.C.G.A. must be posted on the Georgia Procurement Registry (GPR).

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-305. - Local vendor preference.

If factors such as quality, previous performance, and availability are equal and acceptable for all vendors, the bid may be awarded to a local vendor if the local vendor's quote, or bid, is within three percent of the lowest bidder. Local vendor preference may only be given when the total amount of the lowest bid does not exceed \$25,000.00. A local vendor is defined as one who holds a current, valid occupational tax certificate issued by City of Newnan.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-306. - Responsibility of bidders.

The failure of a bidder to supply prompt information in connection with an inquiry with respect to the bidder's qualifications or responsibility may be grounds for a determination of non-responsibility with respect to such bidder. A copy of the determination shall be sent promptly to the bidder in this case. The final determination shall be made part of the contract file and be made a public record once an award is made.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-307. - Modification of bids.

Any clerical mistake, which is patently obvious on the face of the bid, may be corrected upon receipt of a written request and verification submitted by the bidder. A non-material omission in a bid may be corrected if the city determines the correction to be in the best interests of the city. Omissions effecting or relating to the bid price shall be deemed material and shall not be corrected after bid opening.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-308. - Withdrawal of bids.

Bids may be withdrawn at any time prior to bid opening. After bids have been publicly opened, the bidder shall give notice in writing of this claim of right to withdraw his bid due to an error within two business days after the public bid opening. Such requests for withdrawal may be considered if the price was substantially lower than other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake. If a bidder or offeror withdraws a bid or proposal without penalty because of a mistake, he or she may not later submit a bid or proposal for the work if the project is re-bid. Additionally, he or she may not subcontract with the contractor who is awarded the project or supply material or labor to the project or benefit, directly or indirectly, from the performance of the project.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-309. - Reserved rights.

The city reserves the right to cancel any advertised bid and to reject any or all bids if it determines that such action is in the best interests of the city. The reasons for such bid rejection or cancellation shall be made part of the bid file.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-310. - Discussions with responsible bidders.

Discussions may be conducted with responsible bidders who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-311. - Disqualification of bids.

Any bid which is incomplete in any material aspect or submitted without required, or requested, bonds or insurance certificates shall be immediately disqualified from consideration.

(Ord. No. 12-7, § I, 6-12-12)

Secs. 2-312—2-320. - Reserved.

DIVISION 4. - PURCHASE METHODS

Sec. 2-321. - Sole source purchase.

A contract may be awarded without competition when the city manager determines, after the user conducts a good faith review of available sources, that there is only one source for the required supply or service. The user shall conduct negotiations, as appropriate, as to price, delivery, and terms.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-322. - Government contracts.

Where the State of Georgia or Federal Government (GSA) takes bids and develops purchase contracts on certain items and it is determined that the purchase of these items is in the best interests of the city, the city manager shall have the authority to allow the use of such contracts. Bids received by local government units within the State of Georgia are also eligible provided such bids were solicited within the previous six months.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-323. - Emergency purchases.

Notwithstanding any other provisions of this article, the city manager may make, or authorize others to make, emergency purchases of supplies, services or construction items if immediate action is required to prevent disruption of operations or services, or if there is a threat to public health, safety or welfare, and where the adverse effect of such emergency may worsen materially with the passage of time; provided that such emergency purchases shall be made with such competition as is practicable under the circumstances. All emergency purchases that exceed \$50,000.00 will require ratification of the city council.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-324. - Routine purchases.

Users, or their designee(s), shall be authorized to make purchases up to \$2,000.00 without competitive solicitation or issuance of a purchasing requisition, provided such purchase complies with all applicable provisions of this article and is within the legal limits of the adopted budget.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-325. - Quotes.

Purchases in excess of \$2,000.00, but not greater than \$50,000.00 shall comply with all applicable provisions of this article in addition to the following:

- (1) *Solicitation.* The user, after obtaining authorization from the city manager, shall develop minimum specifications for such purchase and solicit a minimum of three quotes from qualified vendors. User shall document all quotes received including no response from vendor.
- (2) *Public notice.* Public advertisement for such solicitation shall not be required.
- (3) *Review of quotes.* The user shall review the quotes and select the quote which provides the city with its best value and meets all other purchasing guidelines as set forth by this article. The user may also elect to deny all quotes and re-solicit quotes.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-326. - Reserved

Sec. 2-326. - Invitation to bid (ITB).

Under this method of procurement the city shall issue an "invitation to bid" establishing the requirements necessary to award a contract. Bidders shall submit bids to perform the project for a specified price. The final award shall be made to the most qualified bidder with the lowest price who meets all of the requirements set forth in the invitation to bid. Under this bid method, price is typically the deciding factor in choosing a contractor, once it has been determined which bidders are "responsive" and "responsible". Purchases utilizing this method shall comply with all applicable provisions of this article in addition to the following:

- (1) *Threshold.* The requirements of this purchase method shall apply to all purchases in excess of \$50,000.00.
- (2) *Solicitation.* The user, after obtaining authorization from the city manager, shall develop minimum specifications for such purchase and prepare an invitation to bid soliciting bids from qualified vendors. The ITB shall include specifications and all contractual terms and conditions necessary for the purchase and shall be in compliance with state law.
- (3) *Public notice.* Adequate public notice of the invitation to bid shall be given in accordance with section 2-304 of this article.
- (4) *Receipt of bids.* No bid shall be eligible for consideration by the city unless it is placed in a sealed envelope or package and received by the city by the date and time specified in the invitation to bid. All received bids shall be stamped with the date and time of receipt and secured until the designated opening time. Any bid delivered or received late shall not, under any circumstances, be eligible for consideration and shall be returned unopened to the bidder.
- (5) *Opening of bids.* Bids shall be opened publicly in the presence of two council members at the time and place designated in the invitation to bid. The amount of each bid, together with the name of each bidder, shall be recorded. This record and each bid shall be open to public inspection once an award is made by the city.
- (6) *Evaluation of bids.* Bids shall be evaluated based on the requirements set forth in the ITB, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose. No criteria may be used in bid evaluation that is not specifically set forth in the invitation.
- (7) *Recommendation.* At the next available city council meeting, the city manager, or his/her designee, shall make a recommendation for award of the bid to the most qualified, responsive

vendor whose bid meets the requirements and criteria set forth in the ITB. The contract file shall contain the basis on which the award is made.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-327. - Request for proposals (RFP).

Under this method of procurement the city shall issue a "request for proposal" describing the project and establishing the factors, as well as their relative importance, which will be used to evaluate the proposals. Vendors shall submit proposals to perform such services as described within the RFP. While price shall be a factor in the city's award decision, it may not be the sole determining factor. In many instances, there may not be specific and/or final specifications for the project; therefore, the city is soliciting firms to provide proposals which require creativity, expertise and experience. Purchases of this type shall comply with all applicable provisions of this article in addition to the following procedures:

- (1) *Threshold.* The requirements of this purchase method shall apply to purchases in excess of \$50,000.00
- (2) *Solicitation.* The user, after obtaining authorization from the city manager, shall develop a request for proposal for such service and solicit proposals from qualified service providers. All requests for proposals shall include detailed information regarding the scope of service, minimum professional qualifications, contractual terms and conditions necessary for the purchase, and any other information as required by law.
- (3) *Public notice.* Adequate public notice of the request for proposals shall be given in accordance with section 2-304 of this article.
- (4) *Receipt of proposals.* No proposal shall be eligible for consideration by the city unless it is placed in a sealed envelope or package and received by the date and time as specified in the request for proposals. All received proposals shall be stamped with the date and time of receipt and secured until the designated opening time. A proposal delivered or received late shall not, under any circumstances, be eligible for consideration and shall be returned unopened to the bidder.
- (5) *Opening of proposal.* Proposals shall be opened publicly in the presence of two councilmen at the time and place designated in the request for proposals. The dollar amount of each proposal, together with the name of each vendor, shall be recorded; the record and each proposal shall be open to public inspection once an award is made by the city.
- (6) *Evaluation of proposals.* Proposals shall be evaluated based on the requirements set forth in the request for proposals, which may include criteria to determine acceptability such as project related experience, vendor qualifications, prior business experience in municipal contracting, bonding and insurance capacity, proposed project schedule, and suitability for a particular purpose. No criteria may be used in proposal evaluation that is not specifically set forth in the request for proposal.
- (7) *Recommendation.* At the next available city council meeting, the city manager, or his/her designee, shall make a recommendation as to which proposal should be selected based on the requirements and criteria set forth in the RFP. The contract file shall contain the basis on which the award is made.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-328. - Request for qualifications (RFQ).

This purchase method is typically utilized to obtain the services of a professional firm, where the scope of work is very complex and it is determined that the qualifications of potential service providers is of the highest priority and in the best interests of the city to insure proper execution of the project

deliverables. Purchases of this form shall comply with all applicable provisions of this article in addition to the following procedures:

- (1) *Solicitation.* The user, after obtaining authorization from the city manager, shall develop a "request for qualifications" for such service and solicit proposals from qualified vendors. All requests for qualifications shall include detailed information regarding the scope of service, desired professional qualifications, preferred delivery method, contractual terms and conditions necessary for the purchase, and any other information required by law.
- (2) *Public notice.* Adequate public notice of the request for qualifications shall be given in accordance with section 2-304 of this article.
- (3) *Receipt of qualifications.* No proposal shall be eligible for consideration by the city unless it is placed in a sealed envelope or package and received by the date and time as specified in the request for qualifications. All received qualifications shall be stamped with the date and time of receipt and secured until the designated opening time. A proposal delivered or received late shall not, under any circumstances, be eligible for consideration. Such proposal shall be returned unopened to the bidder.
- (4) *Opening of qualifications.* Qualifications shall be opened publicly in the presence of the user and city manager at the time and place designated in the RFQ. Only the name of each vendor shall be recorded; the qualification statement shall be open to public inspection once an award is made by the city.
- (5) *Evaluation of qualifications.* Qualifications shall be evaluated based on the requirements set forth in the RFQ, which may include criteria to determine acceptability such as project related experience, vendor qualifications, prior business experience in municipal contracting, bonding and insurance capacity, project scheduling, delivery methods, and suitability for a particular purpose. No criteria may be used in proposal evaluation that is not specifically set forth in the request for proposal.
- (6) *Selection method.* The initial request for qualifications shall establish the selection method. Selection methods may include the following:
 - a. *Pre-qualification method.* This method shall allow the city to select only those vendors who are qualified per the specifications listed in the RFQ to submit sealed bids, which shall be opened in accordance with the provisions of this article and applicable state law.
 - b. *Negotiated price method.* This method shall allow the city to negotiate a price with the vendor who is deemed to have the qualifications which best comply with the needs of the city and the specifications as established in the request for qualifications. If an agreement cannot be reached with the initial vendor, the city may select to negotiate with next highest qualified vendor; or the city may elect to re-advertise the request for qualifications. Subsequent ratification of the selected vendor must be obtained at the earliest possible city council meeting for those agreements exceeding \$100,000.00.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-329 – Professional Services

The City Manager has the authority to directly negotiate and enter into contract with a professional firm in an amount not greater than \$50,000. For contracts in excess of \$50,000 but not greater than \$100,000 the City Manager has the authority to seek qualifications from a minimum of two professional firms and negotiate a contract with the firm deemed the most qualified. All contracts in excess of \$100,000.00 shall be procured using purchase methods as stated in section 2-328 or 2-329. In certain circumstances the city council may waive these provisions if deemed to be in the best interest of the city.

Sec. 2-330. - Grants and donations.

Periodically, the city may be awarded or provided private or public grants and donations from sources such as state and federal government and private corporations which are typically designated for specific purposes. These types of funds may be more restrictive and may dictate the procurement process the city is to follow. If there are no such restrictions on the funds, the user shall follow the purchasing guidelines set forth in this article when purchasing goods and services utilizing grants or donated funds.

(Ord. No. 12-7, § I, 6-12-12)

Secs. 2-331—2-335. - Reserved.

DIVISION 5. - CONTRACTING REQUIREMENTS

Sec. 2-336. - Written contracts required.

All service and construction projects in which the total cost will exceed \$50,000 shall require the selected vendor to enter into a written contract with the city. The form of the contract shall be approved by the city attorney. The mayor is required to execute all such written contracts. For all other supplies and services, a city issued purchase order shall constitute a legal, binding agreement between the city and the vendor. Nothing in this section shall prohibit the city from requiring written contracts for any acquisition of supplies or services when it is deemed to be in the best interests of the city.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-337. - Bid bonds.

Bids submitted to the city shall include a bid bond, or bid security, as set forth below:

- (1) *Requirement for bid bonds.* Bid bonds shall be required for all bids for public works or construction contracts when the price is estimated to exceed \$100,000.00 and for any other bid, or bid amount, in which a bid bond is deemed to be necessary in order to protect the best interests of the city. Bid bonds shall be of the forfeiture type. All sureties must be licensed to do business in the State of Georgia and listed in the Department of the Treasury's publication of companies holding certificates of authority as acceptable reinsuring companies. In lieu of the bid bond described above, vendors may submit a cashier's check payable to the city. To the extent permitted by Georgia law, a guaranteed letter of credit will act as a bid bond, provided that the form of such letter of credit and the lending institution has been approved by the city.
- (2) *Amount of bid bond.* Bid bonds shall be in an amount equal to at least five percent of the amount of the bid.
- (3) *Withdrawal of bids.* If a vendor is permitted to withdraw its bid before award, as provided in this article, no action shall be had against the bidder or the bid security.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-338. - Performance and payment bonds.

Prior to execution of a contract for public works or construction projects, performance and payment bonds shall be delivered to the city as set forth below:

- (1) *When required.* Performance and payment bonds shall be required for all public works and construction projects when the contract award exceeds \$100,000.00. Performance bonds shall

be conditioned upon the bidder's faithful performance of the terms of the bid or proposal and the contract executed in connection therewith. Payment bonds shall be executed for the benefit of all persons supplying labor, materials, machinery and equipment in the prosecution of the work provided for in the contract. All sureties must be licensed to do business in the State of Georgia and listed in the Department of the Treasury's publication of companies holding certificates of authority as acceptable reinsuring companies, Circular 570.

- (2) *Amount of performance and payment bonds.* Both performance and payment bonds shall be in an amount equal to at least 100 percent of the total contract price.
- (3) *Authority to require additional bonds.* Nothing in this section shall be construed to limit the authority of the city to require a performance bond or other security in addition to those bonds, or in circumstances other than specified in subsection (a) of this section.

(Ord. No. 12-7, § I, 6-12-12) ([Ord. No. 18-7, § I, 6-19-18](#))

Sec. 2-339. - Insurance requirements.

The city manager, upon review by the city attorney, shall have the authority to determine what types and amounts of insurance coverage are reasonably necessary for the protection of the city's interest for all acquisitions covered by this article. All sureties must be licensed to do business in the State of Georgia. Whenever possible, specific insurance requirements shall be stated within the invitation to bid or request for proposal; however, failure to do so shall not eliminate the authority of the city to require insurance coverage from the successful bidder prior to the commencement of work.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-340. - Immigration compliance.

Pursuant to O.C.G.A § 13-10-91, any vendor entering into a written contract with the city shall complete an affidavit affirming their compliance with the Georgia Security and Immigration Compliance Act of 2006. Such Act requires that all contractors and subcontractors comply with Rule 300-10-01-.02 as a condition of awarding the contract.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-341. - Multi-year contracts.

To the extent authorized by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interests of the city, provided that the term of the contract and renewal provisions are included in the original solicitation process. Adequate funds must be available to fulfill the first fiscal year's obligation at the time of contract execution. Subsequent year appropriations are subject to authorization by the city council.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-342. - Change orders.

Except as herein provided, any change order or other contract modification shall be governed by the following provisions:

- (1) *Amounts specified.* The city manager shall have the authority to approve all change orders to up to 20 percent of original contract price, provided the total change order does not exceed \$50,000.00. All other change orders shall be approved by the city council.

- (2) *Field required change orders.* Where time is of the essence or emergency circumstances exist which do not allow delay of a project, the user shall request approval from the city manager before proceeding to authorize such work. Subsequent ratification by the city council must be obtained by the user at the earliest possible meeting if the change order exceeds 20 percent of the original contract price, or more than \$50,000.00.

(Ord. No. 12-7, § I, 6-12-12)

Sec. 2-343. - Intergovernmental contracts.

Notwithstanding any other provision of this article, the city may participate in a cooperative agreement for the acquisition of real property, personal property, commodities, supplies, equipment or services with any other governmental entity or agency, whether federal, state or local or purchasing cooperative. Where cost of such commodities or service has been approved in the current year budget, the city manager shall have the authority to enter into such intergovernmental contracts when deemed in the best interests of the city. Documentation to substantiate this decision shall be maintained in the contract file.

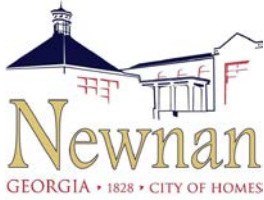
(Ord. No. 12-7, § I, 6-12-12)

Secs. 2-344 – On-Call Services Contracts

Under this method of procurement the city shall issue a "request for proposal" or "request for qualifications" depending on the type of on-call service requested; describing the services and establishing the factors, as well as their relative importance, which will be used to evaluate the firms. Vendors shall submit proposals/qualifications to perform such on-call services as described within the RFP/RFQ. While price shall be a factor in the city's award decision, it may not be the sole determining factor. Purchases of this type shall comply with the following procedures:

- (1) All on-call services contracts will be budgeted on an annual basis through the annual budget process.
- (2) The city will have the authority to determine duration of all on-call services contracts as well as having the right to terminate a contract if deemed to be in the best interest of the city.

Secs. 2-345 2-460. - Reserved.



City of Newnan, Georgia - Mayor and Council

Date: 03/18/2019

Agenda Item: Ordinance Revision – Pawn Brokers 6-160

Prepared by: Mark Cooper, Deputy Chief of Police

Purpose: To update the city ordinance regarding Pawn Broker Businesses to require the use of electronic online reporting system, designated by the Chief of Police. This revision also sets terms or limits on the amount of time a Pawn Broker Business has in order to make such reporting to the online reporting system.

Background: The Newnan Police Department Clerical Staff currently spends 15 hours per week on Pawn Ticket entries. The entries allow investigators to locate stolen property that has been taken to a Pawn Broker, but the tickets can take 2 to 3 weeks to be cross referenced with GCIC/NCIC. These entries are time consuming and can be handled by a 3rd party vender to meet State requirements. The time saved will be utilized in the new NIBRS program by clerical staff. The online reporting systems require more detailed information on the item pawned, the individual pawning the item and a picture. All pawn brokers inside the City Limits of Newnan are currently utilizing an online system for other law enforcement agencies and there will be no additional cost to the business and will reduce their time and resources to make such reports to The Newnan Police Department.

Options:

- A. Approve Ordinance Revision
- B. Mayor and Council Directed Options
- C. Deny Ordinance Revision

Funding: **No Funding Needed**

Recommendation: **Option “A”**

Previous Discussion with Council: Last revision of this ordinance was completed in 1994

AN ORDINANCE TO AMEND ARTICLE VIII – PAWN BROKERS OF CHAPTER 6, BUSINESSES, BY ADDING A NEW SECTION 6-160, RECORDS AND INFORMATION TO BE RECORDED IN THE REQUIRED FORMAT OF THE CODE OF ORDINANCES OF THE CITY OF NEWNAN; AND FOR OTHER PURPOSES

WHEREAS, the City Council has determined that it is in the best interest of the residents, property owners and citizens of the City of Newnan, Georgia. that Article VIII.- Pawn Brokers of Chapter 6, Businesses, by adding a new section 6-160, Records and Information To Be Recorded In The Required Format to provide recording and for electronic reporting of pawn shop transactions.

NOW THEREFORE, BE IT ORDAINED, by the City Council of the City of Newnan, Georgia, and it is hereby ordained by the authority of same that Article VIII – Pawn Brokers Of Chapter 6, Businesses, of the Code of Ordinances of the City of Newnan is hereby amended by adding a new Section 6-160, Records and Information To Be Recorded In The Required Format as follows:

Section 1. Sec. 6-160. Records and information to be recorded in the required format.

Notwithstanding the provisions of Sections 6-153, 6-154, 6-155, and 6-156 hereinabove:

1. Every person engaged as a pawnshop operator within the city shall secure from every person from whom he received any used or previously owned tangible personal property, whether by purchase or through pledge, trade, pawn or exchange, the following:

- (a) Government-issued photo identification card, such as a driver's license, military identification card, state identification card, or passport;
- (b) The name, address, telephone number, race, sex, height weight, date of birth, and a social security or driver's license number;

- (c) A digital photograph clearly showing a frontal view of the subject's face digital images shall be labeled with the date and time of the transaction and stored in such a manner that they are safe from corruption);
- (d) Written description of property or item received, including serial number or other identifying marks, if available, and digital photograph of property or item, labeled with date and time of transaction.

2. The operator or dealer shall maintain the above information, digital photographs, and fingerprint for a period of three years and make the same available to law enforcement personnel upon request.

3. Every pawnshop operator located within the city shall make a computer-generated daily report, in such format as prescribed by the chief of police, of all transactions that occurred during the 24-hour period, ending at 9:00 p.m. on the date of the report. A report shall be made for each day the operator or dealer transacts business. Daily reports shall be filed electronically by posting to a law enforcement web site designated by the chief of police. Where technological problems prevent posting the daily report electronically, a printed, typed or legibly handwritten report shall be delivered to the police department in lieu thereof.

Section II. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are, to the extent of such conflict, hereby repealed.

Section III. The effective date of this ordinance shall be upon adoption.

DONE, RATIFIED AND PASSED by the City Council of the City of Newnan, Georgia, this the _____ day of _____, 2019 in regular session assembled.

ATTEST:

Della Hill, City Clerk

L. Keith Brady, Mayor

REVIEWED AS TO FORM:

C. Bradford Sears, Jr., City Attorney

Cynthia E. Jenkins, Mayor Pro-Tem

Cleatus Phillips, City Manager

George M. Alexander, Councilmember

Raymond F. DuBose, Councilmember

Rhodes H. Shell, Councilmember

Dustin Koritko, Councilmember

Paul Guillaume, Councilmember



City of Newnan, Georgia - Mayor and Council

Date: 3/18/2019

Agenda Item: Contract Approval – LEADS Online, Pawn Broker Reporting System

Prepared by: Mark Cooper, Deputy Chief of Police

Purpose: Pending approval of the Ordinance Revision – Pawn Broker Businesses 6-160, to receive approval from Mayor and Council to enter in to contract with Leads Online for Pawn Broker Business reporting requirements and services. Notification will be made to Pawn Businesses operating within the City Limits of Newnan that the requirement would be to use Leads Online until further notice.

Background: Leads operates and maintains an electronic reporting and criminal investigation system for receiving Data for the use of Law Enforcement Officials in their official duties. Leads acts in the capacity of an agent for such Law Enforcement Agencies for the purpose of collecting, maintaining and disseminating Data.

This service will allow law enforcement officials in the City of Newnan to have a reduced time of cross referencing pawned items with stolen property records in GCIC/NCIC and receive notifications of items that match those records. Leads Online maintains the records and are in compliance with state and federal laws regarding pawn transactions.

Options:

- A. Approve Contract
- B. Mayor and Council directed options
- C. Deny Contract

Funding: 2019 Budget & Condemnation Funds

Recommendation: Option "A"

Previous Discussion with Council: N/A

AGENCY AGREEMENT

This LeadsOnline, LLC AGENCY AGREEMENT ("Agreement"), dated April 1, 2019, ("Effective Date") is made between Newnan Police Department ("Agency") and LeadsOnline LLC ("Leads").

SCOPE OF AGREEMENT

Leads operates and maintains an electronic reporting and criminal investigation system for receiving Data for the use of Law Enforcement Officials in their official duties. Leads acts in the capacity of an agent for such Law Enforcement Agencies for the purpose of collecting, maintaining and disseminating Data.

Agency desires to utilize Leads' System to support its investigations.

Subject to the terms of this Agreement and in consideration of the mutual covenants stated below, the parties agree as follows:

1. Definitions

- 1.1 "Data" means all information provided by Reporting Businesses and Law Enforcement Agencies about transactions, including (but not limited to) the transaction number, item number, product UPC code, quantity and ingredients, make, model, property description, serial number, name, address, identification number, telephone number, date of birth and any images recorded during the course of a transaction according to official request, statutory requirement or otherwise.
- 1.2 "GLBA" means the Gramm-Leach-Bliley Act of 1999, together with the Privacy Rule and Safeguards Rule promulgated by the U.S. Federal financial institution regulators and the Federal Trade Commission.
- 1.3 "Law Enforcement Agency" means any agency duly authorized by Municipal, State, County or Federal government to enforce laws or investigate crimes.
- 1.4 "Law Enforcement Official" means a person employed and authorized by a Law Enforcement Agency to, in his/her official duties, access Data and/or submit Data for official use by Law Enforcement Agencies.
- 1.5 "Leads' System" is Leads' electronic reporting and criminal investigations system for receiving Data for access by Law Enforcement Officials.
- 1.6 "Reporting Business" shall mean any entity that records Data regarding (a) the receipt or sale of products regulated by law, including but not limited to the Combat Methamphetamine Act of 2005 and (b) the receipt or other disposition of merchandise or materials, and reports such Data for access by Law Enforcement Officials according to official request, statutory requirement or otherwise.

2. Responsibilities of Agency

- 2.1 Agency agrees that the protection of usernames and passwords used to access Leads services and any Data accessed via Leads by its Law Enforcement Official is the

- responsibility of Agency. Agency agrees to maintain such information in a secure manner and to not provide login credentials to any other person.
- 2.2 Agency is responsible for the accuracy of information submitted by Agency's Law Enforcement Officials in registration for Law Enforcement Agency's accounts.
 - 2.3 Agency agrees to not share its access to Leads' System with other Law Enforcement Agencies and to not share information retrieved from Leads' System with the exception of disclosure necessary for the purpose of prosecution of crimes within Agency's jurisdiction investigated by Agency.
 - 2.4 Agency agrees that accounts will be i) registered only to individual Law Enforcement Officials employed exclusively by Agency and ii) will be used only by the specific Law Enforcement Official to whom the account is registered and iii) will not be used to access or otherwise provide information from Leads system to other Law Enforcement Agencies.
 - 2.5 Agency represents and warrants that it shall only access, use and disclose Data for use in Agency's official Law Enforcement Agency duties. Agency maintains sole responsibility for activity taking place under its user accounts and is responsible for any use, misuse or disclosure of Data accessed by its users.
 - 2.6 Agency is responsible for securing Data accessed from Leads' System, and agrees to comply with all applicable statutes, laws and regulations for use and disclosure of non-public personal information, including federal and state data security breach laws and the GLBA.
 - 2.7 Agency agrees to not search Leads' System for the purpose of creating a public record in order to respond to a public records request when no such public record existed at the time the public records request was received by Agency. Agency understands and acknowledges that information accessible via Leads' System may not be eligible for disclosure in response to a public records request according to applicable law. Upon receipt of a request for records accessible via Leads' System, Agency will consider factors including but not limited to i) whether or not Agency has actually accessed and/or retained the record, ii) whether or not the record(s) are related to an active criminal investigation iii) whether or not the Reporting Business supplying the information is specifically required by law to report to Agency via Leads' System iv) whether or not the information contains non-public personal information protected by state and federal privacy law and breach notification law v) whether or not Agency's response to such request would include the trade secrets of one or more Reporting Businesses vi) whether or not the Reporting Businesses or customers are to be notified and provided with the opportunity to object to such disclosure, vii) whether or not computer programming or excessive labor would be required to redact exempted information from records prior to disclosure.
 - 2.8 Agency is responsible for using devices and browsers capable of connecting via an encrypted internet connection.
 - 2.9 Agency is responsible for promptly notifying Leads when a user is no longer employed by Agency or is otherwise no longer authorized to access Leads' System.

2.10 Agency agrees to promptly notify Leads of any conditions that Agency believes may represent or result from a security incident or vulnerability, including the possible compromise of a user's password. Please send any notifications to privacy@leadsonline.com.

2.11 Agency will pay subscription fees according to the schedule set forth in Attachment 'A' which by this reference is incorporated herein.

3. Responsibilities of Leads

3.1 Leads agrees to operate and maintain the Leads System for the purpose of receiving Data for access only by Law Enforcement Officials.

3.2 Leads agrees to secure Data using administrative, technical and physical safeguards as set forth in applicable law, including the GLBA.

3.3 Leads agrees to provide use of Leads' System with the capabilities specified in Attachment 'A'.

4. Conditions for use of Leads' System

4.1 Leads' System and website, including but not limited to written materials, text, graphics, logos, software, functionality, icons and images are the exclusive proprietary property of Leads and are protected under the United States Copyright Act (17 United States Code), as well as by all applicable state and international copyright laws, and by the Lanham Act (15 U.S.C. §§1051-1141n). Agency Agrees to abide by any additional copyright notices, trademarks, information, or restrictions contained in any content on Leads' System and website. Leads' System and website may be used solely for the purposes expressly provided for herein, and no aspect of the Leads' System or website may be used for any other purpose whatsoever. Any other use is unauthorized and will constitute an infringement upon the proprietary rights of Leads. No authority to use any content on Leads' System, website, or any other intellectual or other property of Leads not expressly granted by this Agreement shall be implied.

4.2 Agency agrees to not decompile or otherwise copy or use content on the Leads' System or website or other proprietary information of Leads for purposes of reverse-engineering or reconstruction, and to not remove, overprint or deface any notice of copyright, trademark, logo, legend, or other notices from any materials Agency obtains from Leads' System or website.

4.3 Agency represents it is a Law Enforcement Agency.

4.4 Leads may modify or upgrade any aspect of Leads' System at any time without notice. Leads agrees to make commercially reasonable efforts to perform such modifications in a manner that is not disruptive to Agency.

4.5 Subject to the terms of this Agreement, Agency hereby appoints Leads as its agent for the sole purpose of collecting, maintaining and disseminating Data from Reporting Businesses. This agency appointment is effective as of the registration date of Agency's initial user.

- 4.6 Leads uses a number of checks to identify inaccurate or incomplete Data, but cannot and does not represent or endorse the accuracy or reliability of Data or other information submitted by Reporting Business and Law Enforcement Agencies. Data is provided by Reporting Businesses and Law Enforcement Agencies according to the laws and practices enforced in Reporting Businesses' jurisdiction using their proprietary operational software.
- 4.7 Leads will provide reasonable instructions to Reporting Businesses regarding uploading Data to the Leads' System, but is not responsible for ensuring their compliance with their Data reporting obligations.
- 4.8 Agency will not discourage Reporting Businesses from submitting Data via Leads.

5. Term

- 5.1 This Agreement will become effective as of the date first set forth above and remain in effect for three (3) years plus any initial partial year (the "Initial Term") or until termination by Leads or Agency as described below.
- 5.2 Neither party is obligated to renew this Agreement. Upon expiration of the Initial Term and any renewal term, Agency may renew this Agreement for an additional one-year term. Mutual agreement to be evidenced by Leads' submission of a valid invoice for the renewal year, and Agency's payment of such invoice within 30 days of renewal.
- 5.3 Following reasonable notice and cure period(s), either party may without further notice, terminate this Agreement if the other party (a) fails to perform any material obligation required under this Agreement or (b) violates any laws, rules or regulations related to this Agreement.
- 5.4 The parties agree that any continuation of this Agreement from one fiscal year to the next is contingent upon annual fiscal appropriation and lawful approval by Agency's governing entity. Agency may terminate this Agreement by providing 60 days' written notice to Leads prior to the next contract year if funding to make the next scheduled payment is not duly appropriated and authorized.

6. Disclaimer and Indemnification

- 6.1 **EXCEPT FOR THE REPRESENTATIONS SET FORTH IN SECTION 3 OF THIS AGREEMENT, LEADS SPECIFICALLY DISCLAIMS ALL REPRESENTATIONS, CONDITIONS, AND WARRANTIES, WHETHER EXPRESS OR IMPLIED, ARISING BY STATUTE, OPERATION OF LAW, USAGE OF TRADE, CUSTOM, COURSE OF DEALING, OR OTHERWISE, INCLUDING BUT NOT LIMITED TO, THE IMPLIED WARRANTY OF MERCHANTABILITY, MERCHANTABILITY QUALITY, SATISFACTORY QUALITY, THE IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, AND/OR ANY AND ALL OTHER IMPLIED WARRANTIES AND EXPRESS WARRANTIES (OTHER THAN THOSE SET FORTH HEREIN, IF ANY) WITH RESPECT TO LEADS' SYSTEM. LEADS' SYSTEM, INCLUDING ALL DATA, CONTENT, SOFTWARE, FUNCTIONS, MATERIALS AND INFORMATION MADE AVAILABLE ON OR ACCESSED THROUGH LEADS' WEBSITE IS PROVIDED, AND ACCEPTED AND/OR USED, "AS IS" WITH ALL FAULTS AND WITHOUT WARRANTY OF ANY KIND.**
- 6.2 **IN NO EVENT SHALL LEADS BE LIABLE FOR OTHER DIRECT, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES OR LOSSES, INCLUDING, WITHOUT LIMITATION, LOST PROFITS, DOWNTIME COSTS, LABOR COST, OVERHEAD COSTS OR CLAIMS**

OF THE REPORTING BUSINESS, ITS AFFILIATES OR ANY OTHER THIRD PARTY, EVEN IF LEADS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NOTWITHSTANDING THE FOREGOING, AT AN ABSOLUTE MAXIMUM, LEADS LIABILITY SHALL BE LIMITED TO THE AMOUNT OF MONEY IT IS PAID BY AGENCY TO LEADS.

6.3 Leads shall indemnify, hold harmless, protect and defend Agency and its officials, officers, employees, agents and authorized volunteers (the "Indemnified Parties") from and against all losses, liabilities, judgments, costs, expenses, damages (including damages to the Leads' System), attorney's fees, and other costs, including all costs of defense, arising from all suits of law or actions of every nature for or on account of the infringement of any trade secrets, patents, trademarks, copyrights or other proprietary right of any other party by reason of the use or integration of any proprietary materials, equipment, devices or processes, originally incorporated, or provided and used, by Leads in the performance of the services provided under this Agreement. Notwithstanding the foregoing, if the foregoing described losses, liabilities, judgments, costs, expenses, damages and the like arise due to the misuse of the Data or any other breach of this Agreement by Agency, Leads' liability under this paragraph shall be reduced proportionately by the amount of loss, liability, judgment, cost, expense, damage and the like arising due to such misuse or breach by Agency.

7. Miscellaneous

- 7.1 Neither party will be liable for any failure or delay in performing an obligation under this Agreement that is due to causes beyond its reasonable control, including any act that would be considered force majeure.
- 7.2 If any provision of this Agreement is held to be unenforceable, in whole or in part, such holding will not affect the validity of the other provisions of this Agreement, unless Leads deems the unenforceable provision to be essential to this Agreement, in which case Leads may terminate this Agreement, effective immediately upon notice to Agency.
- 7.3 Leads reserves the right to disclose any information in response to an official government request or duly authorized subpoena.
- 7.4 Any waiver by Leads of a breach of any provision of this Agreement by Agency or delay in enforcing any rights shall not operate or be construed as a waiver of any other or subsequent breach by Agency.
- 7.5 This Agreement constitutes the entire agreement between the parties, and supersedes all prior agreements and understandings, written or oral, between the parties relating to the subject matter hereof. This Agreement may not be modified, changed or discharged, in whole or in part, except by an agreement in writing signed by both parties. The mere acceptance of any work order, purchase order or other document containing provisions purported to modify or enlarge the obligations or liabilities of either party shall not be construed as acceptance of such provisions.
- 7.6 Nothing in this Agreement, express or implied, is intended to confer upon any person, other than the parties hereto, any benefits, rights, or remedies under or by reason of this Agreement. There are no third-party beneficiaries to this Agreement. The only persons who may enforce or benefit from this Agreement and any rights under this Agreement are Agency and Leads.



7.7 This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, without regard to conflicts of laws provisions. Sole and exclusive jurisdiction and venue for any action or proceeding arising out of or related to this Agreement shall be an appropriate state or federal court located either in Dallas County or Collin County, Texas.

7.8 Neither party will assign its rights or duties under this Agreement without first providing written notice to the other party with at least 30 days to object to such assignment and in doing so, immediately terminate the Agreement without penalty.

LEADS

LeadsOnline LLC

Signature: _____

Print Name: David K. Finley

Title: President & CEO

Date: _____

Address: 6900 Dallas Parkway, Suite 825
Plano, Texas 75024

Tax ID: 42-1720332

AGENCY

Newnan Police Department

Signature: _____

Print Name: _____

Title: _____

Date: _____

Address: 25 Jefferson Street
Newnan, GA 30263

AGENCY AGREEMENT – Attachment ‘A’ SCOPE OF WORK AND ANNUAL SUBSCRIPTION FEE

LeadsOnline System Capability	PowerPlus
Online reporting system for all pawn/secondhand stores	✓
Unlimited accounts/searches for your personnel working your cases	✓
Images of property, sellers, vehicles, thumbprints, etc. as reported	✓
Legacy data import (from existing in-house database)	✓
Updates, training and support for agency personnel and businesses	✓
Transaction Monitor – Audit system for reporting compliance	✓
ReportIt citizen property inventory system	✓
Automated NCIC/stolen property hits	✓
Message Inbox (alerts and communication to and from businesses)	✓
Daily Stats (hits and statistics for each investigator)	✓
Property Hold Management System	✓
Nationwide search access	✓
Saved (continuous) searches/Email hit alerts	✓ 90
eBay First Responder Service	✓
Persons of Interest inter-agency suspect information system	✓
Suspect variations and associations reports	✓
Statement Analyzer	✓
Submit lists of known suspects and/or property (file upload)	✓
Online reporting System for scrap metal dealers	✓
Phone Forensics Search	✓
CompStat Mapping System	✓
Public Classified Ads –Craigslist	✓
Initial partial year subscription fee due upon execution of this Agreement	\$3,652.50
Total Fixed Annual subscription fee due on January 1, 2020 and on or before each anniversary thereof during the Initial Term	\$4,870



6900 Dallas Parkway, Suite 825
 Plano, Texas 75024-4200

QUOTE

Newnan Police Department
 25 Jefferson Street
 Newnan, GA 30263
 Attn: Deputy Chief Mark Cooper

Date: 2/19/2019
 Quote#: Q226162
 Terms: Quote Only
 Agency ID: 25182

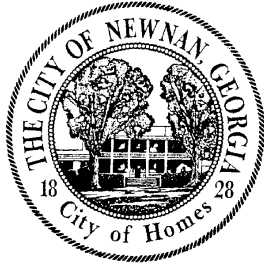
Service Dates:		
04/1/19 - 12/31/19		
Months	Description	Total
9	LeadsOnline PowerPlus Investigation System Service Package Total Annual Cost for PowerPlus Investigation System: \$4,870.00 / year	3,652.50
<p>Thank you for your interest in LeadsOnline! Please contact your LeadsOnline representative to move forward with this quote.</p> <p>Purchase Orders should be emailed to accounting@leadsonline.com</p> <p>We accept Checks, Credit Cards, and EFT/ACH Payments</p>		<p>Total \$3,652.50</p>

Update Your Billing Contact Information Online:
www.leadsonline.com/main/billing/

Download our W-9:
www.leadsonline.com/w9

Please call 972-331-7748 or email accounting@leadsonline.com should you have any questions about this quote.

Pricing and terms presented will expire 45 days from date of quote. A formal definitive agreement executed by both parties is required, the terms of which will supersede all prior communications and understandings.



City of Newnan, Georgia - Mayor and Council

Date: March 26, 2019

Agenda Item: Rezoning Request RZ2019-03, Reynolds Parc, LLC for 17.97 ± acres located on Highway 29 North/Old Atlanta Highway (Tax Parcel # 073 5088 015)

Prepared and Presented by: Tracy S. Dunnavant, Planning Director

Purpose: To inform the City Council that RZ2019-03 is before the Planning Commission for consideration and a recommendation on the requested zoning classification.

Background: Reynolds Parc, LLC has submitted an application for the rezoning of 17.97 ± acres located on Highway 29 North/Old Atlanta Highway. The request is to rezone the property from RU-7 (Urban Residential Single-Family Dwelling District – High Density) with conditions to PDR (Planned Residential Development District) for the purpose of constructing a residential subdivision.

Current Zoning

Tax Parcel #	Acres	Zoning	Units
073 5088 015	17.97±	RU-7 with conditions	44 (Condition of zoning)

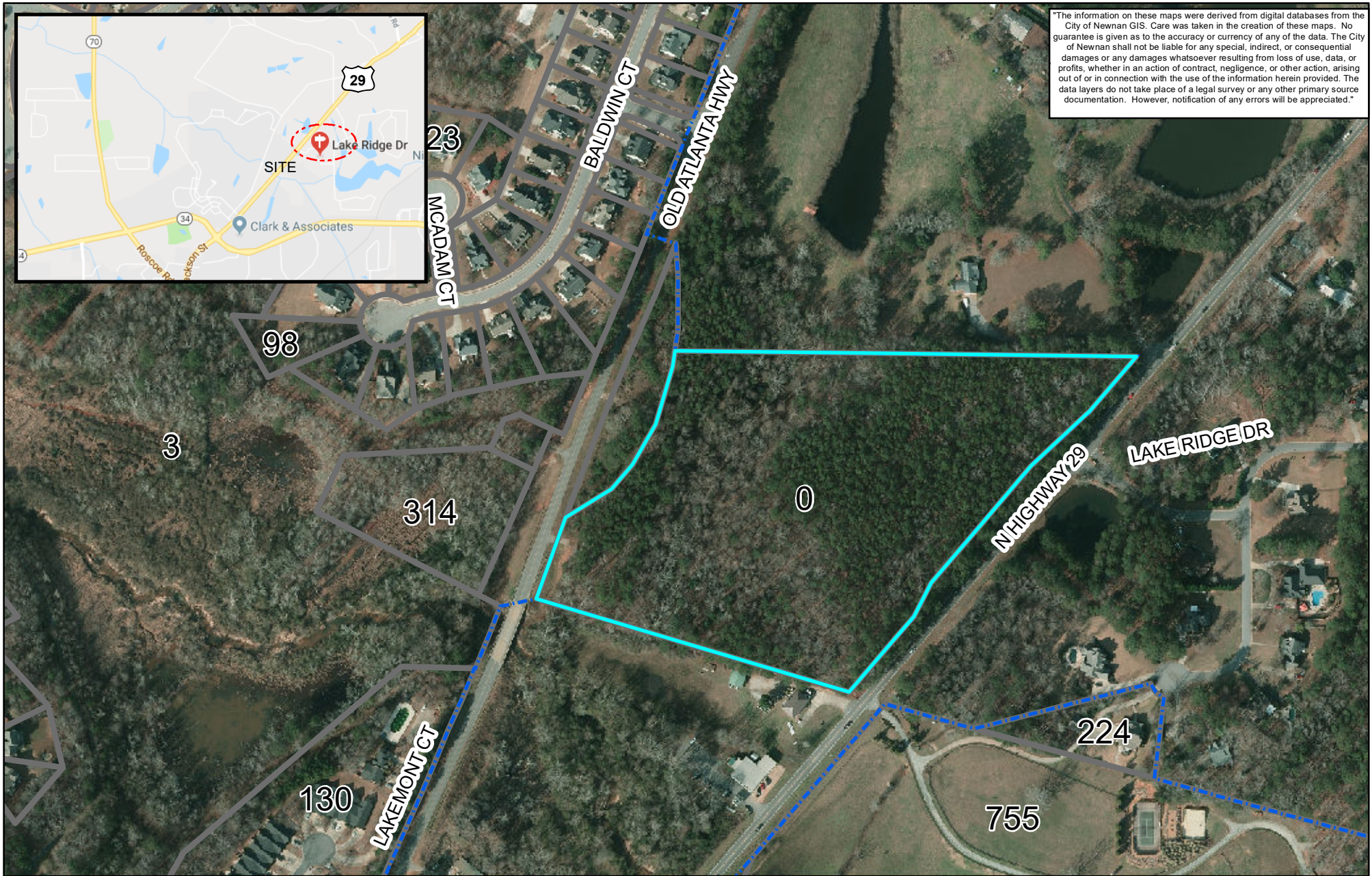
Requested Zoning

Tax Parcel #	Acres	Zoning	Units
073 5088 015	17.97±	PDR	64 proposed

Attachments: Application for Rezoning
Location Map

Previous Discussions with Council: None


"The information on these maps were derived from digital databases from the City of Newnan GIS. Care was taken in the creation of these maps. No guarantee is given as to the accuracy or currency of any of the data. The City of Newnan shall not be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data, or profits, whether in an action of contract, negligence, or other action, arising out of or in connection with the use of the information herein provided. The data layers do not take place of a legal survey or any other primary source documentation. However, notification of any errors will be appreciated."






CITY OF NEWNAN | Project Location



CITY OF NEWNAN
 PLANNING DEPT.
 25 LAGRANGE STREET
 NEWNAN, GEORGIA 30263
www.ci.newnan.ga.us


 NORTH
 1 inch = 300 feet

LEGEND

-  Project Location
-  PARCELS
-  CITY LIMITS

ADDRESS

Old Atlanta HWY/ HWY 29
 NEWNAN GA. 30263

REYNOLDS PARC LLC

March 1, 2018

Ms. Tracy Dunnavant
Planning Director
City of Newnan
25 LaGrange Street
Newnan, Georgia 30263

RE: Application to Amend the Zoning Classification of RU-7 to PD-R; Approximately 17.97 +/- Acres located on Highway 29 North/Old Atlanta Highway, Owner: Gussie Barron Reynolds Estate

Dear Ms. Dunnavant:

Reynolds Parc LLC, the applicant in the above-described property ("the Property") in the City of Newnan, Georgia, hereby makes this application to amend the current zoning classification/zoning map from RU-7 Urban Neighborhood Single Family Residential (which was zoned in 2006 to allow for a density of 2.3 UPA, yielding forty-four lots) to PD-R (Planned Development-Residential) to yield sixty-four lots, with a density of 3.5 UPA while incorporating more land planning flexibility, a better utilization of "open space", and aesthetically desirable products for the proposed target market.

Specifically, a study of market demand in the Newnan market suggests a need for a project particularly aimed at the active adult which, it appears, to date has not been well served in the area. The site planning, products, floor plans, amenities, marketing efforts will all be directed to that target market ("age-targeted") although the community may well have appeal to other market segments also.

The land plan (concept plan, dated March 1 2019, attached elsewhere to this application packet) reflects a design concept with the following data and proposed zoning criteria:

SITE DATA:

Total Site Area: 17.97 Acres

Acreage in Parks and Open Area: Approximately 3.75 Acres

Site consists of a total of 64 Lots

Density of the Development: 3.5 Lots per Acre

Minimum House Size: 1,800 SF

Minimum Lot Width: 40 Feet

Water and Sewer Service is provided by City of Newnan

The Parks and Open Spaces in the Development will be maintained by the HOA

Right of Way (ROW) of all Streets will be 50 Feet

Right of Way (ROW) of alleys will be 20 Feet with a 12 Foot Driving Surface; Alleys will be maintained by the HOA

Acreage on Site proposed D.O.T. Street Right of Way Dedication is 0.21 Acres

The Development is designed around Two Lot Types:

ESTATE Lots:

Number: 30

Average Lot Size: 60 FT X 120 FT (7,200 SF = 0.1625 Acre)

Setbacks--

Front: 20 FT

Side: 5 FT

Rear: 30 FT

Average Lot Width: 60 FT

Minimum House Size: 2,000 SF

COTTAGE Lots:

Number: 34

Average Lot Size: 50 FT X 110 FT (5,500 SF = 0.126 Acres)

Setbacks--

Front: 13 FT from ROW (Allows a 19 FT Driveway from back edge of Sidewalk when no Alley)

Side: 5 FT (Interior and Street Side)

Rear: With Alley—15 FT (Allows 19 FT from Garage to edge of Alley Pavement); W/O Alley: 30 FT

Average Lot Width: 50 FT

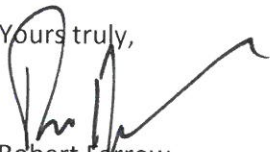
Minimum House Size: 1,800 SF

The application for a zoning classification/map change is believed to be appropriate for the submarket, the neighborhoods, and the housing market demands in the City of Newnan. Importantly, the proposed quality of the land plan, the aesthetic architectural elements, the product design, the intended upscale "feel" are all combined to be consistent with the image desired and valued by the City. It is believed this development will add to the housing variety available in Newnan and the anticipated increased economic base growth.

The applicant has attached Tabs 1 through 11 to include all materials required per the Application Form. Should you have any questions about the information submitted, or should you require additional information, please do not hesitate to contact either of the individuals listed below. The parties signing below look forward to working with you and your staff as you review and analyze the enclosed Application.

Thank you for this opportunity.

Yours truly,



Robert Farrow
studiofarrow@gmail.com
404-617-7878



Linda B. Keefe
lkeefe@naibg.com
404-797-2917

Enclosures

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TAB 3: LEGAL DESCRIPTION OF THE PROPERTY

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TAB 1

Application to Amend the Zoning Map



**CITY OF NEWNAN, GEORGIA
Planning & Zoning Department**

25 LaGrange Street
Newnan, Georgia 30263
Office (770) 254-2354
Fax (770) 254-2361

APPLICATION TO AMEND ZONING MAP

Note to Applicant: Please be sure to complete all entries on the application form. If you are uncertain to the applicability of an item, contact The Planning & Zoning Department at 770-254-2354. Incomplete applications or applications submitted after the deadline will not be accepted.

Name of Applicant Reynolds Parc, LLC
Mailing Address 5555 Glenridge Connector, Suite 1100, Atlanta GA 30339

Telephone 404-797-2917 or 404-617-7878 Email: linda.keepe@att.net or

Property Owner (Use back if multiple names) Gussie Barron Reynolds Estate

Mailing Address % Karin R. Martin, Executrix, 55 Summerhill Place, Newnan 30266

Telephone 770-328-0621

Address/Location of Property Highway 29 North, Old Atlanta Highway

Tax Parcel No.: 073 5088 015 Land Lot LL 89

District/Section 5th Size of Property (Square Feet or Acres) 17.92 (18.616) Acres

Present Zoning Classification: RU-7 Proposed Zoning Classification: PD-R

Present Land Use: Undeveloped

To the best of your ability, please answer the following questions regarding the application:

Explain how conditions have changed that renders the zoning map designation invalid and no longer applicable The subject property's current zoning is RU-7 and was zoned in 2006 to be site specific for 44 lots. The land plan is inefficient for the land characteristics.
If the proposed zoning map change is an extension of an existing adjacent zoning district, provide an explanation why the proposed extension should be made Not applicable

If the requested change is not designed to extend an adjacent zoning district, explain why this property should be placed in a different zoning district than all adjoining property. In other words, how does this property differ from adjoining property and why should it be subject to different restrictions? A request to re-zone the subject property to PD-R is thought to be appropriate because 1) it will allow more flexibility and efficiency in land planning and 2) the surrounding area has several zoning classifications and development.

Please attach all the following items to the completed application:

1. A letter of intent giving the details of the proposed use of the property which should include, at a minimum, the following information:
 - What the property is to be used for, if known.
 - The size of the parcel or tract.
 - The zoning classification requested and the existing classification at the filing of this application.
 - The number of units proposed.
 - For non-residential projects, provide the density of development in terms of floor area ratio (FAR).
 - Any proposed buffers and modification to existing buffers.
 - Availability of water and sewer facilities including existing distance to property.
2. Name and mailing addresses of all owners of all property within 250 feet of the subject property (available from the County Tax Assessor records). This is encouraged to be submitted in a mail merge Microsoft Word data file format.
3. Legal description of property. This description must establish a point of beginning; and from the point of beginning, give each dimension bounding the property that the boundary follows around the property returning to the point of beginning. If there are multiple property owners, all properties must be combined into one legal description. If the properties are not contiguous, a separate application and legal description must be submitted for each property. For requests for multiple zoning districts, a separate application and legal description must be submitted for each district requested. A copy of the deed may substitute for a separate description.
4. A certified plat (stamped and dated) drawn to scale by a registered engineer, architect, land planner, land surveyor, or landscape architect that shall include the following information:
 - ✓ Boundary survey showing property lines with lengths and bearings
 - ✓ Adjoining streets, existing and proposed, showing right-of-way
 - ✓ Locations of existing buildings dimensioned and to scale, paved areas, dedicated parking spaces, and other property improvements
 - ✓ North arrow and scale
 - ✓ Adjacent land ownership, zoning and current land use
 - ✓ Total and net acreage of property
 - ✓ Proposed building locations
 - ✓ Existing and proposed driveway(s)
 - ✓ Lakes, ponds, streams, and other watercourses
 - ✓ Floodplain, wetlands, and slopes equal to or greater than 20 percent
 - ✓ Cemeteries, burial grounds, and other historic or culturally significant features
 - ✓ Required and/or proposed setbacks and buffers
5. Submit one (1) copy in an 18" x 24" format and one copy in a pdf digital file format.
6. Completed Proffered Conditions form.
7. Completed Disclosure of Campaign Contributions and Gifts form.
8. If the applicant and the property owner are not the same, complete the Property Owner's Authorization form and/or the Authorization of Attorney form.
9. For multiple owners, a Property Owner's Authorization form shall be submitted for each owner.
10. A community impact study must be submitted if the development meets any of the following criteria:
 - Office proposals in excess of 200,000 gross square feet
 - Commercial proposals in excess of 250,000 gross square feet
 - Industrial proposals which would employ over 500 persons
 - Multi-Family proposals in excess of 150 units

- 11. A Development of Regional Impact form shall be completed and submitted to the City if the request meets any of the criteria in §10-10 (b)(2)(h) on page 10-7 of the Newnan Zoning Ordinance.
- 12. Fees for Amending the Zoning Map shall be made payable to the **City of Newnan** and are listed below:
 - Single-Family Application.....\$500.00/Plus \$15.00 Per Acre
 - Multi-Family Application.....\$500.00/Plus \$25.00 Per Acre
 - Office/Institutional Application.....\$500.00/Plus \$15.00 Per Acre
 - Commercial Application.....\$500.00/Plus \$25.00 Per Acre
 - Industrial Application.....\$500.00/Plus \$15.00 Per Acre
 - Mixed Use Application.....\$500.00/Plus Per Acre fee based upon proposed land use.
 - Planned Development Application.....\$500.00/Plus per Acre fee based upon proposed land use.
 - Overlay Zoning Application.....\$350.00

PLEASE NOTE: THIS APPLICATION MUST BE FILED BY THE 1st OF THE MONTH TO BE CONSIDERED FOR THE PLANNING COMMISSION MEETING OF THE FOLLOWING MONTH.

I (We) hereby authorize the staff of the City of Newnan to inspect the premises of the above-described property. I (We) do hereby certify the information provided herein is both complete and accurate to the best of my (our) knowledge, and I (we) understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

Sworn to and subscribed before me this _____ day of _____, 20

Signature of Applicant Lynda Klee
Signature of Applicant _____

Notary Public

(Affix Raised Seal Here)

FOR OFFICIAL USE ONLY

DATE OF PRE-APPLICATION CONFERENCE : _____

RECEIVED BY: _____

DATE OF FILING: _____

FILING FEE RECEIVED: _____

DATE OF NOTICE TO NEWSPAPER: _____

DATE OF PUBLIC HEARING: _____

PLANNING COMMISSION RECOMMENDATION (DATE): _____

DATE OF TRANSMITTAL TO CITY COUNCIL: _____

CITY COUNCIL DECISION (DATE): _____



DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
1580 ADAMSON PARKWAY, SUITE 200
MORROW, GEORGIA 30260

REPLY TO
ATTENTION OF:

May 11, 2017

Regulatory Division
SAS-2015-00437

Gussie Barron Reynolds Estate
Ms. Karen R. Martin, Executor
55f Summerhill Place
Newnan, Georgia 30263

Dear Ms. Martin:

The U.S. Army Corps of Engineers (Corps) is in receipt of a Pre-Construction Notification received on May 4, 2017, requesting use of Nationwide Permit 29 (NWP 29). Due to the expiration of the previous permit verification, issued on August 3, 2015, a new permit verification is required for adverse impacts to 0.09 acres of wetland and 290 linear feet (0.2 acres) of stream for the installation of a road (Eldrid Way) and associated greenspace (Eldrid Park) along with the placement of a single barrel, reinforced 42" concrete culvert pipe in an intermittent stream, as part of a new, single-family residential development, as shown on the attached Figure 1. The project is located in the City of Newnan, Coweta County, Georgia (latitude 33.4087, longitude - 84.7877). The request was submitted on your behalf by Corblu Ecology Group, LLC. This project has been assigned number SAS-2015-00437 and it is important that you refer to this number in all communication concerning this matter.

The Corps completed a preliminary Jurisdictional Determination (JD) for the site on July 24, 2015. Preliminary JD's do not have an expiration date, and are project specific. The GPS delineation dated December 16, 2014 was determined by the Corps to accurately identify the limits of aquatic resources within the review area. This delineation concurrence is only valid for the review area shown on the attached Figure 3. The GPS delineation may generally be relied upon for five years. However, we reserve the right to review and revise our concurrence in response to changing site conditions, information that was not considered during our initial review, or off-site activities that could indirectly alter the extent of the aquatic resources in the review area. Our concurrence may be renewed before December 16, 2019, provided you submit a written request and are able to verify that the delineation is still valid.

We have completed coordination with other federal and state agencies as described in Part C (31)(d) of our NWP Program, published in the February 12, 2012, Federal Register, Vol. 77, No. 34, Pages 10184-10290 (77 FR). The NWPs and Savannah District's Regional Conditions for NWPs can be found on our website at

<http://www.sas.usace.army.mil/Missions/Regulatory/Permitting/GeneralPermits/NationwidePermits.aspx>. During our coordination procedure, no adverse comments regarding the proposed work were received. As a result of our evaluation of your project, we have determined that the proposed activity is authorized under NWP 29, as described in Part B of the NWP Program. Your use of this NWP is valid only if:

- a. The activity is conducted in accordance with the information submitted and meets the conditions applicable to the NWP, as described at Part C of the NWP Program and the Savannah District's Regional Conditions for NWPs.
- b. **Prior to the commencement of permitted work** in streams, wetlands or other waters of the United States, you shall purchase 0.73 wetland mitigation and 1,276 stream mitigation credits from a Corps approved bank within the bank service area and submit documentation of this credit purchase to the U.S. Army Corps of Engineers. The credit purchase documentation must reference the Corps file number assigned to this project. If all or a portion of the required credits are not available from a bank in the primary service area, you must obtain **written approval** from the Corps prior to purchasing any credits from an alternate mitigation bank or in-lieu fee program.
- c. You shall obtain and comply with all appropriate federal, state, and local authorizations required for this type of activity. A stream buffer variance may be required from the Georgia Department of Natural Resources, Environmental Protection Division (Georgia EPD), as defined in the Georgia Erosion and Sedimentation Control Act of 1975, as amended. Information concerning variances can be obtained at the Georgia EPD's website at <http://epd.georgia.gov>, or by calling (404) 463-1511.
- d. All work conducted under this permit shall be located, outlined, designed, constructed and operated in accordance with the minimal requirements of the Georgia Erosion and Sedimentation Control Act of 1975, as amended. Utilization of plans and specifications contained in the "Manual for Erosion and Sediment Control," (Latest Edition), published by the Georgia Soil and Water Conservation Commission, will aid in achieving compliance with the aforementioned minimal requirements.
- e. You shall install and maintain erosion and sediment control measures in upland areas of the project site, in accordance with the Georgia Erosion and Sedimentation Control Act of 1975, as amended, to minimize the introduction of sediment into and the erosion of streams, wetlands and other waters of the United States. This permit does not authorize installation of check-dams, weirs, riprap, bulkheads or other erosion control measures in streams, wetlands or other waters of the United States. Authorization would be required from the U.S. Army Corps of Engineers prior to installing any erosion control measures in waters of the United States.
- f. You shall install and maintain erosion and sediment control measures for all fill material that is authorized to be discharged in streams, wetlands and other waters of

the United States, in accordance with the Georgia Erosion and Sedimentation Control Act of 1975, as amended, and permanently stabilize fill areas at the earliest practicable date.

g. You shall notify the Corps, in writing; at least 10 days in advance of commencement of work authorized by this permit.

h. You shall fill out and sign the enclosed certification and return it to our office within 30 days of completion of the activity authorized by this permit.

This proposal was reviewed in accordance with Section 7 of the Endangered Species Act. Based on the information we have available, we have determined that the project would have no effect on any threatened or endangered species nor any critical habitat for such species. Authorization of an activity by a NWP does not authorize the "take" of threatened or endangered species. In the absence of separate authorization, both lethal and non-lethal "takes" of protected species are in violation of the Endangered Species Act. See Part (C) of 77 FR for more information.

This verification is valid until the NWP is modified, reissued or revoked. All of the existing NWPs are scheduled to expire on March 18, 2017. It is incumbent upon you to remain informed of changes to the NWPs. Furthermore, if you commence or are under contract to commence this activity before the date that the relevant NWP is modified or revoked, you will have 12 months from the date of the modification or revocation of the NWP to complete the activity under the present terms and conditions of this NWP.

This authorization should not be construed to mean that any future projects requiring Department of the Army authorization would necessarily be authorized. Any new proposal, whether associated with this project or not, would be evaluated on a case-by-case basis. Any prior approvals would not be a determining factor in making a decision on any future request.

Revisions to your proposal may invalidate this authorization. In the event changes to this project are contemplated, I recommend that you coordinate with us prior to proceeding with the work.

This communication does not relieve you of any obligation or responsibility for complying with the provisions of any other laws or regulations of other federal, state or local authorities. It does not affect your liability for any damages or claims that may arise as a result of the work. It does not convey any property rights, either in real estate or material, or any exclusive privileges. It also does not affect your liability for any interference with existing or proposed federal projects. If the information you have submitted and on which the Corps bases its determination/ decision of authorization under the NWP is later found to be in error, this determination may be subject to modification, suspension, or revocation.

A copy of this letter is being provided to the following parties: Mr. Matthew Otto, Corblu Ecology Group, LLC, 3225 South Cherokee Lane, Building 800, Woodstock, Georgia, 30188. Email: motto@corblu.com

Thank you in advance for completing our on-line Customer Survey Form located at http://corpsmapu.usace.army.mil/cm_apex/f?p=regulatory_survey. We value your comments and appreciate your taking the time to complete a survey each time you have interaction with our office.

If you have any questions, please call me at 678-422-6571.

Sincerely,

A handwritten signature in black ink, appearing to read "Stacy Marshall", written in a cursive style.

Stacy Marshall
Project Manager/Biologist
Piedmont Field Office

Enclosures

Regulatory Division

CERTIFICATION OF COMPLIANCE
WITH
DEPARTMENT OF THE ARMY
NWP 29

PERMIT FILE NUMBER: SAS-2015-00437

PERMITTEE ADDRESS: Gussie Barron Reynolds Estate, Ms. Karen R. Martin,
Executor, 55f Summerhill Place, Newnan, Georgia 30263

LOCATION OF WORK: The project site is located in the City of Newnan, Coweta
County, Georgia (latitude 33.4087, longitude -84.7877).

PROJECT DESCRIPTION: Proposed impacts to 0.09 acres of wetland and 290 linear
feet (0.2 acres) of stream for the installation of a road (Eldrid Way) and associated
greenspace (Eldrid Park) along with the placement of a single barrel, reinforced 42"
concrete culvert pipe in an intermittent stream, as part of a residential development.

ACRES AND/OR LINEAR FEET OF WATERS OF THE US IMPACTED: 0.09 acres of
wetland and 290 linear feet (0.2 acres) of stream.

DATE WORK IN WATERS OF US COMPLETED:

COMPENSATORY MITIGATION REQUIRED: Yes, 0.73 wetland credits and 1,276
stream credits from a Corps approved mitigation bank.

DATE MITIGATION COMPLETED OR PURCHASED (include name of bank):

I understand that the permitted activity is subject to a U.S. Army Corps of Engineers'
Compliance Inspection. If I fail to comply with the permit conditions at Part C of the
Nationwide Permit Program, published in the February 12, 2012, Federal Register, Vol.
77, No.34, Pages 10184-10290, it may be subject to suspension, modification or
revocation.

I hereby certify that the work authorized by the above referenced permit as well as any
required mitigation (if applicable) has been completed in accordance with the terms and
conditions of the said permit.

Signature of Permittee

Date

Keith Brady

From: David Reynolds <davidr@numail.org>
Sent: Wednesday, August 29, 2018 4:12 PM
To: Keith Brady
Subject: Fwd: Land Lot 89 - 5th District, Hwy 29 North - 18.616 Acres - Reynolds Gussie Barron Estate

Sent from my Verizon Motorola Smartphone

----- Forwarded message -----

From: Scott Tolar <stolar@newnanutilities.org>
Date: Aug 29, 2018 4:00 PM
Subject: Land Lot 89 - 5th District, Hwy 29 North - 18.616 Acres - Reynolds Gussie Barron Estate
To: DavidR@numail.org
Cc: Brandon Lovett <blovett@newnanutilities.org>,"Jeff M. Pecce " <jeff@newnanutilities.org>

Dear Mr. Reynolds,

I am writing per your request to confirm that Newnan Utilities will be the water and sewer service provider for the above referenced project. At this time, Newnan Utilities also has ample capacity to serve this proposed facility, based on the following information:

1. Land Lot 89 - 5th District, Hwy 29 North
2. 18.616 Acres
3. Sanitary Sewer:
 - a. Developer shall connect to Newnan Utilities Sanitary Sewer System.
 - b. Developer is responsible for all upgrade cost necessary to serve said property, but not limited to:
 - i. Design and Construction of development sanitary sewer system per Newnan Utilities Specifications.
 - ii. Design and construction of connection to Newnan Utilities Sanitary Sewer System.
 - iii. Cost for analyzing existing sanitary sewer system by an engineer firm approved by Newnan Utilities.
 - iv. Existing sanitary sewer upgrades to handle proposed development. This is to include any lift station upgrades, gravity sanitary sewer upgrades, sanitary sewer force main upgrades, and any other upgrades deemed necessary by Newnan Utilities.
 - v. Line extension fees associated with connection to Newnan Utilities Sanitary Sewer System.
 - vi. Sanitary Sewer Impact fees associated with connection to Newnan Utilities Sanitary Sewer System.
4. Water:
 - 4.

- a. Developer shall connect to Newnan Utilities Water System.
- b. Developer is responsible for all upgrade cost necessary to serve said property, but not limited to:

- i. Construction of development water system per Newnan Utilities Specifications.
- ii. Design and construction of connection to Newnan Utilities Water System.
- iii. Cost for analyzing existing water sewer system by an engineer firm approved by Newnan Utilities.
- iv. Existing water upgrades to handle proposed development. This is to include water system upgrades, fire protection upgrades, and any other upgrades deemed necessary by Newnan Utilities.
- v. Line extension fees associated with connection to Newnan Utilities Sanitary Sewer System.

Please let me know if you have any questions or need additional information.

Sincerely,

Scott Tolar, P.E.

Newnan Utilities

TAB 2

**Names and Addresses of All Property
Owners Within 250' Feet**

ALPINE GAS INC
810 N HWY 29
NEWNAN GA 30263

AVERY PARK COMMUNITY ASSOCIATION
C/O COMMUNITY MANAGEMENT ASSOC
1465 NORTHSIDE DR
STE 128
ATLANTA GA 30318

BARNES KAREN L
129 BALDWIN CT
NEWNAN GA 30263

BARNES LEROY & ROSA
141 BALDWIN CT
NEWNAN GA 30263

BOSC NICOLAS
147 BALDWIN CT
NEWNAN GA 30263

D W REYNOLDS INVESTMENTS LLLP
55 SUMMERHILL PL
NEWNAN GA 302633360

HARVEY TOM S & TINA HARVEY
123 BALDWIN CT
NEWNAN GA 30263

HASELMAN ALBERT ESTATE & BERNICE
HASELMAN
161 BALDWIN CT
NEWNAN GA 30263

MITCHELL BRETT
135 BALDWIN CT
NEWNAN GA 30263

PALMER HAROLD & CHERRI JOHNSON F
153 BALDWIN CT
NEWNAN GA 30263

REYNOLDS GUSSIE BARRON ESTATE
% KAREN R MARTIN EXECUTOR
55 SUMMERHILL PL
NEWNAN GA 30263

STEPHEN ARMOUR HOMES LLC
STE 339
90 F GLENDA TRCE
NEWNAN GA 30265

STEPHEN ARMOUR HOMES LLC
STE 339
90 F GLENDA TRCE
NEWNAN GA 30265

SULLIVAN WILLIAM CAMP & CATHRYN J
SULLIVAN
350 GOLFVIEW CLUB DR
NEWNAN GA 30263

ABERCROMBIE MIKLE E & KIM B ABERC
371 SHORELINE CIR
NEWNAN GA 302633325

ALPINE GAS INC
810 N HWY 29
NEWNAN GA 30263

AVERY PARK COMMUNITY ASSOCIATION
C/O COMMUNITY MANAGEMENT ASSOC
1465 NORTHSIDE DR
STE 128
ATLANTA GA 30318

BARNES KAREN L
129 BALDWIN CT
NEWNAN GA 30263

BARNES LEROY & ROSA
141 BALDWIN CT
NEWNAN GA 30263

BOSC NICOLAS
147 BALDWIN CT
NEWNAN GA 30263

BROWN BETH
228 LAKE RIDGE DR
NEWNAN GA 30263

COOLEY CHARLES MICHAEL
583 HANDY RD
NEWNAN GA 30263

D W REYNOLDS INVESTMENTS LLLP
55 SUMMERHILL PL
NEWNAN GA 302633360

HARRIS HUGH PATTEN
3311 W 5 AVE
BELLE WV 25015

HUNTER RENEE MOORE
620 DIXON RD
NEWNAN GA 30263

KUBASKY JERROD & DORENE KUBASKY
161 LAKE RIDGE DR
NEWNAN GA 30263

LAKERIDGE SUBDIVISION HOMEOWNER
ASSOCIATION
40 LAKE RIDGE DR
NEWNAN GA 30263

MITCHELL BRETT
135 BALDWIN CT
NEWNAN GA 30263

PATTON DALE M JR & LORI A PATTON
25 LAKE RIDGE WAY
NEWNAN GA 30263

REYNOLDS GUSSIE BARRON ESTATE
% KAREN R MARTIN EXECUTOR
55 SUMMERHILL PL
NEWNAN GA 30263

STEPHEN ARMOUR HOMES LLC
STE 339
90 F GLENDA TRCE
NEWNAN GA 30265

STEPHEN ARMOUR HOMES LLC
STE 339
90 F GLENDA TRCE
NEWNAN GA 30265

SULLIVAN WILLIAM CAMP & CATHRYN J
SULLIVAN
350 GOLFVIEW CLUB DR
NEWNAN GA 30263

SWORDS PHILIP G & LORRI S
755 HWY 29 N
NEWNAN GA 30263

TROUTMAN GROUP INC
185 GOLFVIEW CLUB DR
NEWNAN GA 30263

TAB 3

Legal Description of the Property

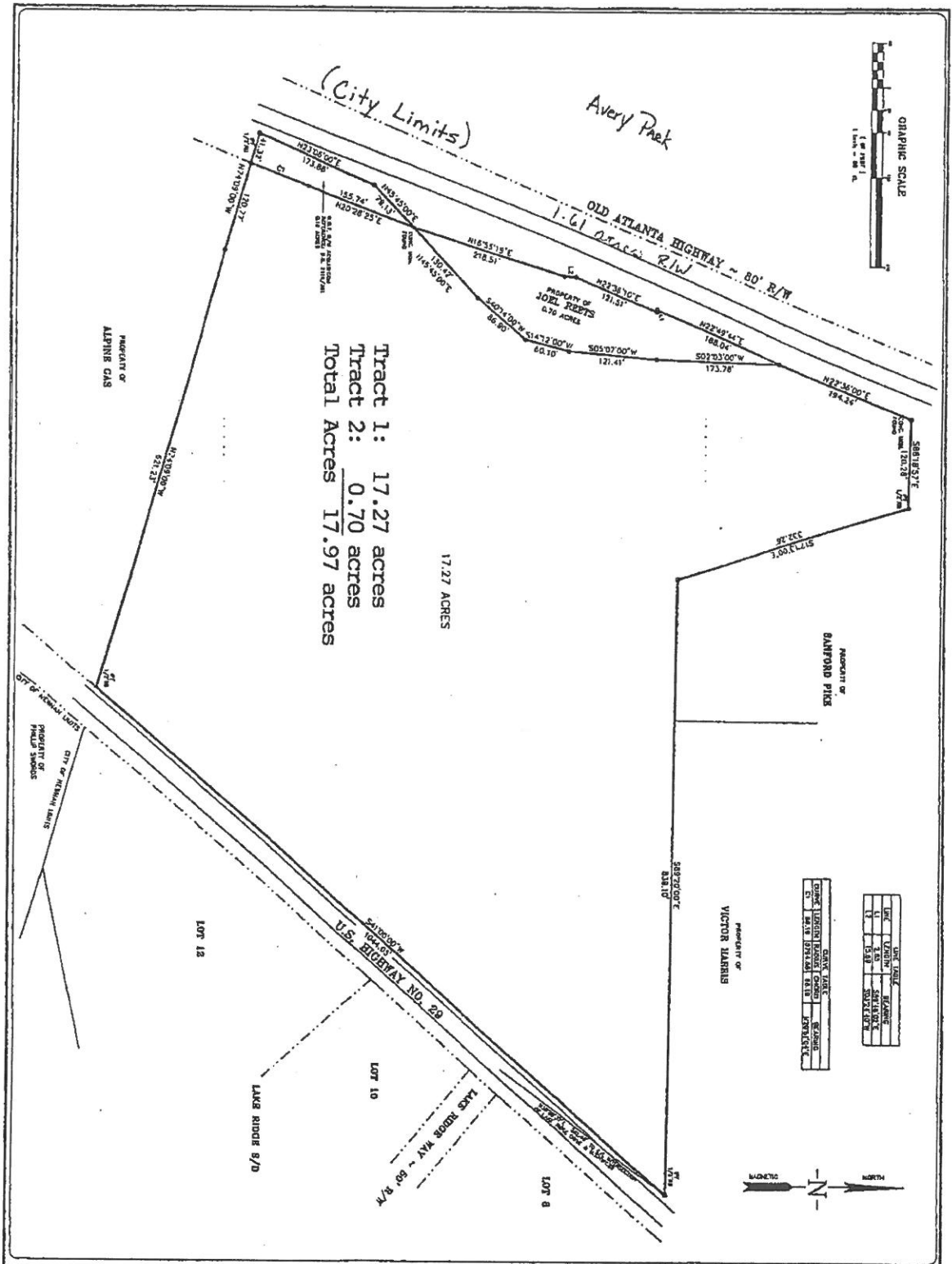
EXHIBIT "A"

All that tract or parcel of land situate, lying and being in Land Lot 88 of the Fifth Land District of Coweta County, Georgia containing 17.97 acres according to topographic survey for David Reynolds dated October 3, 2005 made by McLain Surveying, Inc., Georgia Registered Land Surveyor, attached hereto as Exhibit "B" and by reference made a part hereof, reference to which plat is hereby made for a more particular and accurate description of the property herein described.

TAB 4

**Certified Plat
(Submitted Separately)**

EXHIBIT "B"



PREPARED BY
McLAIN SURVEYING, INC.
LAND SURVEYING LAND PLANNING ENGINEERING SERVICES
A MEMBER FIRM OF MCCLAIN GROUP, INC.

DAVID REYNOLDS
REGISTERED LAND SURVEYOR
OF THE STATE OF GEORGIA
COWETA COUNTY GEORGIA
SCALE: 1" = 80' DATE: OCTOBER 3, 2006
JOB # 05-318

NO.	DATE	REVISION DESCRIPTION	DRAWN BY



2006-10
3 5

TAB 5

Preferred Conditions



City of Newnan, Georgia
Attachment A
Proffered Conditions

As part of an application for a rezoning, a property owner **MAY** proffer, in writing, proposed conditions to apply and be part of the rezoning being requested by the applicant. Proffered conditions may include written statements, development plans, profiles, elevations, or other demonstrative materials.
(Please refer to Article 10 of the Zoning Ordinance for complete details.)

Please list any written proffered conditions below:

Estate homes and Cottages will be individually owned.
Architectural guidelines and covenants will be utilized.

Any development plans, profiles, elevations, or other demonstrative materials presented as proffered conditions shall be referenced below and attached to this application:

A conceptual plan is being submitted with this application.

Additional illustrations showing streetscapes, elevations, architectural styles, building materials to be used in this development will follow.

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

Signature of Applicant

Type or Print Name and Title

Signature of Applicant's Representative

Type or Print Name and Title

Signature of Notary Public

Date

(Affix Raised Seal Here)



TAB 6

**Disclosure of Campaign Contributions
And Gifts**



City of Newnan, Georgia
Attachment B

Disclosure of Campaign Contributions & Gifts

Application filed on March 1, 2019 for action by the Planning Commission on rezoning requiring a public hearing on property described as follows:

17.92 (18.616?) acres located on Highway 29 North (east boundary) and Old Atlanta Highway (west boundary), City of Newnan, Georgia

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

All individuals, business entities, or other organizations¹ having a property or other interest in said property subject of this application are as follows:

Reynolds Parc, LLC

Have you as applicant or anyone associated with this application or property, within the two (2) years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a member of the Newnan City Council or a member of the Newnan Planning Commission? Yes No

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

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

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

Signature of Applicant

Type or Print Name and Title

Signature of Applicant's Representative

Type or Print Name and Title

Signature of Notary Public

Date

(Affix Raised Seal Here)

¹Business entity may be a corporation, partnership, limited partnership, firm, enterprise, franchise, association, trade organization, or trust while other organization means non-profit organization, labor union, lobbyist or other industry or casual representative, church, foundation, club, charitable organization, or educational organization.

TAB 7

Property Owner's Authorization



City of Newnan, Georgia
Attachment C
Property Owner's Authorization

The undersigned below, or as attached, is the owner of the property which is the subject of this application. The undersigned does duly authorize the applicant named below to act as applicant in the pursuit of a rezoning of the property.

Name of Property Owner ESTATE of Cassie Barrow Reynolds
Telephone Number 678-438-5813 / 770-328-0621
Address of Subject Property Highway 29 North
NEWNAN, GA. 30263

I swear that I am the owner of the property which is the subject matter of the attached application, as it is shown in the records of Coweta County, Georgia.

Estate of Cassie Barrow Reynolds
Karen K. Martin executor
Signature of Property Owner

Personally appeared before me

Karen Martin

who swears the information contained in this authorization is true and correct to the best of his/her knowledge and belief.

Erika Morgan
Notary Public Erika Morgan

4/17/19
Date



(Affix Raised Seal Here)

TAB 8

Authorization of Attorney

NOT APPLICABLE



City of Newnan, Georgia
Attachment D
Attorney's Authorization

NOTE: *If an attorney-at-law has prepared this application, please fill out the information below:*

I swear as an attorney-at-law, I have been authorized by the owner(s) to file the attached application for a rezoning of property.

(Signature of Attorney)

Name of Attorney _____

Address _____

Telephone _____

Date _____

TAB 9

**Community Impact Study
(Not Applicable)**

TAB 10

Filing Fee

(~~\$770.00~~ to the City of Newnan)

TAB 11

Rezoning Checklist



City of Newnan, Georgia
Attachment E
Rezoning Checklist

The following is a checklist of information required for the submittal of a rezoning application. The Planning & Zoning Department will not accept an incomplete application.

- Completed application form
- Letter of intent
- Names and addresses of all owners of all property within 250 feet of the subject property
- Legal description of property
- Certified plat
- Completed Attachment A – Proffered Conditions (if applicable)
- Completed Attachment B – Disclosure of Campaign Contributions & Gifts (if applicable)
- Completed Attachment C – Property Owner's Authorization (if applicable)
- Completed Attachment D – Attorney's Authorization (if applicable)
- N/A Community Impact Study (if applicable)

Filing Fee in the form of a check payable to the *City of Newnan*

Note: Please attach this form to the filing application.



City of Newnan, Georgia – Mayor and City Council

Date: March 26, 2019

Application Number: 2019-BB01

Agenda Item: Special Exception – Bed and Breakfast Inn

Prepared and Presented by: Dean Smith, Planner

Purpose:

A request by Patty Gironda for approval to operate a Bed and Breakfast Inn at 51 Temple Avenue, as per Zoning Ordinance Section 3-25.

Background:

Zoning District	Urban Residential Dwelling District- Historical & Infill (RU-I)
Overlay District	Historic Residential Overlay District
Current Land Use	Residential
Proposed Land Use	Residential – Bed & Breakfast Inn

The applicant is requesting special exception approval to operate a Bed & Breakfast Inn. The property is zoned Urban Residential Dwelling District -Historical & Infill (RU-I), which allows for this use with approval from the Mayor and City Council. City records indicate that this location previously served as a Bed & Breakfast Inn known as Casa Bella which was operated by Ron & Patty Gironda. According to the City's Occupational Tax Certificate records, Casa Bella operated from March 2010 to July 2017. In September 2017, City Council approved a new zoning ordinance requiring that special exception approval be obtained through the Mayor and City Council to operate a Bed and Breakfast Inn. The applicants desire to reopen Casa Bella and because Casa Bella had ceased operations for more than 6 months, the applicants must now comply with the current zoning requirements which has necessitated this application.



In the RU-I zoning district, Bed & Breakfast Inns must demonstrate compliance with the requirements of Zoning Ordinance Section 3-25, listed herein:

Sec. 3-25. - Bed and Breakfast Inns.

(a) Special Exception Required.

- (1) City Council may, by special exception, authorize a bed and breakfast inn, upon a finding that the proposed use will be compatible with and will not adversely affect or be materially detrimental to adjacent uses, residents, and buildings or structures.
- (2) When ownership of an authorized bed and breakfast inn is transferred to someone other than the property owner's parent, child, sibling, or spouse, a new application for special exception shall be submitted to the City.

(b) Existing Conditions Retained.

A proposed bed and breakfast inn must be able to meet the requirements of this Sec. 3-25 without altering the building, site or property. See also paragraph (c) below. (c)

(c) Schematic Floor Plan Required.

A schematic floor plan of the dwelling to be used for the facility shall accompany the special exception application, in accordance with the following requirements:

- (1) Said plan shall depict the portion of the dwelling to be used for the bed and breakfast inn, including the location and number of guest rooms, and further depict the number of spaces set aside for guest parking as required in this section. Both the application and schematic drawing shall be filed under oath as to the true facts set out by the applicant. The Planning and Zoning Department shall, by rules and regulations, set out specific requirements as to the form and content of the application, schematic drawings, and affidavits required herein.
- (2) The plan shall reflect building and site features as they exist or are configured at the time an application for a bed and breakfast use is made.

(d) Use of Principal Structure.

- (1) The bed and breakfast inn shall be operated within the principal structure and not in any accessory structure.
- (2) The structure to be used shall be a privately-owned single-family dwelling in existence at the time of adoption of this Ordinance and shall be used by the owner as his or her primary residence.
- (3) The owner shall reside in the principal structure and not in any accessory structure.

(e) Location.

The bed and breakfast inn shall be located in an owner-occupied single-family residential structure. Said building must meet any additional building requirements of those zoning districts where bed and breakfast inns are allowed.

(f) Management.

The inn shall be owner-occupied and managed with the resident manager having at least 50% ownership interest.

(g) Length of Stay.

Maximum length of stay of guests is limited to 14 consecutive days in any 30-day period of time. The resident owner shall maintain a current guest register including names, addresses, and dates of occupancy of all guests.

(h) Meals.

Only the breakfast meal shall be served to guests and only between the hours of 6:00 a.m. and 11:00 a.m.

(i) Signage.

Signs shall be permitted upon approval by the Planning and Zoning Department and in accordance with the City of Newnan sign requirements. In residential districts, a single nameplate sign, not to exceed 1 square foot in size, shall be allowed. The nameplate shall be made of a durable material such as bronze, aluminum, or iron and compatible with the style and detailing of the house. The sign shall be non-illuminated and attached to the facility.

(j) Parking.

One parking space per guest room is required plus two spaces for the owner-occupant. Guest parking may be provided either on-site, in the rear off a public alley, via a shared parking arrangement with an adjacent commercial business, or in a remote parking facility. At no time shall guest parking be permitted in any front or side yard. All off- street parking shall be screened from the street and from adjacent residentially zoned or used lots as per the screening requirements of the Parking and Loading Requirements Article.

(k) Additions and Alterations.

(1) Exterior.

No exterior additions or alterations shall be made for the express purpose of maintaining or adding to a bed and breakfast facility, other than those required to meet health, safety, and/or sanitation requirements. Minimal outward modification of the structure or grounds may be made if such changes are deemed compatible with the character of the surrounding area or neighborhood. Such addition or alteration must meet all of the requirements of this ordinance and the building code requirements for the City of Newnan.

(2) Interior.

No interior alterations shall be made for the express purpose of creating additional guest rooms.

(l) Other Uses.

A bed and breakfast inn shall be used only as set out herein and shall not be used for any other commercial use or other purpose not specifically set forth herein. A bed and breakfast inn shall not include a public restaurant, special events center, conference center, banquet facility, entertainment venue, or retail uses.

(m) Waste Disposal.

The exterior premises of each bed and breakfast inn shall be kept clean and free of litter and rubbish. All food waste and refuse shall be kept in leak-proof and rodent- proof containers with close-fitting lids and contained sealed disposable bags. All waste must be placed and collected for curbside pickup in accordance with the requirements of the City's sanitation service provider.

(n) Other Regulations.

All bed and breakfast inns shall meet and comply with all applicable local, state, and federal laws, rules and regulations.

Summation:

City staff have reviewed the application and have determined that the application is in compliance with the standards and requirements of Section 3-25 of the City's Zoning Ordinance. Furthermore, the past operations of Casa Bella were conducted without complaint or incident reported to the City of Newnan.

Attachments:

Application

Previous Discussions with Mayor and City Council: None

Casa Bella B&B
NEWNAN, GEORGIA

LETTER OF INTENT

City of Newnan

February 21, 2019

Ron and I are seeking a Special Exception Permit to re-open Casa Bella Bed & Breakfast, which we closed in June of 2017 to care for my aging parents, who have since passed on.

Our immediate neighbors' have all been advised of our intentions and we have great support among them.

Our end of the College-Temple Historic District is a close group of neighbors who check in on each other, watch over the neighborhood and regularly speak. Several of us have joined together to trim trees, hedges and other impediments to the safety of our street and sidewalks.

Our home at 51 Temple Avenue includes two access driveways that create a safe exit/entry onto Temple Avenue and Dent Street. In the past we have encouraged guests to use our turnaround to make a safe entry on either street.

We have an empty lot at Dent Street that allows for ample parking; although our Temple Avenue property allows for parking for the five spots needed for three guestrooms. We have marked parking and have installed two light poles through Newnan Utilities.

We have walls and necessary setbacks between neighbors on either side of us as well as a safety fence around the pool with childproof locks. Mature trees line the divisions between our homes and on either side of the back of our home is neighbors' parking areas.

We are presently waiting on dryer weather to trim overgrowth on the Scott-side of our driveway and are sharing costs with the Scotts. We have a bid with Monster Tree.

Improvements to our home are normal maintenance and will be:

- new carpet in one of the guestrooms, (TRE).
- New pool liner (to replace 13 year old liner)
- 2 pool filters and weirs
- stain a raw deck
- have a sign made to denote our B&B
- Cleaning and touch-up paint

I am attaching our past inspections through Coweta County Environmental Health and made the department aware that we wish to reopen.

I am attaching photos of our exterior to show access and separation from our neighbors, driveways and parking.

Our plan to is to open and advertise three guestrooms. UNO, DUE & TRE and we hope to reopen by the end of May. www.CasaBellaBB.com

Our quarters are located in Quattro which is made up of two large rooms and a bath.













CITY OF NEWNAN, GEORGIA



Application Form

For

Special Exception

July, 2000
Revised June, 2003
Application revised July, 2007



CITY OF NEWNAN, GEORGIA

25 LaGrange Street
Newnan, Georgia 30263
770-254-2354

APPLICATION FOR SPECIAL EXCEPTION

Date Received

February 25, 2019

Name of Applicant Patty Gironda

Mailing Address 51 Temple Avenue, Newnan, GA 30263

Telephone 770-755-6750

E-Mail: pattygironda@gmail.com

Property Owner (Use back if multiple names) Ronald & Patty Gironda

Mailing Address 51 Temple Avenue, Newnan, GA 30263

Telephone 770-755-6750

Address of Property 51 Temple Avenue, Newnan, GA 30263

Tax Parcel No.: N06 0002 005

Present Zoning Classification

~~R3~~ RU-1

Proposed Special Exception Use Bed and Breakfast

The special exception procedure is designed to provide an opportunity for discretionary review of requests to establish or construct uses or structures which have the potential for a deleterious impact upon the health, safety, and welfare of the public or where the impact of the use on the immediate area or the city in general related to traffic, utilities, or other factor requires additional review criteria; and, in the event such uses or structures are approved, the authority to impose such conditions that are designed to avoid, minimize, or mitigate potentially adverse effects upon the community or other properties in the vicinity of the proposed use or structure.

Applicants applying for special exceptions must provide a completed application. Please answer the following criteria questions:

1. Why is the use proposed as a special exception appropriate for the district and area for which it is being applied for?

From our past experience, as innkeepers, our bed and breakfast hosts visitors from around the world, including neighbors from our own historic district, family of neighbors, and many visitors looking to settle in Newnan and Coweta County. Guests frequent downtown shopping, eating and enjoying life as a locals. Casa Bella directs guests to downtown Newnan first with no advertising costs to local merchants. We send out to all Welcome Centers through-out GA and as The City of Homes many visitors what the experience of a historic home in downtown Newnan.

2. How is the proposed special exception a benefit to the surrounding neighborhood and city in general rather than a special privilege to an individual property owner?

The life of an innkeeper is not a life of special privilege; it's hard work. The property has to be well-maintained and in excellent working order to attract travelers to our city. We are often the first exposure to Newnan for many guests and we take our responsibilities seriously. We tout the advantages of living in a well-managed city that offer its' residents great services,

We maintain our property with regular inspections through the state of Georgia-Environmental Health Department ensuring a safe experience brings us 100% on our health inspections and 5 star rating from guests. We interact with our neighbors regularly and try to be good neighbors.

3. How do the existing zoning district regulations prevent the establishment of the proposed special exception use, and why are such conditions appropriate generally but an exception should be made in this individual circumstance?

I don't believe there are any regulations that are unreasonable or generally difficult to comply with. It is in the best interest of everyone to offer safe off-street parking. Properties should be safe, clean, well-organized for an above-satisfactory experience. Most innkeepers strive for these same things to secure 5-star ratings and happy, return guests.

4. What is the proposed period of time the special exception is requested for?

5 years

5. What additional criteria will you proffer to minimize the impact of the special exception on surrounding properties?

We regularly offer to share costs with neighbors to keep grounds and trees safe.

The following information must be attached to the completed application:

- a) A letter of intent giving the details of the proposed use of the property which should include, at a minimum, the following information:
- ✓ What the property is to be used for
 - ✓ The size (in acres if one acre or more and in square feet if less than one acre) of the parcel or tract
 - ✓ The zoning classification which exists at the time of the filing of this application
 - ✓ The number of lots expected (if subsequent subdivision is planned) and/or the number of dwelling units proposed
 - ✓ Dwelling unit size (if applicable)
 - ✓ For non-residential projects, provide the density of development in terms of gross square footage per acre
 - ✓ The number of parking spaces to be provided
 - ✓ The height of buildings
 - ✓ Any proposed buffers and modification to existing buffers
 - ✓ Availability of water and sewer facilities including existing distance to property
- b) Names and mailing addresses of all owners of all property within 250 feet of the subject property. This information can be obtained from the County Tax Assessor records, and this information is encouraged to be submitted in a MS Word mail merge data file format.
- c) Legal description of property with a metes and bounds description. This description must establish a point of beginning and from the point of beginning give each dimension bounding the property, which the boundary follows around the property returning to the point of beginning. If there are multiple property owners, all properties must be combined into one legal description. If the properties are not contiguous, a separate application and legal description must be submitted for each property. For requests for multiple zoning districts, a separate application and legal description must be submitted for each district requested. A copy of the deed may substitute for a separate description.
- d) A certified plat (stamped and dated) drawn to scale by a registered engineer, architect, land planner, land surveyor, or landscape architect registered in the State of Georgia, that includes the following information:
- Boundary survey showing property lines with lengths and bearings
 - Adjoining streets, existing and proposed, showing right-of-way
 - Locations of existing buildings dimensioned and to scale, paved areas, dedicated parking spaces, and other improvements on the property

- North arrow and scale
- Adjacent land ownership, zoning and current land use
- Total and net acreage of property
- Proposed building locations
- Existing and proposed driveways
- Lakes, ponds, streams, and other watercourses
- Floodplain, wetlands, and slopes equal to or great than 20 percent
- Cemeteries, burial grounds, and other historic or culturally significant features
- Required and/or proposed setbacks and buffers
- Other elements as may be requested by the Planning Department Staff to explain application

Submit one (1) copy if the plat is 11" x 17" or smaller. For larger plats up to 36" x 48", submit twenty-five (25) folded copies or one (1) at the larger size plus twenty-five (25) clear copies at 8.5" x 11".

- e) Completed Disclosure of Campaign Contributions and Gifts form.
 - f) If the applicant and the property owner are not the same, complete a Property Owner's Authorization form and/or Authorization of Attorney form.
 - g) For multiple owners, an attached sheet with signatures duly notarized may be attached.
 - h) A community impact study must be submitted if the development meets any of the following criteria:
 - Office proposals in excess of 2000,000 gross square feet
 - Commercial proposals in excess of 250,000 gross square feet
 - Industrial proposals which would employ over 500 persons
 - Multi-family proposals in excess of 150 units
- Note:** This study shall provide a narrative and include tabular data on the proposed development's impact on schools, roads and streets, and public services including police, fire protection, sanitation, and taxes.
- i) A Development of Regional Impact (DRI) form shall be completed and submitted to the City to be transmitted to the Chattahoochee Flint Regional Development Center for review and comment. To determine whether the proposed use is a DRI, call the Planning Department at 770-254-2354.
 - j) Filing fee payable to the *City of Newnan* (**\$250.00 Per Each Request**)

FOR OFFICIAL USE ONLY	
RECEIVED BY _____	TRACY DUNNAVANT
DATE OF FILING _____	02/25/19
BZA MEETING DATE _____	03/26/19
DATE OF NOTICE PUBLICATION _____	
ACTION TAKEN (DATE) _____	

REVIEW OF APPLICATION

An application for a special exception shall be filed with the Zoning Administrator to be considered by the Board of Zoning Appeals and shall contain such material and be processed pursuant as described below.

If you have any questions concerning this process, you may call The Planning Department at (770) 254-2354. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. The Board of Zoning Appeals meets on the first Tuesday of each month. Applications must be submitted by 9:00 a.m. at least thirty (30) days prior to that date. Incomplete applications or applications submitted after the deadline will not be accepted.

1. Pre-Application Conference

Prior to filing an application, an applicant shall meet with the Planning Department and discuss his/her intentions with regard to a given application and questions regarding the procedures. A request for a pre-application conference shall be made in writing to the Planning Department and shall be accompanied by a sketch map of the site, a description of the proposed project or use, and a list of the issues to be discussed at the conference. No matters discussed at meeting shall be binding on either the applicant or the City. The Planning Department shall respond to each written request for a pre-application conference within fifteen (15) calendar days.

2. Review of Application for Completeness

No application shall be accepted and reviewed unless determined by the Planning Department to be complete.

3. Acceptance of Completed Application

Within seven (7) calendar day of receipt of an application, the Planning Department shall either accept the application if it is complete and forward to the applicant a notice of acceptance or reject the application if it is incomplete and forward to the applicant a notice of incompleteness specifying those areas of additional information necessary for review.

- a) If neither a notice of acceptance nor incompleteness is sent, the application shall be deemed accepted for the purposes of beginning the time limits of the Ordinance twenty-one (21) calendar days after the filing of the application.
- b) If notice of incompleteness is sent, the applicant may resubmit the application with the additional data required.
- c) If the application is not resubmitted, the Planning Department shall notify the applicant that the original application has been rejected as incomplete.

NOTE: The applicant may withdraw an application any time prior to the action on the request by the Board of Zoning Appeals.

After the official denial of an application, substantially the same application concerning any or all of the same property shall not be filed within twelve (12) months of the date of denial.



City of Newnan, Georgia
Attachment B

Property Owner's Authorization

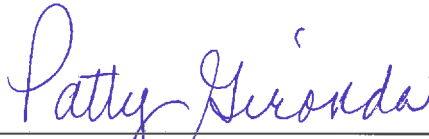
The undersigned below, or as attached, is the owner of the property which is the subject of this application. The undersigned does duly authorize the applicant named below to act as applicant in the pursuit of a special exception of the property.

Name of Property Owner Patty Gironda

Telephone Number 678-673-7779

Address of Subject Property 51 Temple Avenue, Newnan, Ga 30263

I swear that I am the owner of the property which is the subject matter of the attached application, as it is shown in the records of Coweta County, Georgia.




Signature of Property Owner

Personally appeared before me

PATTY GIRONDA

who swears the information contained in this authorization is true and correct to the best of his/her knowledge and belief.



Notary Public

2/25/19

Date





City of Newnan, Georgia
Attachment A

Disclosure of Campaign Contributions & Gifts

Application filed on 02/25/19, 20 for action by the ^{City Council} Board of Zoning Appeals on a special exception requiring a public hearing on property described as follows:

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

All individuals, business entities, or other organizations¹ having a property or other interest in said property subject of this application are as follows:

Have you as applicant or anyone associated with this application or property, within the two (2) years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a member of the Newnan City Council or a member of the Newnan Board of Zoning Appeals? Yes No

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

Name and Official Position of Government Official	Contributions (List all which aggregate to \$250 or more)	Date of Contribution (Within last 2 years)
no contirbutions	none	n/a

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

Patty Gironda
Signature of Applicant

Patty Gironda
Type or Print Name and Title

Signature of Applicant's Representative

Type or Print Name and Title

[Signature] 2/25/19
Signature of Notary Public Date



¹Business entity may be a corporation, partnership, limited partnership, firm, enterprise, franchise, association, trade organization, or trust while other organization means non-profit organization, labor union, lobbyist or other industry or casual representative, church, foundation, club, charitable organization, or educational organization.



City of Newnan, Georgia
Attachment C
Attorney's Authorization

NOTE: If an attorney-at-law has prepared this application, please fill out the information below:

I swear as an attorney-at-law, I have been authorized by the owner(s) to file the attached application for a special exception of property.

(Signature of Attorney)

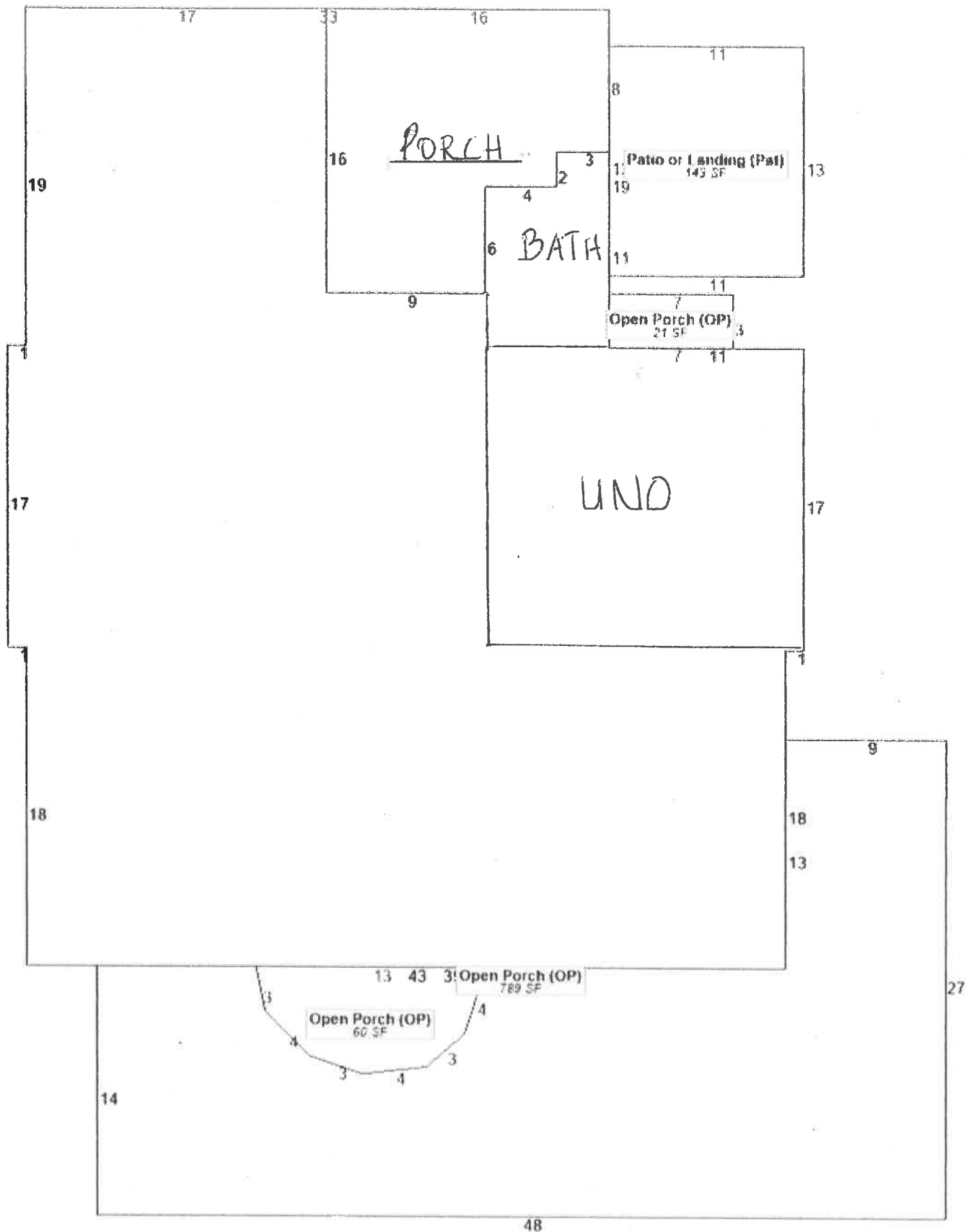
Name of Attorney _____

Address _____

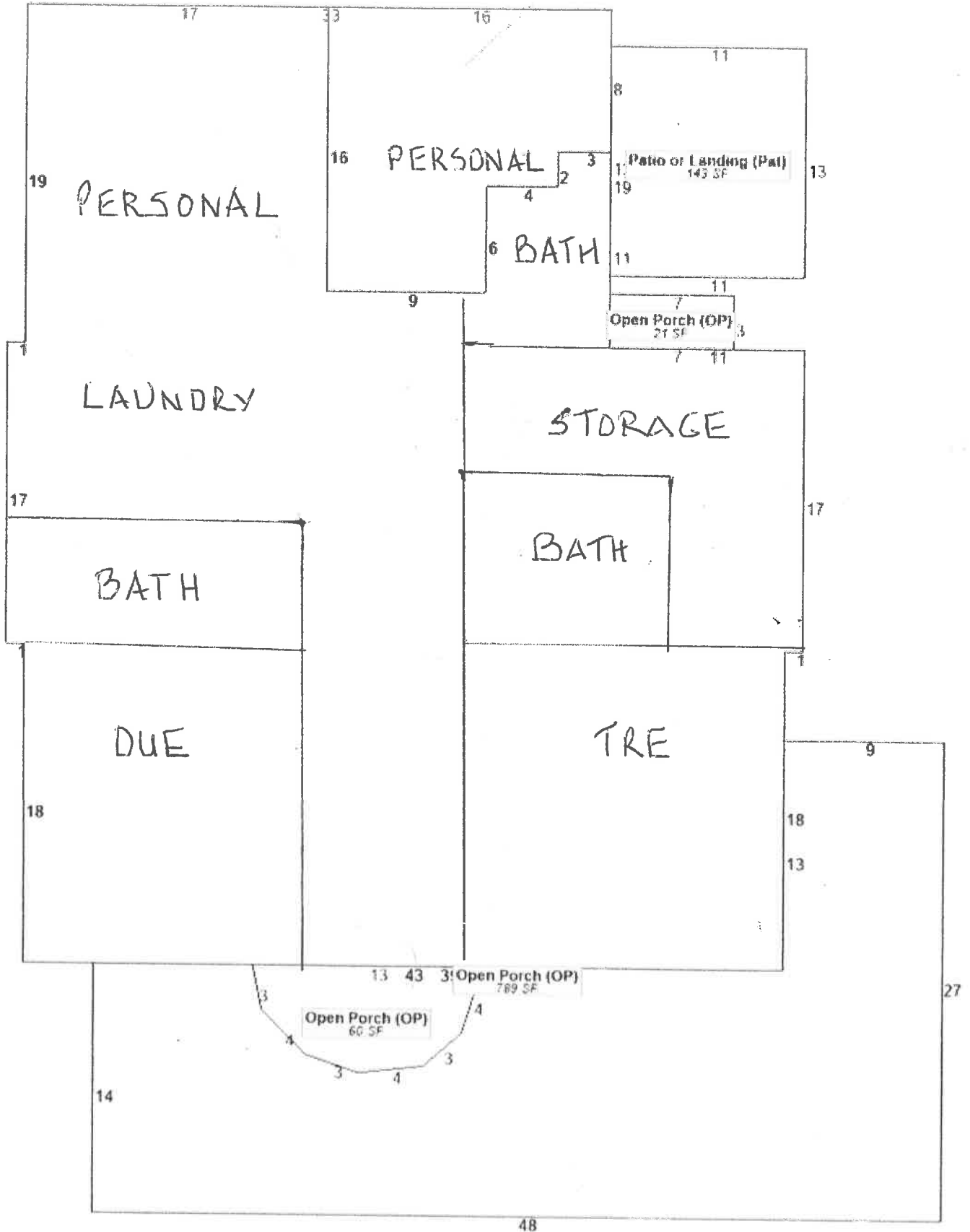
Telephone _____

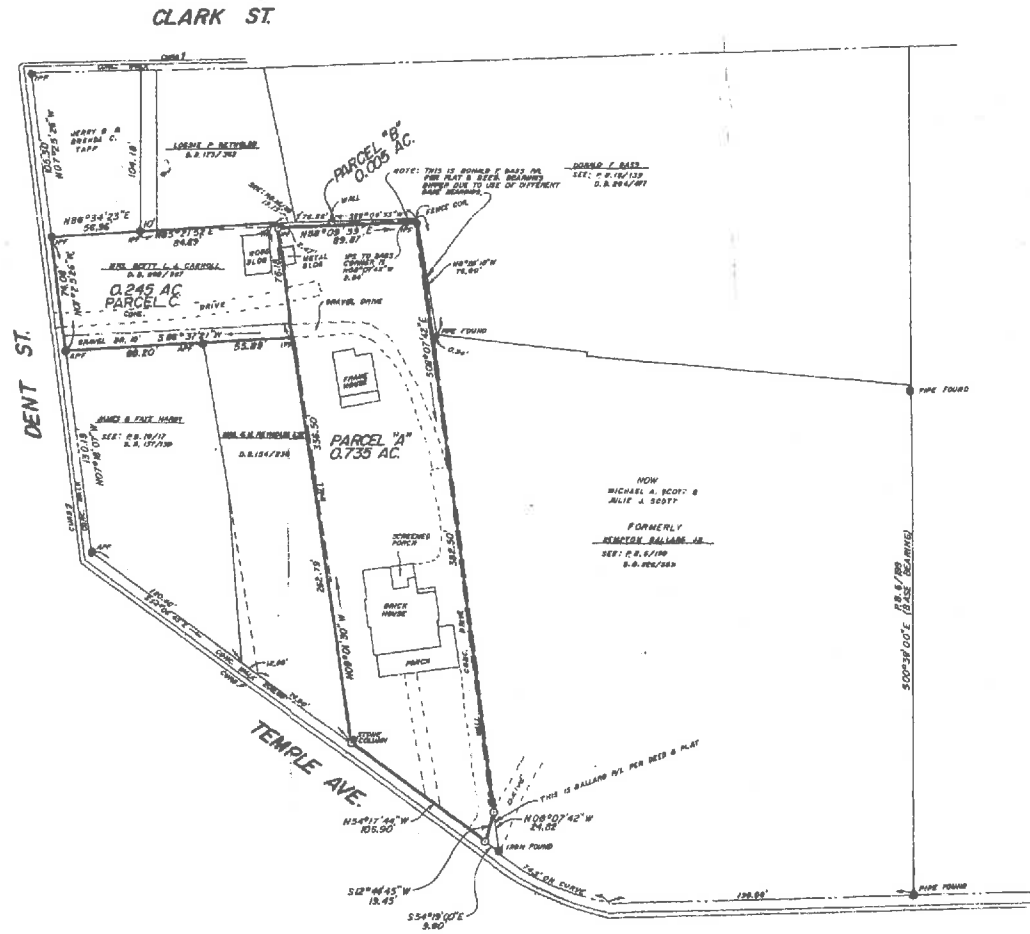
Date _____

FIRST FLOOR



SECOND FLOOR





FILED IN OFFICE
CLARK SUPERVISOR COURT
9A MAY 19 PM 4:35
COWETA COUNTY GA
DEBRAH CLARK CLERK

HP - IRON PIN FOUND
IP - IRON PIN SET
AP - ALUM PIPE FOUND
PLAT BOOK SB PG 110

THIS PROPERTY ORIGINALLY SURVEYED 3/28/07 FOR RICHARD & BOYCE & MYRTLE CARROLL BOYCE.

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

I HAVE THIS DAY EXAMINED THE FIA OFFICIAL FLOOD HAZARD MAP AND FOUND THAT THIS PROPERTY IS NOT LOCATED IN AN AREA DESIGNATED AS A SPECIAL FLOOD HAZARD AREA.



SURVEY FOR: RONALD B. PATTY GRONDA		APPROVED BY:	DRAWN BY:
SCALE: 1" = 30'	DATE: 3/6/84	REVIEWED:	
LL 26 L0 5 CITY OF NEWMAN COWETA COUNTY GEORGIA			DRAWING NUMBER: 04008
SURVEY BY: <i>J. R. Christopher</i>			

Prepared by:
Aiken & Ward
1745 Phoenix Blvd., Ste 400
Atlanta, Georgia 30349
S. Butler
File No. 694040038A

WARRANTY DEED

STATE OF GEORGIA

COUNTY OF COWETA BOOK 853 PAGE 549

THIS INDENTURE, Made the 16th day of May, in the year one thousand nine hundred ninety-four, between
RON GIRONDA

of the County of COWETA, and State of Georgia, as party or parties of the first part, hereinafter called Grantor, and

RON GIRONDA AND PATTY GIRONDA as joint tenants with rights of survivorship

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

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

~~SEE EXHIBIT BOOK FOR ATTACHED INSTRUMENTS AND MADE TO BETTY GIRONDA~~

ALL THAT TRACT or parcel of land lying and being in land Lot 26 of the 5th District of Coweta County, Georgia, being more particularly described on that recorded Plat of Survey, recorded in Plat Book SB, Page 16, Coweta County Records, which plat is incorporated herein by reference and made a part hereof. Being the same property conveyed in that Warranty Deed to Betty L. J. Carroll Boyce, recorded in Deed Book 269, Page 567, aforesaid records, and in that Warranty Deed to Betty Bettina) Boyce a/k/a Betty L. J. Carroll Boyce, recorded in Deed Book 825, Page 498, aforesaid records.

Coweta ✓
COWETA COUNTY
Real Estate Transfer Tax
Paid \$ 1.14
Date 5/19/94
Deborah J. Glover
Clerk of Superior Court

FILED IN OFFICE
CLERK SUPERIOR COURT
94 MAY 19 PM 4:41
DEBORAH GLOVER, CLERK
COWETA COUNTY, GA

This conveyance is made subject to all easements, covenants and restrictions of record.
TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of the said Grantee forever in FEE SIMPLE.
AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantee against the claims of all persons whomsoever.

IN WITNESS WHEREOF, the Grantor has signed and sealed this deed, the day and year above written.

Signed, sealed and delivered in presence of:

Carla B. Hain
WITNESS


Ron Gironda
RON GIRONDA (Seal)

[Signature]
NOTARY PUBLIC

(Seal)

Notary Public, Coweta County, Georgia.
My Commission Expires May 12, 1997.

(Seal)

	Tourist Accommodation Inspection Report	CURRENT SCORE	
	Accommodation Name: <u>Casa Bella Bed & Breakfast</u>		Last Score
	Address: <u>51 Temple AVE</u>		N/A
	City: <u>Newman</u> Permit#: <u>038-10-TOUR-001354</u>		Date
Inspection Date: <u>06/20/2014</u> Time In: <u>1:15</u> PM Time Out: <u>2:30</u> PM		N/A	
Purpose of Inspection: <input type="radio"/> Permitting/Preoperational <input checked="" type="radio"/> Routine <input type="radio"/> Re-Inspection <input type="radio"/> Requested <input type="radio"/> Complaint			
Code: 0 3 8			

Areas of Critical Public Health Risks
(Mark designated compliance status (IN, OUT, NO or NA) for each numbered item. For items marked OUT, mark POC if required and/or R for each item as applicable.)

Compliance Status		POC	R	Points
IN	OUT	NA	NO	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
1 Adequate, approved, permitted, protected potable water supply; no cross connection or back siphonage				
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
2 Employee health; no sign of communicable diseases				
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
3 Hot/cold running water under pressure in all required locations of tourist accommodation				
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
4 Central and guestroom toilet, lavatory, and bathing facilities provided; accessible and available to patrons				
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
5 Sewers/sewage disposal systems/dump stations approved; properly constructed and installed; no surface discharge				
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
6 Premises free of pests and rodents; pesticide applied in accordance with laws, rules, and label				
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
7 Gas water heaters not installed in bathrooms, bedrooms or closets connected				
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
8 Annual gas fired equipment inspection on file; gas units equipped with automatic safety and/or 100% cut-off pilot				
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5
9 Food offered in compliance with tourist accommodation permit or food service permit; appropriate bed and breakfast or continental breakfast operations and menu; proper food temperatures; handwashing and no bare hand contact				

Facility Operations, Maintenance, and Services
(Mark designated compliance status (OUT or NA) for each numbered item. For items marked OUT, mark COS (corrected onsite) or R (repeat) for each item as applicable.)

Compliance Status		COS	R	Points
AREA	OUT	NA		
FRONT DESK & EMPLOYEES	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2
	10 Permit and inspection report current and properly displayed; PIC assigned			
WATER SUPPLY & SANITIZING	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3
	11 Personal hygiene practiced; evidence of frequent hand washing and personal cleanliness			
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1
	12 Hoses for filling water tanks/cleaning dump station pads properly stored and handled; no other use			
TOILET FACILITIES	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4
	13 Water glasses and multi-use utensils; washed, rinsed, and sanitized in an approved manner: 3 compartment sink, commercial dishwasher, approved guestroom kitchenette dishwasher or single service items provided			
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1
14 Single service items placed in guestrooms or dwelling units commercially pre-wrapped				
SEWERS & SEWAGE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1
	15 Ice from approved source; properly handled, supplied and stored; equipment approved/clean			
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2
	16 Toilet/lavatory/bathing facility fixtures and rooms clean and maintained; properly lighted, clearly marked, proper signage, and all in good repair			
GARBAGE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2
	17 Proper ventilation; no sign of mold, mildew, odors or moisture			
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2
18 Toilet tissue and soap provided; soap individually wrapped or properly dispensed				
INSECT AND RODENT CONTROL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1
	19 Anti-slip tubs/showers, slip strips, mats or applique products provided and in good condition			
CONSTRUCTION LAYOUT FURNISHINGS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1
	20 Sewers and drains maintained, connections capped			
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1
	21 Watertight sewer connections with trailer outlets; properly sized			
POOL/SPA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2
	22 Approved leak proof containers covered, in proper location, clean, and maintained; collection adequate			
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2
	23 Documentation and records available for inspection			
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2
24 Openings to outside and physical facilities protected by tight-fitting doors, screening, or other means				
LAUNDRY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2
	25 Floors, walls, ceilings, windows, doors clean, and in good repair; appropriate for location and operation			
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2
26 Ventilation provided and lighting adequate; guestroom kitchenettes/cooking facilities approved				
GROUNDS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4
	27 All furniture, waste receptacles, draperies, carpets; clean, and in good repair, considered the property of and furnished by the tourist accommodation			
FOOD SERVICE OPTIONS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4
	28 Beds, mattresses, mattress pads, springs, frames, pillows, and bed coverings clean; vermin free and in good condition; bed linen properly supplied, changed and laundered			
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2
29 All sleeping quarters, laundry areas, and food areas properly separated				
FOOD SERVICE OPTIONS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1
	30 Complies with all applicable regulations, permitted, approved operation			
FOOD SERVICE OPTIONS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2
	31 Barrier adequate, gate locked, and installed properly; warning sign posted, procedures and log maintained			
FOOD SERVICE OPTIONS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1
	32 Separate, structurally sound, clean, and in good repair: dryers vented and adequate lighting			
FOOD SERVICE OPTIONS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1
	33 Housekeeping carts and storage areas maintained; clean/sanitized items protected from contamination			
FOOD SERVICE OPTIONS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3
	34 Grounds, walkways, porches and hallways maintained; drives provide unobstructed width and proper spacing; graded to drain, trailer spaces marked clearly, areas clean and maintained in good repair			
FOOD SERVICE OPTIONS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1
	35 Electrical work and materials in compliance; grounded and weatherproof outlets, properly located power lines			
FOOD SERVICE OPTIONS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2
	36 Food in sound condition; protected, properly prepared, stored, and handled; approved dispensers; item storage 6 inches off floor, physical facilities maintained and clean			
FOOD SERVICE OPTIONS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2
	37 Single service articles properly stored and no re-use; multi-use utensils protected; food contact surfaces smooth easily cleanable			
FOOD SERVICE OPTIONS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1
	38 No pets, guests and/or unauthorized personnel in kitchen/food prep area; employees smoking/eating in unapproved location			

Person in Charge (Signature) <i>Patty Gironda</i>	(Print) Patty Gironda	Date: <u>06/20/2014</u>
EH Specialist (Signature) <i>Sherry Beasley</i>	Re-inspection: YES <input type="radio"/> NO <input type="radio"/>	Date: <u>06/20/2014</u>

Georgia Department of Human Resources - Division of Public Health
TOURIST ACCOMMODATION INSPECTION RECORD

Name of Accommodation: Casa Bella Bed & Breakfast Address: 51 Temple Avenue City: Newnan County: Coweta

Deficiencies found during inspection are marked with an (X). A check mark (✓) indicates satisfactory compliance. (NA) means non-applicable.

	No.	Item Description	Eval. Pts.	X ✓ NA	Notes	County
WATER SUPPLY	1.	Adequate, approved, no cross-connection	6	✓		038 Permit No. 1354 No. of Units 4 Purpose 1. Routine 2. Follow up 3. Request 4. Complaint 9. Other Inspection Time Evaluation Points 100 Disposition 1. Permit Issued 2. Permit Denied 3. Enforcement Action Recommended
	2.	Trailer water tank hose properly used & stored	1	NIA		
	3.	Cups, glasses & multiuse utensils washed, rinsed & sanitized after each occupancy or single service provided.	4	✓		
	4.	Drinking founts of approved design	1	NIA		
	5.	Ice from an approved source stored and handled properly	2	✓		
TOILET FACILITIES	6.	Toilet facilities provided	5	✓		
	7.	Rooms, fixtures clean & in good repair	2	✓		
	8.	Well lighted, ventilated	2	✓		
	9.	Hot & cold water under pressure, soap & individual towels, receptacles	2	✓		
	10.	Central toilet facilities, separate for each sex, provided within 200 ft. of each dwelling unit served	3	NIA		
SEWERS	11.	Sewers & connections approved	2	✓		
SEWAGE DISPOSAL		Method: 1. Public, 2. Septic Tank, 3. Other		\$ 1		
	12.	Sewage & other liquid waste disposed of by an approved manner	4	✓		
PLUMBING	13.	Plumbing properly installed with no back siphonage, good repair	4	✓		
REFUSE DISPOSAL	14.	Containers adequate, approved, properly located	4	✓		
	15.	Approved collection & disposal	4	✓		
INSECT/RODENT CONTROL	16.	Dwelling units effectively screened or other means for excluding insects	2	✓		
	17.	Vermin effectively controlled	2	✓		
HOUSING	18.	Clean, structurally sound, good repair	5	✓		
	19.	Well lighted, ventilated	1	✓		
	20.	Furnishings clean & in good repair	4	✓		
	21.	Bed clothing clean, linens replaced daily unless written notice is given to occupant	4	✓		
HEATING AND FIRE SAFETY		Type: 1. Central gas, 2. Individual gas, 3. Central other, 4. Individual other		\$ 3		
	22.	All gas appliances properly vented to exterior	6	✓		
	23.	Natural gas equipment equipped with automatic safety pilot, liquefied petroleum appliances with 100% safety pilot	6	✓		
	24.	Gas water heaters properly located & vented	1	✓		
	25.	Smoke detectors & fire extinguishers installed & operational	2	✓		
FOOD SERVICE		Type: 1. Permit, 2. Continental breakfast only, 3. Bed & Breakfast Inn serving full meal		\$ 3		
	26.	In compliance with applicable rules	2 to 8	✓		
LAUNDRY ROOMS	27.	Separate, structurally sound, clean, good repair	2	✓		
	28.	Hot & cold water under pressure, adequate light & ventilation	2	✓		
GROUNDS	29.	Well drained, clean, maintained	1	✓		
	30.	Trailers properly spaced and marked, 15 ft. between trailers & property lines, 10 ft. between trailers and internal driveways, abuts on drives 20 ft. or wider	1	NIA		
	31.	Grounded & weatherproof electrical outlets at each trailer space, power lines underground or suspended at least 18 ft. above ground	1	NIA		
	32.	Swimming pool and spa in compliance	1			
EMPLOYEE HYGIENE	33.	Good personal hygiene, no communicable disease	4	✓		
PERMIT	34.	Permit displayed, current inspection report posted	1	✓		


Additional Comments

§ Place Appropriate Number in Block

Date of Inspection: 07/01/13

Discussed with (Signature): Patty Luonda Title

Inspected by (Signature): Sherry Becalby Title: EHS II

 Georgia Department of Public Health	Tourist Accommodation Inspection Report	Page <u>1</u> of <u>1</u>																																																																																																																																																																																																
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Person in Charge (Signature) <u>Patty Gironda</u> (Print) Patty Gironda Date: <u>02/23/2015</u>		EH Specialist (Signature) <u>Patricia Johnson</u> Re-Inspection: YES <input type="radio"/> NO <input checked="" type="radio"/> Date: <u>02/23/2015</u>																																																																																																																																																																																																



Tourist Accommodation Inspection Report

Accommodation Name: Casa Bella Bed & Breakfast

Address: 51 Temple AVE

City: Newnan

Permit#: 03B-10-TOUR-001354

Inspection Date: 08/22/2016

Time In: 3:30 PM Time Out: 4:30 PM

Last Score	100
100	
Date	

02/23/2015

Purpose of Inspection: Permitting/Preoperational Routine Re-Inspection Requested Complaint Code: 0 3 8

Areas of Critical Public Health Risks

(Mark designated compliance status (IN, OUT, NO or NA) for each numbered item. For items marked OUT, mark POC if required and/or R for each item as applicable.)

IN=in compliance OUT=not in compliance NO=not observed NA=not applicable POC=Plan of correction/use restrictions R=Repeat violation of the same code provision

Compliance Status				POC	R	Points
IN	OUT	NA	NO			
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			5
1 Adequate, approved, permitted, protected potable water supply; no cross connection or back siphonage						
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			5
2 Employee health; no sign of communicable diseases						
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			5
3 Hot/cold running water under pressure in all required locations of tourist accommodation						
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			5
4 Central and guestroom toilet, lavatory, and bathing facilities provided; accessible and available to patrons						
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			5
5 Sewers/sewage disposal systems/dump stations approved; properly constructed and installed; no surface discharge						
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			5
6 Premises free of pests and rodents; pesticide applied in accordance with laws, rules, and label						
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			5
7 Gas water heaters not installed in bathrooms, bedrooms or closets connected						
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			5
8 Annual gas fired equipment inspection on file; gas units equipped with automatic safety and/or 100% cut-off pilot						
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			5
9 Food offered in compliance with tourist accommodation permit or food service permit; appropriate bed and breakfast or continental breakfast operations and menu; proper food temperatures; handwashing and no bare hand contact						

Facility Operations, Maintenance, and Services

(Mark designated compliance status (OUT or NA) for each numbered item. For items marked OUT, mark COS (corrected onsite) or R (repeat) for each item as applicable.)

Compliance Status			COS	R	Points
AREA	OUT	NA			
FRONT DESK & EMPLOYEES	<input type="radio"/>	<input type="radio"/>			2
	10 Permit and inspection report current and properly displayed; PIC assigned				
WATER SUPPLY & SANITIZING	<input type="radio"/>	<input type="radio"/>			3
	11 Personal hygiene practiced; evidence of frequent hand washing and personal cleanliness				
	<input type="radio"/>	<input type="radio"/>			1
	12 Hoses for filling water tanks/cleaning dump station pads properly stored and handled; no other use				
TOILET FACILITIES	<input type="radio"/>	<input type="radio"/>			4
	13 Water glasses and multi-use utensils; washed, rinsed, and sanitized in an approved manner: 3 compartment sink, commercial dishwasher, approved guestroom kitchenette dishwasher or single service items provided				
	<input type="radio"/>	<input type="radio"/>			1
14 Single service items placed in guestrooms or dwelling units commercially pre-wrapped					
SEWERS & SEWAGE	<input type="radio"/>	<input type="radio"/>			1
	15 Ice from approved source; properly handled, supplied and stored; equipment approved/clean				
	<input type="radio"/>	<input type="radio"/>			2
	16 Toilet/lavatory/bathing facility fixtures and rooms clean and maintained; properly lighted, clearly marked, proper signage, and all in good repair				
GARBAGE	<input type="radio"/>	<input type="radio"/>			2
	17 Proper ventilation; no sign of mold, mildew, odors or moisture				
	<input type="radio"/>	<input type="radio"/>			2
18 Toilet tissue and soap provided; soap individually wrapped or properly dispensed					
INSECT AND RODENT CONTROL	<input type="radio"/>	<input type="radio"/>			1
	19 Anti-slip tubs/showers, slip strips, mats or appliqué products provided and in good condition				
CONSTRUCTION LAYOUT FURNISHINGS	<input type="radio"/>	<input type="radio"/>			1
	20 Sewers and drains maintained, connections capped				
	<input type="radio"/>	<input type="radio"/>			1
	21 Watertight sewer connections with trailer outlets; properly sized				
POOL/SPA	<input type="radio"/>	<input type="radio"/>			2
	22 Approved leak proof containers covered, in proper location, clean, and maintained; collection adequate				
	<input type="radio"/>	<input type="radio"/>			2
	23 Documentation and records available for inspection				
LAUNDRY	<input type="radio"/>	<input type="radio"/>			2
	24 Openings to outside and physical facilities protected by tight-fitting doors, screening, or other means				
	<input type="radio"/>	<input type="radio"/>			2
	25 Floors, walls, ceilings, windows, doors clean, and in good repair; appropriate for location and operation				
GROUNDS	<input type="radio"/>	<input type="radio"/>			2
	26 Ventilation provided and lighting adequate; guestroom kitchenettes/cooking facilities approved				
	<input type="radio"/>	<input type="radio"/>			4
	27 All furniture, waste receptacles, draperies, carpets; clean, and in good repair, considered the property of and furnished by the tourist accommodation				
FOOD SERVICE OPTIONS	<input type="radio"/>	<input type="radio"/>			4
	28 Beds, mattresses, mattress pads, springs, frames, pillows, and bed coverings clean; vermin free and in good condition; bed linen properly supplied, changed and laundered				
	<input type="radio"/>	<input type="radio"/>			2
	29 All sleeping quarters, laundry areas, and food areas properly separated				
FOOD SERVICE OPTIONS	<input type="radio"/>	<input type="radio"/>			1
	30 Complies with all applicable regulations, permitted, approved operation				
FOOD SERVICE OPTIONS	<input type="radio"/>	<input type="radio"/>			2
	31 Barrier adequate, gate locked, and installed properly; warning sign posted, procedures and log maintained				
FOOD SERVICE OPTIONS	<input type="radio"/>	<input type="radio"/>			1
	32 Separate, structurally sound, clean, and in good repair: dryers vented and adequate lighting				
FOOD SERVICE OPTIONS	<input type="radio"/>	<input type="radio"/>			1
	33 Housekeeping carts and storage areas maintained; clean/sanitized items protected from contamination				
FOOD SERVICE OPTIONS	<input type="radio"/>	<input type="radio"/>			3
	34 Grounds, walkways, porches and hallways maintained; drives provide unobstructed width and proper spacing; graded to drain; trailer spaces marked clearly, areas clean and maintained in good repair				
FOOD SERVICE OPTIONS	<input type="radio"/>	<input type="radio"/>			1
	35 Electrical work and materials in compliance; grounded and weatherproof outlets, properly located power lines				
FOOD SERVICE OPTIONS	<input type="radio"/>	<input type="radio"/>			2
	36 Food in sound condition; protected, properly prepared, stored, and handled; approved dispensers; item storage 6 inches off floor, physical facilities maintained and clean				
FOOD SERVICE OPTIONS	<input type="radio"/>	<input type="radio"/>			2
	37 Single service articles properly stored and no re-use; multi-use utensils protected; food contact surfaces smooth easily cleanable				
FOOD SERVICE OPTIONS	<input type="radio"/>	<input type="radio"/>			1
	38 No pets, guests and/or unauthorized personnel in kitchen/food prep area; employees smoking/eating in unapproved location				

Person in Charge (Signature) Patty Girona (Print) Patti Girona Date: _____
 EH Specialist (Signature) Sherry Beasley Re-inspection: YES NO Date: 08/22/2016

Georgia Department of Human Resources - Division of Public Health
TOURIST ACCOMMODATION INSPECTION RECORD

Name of Accommodation <i>Casa Bella Bed & Breakfast</i>	Address <i>51 Temple Avenue</i>	City <i>Newnan</i>	County <i>Coweta</i>
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Deficiencies found during inspection are marked with an (X). A check mark (✓) indicates satisfactory compliance. (NA) means non-applicable.

	No.	Item Description	Eval. Pts.	X ✓ NA	Notes	
WATER SUPPLY	1.	Adequate, approved, no cross-connection	6	✓		County <div style="border:1px solid black; padding:2px; display:inline-block;">038</div> Permit No. <div style="border:1px solid black; padding:2px; display:inline-block;">1354</div> No. of Units <div style="border:1px solid black; padding:2px; display:inline-block;">004</div> Purpose <input type="checkbox"/> 1. Routine <input type="checkbox"/> 2. Follow up <input type="checkbox"/> 3. Request <input type="checkbox"/> 4. Complaint <input type="checkbox"/> 9. Other Inspection Time <div style="border:1px solid black; padding:2px; display:inline-block;">1 hr.</div> Evaluation Points <div style="border:1px solid black; padding:2px; display:inline-block;">100</div> Disposition <div style="border:1px solid black; padding:2px; display:inline-block;">1</div> 1. Permit Issued 2. Permit Denied 3. Enforcement Action Recommended
	2.	Trailer water tank hose properly used & stored	1	✓		
	3.	Cups, glasses & multiuse utensils washed, rinsed & sanitized after each occupancy or single service provided.	4	✓		
	4.	Drinking founts of approved design	1	✓		
	5.	Ice from an approved source stored and handled properly	2	✓		
TOILET FACILITIES	6.	Toilet facilities provided	5	✓		
	7.	Rooms, fixtures clean & in good repair	2	✓		
	8.	Well lighted, ventilated	2	✓		
	9.	Hot & cold water under pressure, soap & individual towels, receptacles	2	✓		
	10.	Central toilet facilities, separate for each sex, provided within 200 ft. of each dwelling unit served	3	✓		
SEWERS	11.	Sewers & connections approved	2	✓		
SEWAGE DISPOSAL	Method: 1. Public, 2. Septic Tank, 3. Other				\$1	
	12.	Sewage & other liquid waste disposed of by an approved manner	4	✓		
PLUMBING	13.	Plumbing properly installed with no back siphonage, good repair	4	✓		
REFUSE DISPOSAL	14.	Containers adequate, approved, properly located	4	✓		
	15.	Approved collection & disposal	4	✓		
INSECT/RODENT CONTROL	16.	Dwelling units effectively screened or other means for excluding insects	2	✓		
	17.	Vermin effectively controlled	2	✓		
HOUSING	18.	Clean, structurally sound, good repair	5	✓		
	19.	Well lighted, ventilated	1	✓		
	20.	Furnishings clean & in good repair	4	✓		
	21.	Bed clothing clean, linens replaced daily unless written notice is given to occupant	4	✓		
HEATING AND FIRE SAFETY	Type: 1. Central gas, 2. Individual gas, 3. Central other, 4. Individual other				\$3	
	22.	All gas appliances properly vented to exterior	6	✓		
	23.	Natural gas equipment equipped with automatic safety pilot, liquefied petroleum appliances with 100% safety pilot	6	✓		
	24.	Gas water heaters properly located & vented	1	✓		
	25.	Smoke detectors & fire extinguishers installed & operational	2	✓		
FOOD SERVICE	Type: 1. Permit, 2. Continental breakfast only, 3. Bed & Breakfast Inn serving full meal				\$3	
	26.	In compliance with applicable rules	2 to 8	3		
LAUNDRY ROOMS	27.	Separate, structurally sound, clean, good repair	2	✓		
	28.	Hot & cold water under pressure, adequate light & ventilation	2	✓		
GROUNDS	29.	Well drained, clean, maintained	1	✓		
	30.	Trailers properly spaced and marked, 15 ft. between trailers & property lines, 10 ft. between trailers and internal driveways, abuts on drives 20 ft. or wider	1	✓		
	31.	Grounded & weatherproof electrical outlets at each trailer space, power lines underground or suspended at least 18 ft. above ground	1	✓		
	32.	Swimming pool and spa in compliance	1	✓		
EMPLOYEE HYGIENE	33.	Good personal hygiene, no communicable disease	4	✓		
PERMIT	34.	Permit displayed, current inspection report posted	1	✓		

Additional Comments § Place Appropriate Number in Block

Date of Inspection <i>6/12/11</i>	Discussed with (Signature) <i>Patty Shonda</i>	Title <i>Innkeeper</i>	Inspected by (Signature) <i>Patricia Gammans</i>	Title <i>9181</i>
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Georgia Department of Human Resources - Division of Public Health
TOURIST ACCOMMODATION INSPECTION RECORD

Name of Accommodation: Cash Villa bed & breakfast Address: 51 Jungle Avenue City: Newton County: Conner

Deficiencies found during inspection are marked with an (X). A check mark (✓) indicates satisfactory compliance. (NA) means non-applicable.

No.	Item Description	Eval. Pts.	X NA	✓	Notes
WATER SUPPLY	1. Adequate, approved, no cross-connection	6		✓	
	2. Trailer water tank hose properly used & stored	1		Ha	
	3. Cups, glasses & multiuse utensils washed, rinsed & sanitized after each occupancy or single service provided.	4		✓	
	4. Drinking founts of approved design	1		✓	
	5. Ice from an approved source stored and handled properly	2		✓	
TOILET FACILITIES	6. Toilet facilities provided	5		✓	
	7. Rooms, fixtures clean & in good repair	2		✓	
	8. Well lighted, ventilated	2		✓	
	9. Hot & cold water under pressure, soap & individual towels, receptacles	2		✓	
	10. Central toilet facilities, separate for each sex, provided within 200 ft. of each dwelling unit served	3		✓	
SEWERS	11. Sewers & connections approved	2		✓	
SEWAGE DISPOSAL	Method: 1. Public, 2. Septic Tank, 3. Other			\$ 1	
	12. Sewage & other liquid waste disposed of by an approved manner	4		✓	
PLUMBING	13. Plumbing properly installed with no back siphonage, good repair	4		✓	
REFUSE DISPOSAL	14. Containers adequate, approved, properly located	4		✓	
	15. Approved collection & disposal	4		✓	
INSECT/RODENT CONTROL	16. Dwelling units effectively screened or other means for excluding insects	2		✓	
	17. Vermin effectively controlled	2		✓	
HOUSING	18. Clean, structurally sound, good repair	5		✓	
	19. Well lighted, ventilated	1		✓	
	20. Furnishings clean & in good repair	4		✓	
	21. Bed clothing clean, linens replaced daily unless written notice is given to occupant	4		✓	
HEATING AND FIRE SAFETY	Type: 1. Central gas, 2. Individual gas, 3. Central other, 4. Individual other			\$ 3	
	22. All gas appliances properly vented to exterior	6		✓	
	23. Natural gas equipment equipped with automatic safety pilot, liquefied petroleum appliances with 100% safety pilot	6		✓	
	24. Gas water heaters properly located & vented	1		✓	
	25. Smoke detectors & fire extinguishers installed & operational	2		✓	
FOOD SERVICE	Type: 1. Permit, 2. Continental breakfast only, 3. Bed & Breakfast Inn serving full meal			\$ 3	
	26. In compliance with applicable rules	2 to 8		✓	
LAUNDRY ROOMS	27. Separate, structurally sound, clean, good repair	2		✓	
	28. Hot & cold water under pressure, adequate light & ventilation	2		✓	
GROUNDS	29. Well drained, clean, maintained	1		✓	
	30. Trailers properly spaced and marked, 15 ft. between trailers & property lines, 10 ft. between trailers and internal driveways, abuts on drives 20 ft. or wider	1		✓	
	31. Grounded & weatherproof electrical outlets at each trailer space, power lines underground or suspended at least 18 ft. above ground	1		✓	
	32. Swimming pool and spa in compliance	1		✓	
EMPLOYEE HYGIENE	33. Good personal hygiene, no communicable disease	4		✓	
PERMIT	34. Permit displayed, current inspection report posted	1		✓	

County: 038

Permit No.: 1354

No. of Units: 004

Purpose: 1. Routine
 2. Follow up
 3. Request
 4. Complaint
 9. Other

Inspection Time: _____

Evaluation Points: 100

Disposition: 1. Permit Issued
 2. Permit Denied
 3. Enforcement Action Recommended

Additional Comments: _____ § Place Appropriate Number in Block

Date of Inspection: 10/31/12 Discussed with (Signature): Patty Quinda Title: _____ Inspected by (Signature): Sandra Gamman Title: ESBIV

Georgia Department of Human Resources - Division of Public Health
TOURIST ACCOMMODATION INSPECTION RECORD

Name of Accommodation: Casa Bella Bed & Breakfast Address: 51 Temple Avenue City: Newman County: Coweta

Deficiencies found during inspection are marked with an (X). A check mark (✓) indicates satisfactory compliance. (NA) means non-applicable.

	No.	Item Description	Eval. Pts.	X ✓ NA	Notes	County
WATER SUPPLY	1.	Adequate, approved, no cross-connection	6	✓		038 Permit No. 1354 No. of Units 4 Purpose 1. Routine 2. Follow up 3. Request 4. Complaint 9. Other Inspection Time Evaluation Points 100 Disposition 1 1. Permit Issued 2. Permit Denied 3. Enforcement Action Recommended
	2.	Trailer water tank hose properly used & stored	1	NIA		
	3.	Cups, glasses & multiuse utensils washed, rinsed & sanitized after each occupancy or single service provided.	4	✓		
	4.	Drinking founts of approved design	1	NIA		
	5.	Ice from an approved source stored and handled properly	2	NIA		
TOILET FACILITIES	6.	Toilet facilities provided	5	✓		
	7.	Rooms, fixtures clean & in good repair	2	✓		
	8.	Well lighted, ventilated	2	✓		
	9.	Hot & cold water under pressure, soap & individual towels, receptacles	2	✓		
SEWERS	10.	Central toilet facilities, separate for each sex, provided within 200 ft. of each dwelling unit served	3	NIA		
	11.	Sewers & connections approved	2	✓		
SEWAGE DISPOSAL	Method: 1. Public, 2. Septic Tank, 3. Other			\$1		
	12.	Sewage & other liquid waste disposed of by an approved manner	4	✓		
PLUMBING	13.	Plumbing properly installed with no back siphonage, good repair	4	✓		
REFUSE DISPOSAL	14.	Containers adequate, approved, properly located	4	✓		
	15.	Approved collection & disposal	4	✓		
INSECT/RODENT CONTROL	16.	Dwelling units effectively screened or other means for excluding insects	2	✓		
	17.	Vermin effectively controlled	2	✓		
HOUSING	18.	Clean, structurally sound, good repair	5	✓		
	19.	Well lighted, ventilated	1	✓		
	20.	Furnishings clean & in good repair	4	✓		
	21.	Bed clothing clean, linens replaced daily unless written notice is given to occupant	4	✓		
HEATING AND FIRE SAFETY	Type: 1. Central gas, 2. Individual gas, 3. Central other, 4. Individual other			\$3		
	22.	All gas appliances properly vented to exterior	6	✓		
	23.	Natural gas equipment equipped with automatic safety pilot, liquefied petroleum appliances with 100% safety pilot	6			
	24.	Gas water heaters properly located & vented	1	✓		
	25.	Smoke detectors & fire extinguishers installed & operational	2	✓		
FOOD SERVICE	Type: 1. Permit, 2. Continental breakfast only, 3. Bed & Breakfast Inn serving full meal			\$3		
	26.	In compliance with applicable rules	2 to 8	✓		
LAUNDRY ROOMS	27.	Separate, structurally sound, clean, good repair	2	✓		
	28.	Hot & cold water under pressure, adequate light & ventilation	2	✓		
GROUNDS	29.	Well drained, clean, maintained	1	✓		
	30.	Trailers properly spaced and marked, 15 ft. between trailers & property lines, 10 ft. between trailers and internal driveways, abuts on drives 20 ft. or wider	1	NIA		
	31.	Grounded & weatherproof electrical outlets at each trailer space, power lines underground or suspended at least 18 ft. above ground	1	NIA		
	32.	Swimming pool and spa in compliance	1	✓		
EMPLOYEE HYGIENE	33.	Good personal hygiene, no communicable disease	4	✓		
PERMIT	34.	Permit displayed, current inspection report posted	1	✓		

Additional Comments

§ Place Appropriate Number in Block

Date of Inspection: 09/22/10

Discussed with (Signature): Patty Gronda Title

Inspected by (Signature): Sherry Beasley Title: EHS IV



City of Newnan, Georgia – Mayor and Council

Date: March 26, 2019

Agenda Item: Street Acceptance – Maple Wood Drive

Presented by: Tracy Dunnavant, Planning & Zoning Director

Submitted by: Dean Smith, Planner

Purpose:

To amend a previously approved plat due to an incorrect road name

Background:

Heritage Ridge, Phase 3, Unit D was approved by City Council on February 26, 2019, but one of the street names on that plat, Pine Knoll Drive was not accepted by Coweta County 911, although Pine Knoll Drive was still on the preliminary plat.

After conducting some research, staff discovered that 911 had rejected the name Pine Knoll Drive in 2001. However, the preliminary plat did not get revised to show this change at that time. We have confirmed with 911 that Maple Wood Drive was the replacement road name. The plat has been amended with the corrected road name of Maple Wood Drive. The legal paperwork will also be revised and re-recorded along with a new plat, provided the Mayor and City Council are amenable to the change in road name.

Options:

1. Approve the plat with the corrected road name.
2. Do not accept the proposed road name.
3. Other direction from Council.

Recommendation: Option 1.

Attachments: Plat showing streets requesting to be accepted.

OWNER / DEVELOPER:
D.R. HORTON, INC
1371 DOGWOOD DR SW
CONYERS, GA 30012
(678) 209-8051

24 HR CONTACT:
PAUL REED
(404) 597-6756

ENGINEER / SURVEYOR:
FALCON DESIGN CONSULTANTS, LLC
235 CORP. CTR. DR., SUITE 200
STOCKBRIDGE, GA 30281
(770) 389-8666

REVISION #1

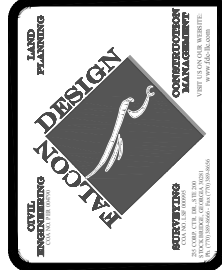
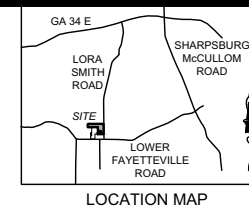
THIS PLAT SUPERCEDES
PLAT BOOK 97, PAGES
129-133.
THE REASON FOR THIS
REVISION IS TO CORRECT
THE ADDRESS ON LOT 438
FROM #82 TO #84 PER THE
CITY OF NEWNAN. AND
CHANGE STREET NAME
FROM PINE KNOLL DR. TO
MAPLE WOOD DR. ALL
OTHER LOTS REMAIN THE
SAME.

REVISED FINAL PLAT FOR:
HERITAGE RIDGE

PHASE 3, UNIT D
PLAT BOOK 97, PAGES 129-133
LAND LOT 2, 6TH DISTRICT
COWETA COUNTY, GEORGIA
CITY OF NEWNAN
PART OF
TAX PARCEL NO. SG8-008

DEVELOPMENT DATA

- 1. DEVELOPER: D. R. HORTON, INC. 1371 DOGWOOD DR SW CONYERS, GA 30012 TELEPHONE NUMBER: 678-209-8051
2. ENGINEER/SURVEYOR: FALCON DESIGN CONSULTANTS, INC. 235 CORPORATE CENTER DR., STE 200 STOCKBRIDGE, GA 30281 TELEPHONE NUMBER: 770-389-8666
3. SUBDIVISION CONFIGURATION: A. SOURCE OF DATA: BOUNDARY SURVEY PERFORMED BY FALCON DESIGN CONSULTANTS, INC. B. LOCATION: CITY OF NEWNAN, COWETA COUNTY, GEORGIA PART OF TAX PARCEL ID # SG8 008 C. PROJECT AREA: 39.24 ACRES = 26.89 ACRES (PHASE 3 UNIT D) OPEN SPACE = 7.55 ACRES (19%) 5.45 ACRES (PHASE 3 UNIT D) R/W AREA = 6.45 ACRES 4.50 ACRES (PHASE 3 UNIT D) LOT AREA = 24.29 ACRES 16.94 ACRES (PHASE 3 UNIT D) D. DENSITY: 95 LOTS / 26.89 AC. = 3.53 GROSS (PHASE 3 UNIT D) 95 LOTS / 16.94 AC. = 5.60 NET (PHASE 3 UNIT D) E. TYPE OF SUBDIVISION: SINGLE FAMILY RESIDENTIAL F. TOTAL NUMBER OF LOTS IN THE PROJECT - 141 LOTS (95-PHASE 3 UNIT D) G. MINIMUM LOT SIZE: 6,000 SQUARE FEET H. STREET LENGTH: 391 L.F. SCENIC HILLS DRIVE=173 L.F. BROOKVIEW DRIVE=2334 L.F. MAPLE HILL DRIVE=1122 L.F. MAPLE WOOD DRIVE=290 L.F.



RESERVED FOR CLERK OF COURT

SEWER PIPE TABLE

Table with columns: Description, Slope, Length, Start Structure, Start Invert El., End Structure, End Invert El. Lists sewer pipe specifications for various materials like PVC, HDPE, and manholes like SSMH and DWCB.

STORM PIPE CHART

Table with columns: Description, Slope, Length, Start Structure, Start Invert El., End Structure, End Invert El. Lists storm pipe specifications for materials like HDPE, RCP, and manholes like DWCB, SWCB, and WI.

CITY OF NEWNAN CERTIFICATE

THE CITY OF NEWNAN HEREBY ACCEPTS ALL STREET RIGHT-OF-WAYS AND THE IMPROVEMENTS THEREIN AND ANY CATCH BASINS, JUNCTION BOXES, STORM DRAINAGE PIPE, EASEMENTS, OR OTHER STRUCTURES OR AREAS OUTSIDE OF SAID RIGHT-OF-WAY (EXCLUDING DITCHES AND OTHER OPEN DRAINAGE WAYS) WHICH ARE SPECIFICALLY INDICATED ON THIS PLAT AS BEING DEDICATED TO THE PUBLIC. HOWEVER, THIS CERTIFICATION DOES NOT OBLIGATE THE CITY TO MAINTAIN THE ABOVE STATED INFRASTRUCTURE UNTIL EXPIRATION OF THE MAINTENANCE PERIOD.

DIRECTOR OF THE PLANNING DEPARTMENT'S CERTIFICATE

PURSUANT TO THE LAND SUBDIVISION REGULATIONS OF THE CITY OF NEWNAN, GEORGIA, ALL REQUIREMENTS OF APPROVAL HAVING BEEN FULFILLED, THIS FINAL PLAT WAS GIVEN FINAL APPROVAL ON 3/13/2019.

OWNER'S CERTIFICATE

I, BEING THE OWNER OF THE LAND SHOWN ON THIS PLAT, HEREBY CERTIFY THAT: ALL STATE, CITY AND COUNTY TAXES OR OTHER ASSESSMENTS NOW DUE ON THIS LAND HAVE BEEN PAID; ALL STREETS, DRAINAGE WAYS AND EASEMENTS SHOWN HEREON ARE DEDICATED TO THE USE OF THE PUBLIC AND ENFORCEMENT BY PUBLIC SAFETY OFFICIALS FOREVER; AND, THAT I WILL BE RESPONSIBLE FOR THE MAINTENANCE AND REPAIR OF ALL INFRASTRUCTURE ASSOCIATED WITH THIS DEVELOPMENT UNTIL EXPIRATION OF THE MAINTENANCE PERIOD.

DEVELOPER'S NOTE

IF AT ANY TIME, PRIOR TO ANY LOT OBTAINING A CERTIFICATE OF OCCUPANCY, THE WATER SERVICE, WATER MAIN, SANITARY SEWER MAIN, OR SANITARY SEWER LATERAL SERVICE BECOMES DAMAGED, MISSING, OR UNUSABLE, IT WILL BE THE RESPONSIBILITY OF THE OWNER AND/OR BUILDER TO REPAIR OR REPLACE THE SERVICE/MAIN ACCORDING TO NEWNAN UTILITIES SPECIFICATIONS, DETAILS AND UNDER NEWNAN UTILITIES DIRECTION. ALSO, THE OWNER/BUILDER WILL HAVE TO COORDINATE WITH NEWNAN UTILITIES PRIOR TO REPAIRING OR REPLACING ANY SERVICE/MAIN. PLEASE NOTE: THAT THE REPAIR OF ANY SERVICE LATERAL MAY INCLUDE THE TAP ASSOCIATED WITH THAT SERVICE AS WELL AS DAMAGE TO THE MAIN ASSOCIATED WITH THE TAP.

CITY OF NEWNAN NOTES

- 1. NO STREAMS ARE WITHIN 200 FEET OF THE SITE.
2. NO WETLAND ARE WITHIN 200 FEET OF THE SITE.
3. DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR HERITAGE RIDGE RECORDED IN DEED BOOK 1792, PAGES 548-581 AND AMENDED IN DEED BOOK 2389, PAGES 186-190, COWETA COUNTY, GEORGIA RECORDS.
4. ALL PROPERTY CORNERS SET AT TIME OF RECORDING PER REQUEST OF CITY ENGINEERING DEPARTMENT.

DRAINAGE EASEMENT NOTE

THE OWNER OF RECORD, ON BEHALF OF HIMSELF (ITSELF) AND ALL SUCCESSORS IN INTEREST SPECIFICALLY RELEASES THE CITY OF NEWNAN FROM ALL LIABILITY AND RESPONSIBILITY FOR FLOODING OR EROSION FROM STORM DRAINS OR FROM FLOODING FROM HIGH WATER OF NATURAL CREEKS, RIVERS OR DRAINAGE FEATURES SHOWN HEREIN. A DRAINAGE EASEMENT IS HEREBY ESTABLISHED FOR THE SOLE PURPOSE OF PROVIDING FOR THE EMERGENCY PROTECTION OF THE FREE FLOW OF SURFACE WATERS ALONG ALL WATERCOURSES AS ESTABLISHED BY THE REGULATIONS OF THE CITY OF NEWNAN. THE PUBLIC WORKS DIRECTOR MAY CONDUCT EMERGENCY MAINTENANCE OPERATIONS WITHIN THIS EASEMENT WHERE EMERGENCY CONDITIONS EXIST. EMERGENCY MAINTENANCE SHALL BE THE REMOVAL OF TREES AND OTHER DEBRIS, EXCAVATION, FILLING AND THE LIKE, NECESSARY TO REMEDY A CONDITION, WHICH IN THE JUDGMENT OF THE PUBLIC WORKS DIRECTOR, IS POTENTIALLY INJURIOUS TO LIFE, PROPERTY OR THE PUBLIC ROADS OR UTILITY SYSTEM. SUCH EMERGENCY MAINTENANCE, CONDUCTED FOR THE COMMON GOOD, SHALL NOT BE CONSTRUED AS CONSTITUTING A CONTINUING MAINTENANCE OBLIGATION ON THE PART OF THE CITY OF NEWNAN NOR AN ABROGATION OF THE CITY'S RIGHTS TO SEEK REIMBURSEMENT FOR EXPENSES FROM THE OWNER/S OR THE PROPERTY/IES OF THE LANDS THAT GENERATED THE CONDITIONS.

SURVEYOR'S CERTIFICATE

IT IS HEREBY CERTIFIED THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY BY ME OR UNDER MY SUPERVISION; THAT ALL MONUMENTS SHOWN HEREON ACTUALLY EXIST AND THEIR LOCATION, SIZE, TYPE AND MATERIAL ARE CORRECTLY SHOWN; AND THAT ALL REQUIREMENTS OF THE LAND SUBDIVISION REGULATIONS OF THE CITY OF NEWNAN, GEORGIA HAVE BEEN FULLY COMPLIED WITH.

Signature of Kevin M. Brown, Registered Land Surveyor #2960, dated 3/13/2019.

- I. TYPE OF STREETS: PUBLIC
J. R/W WIDTH: 50'
K. TOTAL R/W AREA: 4.50 ACRES SCENIC HILLS DRIVE=0.15 ACRES BROOKVIEW DRIVE=2.83 ACRES MAPLE HILL DRIVE=1.29 ACRES MAPLE WOOD DRIVE=0.23 ACRES
L. STREET MAINTENANCE: CITY OF NEWNAN, COWETA COUNTY M. SIDEWALK LENGTH: TOTAL: 7363 L.F. (0.84 ACRES) SCENIC HILLS DRIVE=306 L.F. - 0.03 ACRES BROOKVIEW DRIVE=4,327 L.F. - 0.52 ACRES MAPLE HILL DRIVE=2,158 L.F. - 0.25 ACRES MAPLE WOOD DRIVE=572 L.F. - 0.04 ACRES
N. BUILDING SETBACKS: FRONT - 15' (ZONING) 15' (FRONT ENTRY GARAGE) REAR - 20' SIDE - 5'
4. UTILITIES: A. WATER AND SEWER: PUBLIC (CITY OF NEWNAN) B. ALL WORK AND MATERIALS SHALL BE IN ACCORDANCE WITH CITY OF NEWNAN STANDARDS.

SURVEY NOTES

- 1. THE FIELDWORK FOR THIS PROJECT WAS COMPLETED MAY 26, 2018. LINEAR AND ANGULAR MEASUREMENTS WERE OBTAINED USING A SPECTRA PRECISION FOCUS 30 ROBOTIC TOTAL STATION & CHAMPION TKG ROVER GPS UNIT.
2. THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 32.30 FEET, AND AN ANGULAR ERROR OF 02" PER ANGLE. IT WAS A CLOSED LOOP TRAVERSE ADJUSTED USING THE LEAST SQUARES METHOD.
3. THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 4,368.762 FEET BASED ON BEARINGS AND DISTANCES SHOWN.
4. NO N.G.S. MONUMENT FOUND WITHIN 500 FEET OF ANY POINT ON THE SUBJECT PROPERTY.
5. ALL PROPERTY CORNERS REFERENCED AS "IPS" INDICATE A 1/2" REBAR PLACED WITH CAP LABELED "FDC LSF00095" UNLESS OTHERWISE NOTED.
6. FALCON DESIGN CONSULTANTS, L.L.C. AND/OR KEVIN M. BROWN DO NOT GUARANTEE THAT ALL EASEMENTS AND SUB-SURFACE CONDITIONS WHICH MAY AFFECT THIS PROPERTY ARE SHOWN.
7. THIS SURVEY IS REFERENCED TO THE NORTH AMERICAN DATUM OF 1983, 2011 ADJUSTMENT (NAD83 (2011)) FOR THE HORIZONTAL DATUM AND THE NORTH AMERICAN VERTICAL DATUM OF 1988 PER THE VERTICAL REFERENCE SYSTEM CORRECTIONS PROVIDED BY GSPS SOLUTIONS.
8. ALL DISTANCES SHOWN HEREON ARE HORIZONTAL GROUND DISTANCES.
9. UTILITIES SHOWN ARE BASED ON ABOVE GROUND EVIDENCE. ADDITIONAL UTILITIES MAY EXIST ABOVE OR BELOW GROUND, NO CERTIFICATION OR GUARANTEE IS MADE AS TO THE ACCURACY OR THOROUGHNESS OF THE UTILITIES OR STRUCTURES SHOWN HEREON. PER GEORGIA LAW THE UNDERGROUND UTILITIES PROTECTION SERVICE MUST BE CALLED PRIOR TO THE COMMENCEMENT OF ANY AND ALL EARTH DISTURBING ACTIVITIES.

SURVEYOR'S CERTIFICATE

AS REQUIRED BY SUBSECTION (D) OF O.C.G.A. SECTION 15-6-67, THIS PLAT HAS BEEN PREPARED BY A LAND SURVEYOR AND APPROVED BY ALL APPLICABLE LOCAL JURISDICTIONS FOR RECORDING AS EVIDENCED BY APPROVAL CERTIFICATES, SIGNATURES, STAMPS, OR STATEMENTS HEREON. SUCH APPROVALS OR AFFIRMATIONS SHOULD BE CONFIRMED WITH THE APPROPRIATE GOVERNMENTAL BODIES BY ANY PURCHASER OR USER OF THIS PLAT AS TO INTENDED USE OF ANY PARCEL.

FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-6-67.

Signature of Kevin M. Brown, Registered Land Surveyor #2960, dated 3/13/2019.

REVISED FINAL PLAT FOR: HERITAGE RIDGE PHASE 3, UNIT D CITY OF NEWNAN COWETA COUNTY, GEORGIA LAND LOT 2 - 6TH DISTRICT

Table with columns: REVISIONS, ADDRESS CITY COMMENTS, ADDED ADDRESS OF SIDEWALK TO COVER, REVISED WATER ESMT LOCATION, REVISED ADDRESS LOT 438 & changed street name. Includes a note: THIS PLAT WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS, OR ENTITY IDENTIFIED HEREON. THIS CERTIFICATE DOES NOT EXTEND TO ANY UNNAMED PERSON WITHOUT AN EXPRESS CERTIFICATION TO THE EFFECT OF NAMING SAID PERSON.

Table with columns: DATE, SCALE, FILE NUMBER, DRAWN BY, REVIEWED BY. Values: DATE: 12-7-2018, SCALE: N/A, FILE NUMBER: HERITAGE, DRAWN BY: PC, REVIEWED BY: K. BROWN.

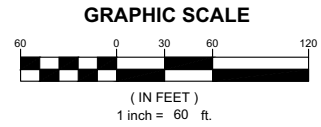


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SHEET NUMBER 1 of 5

ASBUILT ROAD PROFILE INFORMATION WITH SLOPE

STREET NAME (FROM LOT # TO LOT #)	MAX SLOPE
BROOKVIEW DR (LOTS 428 TO 468) (721)	0.9%
BROOKVIEW DR (LOTS 417 TO 427) (704)	1.2%
MAPLE WOOD DR (290)	0.9%
MAPLE HILL DR (LOTS 472 TO 476) (250)	1.0%
MAPLE HILL DR (LOTS 470 TO 472) (165)	1.0%
MAPLE HILL DR (LOTS 460 TO 469) (707)	1.1%
BROOKVIEW DR (LOTS 411 TO 415) (290)	0.9%
BROOKVIEW DR (LOTS 406 TO 410) (290)	1.0%
BROOKVIEW DR (LOTS 402 TO 405) (208)	0.9%



(GA WEST ZONE)
GRID NORTH

RESERVED FOR CLERK OF COURT

NOTE:
WHEN TEMPORARY POND IS
REMOVED, ON LOTS 436 AND 437,
THE HEADWALL BETWEEN STRUCTURES
Z-3 AND Z-2 IS TO BE REMOVED
AND PIPE EXTENDED
TO JUNCTION BOX Z-2
AS SHOWN HEREON.

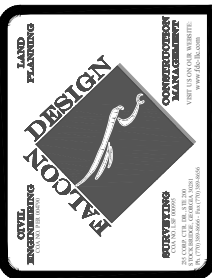
NF HERITAGE RIDGE
COMMUNITY ASSOCIATION INC
TAX ID: S08 281
D.B. 3737 PG. 50
N89°55'09"E
44.10'

NF THOMASINA BYLES
82 BROOKVIEW DR
TAX ID: S08 313
D.B. 2922, PG. 794
N89°48'37"W
21.04'

178" PERFORATED
4" PVC PIPE 4' BEHIND SW
N00°50'57"W
70.24'

LEGEND

- DB DEED BOOK
- PB PLAT BOOK
- PG PAGE
- LL LAND LOT
- OTP OPEN TOP PIPE
- RB REBAR
- IPF IRON PIN FOUND
- IPS IRON PIN SET
- CTP CRIMP TOP PIPE
- BOC BACK OF CURB
- C&G CURB & GUTTER
- EOP EDGE OF PAVEMENT
- NF NOW OR FORMERLY
- E- OVERHEAD POWER LINE
- sq ft SQUARE FOOT
- A.E. ACCESS EASEMENT
- CMF CONCRETE MONUMENT FOUND
- RCP REINFORCED CONCRETE PIPE
- CD CHORD DIRECTION
- RW RIGHT-OF-WAY
- PROPR. LINE PROPERTY LINE
- DE CENTERLINE
- DE DRAINAGE EASEMENT
- FH FIRE HYDRANT
- CO SEWER CLEAN OUT
- SSE SANITARY SEWER EASEMENT
- 123 ADDRESS
- IPF IRON PIN FOUND
- IPF IRON PIN SET
- CP CALCULATED POINT
- FD FIRE HYDRANT
- WV WATER VALVE
- WM WATER METER
- JB JUNCTION BOX
- SM SANITARY SEWER MANHOLE
- DI DROP INLET
- CMF CONCRETE MONUMENT FOUND
- SW SINGLE WING CATCH BASIN
- DWB DOUBLE WING CATCH BASIN
- CI CURB INLET
- HW HEADWALL
- FE FLARED END SECTION
- GM GAS METER
- GV GAS VALVE
- ET ELECTRIC TRANSFORMER
- TP TELEPHONE PEDestal
- LP LIGHT POST



REVISED FINAL PLAT
FOR:
HERITAGE RIDGE
PHASE 3, UNIT D
CITY OF NEWNAN
COWETA COUNTY, GEORGIA
LAND LOT 2 - 6TH DISTRICT

REVISED CITY COMMENTS	DATE
1. ADDRESSED WATER MAIN TO COVER 1-15-19	1-15-19
2. ADDED ADDRESS OF SIDEWALK TO COVER 1-15-19	1-15-19
3. REVISED WATER ESMIT LOCATION	3-13-19
4. REVISED ADDRESS LOT 436 & Street Name	3-13-19

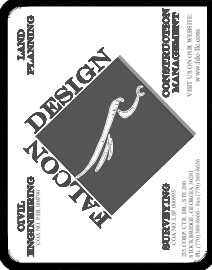
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DATE: 12-7-18
SCALE: 1" = 60'
FILE NUMBER: HERITAGE
DRAWN BY: PC
REVIEWED BY: K. BROWN

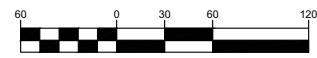


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SHEET NUMBER
2 of 5



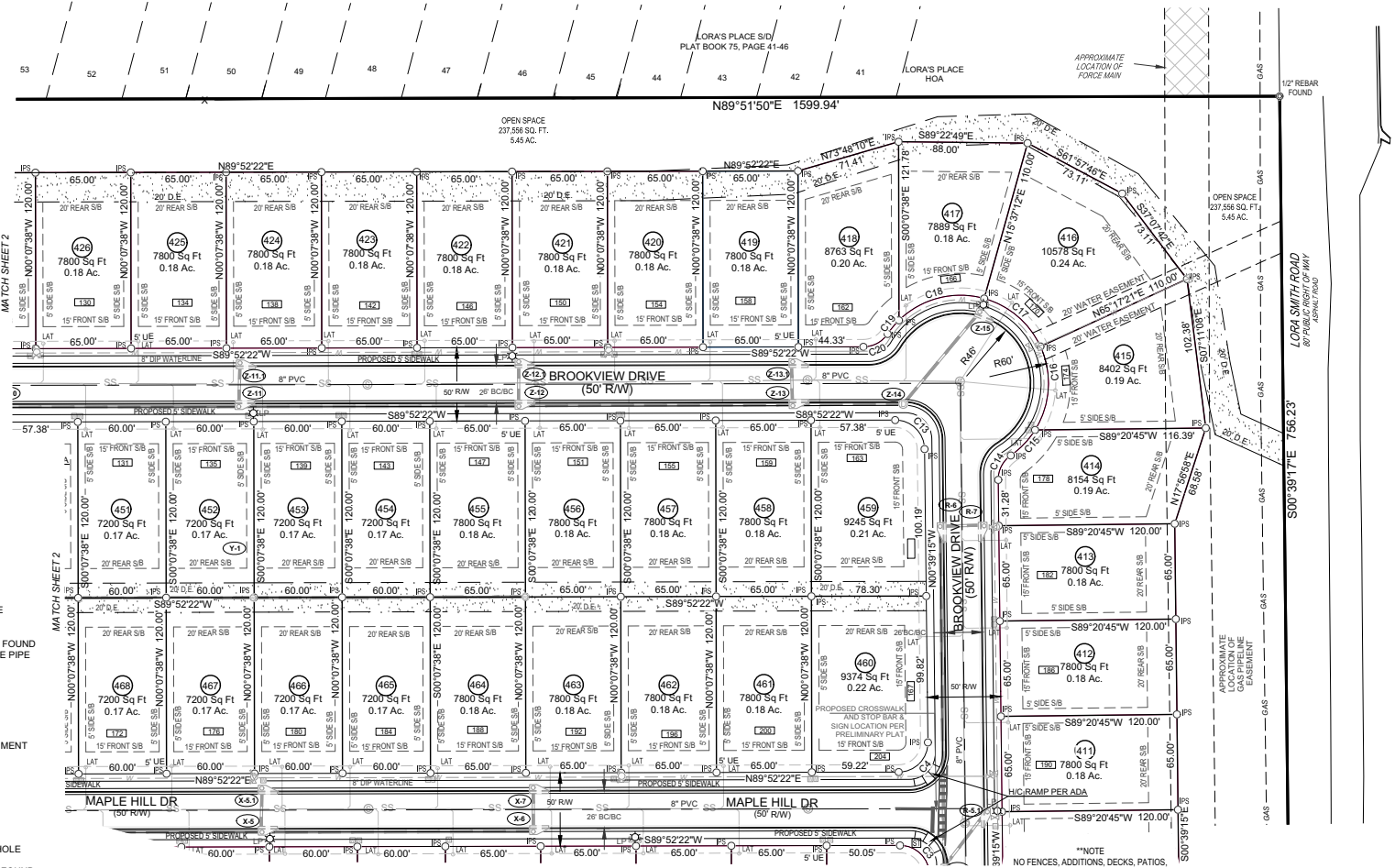
GRAPHIC SCALE



(IN FEET)
1 inch = 60 ft.

RESERVED FOR CLERK OF COURT

GA WEST ZONE GRID NORTH



- LEGEND**
- DB DEED BOOK
 - PB PLAT BOOK
 - PG PAGE
 - LL LAND LOT
 - OTP OPEN TOP PIPE
 - RB REBAR
 - IPF IRON PIN FOUND
 - IPS IRON PIN SET
 - CTP CRIMP TOP PIPE
 - BOC BACK OF CURB
 - C&G CURB & GUTTER
 - EOP EDGE OF PAVEMENT
 - N/F NOW OR FORMERLY
 - E- OVERHEAD POWER LINE
 - sq ft SQUARE FOOT
 - A.E. ACCESS EASEMENT
 - CMF CONCRETE MONUMENT FOUND
 - RPC REINFORCED CONCRETE PIPE
 - CD CHORD DIRECTION
 - R/W RIGHT-OF-WAY
 - PROPERTY LINE
 - CENTERLINE
 - DE DRAINAGE EASEMENT
 - FH FIRE HYDRANT
 - CO SEWER CLEAN OUT
 - SSE SANITARY SEWER EASEMENT
 - 123 ADDRESS
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 - IPF IRON PIN SET
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 - FH FIRE HYDRANT
 - WV WATER VALVE
 - WM WATER METER
 - JB JUNCTION BOX
 - SM SANITARY MANHOLE
 - DI DROP INLET
 - CMF CONCRETE MONUMENT FOUND
 - SW SINGLE WING CATCH BASIN
 - DWB DOUBLE WING CATCH BASIN
 - CI CURB INLET
 - HW HEADWALL
 - FE FLARED END SECTION
 - GM GAS METER
 - GV GAS VALVE
 - ET ELECTRIC TRANSFORMER
 - TP TELEPHONE PEDestal
 - LP LIGHT POST

REVISED FINAL PLAT
FOR:
**HERITAGE RIDGE
PHASE 3, UNIT D
CITY OF NEWNAN
COWETA COUNTY, GEORGIA
LAND LOT 2 - 6TH DISTRICT**

REVIEWS	COMMENTS	DATE
1.	ADDRESSED CITY COMMENTS	1-4-19
2.	ADDED ADDRESSES OF SIDEWALK TO COVER 1-15-19	1-15-19
3.	REVISED WATER EASMT LOCATION	1-16-19
4.	REVISED ADDRESS LOT 438 & changed street name	3-13-19

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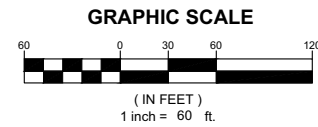
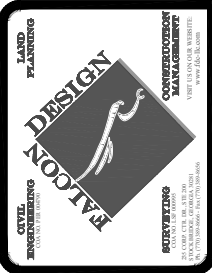
DATE:	12-7-2018
SCALE:	1" = 60'
FILE NUMBER:	HERITAGE
DRAWN BY:	PC
REVIEWED BY:	K. BROWN



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SHEET NUMBER
3 of 5

*NOTE
NO FENCES, ADDITIONS, DECKS, PATIOS, OR STRUCTURES WILL BE ALLOWED THAT WOULD ENCUMBER, IMPEDE OR OTHERWISE BLOCK THE DRAINAGE AND POND ACCESS EASEMENT ON LOTS 404 & 405 AND THE WATER EASEMENT ON LOTS 415 & 416.



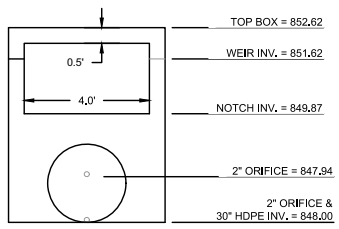
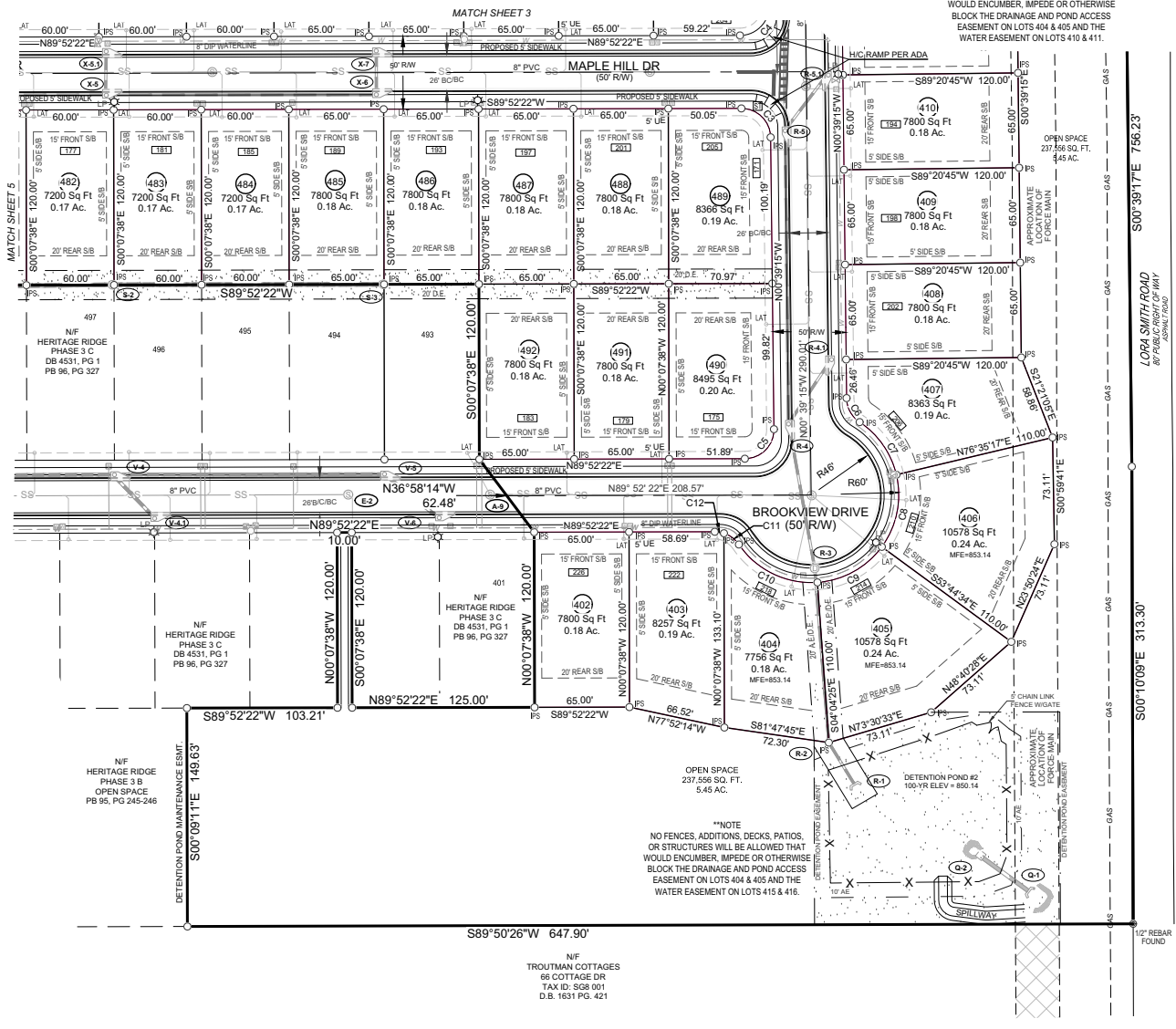
NOTE
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BLOCK THE DRAINAGE AND POND ACCESS
EASEMENT ON LOTS 404 & 405 AND THE
WATER EASEMENT ON LOTS 410 & 411.

RESERVED FOR CLERK OF COURT

LEGEND

- DB DEED BOOK
- PB PLAT BOOK
- PS PAGE
- LL LAND LOT
- OTP OPEN TOP PIPE
- RB REBAR
- IPF IRON PIN FOUND
- IPS IRON PIN SET
- CTP CRIMP TOP PIPE
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- C&G CURB & GUTTER
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- E- OVERHEAD POWER LINE
- sq ft SQUARE FOOT
- A.E. ACCESS EASEMENT
- CMF CONCRETE MONUMENT FOUND
- RCF REINFORCED CONCRETE PIPE
- CD CHORD DIRECTION
- RD RIGHT-OF-WAY
- PL PROPERTY LINE
- CL CENTERLINE
- DE DRAINAGE EASEMENT
- FH FIRE HYDRANT
- S/O SEWER CLEAN OUT
- SSE SANITARY SEWER EASEMENT
- AD ADDRESS
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- IPF IRON PIN SET
- CP CALCULATED POINT
- FH FIRE HYDRANT
- WV WATER VALVE
- WM WATER METER
- JCB JUNCTION BOX
- S/S SANITARY SEWER MANHOLE
- DI DROP INLET
- CMF CONCRETE MONUMENT FOUND
- SW SINGLE WING CATCH BASIN
- DC DOUBLE WING CATCH BASIN
- CI CURB INLET
- HW HEADWALL
- FS FLARED END SECTION
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- GV GAS VALVE
- ET ELECTRIC TRANSFORMER
- TP TELEPHONE PEDESTAL
- LP LIGHT POST

GA WEST ZONE GRID NORTH



**POND #2
OUTLET CONTROL STRUCTURE**
5x5 SQUARE (N.T.S.)

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WATER EASEMENT ON LOTS 410 & 411.

REVISED FINAL PLAT
FOR:
**HERITAGE RIDGE
PHASE 3, UNIT D
CITY OF NEWNAN
COWETA COUNTY, GEORGIA
LAND LOT 2 - 6TH DISTRICT**

REVISIONS	DATE
1. ADDRESS CITY COMMENTS	1-4-19
2. ADDED ADDRESS OF SIDEWALK TO COVER 1-15-19	
3. REVISED WATER SEWER LOCATION	1-16-19
4. REVISED ADDRESS LOT 438 & changed street name	3-13-19

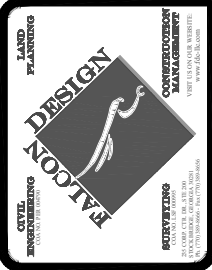
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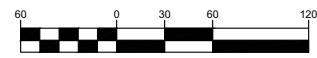
3/13/19

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SHEET NUMBER
4 of 5



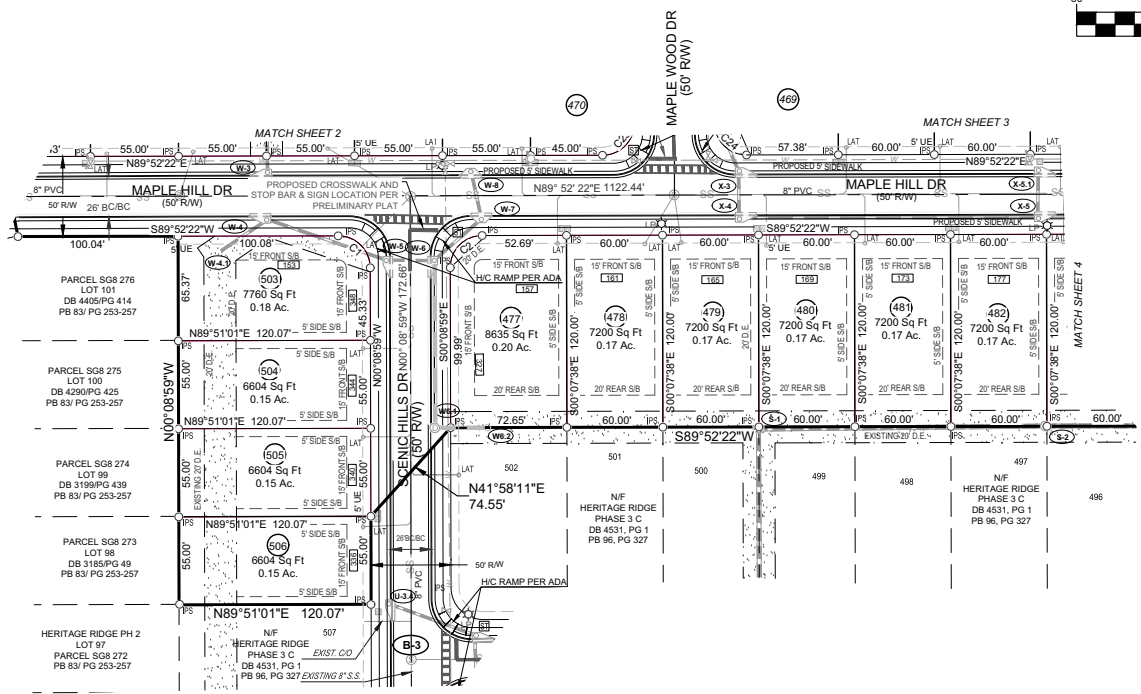
GRAPHIC SCALE



(IN FEET)
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(GA WEST ZONE)
GRID NORTH



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 - CD CHORD DIRECTION
 - R/W RIGHT-OF-WAY
 - P.L. PROPERTY LINE
 - S/B BUILDING SETBACK
 - DE DRAINAGE EASEMENT
 - FH FIRE HYDRANT
 - COO SEWER CLEAN OUT
 - SSE SANITARY SEWER EASEMENT
 - ADDRESS
 - STOP SIGN
 - IRON PIN FOUND
 - IRON PIN SET
 - CALCULATED POINT
 - FIRE HYDRANT POINT
 - WATER VALVE
 - WATER METER
 - JUNCTION BOX
 - SANITARY SEWER MANHOLE
 - DROP INLET
 - CONCRETE MONUMENT FOUND
 - SINGLE WING CATCH BASIN
 - DOUBLE WING CATCH BASIN
 - CURB INLET
 - HEADWALL
 - FLARED END SECTION
 - GAS METER
 - GAS VALVE
 - ELECTRIC TRANSFORMER
 - TELEPHONE PEDESTAL
 - LIGHT POST

Curve Table				
Curve #	Arc Length	Radius	Chord	Length
C1	31.41'	20.00'	N45° 08' 18"W	28.28'
C2	31.42'	20.00'	S44° 51' 42"W	28.29'
C3	31.23'	20.00'	N45° 23' 27"W	28.15'
C4	31.60'	20.00'	N44° 36' 33"E	28.41'
C5	31.60'	20.00'	N44° 36' 33"E	28.41'
C6	19.47'	20.00'	S28° 32' 24"E	18.71'
C7	45.04'	60.00'	N34° 55' 07"W	43.99'
C8	52.01'	60.00'	N11° 25' 22"E	50.40'
C9	52.01'	60.00'	N61° 05' 31"E	50.40'
C10	62.54'	60.00'	S64° 12' 53"E	59.74'
C11	13.05'	20.00'	N53° 03' 10"W	12.82'
C12	6.41'	20.00'	N80° 56' 18"W	6.39'
C13	31.23'	20.00'	N45° 23' 27"W	28.15'
C14	19.47'	20.00'	S27° 13' 53"W	18.71'

Curve Table				
Curve #	Arc Length	Radius	Chord	Length
C15	24.15'	60.00'	N43° 35' 06"E	23.99'
C16	59.44'	60.00'	N3° 40' 16"E	57.04'
C17	52.01'	60.00'	N49° 32' 44"W	50.40'
C18	62.81'	60.00'	S75° 37' 47"W	59.98'
C19	12.08'	60.00'	S39° 52' 14"W	12.06'
C20	19.47'	20.00'	N61° 59' 14"E	18.71'
C21	31.42'	20.00'	S44° 52' 22"W	28.28'
C22	31.42'	20.00'	N45° 07' 38"W	28.28'
C23	31.42'	20.00'	N44° 52' 22"E	28.28'
C24	31.42'	20.00'	S45° 07' 38"E	28.28'
C25	31.70'	20.00'	S44° 36' 21"W	28.48'

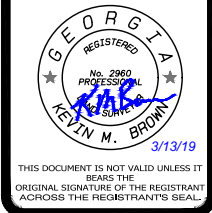
REVISED FINAL PLAT
FOR:
**HERITAGE RIDGE
PHASE 3, UNIT D
CITY OF NEWNAN
COWETA COUNTY, GEORGIA
LAND LOT 2 - 6TH DISTRICT**

REVISIONS

1-	ADDED CITY COMMENTS	1-4-19
2-	ADDED ADDRESS OF SIDEWALK TO COVER 1-15-19	1-15-19
3-	REVISED WATER EASMT LOCATION	1-15-19
4-	REVISED ADDRESS LOT 438 & changed street name	3-13-19

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REVIEWED BY:	K. BROWN



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SHEET NUMBER
5 of 5

NEWNAN CITY COUNCIL MEETING – MARCH 26, 2019

From: Jennifer Petrino [mailto:petrhino3@gmail.com]
Sent: Monday, March 11, 2019 3:07 PM
To: Libby Winn <LWinn@cityofnewnan.org>
Subject: Re: Parks of Olmsted Community Yard Sale

Hi Ms. Winn!

I hope this email finds you well. The Parks of Olmsted HOA would like to get permission to put up Community Yard Sale banners (2'x4') from Monday, April 22nd through Saturday, April 27th at our two main entrances. We have an entrance on Poplar Road and an entrance on Mary Freeman Road.

There will also be smaller signs at the entrance to each section of our neighborhood, pointing people to turn down the streets where the sales are. This will be at the corners of Vanderbilt Parkway/Avondale Circle, Vanderbilt and Fenway, Vanderbilt and Asheville Place, Vanderbilt and Asheville Court, Vanderbilt and Berkeley Park, Vanderbilt and Seneca Park and Vanderbilt Parkway and Vanderbilt Pointe Way.

Our community yard sale is Saturday, April 27th from 8am-2pm. We currently have 25+ homes participating in the sale. The signs will be removed after 2pm.

Thank you!

Jennifer Petrino

678-857-9150

Foundation Christian Church
30-A East Washington St.
Newnan, GA 30263
Tel (770) 396-2220
Jason@FoundationNewnan.com
www.FoundationNewnan.com



MARCH 13, 2019

Libby Winn
c/o: Newnan City Council
25 LaGrange Street
Newnan, GA 30263

Dear Libby,

Foundation Christian Church has been invited to bring our Free Ice Cream Truck to Newnan Mercantile's Grand Opening on April 6th from 10am to Noon. The new location of the business is 11 Greenville Street. In keeping with city protocol, we would like to request the reservation of three (3) parking spots on Greenville Street adjacent to the front of the store so that we can park the Ice Cream Truck for the aforementioned event.

Please let me know if you have any questions regarding this request.

Warm regards,

Jason Walton

COMMUNITY OUTREACH PASTOR

Motion to Enter into Executive Session

I move that we now enter into closed session as allowed by O.C.G.A. §50-14-4 and pursuant to advice by the City Attorney, for the purpose of discussing

And that we, in open session, adopt a resolution authorizing and directing the Mayor or presiding officer to execute an affidavit in compliance with O.C.G.A. §50-14-4, and that this body ratify the actions of the Council taken in closed session and confirm that the subject matters of the closed session were within exceptions permitted by the open meetings law.

Motion to Adopt Resolution after Adjourning Back into Regular Session

I move that we adopt the resolution authorizing the Mayor to execute the affidavit stating that the subject matter of the closed portion of the council meeting was within the exceptions provided by O.C.G.A. §50-14-4(b).