

CITY OF HOSCHTON
CITY COUNCIL MINUTES
MAY 7, 2018
HOSCHTON COUNCIL ROOM, FOLLOWING WORK SESSION
79 CITY SQUARE, HOSCHTON, GA 30548



REGULAR MEETING

CALL TO ORDER

Mayor Kenerly called the meeting to order at 7:31 p.m.

Roll Call

Mayor Theresa Kenerly – Present
Councilmember Jim Cleveland – Present
Councilmember Mindi Kiewert – Present
Councilmember Susan Powers-- Present

Also present:

City Administrator, April Plank
City Attorney, Thomas Mitchell
Planning and Zoning Administrator, Jerry Weitz
Wastewater Operator/Utilities Director, David Pollard
Events Coordinator, Jennifer Kidd Harrison

MINUTES APPROVAL

1. April 9, 2018 City Council Meeting Work Session

Mover: Cleveland
Seconder: Powers
Ayes: Cleveland, Kiewert, Powers
Nays: None

2. April 9, 2018 City Council Regular Meeting

Mover: Cleveland
Seconder: Kiewert
Ayes: Cleveland, Kiewert, Powers
Nays: None

AGENDA APPROVAL – MAY 7, 2018 CITY COUNCIL REGULAR MEETING

Mover: Kiewert
Seconder: Cleveland
Ayes: Cleveland, Kiewert, Powers
Nays: None

CONSENT AGENDA

Mover: Kiewert Seconder: Powers Ayes: Cleveland, Kiewert, Powers Nays: None
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- 1. CITY SQUARE ROAD CLOSURE:** City staff is requesting a temporary road closure of City Square for the 3rd Annual Jam in the Park festival on Saturday, May 12 beginning at 8:00 a.m. until approximately 10:00 p.m.
- 2. NEGRC SUMMER YOUTH WORK COMPONENT:** To authorize the Mayor to sign the Summer Youth Work Component agreement with the Northeast Georgia Regional Commission to allow the City to participate in the 2018 WIOA Youth Work Experience Program. The program is for a period of five (5) weeks. Pay and insurance is covered under the program.
- 3. COMCAST ACCESS TO PROPERTY:** To authorize the Mayor to sign an Access to Property consenting Comcast Cable access to city property for the installation, operation and maintenance to provide service to the City's Wastewater Treatment Facility. Comcast Cable is covering the cost of cable and other equipment into, over, under, across and along the property.
- 4. COMCAST BUSINESS SERVICE ORDER AGREEMENT:** To authorize the Mayor to sign a Business Service Order Agreement with Comcast for internet service to be provided at the City's Wastewater Treatment Facility. The cost of internet service will be \$134.85 per month for three (3) years.
- 5. RESOLUTION REVISION FEE SCHEDULE:** A resolution revising the fee schedule of zoning and development-related fees, and establishing a cost recovery requirement for certain zoning and development-related services.
- 6. FEE SCHEDULE:** To approve the updated fee schedule and Resolution for Building Permit fees and Planning and Zoning fees.
- 7. JACKSON COUNTY INTERGOVERNMENTAL AGREEMENT FOR ELECTIONS:** To authorize the mayor to sign an Intergovernmental Agreement with Jackson County to conduct city elections. The agreement shall govern the conduct of all City Elections by the County. The renewal fee has increased to \$1.25 per registered voter, an increase from \$1.00 per registered voter during the initial term of agreement. The agreement shall commence on January 1, 2018 and expire December 31, 2018, and shall be automatically renewed for four additional one-year terms.
- 8. AMEND SUBDIVISION AND LAND DEVELOPMENT ORDINANCE:** To amend the Subdivision and Land Development ordinance of the City of Hoschton, Article VI, "Access and Design Requirements for Roads," Section 613, "Road Right-of-Way Widths, Miters and Pavement Widths," to change the minimum pavement width for a local residential street from 24 feet from back of curb to back of curb to 26 feet from back of curb to back of curb. This is the first reading.
- 9. AMEND ZONING ORDINANCE:** To amend the Zoning Ordinance of the City of Hoschton, Article VI, "Specific Use Provisions" Section 6.30, "Collection Bin," to prohibit said used, and to consider a change of definition of "Collection Bin" in Article XII, "Definitions."
- 10. OPEN RECORDS AND RECORDS MANAGEMENT ORDINANCE:** To amend the Code of Ordinances of the City of Hoschton, Chapter 3, Administration, by establishing a new Article XI for the purpose of open records and records management to comply with O.C.G.A. 50-18-70 by designating an Open Records Officer and Alternate Open Records Officer; defining duties and compensation; providing for the manner of serving

open records requests; open records procedures; providing a Records Management Plan, and for other purposes.

11. **OPEN RECORDS AND RECORDS MANAGEMENT POLICY:** To establish an Open Records and Records Management Policy, and to provide information on the manner of serving open records, and to establish a records management plan on retention, archiving, destruction, and for other purposes.
12. **WINTERSET SUBDIVISION, TEMPORARY USE APPROVAL:** For Council to confirm a Temporary Use Approval by Zoning Administrator for four additional model homes.
13. **WINTERSET SUBDIVISION, ARCHITECTURAL ELEVATIONS:** For Council to approve of Architectural Elevations for Homes (six prototypes); required per Condition #14 for Z-17-01.
14. **PROCLAMATION – WATER PROFESSIONALS APPRECIATION DAY:** Water professionals provide critical services that are most often taken for granted, but that are essential to virtually everything we do. During its recently completed session, the Georgia General Assembly amended Chapter 4 of Title 1 of the Official Code of Georgia Annotated, relating to holidays and observances, so as to designate the first Monday in May of each year as "Water Professionals Appreciation Day" in Georgia.
15. **GEORGIA INTERLOCAL RISK MANAGEMENT AGENCY (GIRMA) RENEWAL TERMS 2018/2019:** To authorize the mayor to sign the renewal terms for the city's property and liability coverage for the coverage of May 2018 through May 2019. No changes have been made to the base renewal rates. The cost for renewal is \$20,853.00.

VOTING ITEMS

1. **REZONE REQUEST Z-18-02:** Applicant, Tracy Carswell, and property owner, Betty R. Dahler, seek to rezone 1.64 acres at 320 White Street, Map and Parcel H01 0138, fronting approximately 350 feet on the west side of White Street and approximately 420 feet south of West Broad Street from R-1 Low Density Residential to OR Office Residential District. The proposed use is office and/or residence. Councilman Cleveland made a motion to approve Z-18-02 with Exhibits A and B. Councilwoman Powers seconded the motion, and the motion passed by a unanimous vote.

Mover: Cleveland Secunder: Powers Ayes: Cleveland, Kiewert, Powers Nays: None
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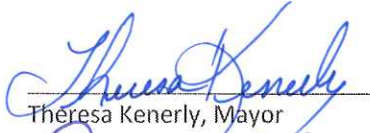
ITEMS TO TABLE

1. **WEST JEFFERSON STREET PROJECT CHANGE ORDER:** Change Order #1 from J&K Utilities, LLC in the amount of \$4,200. The Change Order is for the West Jefferson Street pipe replacement to replace 36' of 18" pipe with new 18" RCP, and to backfill with GAB.

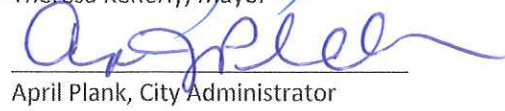
Mover: Cleveland Secunder: Kiewert Ayes: Cleveland, Kiewert, Powers Nays: None

ADJOURN

At 7:36 p.m., Mayor Kenerly asked for a motion and second to adjourn the Regular Meeting. Councilwoman Kiewert made a motion to adjourn the Regular Meeting. Councilman Cleveland seconded the motion, and the motion passed unanimously.



Theresa Kenerly, Mayor



April Plank, City Administrator

7-10-18
Date



BUILDING PERMIT FEES – CITY OF HOSCHTON, GEORGIA

CALCULATING BUILDING VALUATION	Unless otherwise stated, the valuation for all new construction will be based on the actual contract cost of the work, or calculated by using the latest construction cost data as published in the Building Safety Journal by the International Code Council (ICC). For interior completion only, the construction cost is valued at fifty percent (50%) of the calculated ICC building valuation.
FEE PAYMENT	Fees are collected prior to issuance of permit.

PLAN REVIEW FEES	New single-family residential review	Additional 50% of permit fee
	Residential renovations/additions	Additional 50% of permit fee
	All commercial/industrial plan reviews	Additional 50% of permit fee

PERMIT FEE TABLE	<u>TOTAL VALUATION</u>	<u>FEE</u>
	\$1,000 and less	Minimum fee of \$100.00
	\$1,001 to \$50,000	\$15.00 for first \$1,000 plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000.00, minimum fee of \$100.
	\$50,001 to \$100,000	\$260.00 for first \$50,000 plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000.
	\$100,001 to \$500,000	\$460.00 for first \$100,000 plus \$3.00 for each additional thousand or fraction thereof, to and including \$500,000.
	\$500,001 and up	\$1,660.00 for first \$500,000 plus \$2.00 for each additional thousand or fraction thereof.
CERTIFICATE OF OCCUPANCY OR COMPLETION (C/O OR C/C)	New single-family detached, condo or townhome	\$100.00
	New commercial	\$100.00
	New or renovated commercial tenant space	\$100.00
TRADE PERMITS	Permit fee	Use permit fee table – minimum \$75.00
SIGNS REQUIRING A BUILDING PERMIT	Wall mounted	\$100.00
	Monument/free-standing	\$200.00
DEMOLITION	Residential	\$150.00
	Commercial	\$300.00
PERMIT EXTENSIONS	Subsequent extension	\$100.00/three (3) months
RE-INSPECTIONS	For each added trip	\$75.00
OTHER	Transfer of permit/change of contractor	\$100.00
	Structure move/relocate	\$300.00
	Deck	\$100.00
	Fence permit	\$150.00
	Inspections outside of normal business hours	\$125 per hour (\$250.00 minimum)
	Replacement of permits, COs, etc.	\$25.00

BUILDING PERMIT FEES – CITY OF HOSCHTON, GEORGIA

OTHER CONTINUED	Pool permit – Residential	\$450.00 (includes pool, plumbing, electrical and fence permits)
	Fee for work done without a permit	Two-hundred percent (200%) of original permit fee
	Temporary construction trailer (not including electric permit)	\$100.00
	Administrative fees (per permit)	\$25.00 residential / \$100.00 commercial

PLANNING AND ZONING PERMIT FEES – CITY OF HOSCHTON, GEORGIA

TEXT AMENDMENT ZONING ORDINANCE	\$475.00
<i>Required functions of a text amendment to zoning ordinance:</i> Review initial proposal; prepare revisions to ordinance amendment; public hearing in legal organ; planning and zoning commission meeting; city council meeting; amend zoning ordinance document and republish and repost on web page.	
APPLICATION TYPE	MINIMUM FEE AND EXPLANATION OF COST
PRE-APPLICATION CONFERENCE	\$250.00 per hour with a two (2) hour minimum
ANNEXATION	Ten (10) acres or less - \$250.00 / Greater than ten (10) acres - \$250.00 plus \$1.00 per acre
<i>Required functions of an annexation:</i> Written notice to county; publish notice in legal organ; preparation of annexation ordinance with legal description; planning and zoning commission meeting; staff report; city council public hearing; annexation reporting.	
DE-ANNEXATION	\$475.00
<i>Required functions of a de-annexation:</i> Written notice to the county; publish notice in legal organ; preparation of annexation ordinance; planning and zoning commission meeting; staff report; city council public hearing; de-annexation reporting.	

DEVELOPMENT OF REGIONAL IMPACT (DRI)	\$400.00 (local processing fee)
<i>Required functions of a DRI:</i> Receive development-related information and complete form on the state's online Development of Regional Impact Reporting System; review information, file; account for comments in staff report.	
REZONING (AMEND OFFICIAL ZONING MAP)	
TO: A, R-1, R-2	\$600.00
TO: R-3, R-4	\$650.00
TO: MFR OR, INST, C-1, C-2	\$700.00
TO: C-3, M-1	\$825.00
TO: PUD	\$1,000 plus \$1.00 per acre
<i>Required functions for rezoning:</i> Review application for completeness; prepare legal advertisement for public hearing to be published in legal organ; arrange to have public notice signage posted on property; review for compliance with local requirements; prepare staff report and ordinance; attend planning and zoning commission meeting and prepare minutes; attend city council meeting; amend official zoning map.	
ZONING CONDITION MODIFICATION	\$400.00
<i>Required functions for zoning condition modification:</i> Review application for completeness; prepare legal advertisement for public hearing to be published in legal organ; arrange to have public notice signage posted on property; review for compliance with local requirements; prepare staff report and ordinance; attend planning and zoning commission meeting and prepare minutes; attend city council meeting; amend official zoning map.	
REVISED ZONING SITE PLAN REVIEW FEE	\$200.00
CONDITIONAL USE	\$500.00
<i>Required functions for conditional use:</i> Review application for completeness; prepare legal advertisement for public hearing to be published in legal organ; arrange to have public notice signage posted on property; review for compliance with local requirements; prepare staff report and ordinance; attend planning and zoning commission meeting and prepare minutes; attend city council meeting; amend official zoning map.	

PLANNING AND ZONING PERMIT FEES – CITY OF HOSCHTON, GEORGIA

VARIANCE, ZONING	\$500.00	
<i>Required functions for variance:</i> Review application for completeness; prepare legal advertisement for public hearing to be published in legal organ; arrange to have public notice signage posted on property; review for compliance with local requirements; prepare staff report and ordinance; attend planning and zoning commission meeting and prepare minutes; attend city council meeting; amend official zoning map.		
VARIANCE, ADMINISTRATIVE	\$100.00	
<i>Required functions for variance, administrative:</i> Review application for completeness; review for compliance with local requirements; issue written decision.		
APPEAL OF ADMINISTRATIVE DECISION	\$650.00	
<i>Required functions of an appeal:</i> Assemble record; prepare legal advertisement for public hearing; review for compliance; provide for notification to applicant.		
OFFICIAL LETTER OF ZONING CONFIRMATION	\$50.00	
<i>Required functions of an official letter confirmation:</i> Verify zoning; review property description and prepare and disseminate letter.		
CERTIFICATE OF ZONING COMPLIANCE (SITE SPECIFIC)	\$250.00	
<i>Required functions of a certificate:</i> Verify zoning; review property description; review as-built survey for compliance with various codes, and prepare and disseminate letter.		
DESIGN REVIEW, SR 53 OVERLAY DISTRICT	\$400.00 plus \$200.00 per re-submission after one (1)	
<i>Required functions of design review of overlay district:</i> Verify zoning; review property description; review as-built survey for compliance with various codes, and prepare and disseminate letter.		
SUBDIVISION PLAT, PRELIMINARY	\$600.00 plus \$20.00 per lot; plus \$200.00 per re-submission after one (1)	
<i>Required functions for preliminary subdivision plat:</i> Review application for completeness and compliance; distribute to review agents; staff report or memo; planning commission meeting; city council meeting; final notice.		
SUBDIVISION PLAT, FINAL, MAJOR SUBDIVISION	\$1,500 plus \$10.00 per lot (five or more homes)	
<i>Required functions for final major subdivision plat:</i> Review application for completeness and compliance; distribute to review agents; staff report or memo; planning commission meeting; city council meeting; review associated requirements including bonds and legal documents; final notice.		
SUBDIVISION PLAT, FINAL, MINOR SUBDIVISION	\$75.00 (four or less homes)	
<i>Required functions for final minor subdivision plat:</i> Review application for completeness and compliance; final notice (note: includes lot combinations and boundary line adjustments).		
RETRACEMENT SURVEY (REVIEW)	\$25.00	
<i>Required functions for survey review:</i> Review plat to determine whether a final plat is required; issue letter of exemption if plat is not required.		
DEDICATION OF PUBLIC STREETS OR LAND	\$400.00	
<i>Required functions for street or land dedications:</i> Public works inspection; prepare resolution of acceptance; release of applicable maintenance or performance bond(s); city council meeting.		
DEVELOPMENT PERMIT		
	PLANNING	\$500.00 plus \$10.00 per acre*
	WATER	\$500.00 plus \$10.00 per acre*
	SEWER	\$500.00 plus \$10.00 per acre*
	STORMWATER	\$500.00 plus \$10.00 per acre*
		*plus \$200.00 per re-submission after one (1)
LAND DEVELOPMENT INSPECTION	\$85.00 per hour with a two (2) hour minimum	
EROSION SEDIMENT CONTROL TERTIARY	\$250.00 per lot	

PLANNING AND ZONING PERMIT FEES – CITY OF HOSCHTON, GEORGIA

FEE FOR ANY DEDICATION	\$150.00
RE-INSPECTION FEE	\$100.00
RE-SUBMISSION FEE ON DEVELOPMENT PLANS	\$200.00
SOIL EROSION FEE	\$100.00 per disturbed per acre
SANITARY SEWER DOWNSTREAM ANALYSIS	\$1,500.00
WASTEWATER PUMP STATION (EACH)	\$1,500.00
HYDRAULIC WATER MODEL	\$1,500.00
OIL AND GREASE SEPARATOR OR GREASE TRAP	\$500.00
AS-BUILT WATER-SEWER REVIEW	\$500.00 plus \$10.00 per acre
AS-BUILT STORMWATER AND ROADS REVIEW	\$700.00 plus \$25.00 per acre