

CITY COUNCIL
LESLIE MCPHERSON, MAYOR
ANNA MCCOY, MAYOR PRO TEM
SHIRLEY MARCHMAN
MATTHEW MONTAHAN
STEPHANIE WARMOTH
DANNY CARTER

City of Villa Rica



INT CITY MGR: JENNIFER HALLMAN
CITY CLERK: THERESA CAMPBELL
CITY ATTORNEY: KEVIN DRUMMOND

571 W BANKHEAD HWY
VILLA RICA, GA. 30180
770.459.7000 | VILLARICA.ORG

MAYOR & COUNCIL MEETING AGENDA

Holt-Bishop Justice Center, Municipal Courtroom, 101 Main Street

June 10, 2025 | 6:00 PM

Meeting Call to Order (Mayor Leslie McPherson)

Invocation (Ethan Waits, Grounds Maintenance Manager)

Pledge of Allegiance (Officer Paul Lewis, VRPD)

A. Ceremonial Presentations

1. Dedication of Police Department Annual Report (Chief Michael Mansour)

Adoption of the Agenda (Mayor Leslie McPherson)

Public Comment (We ask that you sign in for Public Comment before the meeting begins. Please state your Name and Address for the record and limit your comments to three minutes.)

Council Updates (Subjects of General Interest and Concern)

Consent Agenda (Mayor Leslie McPherson)

The Consent Agenda is a single item that encompasses all things the City Council would normally approve with little comment. Each of these items were discussed at the Council Work Session, and it was the unanimous consensus of the Governing Body to place the following items on the Consent Agenda.

1. July is Parks & Recreation Month
2. Planning & Zoning Re-Appointment of Julie Cepin for Ward 2
3. Approval of Jameson Towns Phase 2 Final Plat
4. Approval of a temporary limited alcohol pouring license for ETA Omega Foundation Inc.
5. Approval of renewal 2025-2026 Workers' Compensation with BITCO
6. Adoption of GDOT Title VI Non-Discrimination Agreement
7. Approval of Resolution declaring municipal property as surplus and authorizing the disposition and sale of the property located at Russell Street (V/Lot 6 Russell St VR27 – V050180066)

B. Governing Body (Mayor Leslie McPherson)

1. Housing Authority Appointment of Barbara Daniell
2. Appointment to Planning & Zoning Commission, Ward 1
3. Approval of May 6, 2025 Council Work Session Minutes

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the City Clerk at 678-840-1229 10 business days before the scheduled meeting to allow the City to make reasonable accommodations for those persons.

4. Approval of May 13, 2025 Council Meeting Minutes
5. Consideration of Board of Ethics Recommendation after Hearing

C. Community Development Brecca Carter, Interim Director

1. TA-04-25 – Text Amendment to modify the Smoke Shops, Tobacco stores, and Medical Cannabis Dispensaries and Definition of Vape Shop and Public Hearing (Shaun Daniels, Planning and Zoning Administrator)

D. Utilities John Bain, Director

1. Developmental Regulations Update (John Bain, Director)

E. Finance (Amanda Long, Interim Finance Director)

1. GFL Sanitation Rate Increase (Amanda Long, Interim Finance Director)

City Manager's Report (Interim City Manager, Jennifer Hallman)

F. Executive Session (Kevin Drummond, City Attorney)

1. Meeting to discuss or vote to enter into a contract to purchase, dispose of, or lease property subject to approval in a subsequent public vote as provided in Georgia Code section 50-14-3(b)(1)(D).
2. Meeting to discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee as provided in Georgia Code section 50-14-3(b)(2).

Adjournment (Mayor Leslie McPherson)



CITY OF VILLA RICA

City Council Meeting Agenda item Cover Sheet

SUBJECT: July is Parks and Recreation Month

AGENDA DATE: June 3, 2025

DATE PREPARED: May 21, 2025

PREPARED BY: Tara Ivey, Deputy Director

AMOUNT: N/A

GL ACCOUNT #: N/A

FUNDING SOURCE: N/A

BUDGETED ITEM? N/A

PURPOSE: Presentation of a Proclamation supporting the City's participation in the National Recreation and Park Association's "Park and Recreation Month" to showcase and celebrate the city and the many services it provides.

BACKGROUND: Each July, we celebrate park and recreation professionals and how they improve the lives of tens of millions of people, making a lasting impact in communities across the country. Park and recreation programs are essential to community health and well-being and help cultivate lifelong friendships, memories and family bonds that people hold dear decades later.

This year's theme, "Build Together, Play Together," reminds us of the contributions of more than 160,000 full-time park and recreation professionals — along with hundreds of thousands of part-time and seasonal workers and volunteers who maintain our country's close-to-home parks.

- **Together,** we're building and maintaining sustainable parks and green spaces for current and future generations.
- **Together,** we're building thriving communities focused on health and well-being.
- **Together,** we're building high-quality programs and spaces accessible and inclusive for all.
- **Together,** we help people play and connect - through yoga, art classes, picnics and more.

STAFF RECOMMENDATION: Proclaim that July 2025 is Parks and Recreation Month in the City of Villa Rica.

MOTION: I move to proclaim that July 2025 is Parks and Recreation Month in the City of Villa Rica.



Proclamation of July as Park and Recreation Month

WHEREAS parks and recreation programs are an integral part of communities throughout this country, including the City of ***Villa Rica***.

WHEREAS: Our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region.

WHEREAS: Parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens.

WHEREAS: Parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction.

WHEREAS: Parks and recreation areas are fundamental to the environmental well-being of our community.

WHEREAS: Parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife.

WHEREAS: Our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors.

WHEREAS: The U.S. House of Representatives has designated July as Parks and Recreation Month.

WHEREAS: The City of ***Villa Rica*** recognizes the benefits derived from parks and recreation resources.

NOW, THEREFORE, be it resolved that July 2025 be designated as Park & Recreation Month in the City of Villa Rica.

Mayor Leslie McPherson

Ward 1 Shirley Marchman

Ward 2 Matthew Momtahan

Ward 3 Stephanie Warmoth

Ward 4 Anna McCoy

Ward 5 Danny Carter



CITY OF VILLA RICA

City Council Packet

SUBJECT: Appointment of Planning & Zoning Commission Member to Ward 2 Seat

CITY COUNCIL AGENDA DATE: June 3, 2025

DATE: June 3, 2025

PREPARED BY: Theresa Campbell

FISCAL IMPACT: N/A

ANNUAL –

CAPITAL –

OTHER –

FUNDING SOURCE: N/A

PURPOSE: To appoint or reappoint a member to the ward 2 seat on Planning & Zoning Commission.

BACKGROUND: This is an appointment to fill a term ending December 31st, 2026. Councilman Matthew Momtahan will name his recommended appointee.

STAFF RECOMMENDATION: N/A

IMPACT: Fulfilling a vacant seat on the Planning & Zoning Commission.

MOTION: I move to approve the appointment of _____ to the Planning and Zoning Commission for the term of January 1st, 2025 – December 31st 2026.



CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Jameson Towns Phase 2 Final Plat Approval Recommendation

AGENDA DATE: June 3rd, 2025

DATE PREPARED: May 29th, 2025

PREPARED BY: Nic Griffin

PUBLIC HEARING: Not required

AMOUNT: N/A

GL ACCOUNT #: N/A

FUNDING SOURCE: N/A

BUDGETED ITEM? N/A

PURPOSE: All Final Plats of subdivision developments with public streets must be approved by the Mayor and City Council before building permits are issued. The Jameson Towns Phase 2 Final Plat has been reviewed and items associated with Final Plat approval have been completed.

BACKGROUND: Jameson Towns Phase 1 and 2 is a 180 unit town home development off of Tolbert Drive. This development is zoned SFA. The total site area is 74.92 acres with 46.807 acres being dedicated to the City of Villa Rica. Staff has had this item tabled previous. The conditions for this development have been added to the plat.

One of the conditions that was set on this development was a contribution to road improvements in the amount not to exceed \$1,500 per lot. The City is requiring a \$270,000 contribution for these improvements.

The current development owners has provided this contribution in the form of a check, to the City of Villa Rica.

All civil construction has been completed and inspected. The Final Plat has several other items that must be accomplished/completed prior to the vote by the Mayor and City Council. These items have been completed and are listed as follows:

Maintenance bond submitted - \$323,000.00

Street Light Fees paid for one year in advance - \$5,520.00

Water, Sewer, and Storm system as-built record drawings have been submitted and approved.

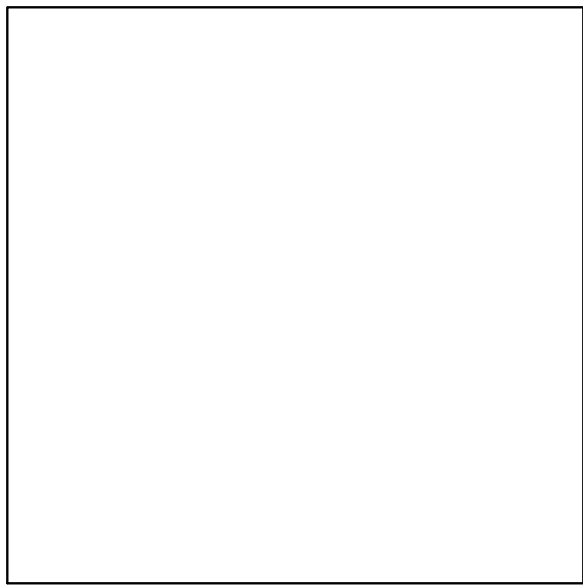
All fees associated with the Final Plat submittal have been paid.

STAFF RECOMMENDATION: Staff recommends approval of the Final Plat for Jameson Towns Phase 2.

MOTION:

1. I move to approve the Final Plat for Jameson Towns Phase 2 with conditions as noted in the minutes from the May 24, 2022 Council meeting minutes.

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CITY OF VILLA RICA, GA
DEVELOPMENT REVIEW

- ☒ APPROVED
☐ APPROVED AS NOTED
☐ DENIED



CITY ENGINEER: _____

ZONING: _____

APPROVING OFFICIAL

DATE

4-30-25

NOTES

1. THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THIS SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION SUPPLIED AND TO THE SURVEYOR'S BEST KNOWLEDGE ARE APPROXIMATELY AS SHOWN. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES. ALL UTILITIES SERVING THE PROPERTY ENTER THROUGH ADJOINING PUBLIC STREETS AND/OR EASEMENTS OF RECORD.

2. WATER SERVICE TO BE PROVIDED BY VILLA RICA.

3. SANITARY SEWER SERVICE TO BE PROVIDED BY VILLA RICA.

SITE INFORMATION

- TOTAL ONSITE AREA: 74.92 ACRES / TOTAL AREA DISTURBED 25.05 ACRES.
- BOUNDARY & TOPOGRAPHIC INFORMATION PROVIDED BY LAND DEVELOPMENT SURVEYORS, INC., DATED 10/12/21.
- THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP FOR CARROLL COUNTY, GEORGIA AND INCORPORATED AREAS, COMMUNITY PANEL NUMBER(S) 13045C0159 E, EFFECTIVE DATE 08/15/2019 WAS EXAMINED AND A PORTION OF THE PROPERTY SHOWN HEREIN WAS FOUND TO FALL WITHIN A DESIGNATED FLOOD ZONE "A" (AREAS OF 100-YEAR FLOOD) OR SPECIAL FLOOD HAZARD ZONE (AREAS OF 500-YEAR FLOOD).
- THERE ARE STATE WATERS LOCATED ON OR WITHIN 200 FEET OF THE SITE.
- THERE ARE NO KNOWN WETLANDS ON THIS SITE
- THE ORTHOMETRIC HEIGHTS (ELEVATIONS AND CONTOURS) SHOWN HEREON WERE DETERMINED BY A FIELD RUN SURVEY BY LAND DEVELOPMENT SURVEYORS, INC., DATED 10/12/21.

SITE DATA

ADDRESS: TOLBERT DR @ W LIBERTY RD
VILLA RICA GA, 30180
LAND LOT: 126 & 127
DISTRICT: 06
PARCEL ID: V06 0040139
SITE AREA: 74.92 AC
ZONING: SFA

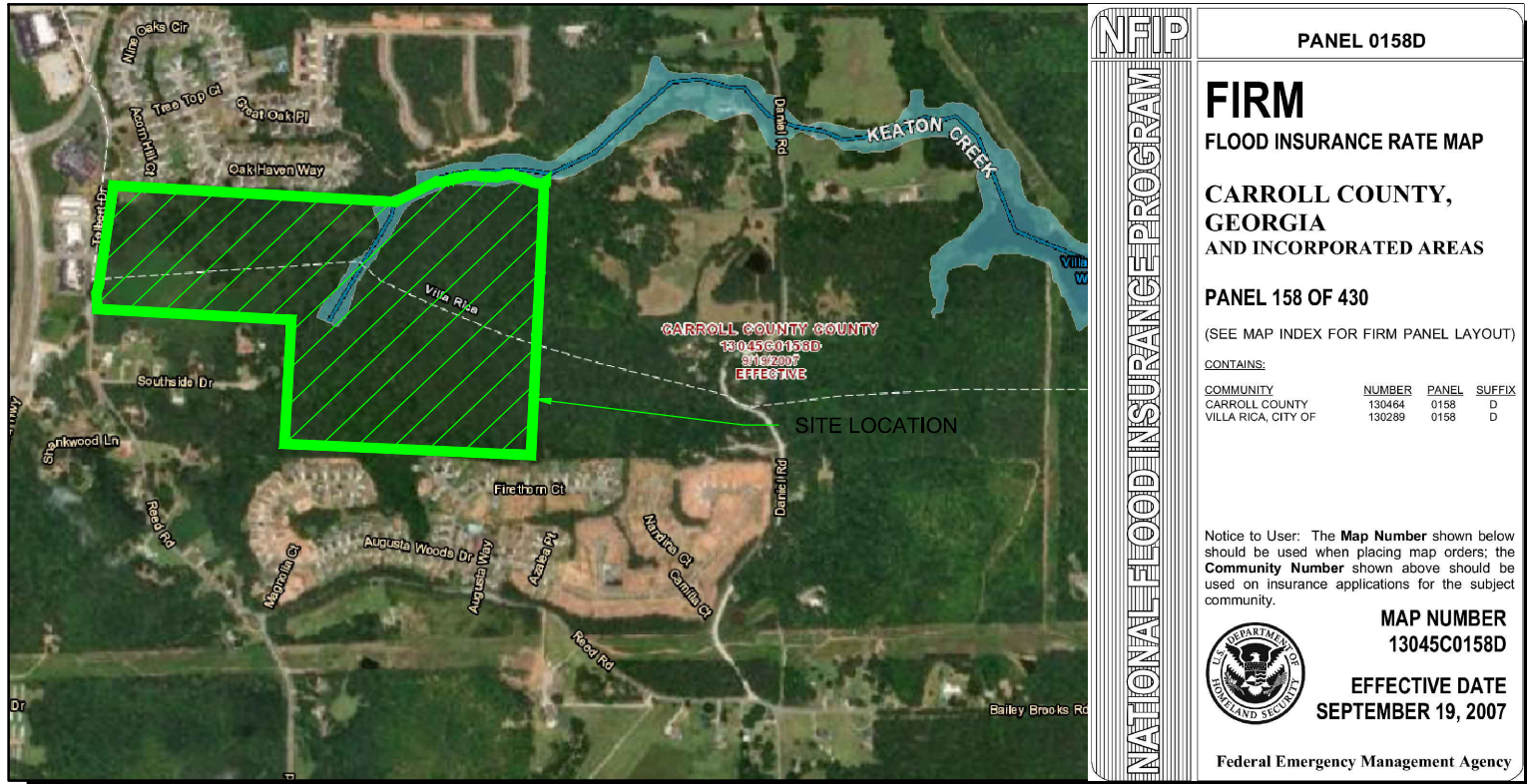
SHEET INDEX

SHEET 1 - COVER
SHEET 2 - METES & BOUNDS, ZONING CONDITIONS
SHEET 3 - ZONING CONDITIONS
SHEETS 4 - 6 - SITE PLAN

PHASE II SITE CALCULATIONS

CL ROAD - 1755.40 LF
CURB - 3608.97 LF
WATERLINE - 1826.14 LF
SEWER LINE - 1913.56 LF
STORM LINE - 2466.00 LF

MANHOLES - 10
STORM JB - 0



FEMA FIRM MAP

FEMA FIRM PANEL NO.: 13045C0159 E
NOT TO SCALE

SITE LOCATION MAP

CONTACT INFORMATION:

ENGINEER: CHRIS SANFORD
PLANNERS AND ENGINEERS
COLLABORATIVE
OWNER: CRAIG GASKINS
SMITH DOUGLAS HOMES
ADDRESS: 350 RESEARCH COURT
PEACHTREE CORNERS,
GEORGIA 30092
PHONE: 770.451.2741
EMAIL: CSANFORD@PEC.PLUS
ADDRESS: 110 VILLAGE TRAIL
SUITE 215
WOODSTOCK GA 30188
PHONE: 770-713-7179

DRAWING LEGEND

FFE XX.XX	FINISHED FLOOR ELEVATION
BFE XX.XX	BASEMENT FLOOR ELEVATION
(10.72)	SPOT ELEVATION
10	EXISTING CONTOURS
10	PROPOSED CONTOURS
8	PROPOSED CONTOURS
W	WATER LINE
☒	WATER METER
☒	VALVE & END CAP
☒	FIRE HYDRANT & FDC
☒	TEE, BEND & INTERSECTION
— — — — —	SANITARY SEWER LINE
— — — — —	SANITARY MANHOLE
☉	SANITARY CLEANOUT
☉	GREASE TRAP
— — — — —	STORM LINE
☉	JUNCTION BOX
☉	DROP INLET
☉	YARD INLET
☉	CURB INLET
☉	WEIR INLET
☒	CATCH BASIN
☒	HEADWALL
☉	OUTLET CONTROL STRUCTURE

SITE DATA:

ADDRESS	TOLBERT DR @ W LIBERTY RD, VILLA RICA GA, 30180
SITE AREA	74.92
SITE AREA DEDICATED TO CITY	46.807
NET SITE AREA	28.111
ZONING	
PROPOSED ZONING (EXISTING)	SFA (R-2)
ZONING JURISDICTION	VILLA RICA
DEVELOPMENT STANDARDS	
FRONT LOADED 24' TOWHOMES	181 UNITS
UNIT DENSITY	2.42 UNITS/AC (6.44 UNITS/AC NET)
OPEN SPACE REQUIRED	12% (8.99 AC)
OPEN SPACE PROVIDED	74.4 % (55.80 AC)
PARKING	
REQUIRED PARKING (2 SP. PER UNIT)	362 SPACES
PARKING SPACES PROVIDED	724 (2 PER GARAGE & 2 PER DRIVEWAY)
GUEST PARKING PROVIDED	55 SPACES
HANDICAP PARKING REQUIRED	3 SPACES
HANDICAP PARKING PROVIDED	3 SPACES
TOTAL SPACES PROVIDED	779 SPACES

CITY OF VILLA RICA CERTIFICATE

IN ACCORDANCE WITH THE CITY OF VILLA RICA DEVELOPMENT REGULATIONS AND THE CITY'S ZONING ORDINANCE, ALL REQUIREMENTS OF APPROVAL HAVE BEEN FULFILLED; THIS PLAT IS GIVEN FINAL APPROVAL BY THE FOLLOWING OFFICIALS ON BEHALF OF THE CITY OF VILLA RICA:

COMMUNITY DEVELOPMENT DIRECTOR

PLANNING COMMISSION

MAYOR

OWNER'S CERTIFICATE

THE OWNER OF THE PLAT SHOWN ON THIS PLAT AND WHOSE NAME IS SUBSCRIBED HERETO, IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, CERTIFIES THAT THIS PLAT WAS MADE FROM AN ACTUAL SURVEY, THAT ALL STATE, CITY AND COUNTY TAXES OR OTHER ASSESSMENTS NOW DUE ON THIS LAND HAVE BEEN PAID, THAT ALL STREETS, WATER SYSTEMS DRAINS AND DRAINAGE EASEMENTS, AND PUBLIC PLACES ARE DEDICATED TO THE USE OF THE PUBLIC IN PERPETUITY.

FOR ORIGINAL SIGNATURE SEE PLAT BOOK 109, PAGE 738

OWNER

SURVEYOR CERTIFICATION

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.

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 OR ARE MARKED FUTURE AND THEIR LOCATION, SIZE, TYPE AND MATERIAL ARE CORRECTLY SHOWN, AND THAT ALL REQUIREMENTS OF THE DEVELOPMENT AND ZONING REGULATIONS HAVE BEEN FULLY COMPLIED WITH.

Signature: Michael C. Sanford
Registered Ga. Land Surveyor
Printed Name: Michael C. Sanford
Date: 02/17/25



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C.O.A.-LSF000004

REVISIONS

REV	DATE	DESCRIPTION	BY
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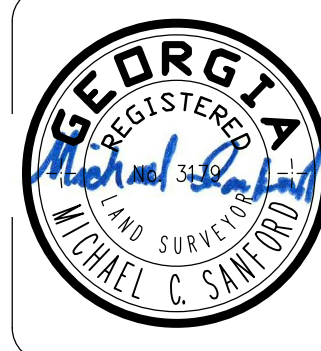
LAND LOT(S) 126 & 127
DISTRICT 6TH

FINAL OF PLAT

JAMESON TOWNS
PHASE II

CITY OF VILLA RICA

CARROLL COUNTY
GEORGIA



SHEET 1 OF 6

DRAWN BY: MCS
CHECKED BY: MCS
FILE NO.: 21153.00
DATE: 02/17/25
SCALE: NOT TO SCALE
DATE OF FIELD WORK: 09/13/24
NOT TO SCALE

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CENTERLINE ROAD CALLS

Line Table		
Line #	Length	Direction
L18	45.30	N24°25'55"E
L19	76.54	N10°56'10"E
L20	70.30	S88°16'51"E
L21	359.80	S01°43'04"W
L22	106.80	N88°16'51"W
L23	56.56	S01°43'48"W
L24	1103.39	S88°20'03"E
L25	83.24	N24°51'47"E
L26	16.34	N01°43'09"E
L27	18.00	N01°43'09"E
L28	5.14	S88°16'51"E
L29	177.56	S65°23'07"E
L30	177.56	N65°23'07"W
L31	321.86	N88°16'51"W
L32	135.18	N59°11'42"W
L33	202.92	N75°05'34"W
L34	494.72	N88°16'51"W
L35	83.95	N01°43'09"E
L36	68.00	N88°16'51"W
L37	87.45	S01°43'09"W

Line Table		
Line #	Length	Direction
L38	10.36	N88°16'51"W
L39	23.39	N06°15'30"E
L40	44.79	N06°15'39"E
L41	45.26	N05°41'47"E
L42	325.45	N88°16'51"W
L43	282.35	S01°43'09"W
L44	153.40	S88°20'03"E
L45	229.42	N01°43'09"E
L46	160.92	S01°43'09"W
L47	7.87	N48°21'12"E
L48	73.68	S88°38'51"E
L49	8.81	S42°35'30"E
L50	592.23	S88°20'05"E
L51	40.14	N24°51'47"E
L52	38.00	N24°51'47"E
L53	17.84	N01°43'09"E
L54	126.73	N88°16'51"W
L55	86.05	N59°11'42"W
L56	9.19	S75°48'18"W
L57	42.64	N59°11'42"W

Line Table		
Line #	Length	Direction
L58	203.49	N75°05'34"W
L59	9.33	N32°14'48"W
L60	7.47	N88°16'51"W
L61	115.50	S01°43'09"W
L62	85.00	N88°16'51"W
L63	115.50	N01°43'09"E

RIGHT-OF-WAY LINE CALLS

Line Table		
Line #	Length	Direction
L1	112.38	S88°16'51"E
L2	63.81	S88°16'51"E
L3	409.95	S88°16'51"E
L4	49.47	S88°16'51"E
L5	202.92	S75°05'34"E
L6	135.18	S59°11'42"E
L7	168.23	S88°16'51"E
L8	153.63	S88°16'51"E
L9	231.81	S65°23'07"E
L10	99.45	S01°43'09"W
L11	449.22	S01°43'09"W
L12	300.84	S01°43'09"W
L13	59.34	S01°43'09"W
L14	83.24	S24°51'47"W
L15	718.82	N88°20'03"W
L16	236.40	N88°20'03"W
L17	135.30	N88°20'03"W

Curve Table				
Curve #	Length	Radius	Direction	Chord
C1	46.03	200.00	S81°41'13"E	45.93
C2	55.49	200.00	S67°08'38"E	55.32
C3	101.53	200.00	S73°44'16"E	100.44
C4	39.96	100.00	S76°49'59"E	39.69
C5	60.59	150.00	S13°17'28"W	60.18
C6	174.89	150.00	S58°15'52"W	165.15

Curve Table				
Curve #	Length	Radius	Direction	Chord
C7	26.08	18.50	N51°19'40"E	23.98
C8	25.92	16.50	S43°16'51"E	23.33
C9	25.92	16.50	S46°43'06"W	23.33
C10	204.19	174.99	N58°17'21"E	192.80
C11	70.69	175.00	N13°17'28"E	70.21
C12	29.97	75.00	S76°49'59"E	29.77
C13	14.78	16.00	S38°55'32"E	14.26
C14	259.42	52.00	N24°36'53"E	62.71
C15	14.78	16.00	S88°09'19"W	14.26
C16	49.95	125.00	N76°49'59"W	49.62
C17	88.84	175.00	N73°44'16"W	87.89
C18	62.43	225.00	N67°08'38"W	62.23
C19	51.79	225.00	N81°41'13"W	51.67
C20	5.50	3.50	N43°16'51"W	4.95
C21	30.53	18.50	N41°00'41"W	27.18
C22	25.64	16.50	S47°11'54"W	23.14
C23	25.93	16.50	S43°18'27"E	23.35
C24	25.90	16.50	N46°41'33"E	23.32
C25	230.05	51.50	S50°18'30"E	81.20
C26	24.52	18.50	S39°41'30"W	22.77

Curve Table				
Curve #	Length	Radius	Direction	Chord
C27	25.44	16.53	S42°24'08"E	23.00
C28	26.99	124.99	N85°28'45"E	26.94
C29	59.48	125.70	N65°39'32"E	58.93
C30	59.26	125.00	N38°26'38"E	58.70
C31	55.59	129.10	N14°21'15"E	55.16
C32	25.92	16.50	N43°16'51"W	23.33
C33	114.22	225.00	N73°44'16"W	113.00
C34	46.75	168.50	N67°08'38"W	46.60
C35	32.87	175.00	N82°53'57"W	32.83



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REVISIONS			
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REV	DATE	DESCRIPTION	BY

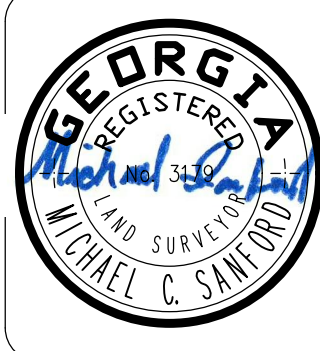
LAND LOT(S) 126 & 127
DISTRICT 6TH

FINAL PLAT
OF

JAMESON TOWNS
PHASE II

CITY OF VILLA RICA

CARROLL COUNTY
GEORGIA



SHEET 2 OF 6

DRAWN BY: MCS
CHECKED BY: MCS
FILE NO.: 21153.00
DATE: 02/17/25
SCALE: NOT TO SCALE
DATE OF FIELD WORK: 08/13/24



NOT TO SCALE

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CITY COUNCIL
GIL McDUGAL, MAYOR
MATTHEW MONTAHAN, MAYOR PRO TEM
SHIRLEY MARCHMAN
DANNY CARTER
LESLIE MCPHERSON
ANNA MCCOY

City of Villa Rica

CITY MANAGER: TOM BARBER
CITY CLERK: ALISA DOYAL
CITY ATTORNEY: C. DAVID MECKLIN

571 W BANKHEAD HWY
VILLA RICA, GA. 30180
770.459.7000 | VILLARICA.ORG

CITY COUNCIL MEETING MINUTES
Holt-Bishop Justice Center, 101 Main Street
Tuesday, May 24, 2022 | 6:00 pm

Meeting Call to Order (Mayor Gil McDougal)
Mayor Gil McDougal called the meeting to order at 6 pm.

Present: Councilwoman Shirley Marchman, Councilman Danny Carter, Councilman Matthew Montahan and Councilwoman Anna McCoy. Councilwoman Leslie McPherson was absent.

Invocation: Councilman Danny Carter

Pledge of Allegiance: Mayor Gil McDougal

Adoption of Agenda (Mayor Gil McDougal)
Mayor Gil McDougal added Item # B2-Housing Board Appointments to the agenda. Councilman Danny Carter moved to adopt the agenda as amended.

RESULT: ADOPTED (UNANIMOUS)
MOVER: Danny Carter, Councilman
SECONDER: Shirley Marchman, Councilwoman
AYES: Carter, Marchman, McCoy

Public Comment (We ask that you sign in for Public Comment before the meeting begins. Please state your Name and Address for the record and limit your comments to three minutes.)
One citizen came forward to speak.
1. Kurt Kraft, 2406 Ridgelake Drive

Council Updates (Subjects of General Interest and Concern)
There were no Council updates.

A. Consent Agenda (Mayor Gil McDougal)
Mayor Gil McDougal presented the Consent Agenda for approval.

- RH Events and Catering, LLC dba Shake, Rattle & Rolls
- Gold Dust Recreation Gymnasium HVAC Project
- Concrete Material Bay Storage Project
- North Plant Modification Project Change Order
- FY2023 Budget Calendar

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- The Covenants, Conditions and Restrictions shall include a clause that limits the maximum number of units that can be rented or leased within the development at any one time to 10% or less of the total homes.
- The Applicant/Developer/Owner agrees to build all internal roadways and parking aisles to standards that would accommodate emergency access vehicles. This includes emergency access to the proposed park in the rear of the property.

RESULT: ADOPTED (UNANIMOUS)
MOVER: Danny Carter, Councilman
SECONDER: Matthew Montahan, Councilman
AYES: Carter, Montahan, Marchman, McCoy

- RA-03-22 – CWD Properties, LLC – Rezoning from AG to C1 at 1101 W. Bankhead Hwy and Public Hearing** (Ronald Johnson, Planning and Zoning Specialist)

Public Hearing: No one came forward to speak.

Motion: Councilman Matthew Montahan moved to approve the rezoning request from CWD Properties, LLC of Tallapoosa, GA for a rezoning from AG to C1 as presented by staff subject to the condition that the property will not be used for retail.

RESULT: ADOPTED (UNANIMOUS)
MOVER: Matthew Montahan, Councilman
SECONDER: Danny Carter, Councilman
AYES: Montahan, Carter, Marchman, McCoy

- Distilled Package License Application Packet and Schedule for Review** (Nyree Simpson, Licensing Specialist)
Approval of the application and lottery process for Distilled Spirits Packaged Stores.

Motion: Councilman Danny Carter moved to approve the submitted application and lottery process for packaged stores within the city limits of Villa Rica pursuant to Chapter 4 Alcoholic Beverages, Sec. 4-28 Application.

RESULT: ADOPTED (VOTE: 3-1)
MOVER: Danny Carter, Councilman
SECONDER: Anna McCoy, Councilwoman
AYES: Carter, McCoy, Montahan
NAYS: Marchman

D. City Manager (Tom Barber)

- Update of Eastside Tax Allocation District (TAD)**
The City Manager and Mayor reviewed the required IGA provisions from the county and staff's response back to the county. The Mayor asked the Council to vote on the responses so that the City Attorney can put together a formal reply back to the county.

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Motion: Councilman Danny Carter moved to adopt the Consent Agenda.

RESULT: ADOPTED (UNANIMOUS)
MOVER: Danny Carter, Councilman
SECONDER: Anna McCoy, Councilwoman
AYES: Carter, McCoy, Marchman, Montahan

B. Governing Body (Mayor Gil McDougal)

- Approval of Minutes**
 - Special Called Council Meeting Minutes of May 4, 2022
 - Council Meeting Minutes of May 10, 2022

Motion: Councilwoman Shirley Marchman moved to approve the Special Called Council Meeting Minutes of May 4, 2022, and the Council Meeting Minutes of May 10, 2022.

RESULT: ADOPTED (UNANIMOUS)
MOVER: Shirley Marchman, Councilwoman
SECONDER: Anna McCoy, Councilwoman
AYES: Marchman, McCoy, Carter, Montahan

- Mayoral Housing Authority Board Appointments**
Mayor Gil McDougal appointed Rob Smith and Michael Young to the Housing Authority Board. Rob Smith will fill the vacancy on the board, and Michael Young will fill the vacancy expired term.

C. Community Development (Tracy Jarvis, Director)

- RA-01-22 – Inline Communities, LLC – Proposed Rezoning of Two Vacant Parcels on Old Stone Road and Public Hearing** (Ronald Johnson, Planning and Zoning Specialist)
Inline Communities, LLC requested rezoning of two vacant parcels on Old Stone Road from Single-Family Agricultural (AG) to Planned Unit Development (PUD).

Public Hearing: No one came forward to speak.

Motion: Councilman Danny Carter moved to approve the rezoning request from Inline Communities, LLC of Villa Rica, GA for a rezoning from AG to PUD with the four conditions as stated by staff.

Staff Conditions:

- Receipt of a favorable sewer and water capacity letter from the city's Utilities Department guaranteeing availability to service all lots within the proposed development within sixty (60) days. This letter must be on file with the city's Community Development Department upon receipt.
- The applicant must address the Old Stone Road and Punkintown Road intersection in the form of a traffic study, and all recommendations of that study are to be implemented at the recommendation of the Community Development Director/Engineer.
- The applicant's Development Master Plan should be entered into the legal record in addition to any and all proposed elevations, site plans, concept plans and other representations made before the City Council.
- The applicant/developer/builder agrees to a 15% rental cap applicable to the townhome and single-family detached portions of the development.

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Motion: Councilman Danny Carter moved to adopt the responses as presented of the 15 items for the City of Villa Rica to respond to the Carroll County Board of Commissioners.

RESULT: ADOPTED (UNANIMOUS)
MOVER: Danny Carter, Councilman
SECONDER: Matthew Montahan, Councilman
AYES: Carter, Montahan, Marchman, McCoy

E. Executive Session (C. David Mecklin, City Attorney)

City Attorney David Mecklin announced that the Council will go into Executive Session for a meeting to discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee as provided in Georgia Code section 50-14-3(b)(2).

Motion: Councilwoman Shirley Marchman moved to go into Executive Session for the purpose as stated by the City Attorney.

RESULT: ADOPTED (UNANIMOUS)
MOVER: Shirley Marchman, Councilwoman
SECONDER: Matthew Montahan, Councilman
AYES: Marchman, Montahan, Carter, McCoy

Motion: Councilwoman Shirley Marchman moved to return to regular session.

RESULT: ADOPTED (UNANIMOUS)
MOVER: Shirley Marchman, Councilwoman
SECONDER: Danny Carter, Councilman
AYES: Marchman, Carter, Montahan, McCoy

Executive Session Action: City Attorney David Mecklin reported there was no action taken by the council during executive session that needed to be voted on in open session.

Adjournment: Councilwoman Shirley Marchman moved to adjourn, seconded by Councilwoman Anna McCoy. The vote was unanimous. Mayor Gil McDougal adjourned the meeting.


City Clerk Alisa Doyal


Mayor Gil McDougal

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Councilman Matthew Montahan asked Councilman Danny Carter if he would amend his motion to include stimulations that the applicant agrees to that includes: no three-bedroom apartments in the multifamily section, require 100% master on main for the townhomes and the single-family detached sections of the development, and require a property owners association instead of a homeowners association. Councilman Danny Carter agreed to amend his motion to these stimulations.

RESULT: ADOPTED (UNANIMOUS)
MOVER: Danny Carter, Councilman
SECONDER: Matthew Montahan, Councilman
AYES: Carter, Montahan, Marchman, McCoy

- RA-02-22 – Inline Communities, LLC – Proposed Rezoning of 116 Reed Road and Public Hearing** (Ronald Johnson, Planning and Zoning Specialist)
Inline Communities, LLC requested a rezoning of 116 Reed Road from Single-Family Urban (R2) to Single-Family Attached (SFA).

Public Hearing: No one came forward to speak.

Motion: Councilman Danny Carter moved to approve the rezoning request from Inline Communities, LLC of Villa Rica, GA for a rezoning from R2 to SFA with conditions as outlined by staff.

Staff Conditions:

- Receipt of a favorable sewer and water capacity letter from the city's Utilities Department guaranteeing availability to service all lots within the proposed development within sixty (60) days. This letter must be on file with the city's Community Development Department upon receipt.
- The applicant must comply with all recommendations found within the traffic report dated August 23, 2021, prepared by A & R Engineering, Inc.
- The applicant must address the Reed Road/Tolbert Dr. and South Carroll Road intersection in the form of a traffic study.
- The developer shall contribute no more than \$1,500 per lot to the cost of traffic improvements.
- The Applicant/Developer/Owner agrees that site/neighborhood/development amenities include a pool and cabana, walking trail, tot lot, and picnic/cookout/barbecue grilling area.
- The Applicant/Development/Owner agrees that the proposed pool will have a minimum surface area of 1,500 square feet.
- The Applicant/Developer/Owner agrees to install sidewalks on both sides of internal streets and along the frontage of Tolbert/Reed Road.
- The Applicant/Developer/Owner agrees to submit the site/neighborhood/development to covenants pursuant to the Georgia Property Owners Act (O.C.G.A. § 44-3-220, et seq.).
- The Applicant/Developer/Owner agrees to be responsible for incorporating a minimum of one traffic calming practice in accordance with the Institute of Transportation Engineers (ITE) manual for traffic calming along the main entrance road internal to the neighborhood. The practice may include a stop sign, road diet, speed hump or other device which shall be approved through the civil plan review process.
- The Applicant/Developer/Owner acknowledges that water and sewer availability is not expressly implied as a result of zoning.
- The Applicant/Developer/Owner agrees and acknowledges that all conditions or stipulations of re-zoning shall bind Applicant/Developer/Owner's successors and assigns.

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PER THE CITY OF VILLA RICA, DATED
02/25/25, THE 25' FRONT SETBACK
DOES NOT APPLY TO INTERIOR STREETS

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ARBORISTS + SURVEYING + CONSTRUCTION + WATER RESOURCES
350 RESEARCH COURT PEACHTREE CORNERS, GEORGIA 30092
(770)451-2741 WWW.PEC.PLUS
C.O.A.-LSF000004

REVISIONS

REV	DATE	DESCRIPTION	BY
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4			
3			
2			
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LAND LOT(S) 126 & 127
DISTRICT 6TH

FINAL
OF
PLAT

JAMESON TOWNS
PHASE II

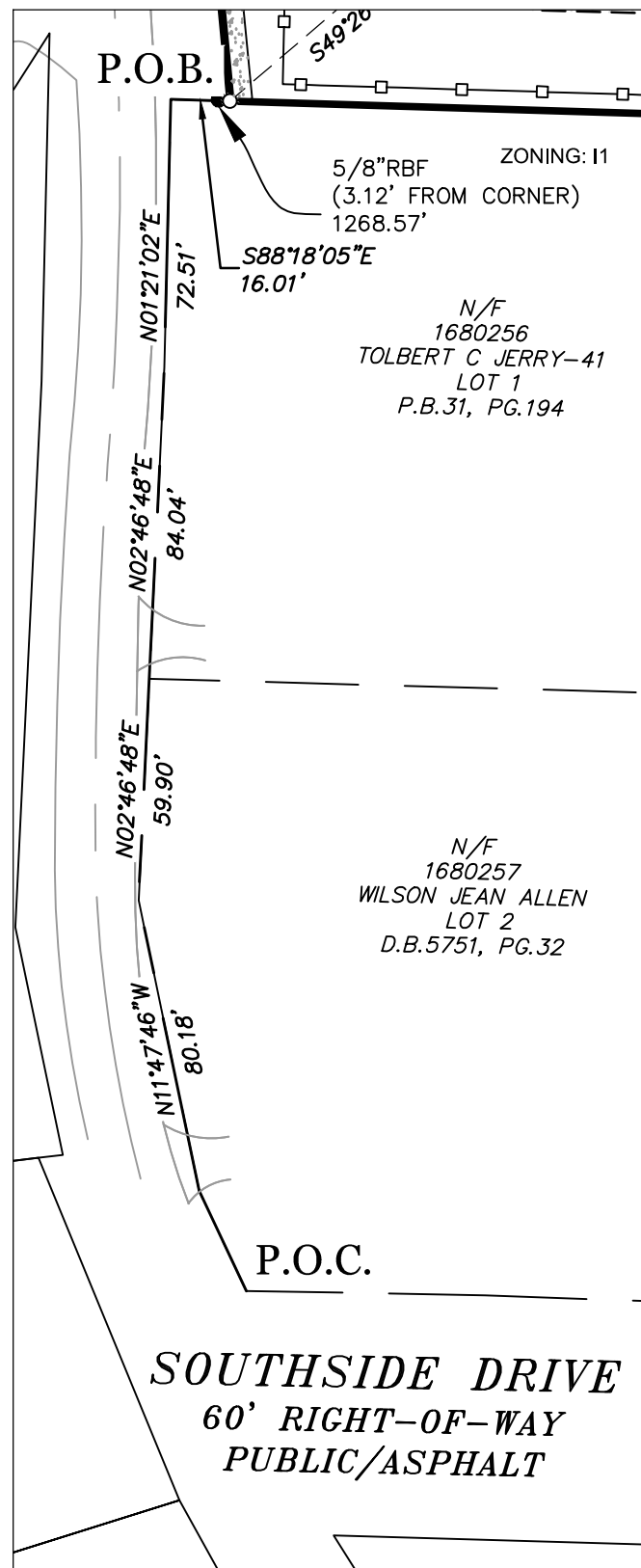
CITY OF VILLA RICA

CARROLL COUNTY
GEORGIA

SHEET 3 OF 6

DRAWN BY: MCS
CHECKED BY: MCS
FILE NO.: 21153.00
DATE: 02/17/25
SCALE: NOT TO SCALE
DATE OF FIELD WORK: 09/13/24
NOT TO SCALE

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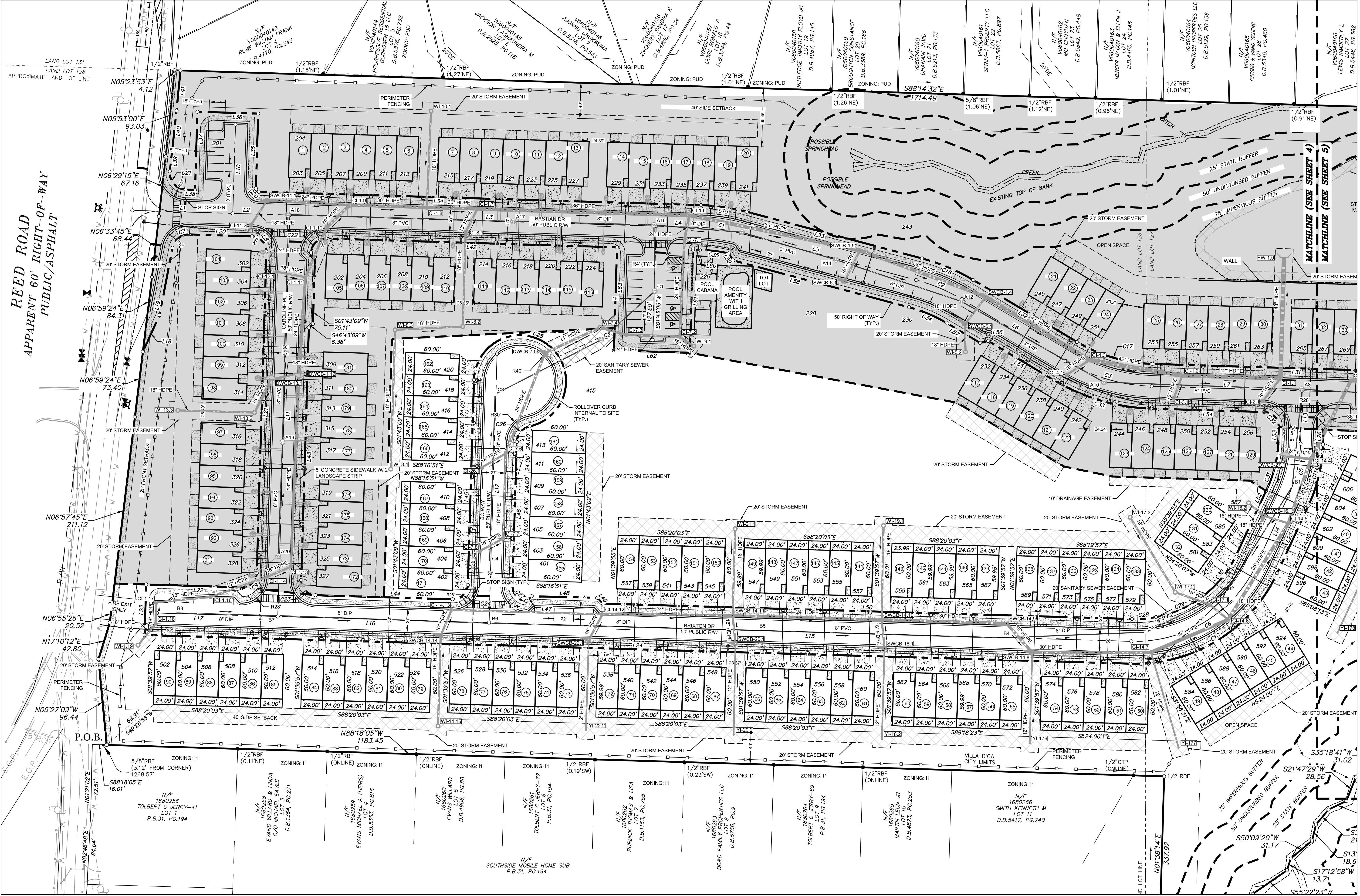
ALL LOTS ARE 1440.00 SQ. FT.



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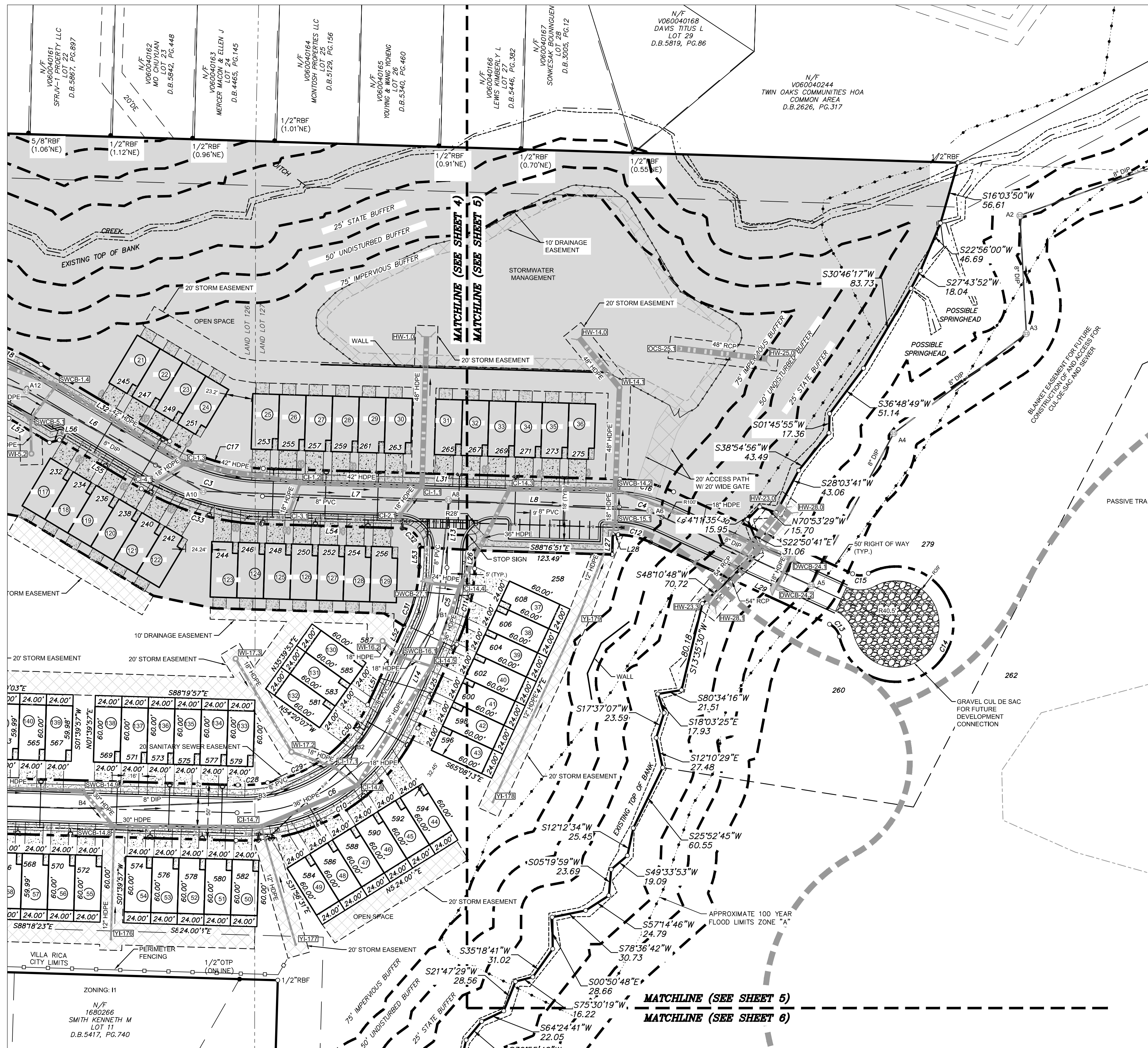
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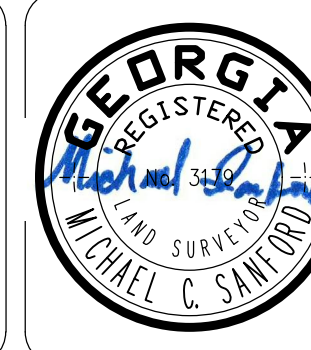
LAND LOT(S) 126 & 127
DISTRICT 6TH

FINAL OF PLAT

JAMESON TOWNS
PHASE II

CITY OF VILLA RICA

CARROLL COUNTY
100



SHEET 5 OF 6

DRAWN BY: MCS
CHECKED BY: MCS
FILE NO.: 21153.00
DATE: 02/17/25
SCALE: 1"=50'
DATE OF FIELD WORK: 09/13/24

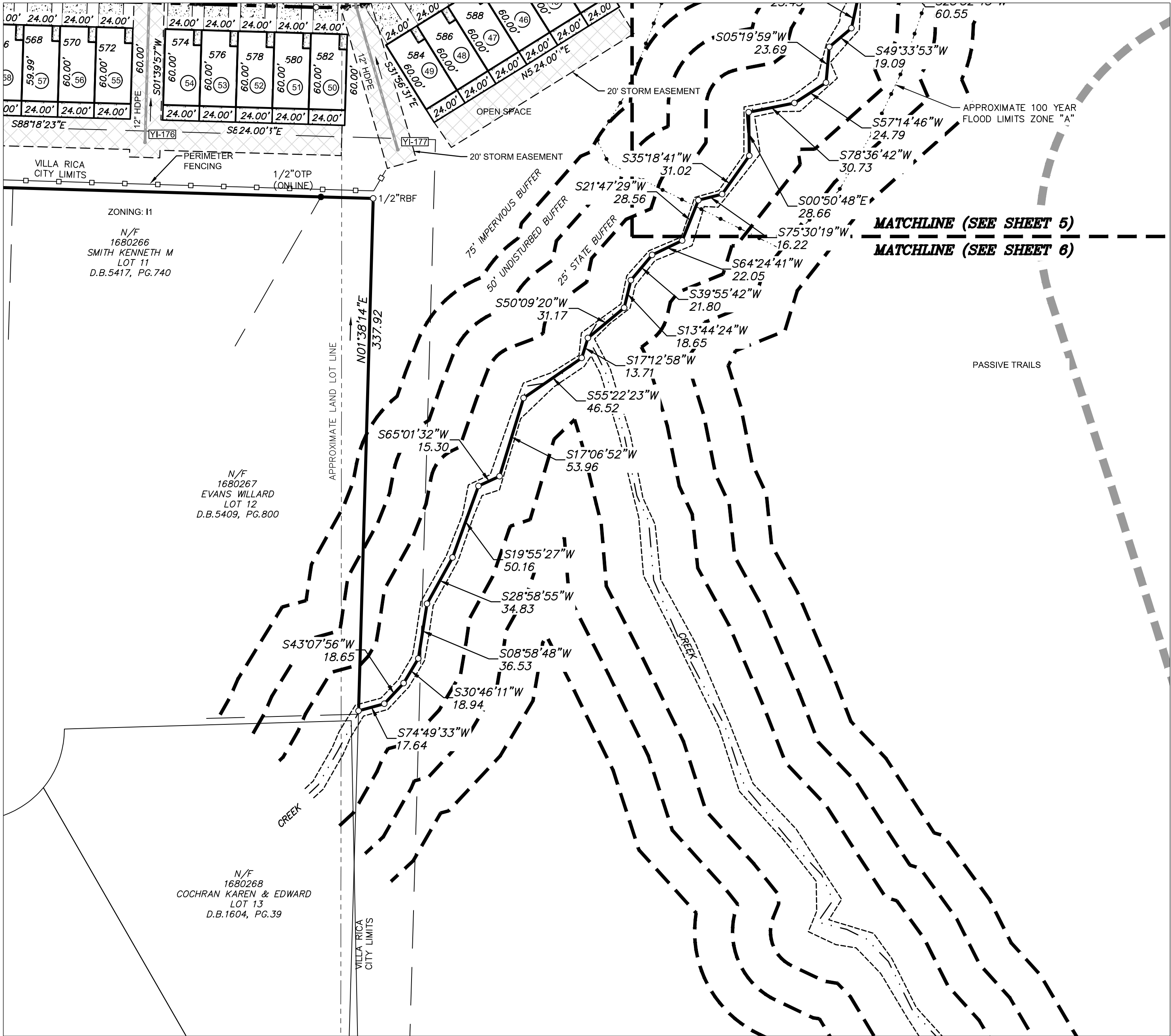


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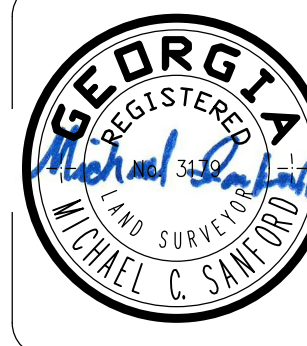
LAND LOT(S) 126 & 127
DISTRICT 6TH

FINAL PLAT

JAMESON TOWNS
PHASE II

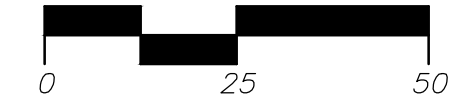
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CARROLL COUNTY
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SHEET 6 OF 6

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CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: ETA Omega Foundation, Inc.

AGENDA DATE: June 10, 2025

DATE PREPARED: May 29, 2025

PREPARED BY: Whitney Cox, Licensing Specialist

AMOUNT: N/A

GL ACCOUNT #: N/A

FUNDING SOURCE: N/A

BUDGETED ITEM? N/A

PUBLIC HEARING: NO

PURPOSE: To present an application for ETA Omega Foundation, Inc. to pour beer and wine at a 1-day golf tournament located at Mirror Lake Golf Club- 1000 Canongate Pkwy., Villa Rica, GA 30180, on Friday, June 20th. The event will be held from 7:00 am until 4:00 pm.

BACKGROUND: The ETA Omega Foundation, Inc. formed in 1995 as a non-profit organization created to advance educational and community programs. It has donated over \$500,000 in college scholarships and supported award-winning mentoring programs for Atlanta-area youth.

STAFF RECOMMENDATION: Staff recommends approval.

IMPACT: N/A

MOTION: I move to approve the application for a temporary limited pouring license for ETA Omega Foundation, Inc.



City of Villa Rica

SPECIAL EVENT PERMIT APPLICATION

Special Event Title: 23rd Annual ETA Omega Golf Classic

Company: ETA Omega Foundation Inc.

Company Address: 261 Awendaw Circle, Ellenwood, GA 30294

Phone: 404-641-0221 Fax: _____ Email: dsthq05@gmail.com

Location/Site Master: Mirror Lake Golf Club Villa Roca, GA / Todd Maher, Club Manager

Cell: 678-520-5671 Email: todd.maher@bobbyjoneslinks.com

Location/Site Master: _____

Cell: _____ Email: _____

TYPE OF PERMIT

☐ Fair
☐ Grand Opening Celebration
☐ Parade
☐ Rally
☐ Festival
☐ Holiday Celebration
☐ Block Party

☐ Tour
☐ Race
☐ March
☐ Assembly
☐ Concert
☐ Bicycle/Run
☒ Other: Golf Outing

Description of Project: Annual Golf Outing and Fundraiser for scholarship monies use to give to High School students attending college

Location of Project: Mirror Lake Golf Club at 1000 Cannongate Parkway, Villa Rica, GA 30180

☒ Commercial Use ☐ Residential Location ☐ City Park ☐ Other

NOTE: If your Special Event occurs at a residential location and contains any of the two listed items below, a meeting with City Manager is required and a minimum of one week in advance before your application can be accepted and processed:

1. Full and/or Partial Lane and Street Closures
2. Requested Variances to any City of Villa Rica Ordinance

Case # _____
SPECIAL EVENT PERMIT APPLICATION

Contact Name to Schedule the Meeting: NA

Phone: _____ Fax: _____

Email: _____

Names of Attendees to Attend the Meeting: _____

List any Alteration of Vegetation or Building Modifications that Could Remain Permanent After the Completion of the Project: NA

Number of Tents: NA Square Footage of Each Tent: _____

List Tent Locations: _____

Will Portable Restrooms (Porta Potties) be Utilized? _____ Yes ☒ No If Yes, Please List Placement and Locations: _____

SPECIAL EVENT PREP

DATES

From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

HOURS

From: _____ A.M./P.M. To: _____ A.M./P.M.

From: _____ A.M./P.M. To: _____ A.M./P.M.

From: _____ A.M./P.M. To: _____ A.M./P.M.

From: _____ A.M./P.M. To: _____ A.M./P.M.

From: _____ A.M./P.M. To: _____ A.M./P.M.

From: _____ A.M./P.M. To: _____ A.M./P.M.

Describe Preparation Activity: NA

SPECIAL EVENT PERMIT APPLICATION

SPECIAL EVENT

DATES

From: 6-20-2025 To: 6-20-2025

From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

HOURS

From: 7 am A.M./P.M. To: 4 pm A.M./P.M.

From: _____ A.M./P.M. To: _____ A.M./P.M.

From: _____ A.M./P.M. To: _____ A.M./P.M.

From: _____ A.M./P.M. To: _____ A.M./P.M.

From: _____ A.M./P.M. To: _____ A.M./P.M.

From: _____ A.M./P.M. To: _____ A.M./P.M.

Describe Special Event Activity: Golf Outing

CLEAN-UP/CLOSE OUT

DATES

From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

HOURS

From: _____ A.M./P.M. To: _____ A.M./P.M.

From: _____ A.M./P.M. To: _____ A.M./P.M.

From: _____ A.M./P.M. To: _____ A.M./P.M.

From: _____ A.M./P.M. To: _____ A.M./P.M.

From: _____ A.M./P.M. To: _____ A.M./P.M.

From: _____ A.M./P.M. To: _____ A.M./P.M.

Describe Clean Up/Close Out Activity: NA**NOTE:** The following three items' must be provided when applicable:

1. Site Plan – Showing Special Event Location
2. Proof of permission from Property Owner for use of the Special Event Location
3. Notification of neighbors and businesses affected by the Special Event Location

USES: (Please Check Applicable)

NA Street ClosureNA Lane ClosureNA Other: _____**NOTE:** The City of Villa Rica Shall Be Utilized if Available

Case # _____

SPECIAL EVENT PERMIT APPLICATION

If any of the above are checked, please give a detailed description, including dates and times:

ELEMENTS AND SPECIAL EFFECTS OR STUNTS (Please Check Applicable)

- _____ Generator(s)
- _____ Special Lighting/Lighting Cranes
- _____ Music Playback
- _____ Smoke/Fire/Other Pyro
- _____ Vehicles
- _____ Animals
- _____ Other: _____

If any of the above are checked, please give a detailed description, including dates and times:

NA

Please List Any Special Requests Not Already Covered:

Requesting a one day liquor permit

NOTE: The City reserves the right to deny any Special Event Permit that is not within the best interest(s) of the City and its Residents. No Special Event Permit shall be issued more than once per quarter at any one residential location and shall be no more than fourteen (14) consecutive days in duration, unless otherwise previously requested and approved by the City Manager.



Case # _____

SPECIAL EVENT PERMIT APPLICATION

HOLDS HARMLESS AGREEMENT

The applicant agrees to indemnify the City of Villa Rica and to be solely and absolutely liable upon any and all claims, suites and judgements against the City and/or the application for personal injuries and property damages arising out of or occurring during the activities of the applicant, his/her (its) employees or otherwise. The applicant further agrees to comply with all pertinent provisions of Georgia laws, rules and regulations. This permit may be revoked at any time

Applicant Signature

5-14-2025

Date

Permit Fee: \$100.00/Day

\$500.00 Sanitation Bond Required if Filming Occurs in a City Owned Park or Facility

APPROVED BY:

BUSINESS
PLANNING
DIRECTOR

W.C.

5/27/25



**FRIDAY
JUNE 20, 2025**

(404) 610-7703

**info@
EtaOmegaFoundation.org**

Atlanta, Georgia

EtaOmegaGolfClassic.com

23RD YEAR EVENT AT A GLANCE

- **OVER \$500,000 IN SCHOLARSHIPS PROVIDED TO DATE**
- **120+ GOLFERS PARTICIPATING**
- **POWERFUL BRAND ACTIVATIONS**
- **NETWORKING OPPORTUNITIES**
- **UNFORGETTABLE AWARDS CEREMONY FOR TEAMS & INDIVIDUAL GOLFERS**

**THANK YOU
FOR YOUR
CONSIDERATION**

**EVENT CHAIRMAN
TRAVIS JONES
(404) 610-7703**



SPONSORSHIP REQUEST

EXCITING NEWS

The last 22 years have been Amazing and we're looking for Sponsors to make our 23rd Year **OUTSTANDING!** We're offering multiple advertising opportunities in exchange for your funding help, allowing you to tap into our audience and get a direct return on your investment.

MAKING AN IMPACT

Eta Omega Golf Classic sponsors have helped the Eta Omega Foundation, Inc. provide **over \$500,000 in College Scholarships** and support **Award-winning Mentoring Programs** for Atlanta-area youth.



LET'S BUILD SOMETHING GREAT TOGETHER

Your partnership will position your brand at the heart of a powerful, purpose-driven cultural movement — and give you direct access to an elite and engaged audience.

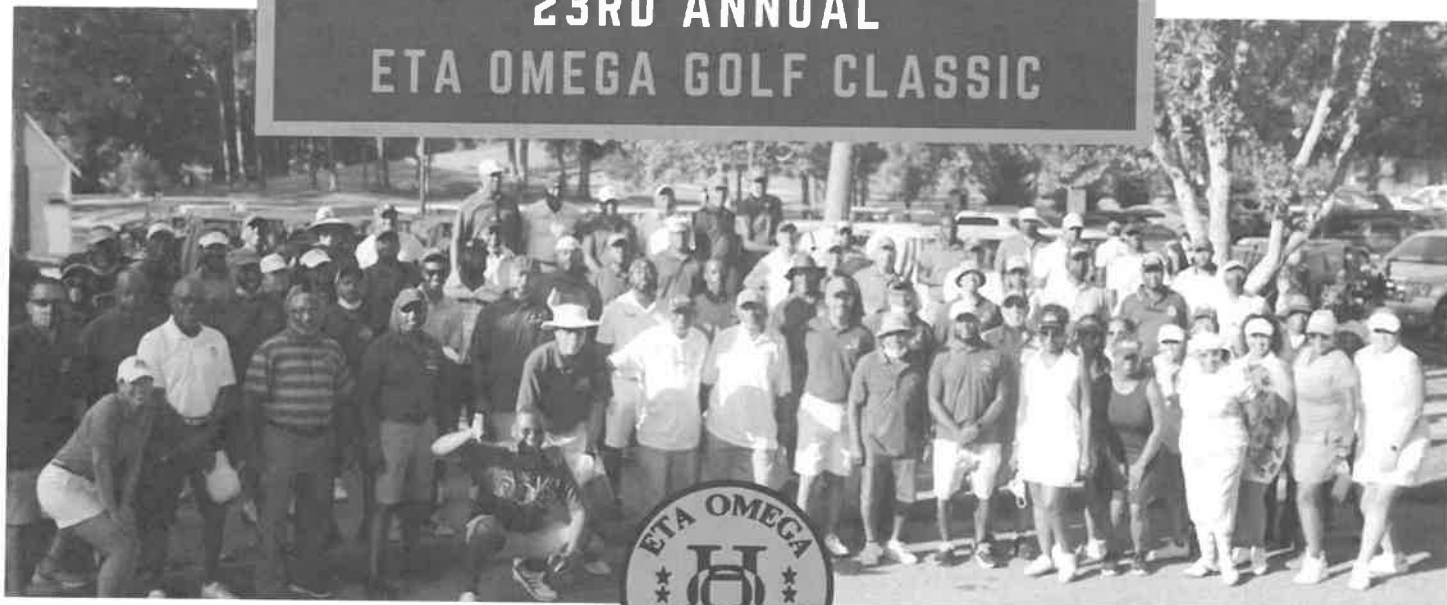
About the Eta Omega Foundation

The Eta Omega Foundation, Inc. was established in 1994 as a 501(c)(3) tax-exempt organization to advance educational purposes. To date, the Eta Omega Foundation has awarded over \$500,000 in college scholarships to high school seniors in the Atlanta area and supported youth mentoring programs.



More About the Eta Omega Golf Classic - EtaOmegaGolfClassic.com

23RD ANNUAL ETA OMEGA GOLF CLASSIC



Dear Supporter,

You are cordially invited to the 23rd Eta Omega Golf Classic, which will be held on Friday, June 20, 2025, at Mirror Lake Golf Club in Villa Rica, Georgia. The Golf Classic is an annual event of fellowship and fun -- with a purpose. Proceeds from the event benefit the Eta Omega Foundation, Inc., a 501(c)(3) entity which supports various youth educational initiatives.

We ask that you support the Eta Omega Golf Classic by:

- **Registering to Play as a Golfer** (\$150 per golfer or \$600 per 4-person team before end of day June 3; \$175 per golfer after)
- **Serving as an Event Sponsor** (sponsorship benefits and details on the next page)
- **Purchasing Raffle Tickets** for a chance to win prizes including a 55-inch TV and cash (raffle will be held on the day of the event)

Visit EtaOmegaGolfClassic.com for online registration, sponsorship, and raffle ticket purchases, or for more information. **All contributions are tax-deductible.**

WE THANK YOU FOR YOUR SUPPORT!

BENEFITTING ATLANTA-AREA YOUTH

The Eta Omega Foundation, Inc. was established in 1994 as a 501(c)(3) tax-exempt organization to advance educational purposes. To date, the Eta Omega Foundation has awarded over \$475,000 in college scholarships to high school seniors in the Atlanta area and supported youth mentoring programs.

EVENT DETAILS

FRIDAY, JUNE 20, 2025
MIRROR LAKE GOLF CLUB
1000 CANONGATE BLVD
VILLA RICA, GA 30180

EVENT SCHEDULE

7:30 AM REGISTRATION &
BREAKFAST

9 AM SHOTGUN START

11AM LUNCH

2PM DINNER & AWARDS

CONTACT FOR MORE INFORMATION

EVENT CHAIRMAN
TRAVIS JONES
(404) 610-7703

travis.st.jones@gmail.com

ETA OMEGA GOLF CLASSIC SUPPORTING ATLANTA YOUTH

Below is a brief look at the scholarship recipients and youth mentoring programs over the years made possible by YOU - supporters of the Eta Omega Golf Classic.



ETA OMEGA GOLF CLASSIC SPONSORSHIPS

Visit EtaOmegaGolfClassic.com for online registration, sponsorship, and raffle ticket purchases, or proceed to the registration page for registration form and mailing instructions.

Title Sponsor \$10,000.00

This package includes 12 Golfers

- Sponsor Logo on official tournament grab bag
- Sponsor Logo on all prominent signage
- Recognition as the Title Sponsor on the Website
- Sponsor Logo on Event Registration Page
- Two Hole Sign Sponsorships
- Opportunity to reserve Title Sponsorship for next year
- Signage at registration
- Mentions in selected press releases and promotional materials
- The ability to set up on the tee box with your own table and meet golfers face-to-face
- Sponsor Logo displayed in the digital live scoring for one of the holes on the course
- Opportunity to include an item in each grab bag

Purple Sponsor \$7,500.00

This package includes 8 Golfers

- Recognition as a Sponsor on the Website
- Sponsor Logo on Event Registration Page
- Two Hole Sign Sponsorships
- Signage at registration
- Mentions in selected press releases and promotional materials
- The ability to set up on the tee box with your own table and meet golfers face-to-face
- Sponsor Logo displayed in the digital live scoring for one of the holes on the course
- Opportunity to include an item in each grab bag

Duffle Bag Sponsor \$6,000.00

This package includes 4 Golfers

- Sponsor logo will be on the duffle bag that each player receives upon check-in
- Opportunity to reserve Duffle Bag Sponsorship for next year
- Recognition as a Sponsor on the Website
- Mentions in selected press releases and promotional materials
- The ability to set up on the tee box with your own table and meet golfers face-to-face
- Sponsor Logo displayed in the digital live scoring for one of the holes on the course
- Opportunity to include an item in each grab bag

Gold Sponsor \$5,000.00

This package includes 4 Golfers

- Signage at registration
- Recognition as a Sponsor on the Website
- Mentions in selected press releases and promotional materials
- The ability to set up on the tee box with your own table and meet golfers face-to-face
- One Hole Sign Sponsorship
- Sponsor Logo displayed in the digital live scoring for one of the holes on the course
- Opportunity to include an item in each grab bag

Divot Tool Sponsor \$5,000.00

This package includes 4 Golfers

- Sponsor logo will be on the divot tool/ball marker that each player receives upon check-in
- Opportunity to reserve Divot Tool Sponsorship for next year
- Recognition as a Sponsor on the Website
- Signage at registration
- Mentions in selected press releases and promotional materials
- The ability to set up on the tee box with your own table and meet golfers face-to-face
- One Hole Sign Sponsorship
- Sponsor Logo displayed in the digital live scoring for one of the holes on the course
- Opportunity to include an item in each grab bag

Golf Towel Sponsor \$4,000.00

This package includes 4 Golfers

- Sponsor logo will be on the Golf Towel that each player receives upon check-in
- Opportunity to reserve Golf Towel Sponsorship for next year
- Recognition as a Sponsor on the Website
- Signage at registration
- Mentions in selected press releases and promotional materials
- The ability to set up on the tee box with your own table and meet golfers face-to-face
- One Hole Sign Sponsorship
- Sponsor Logo displayed in the digital live scoring for one of the holes on the course
- Opportunity to include an item in each grab bag

Golf Ball Sponsor \$4,000.00

This package includes 4 Golfers

- Sponsor logo will be on a sleeve of golf balls that each player receives upon check-in
- Opportunity to reserve Golf Ball Sponsorship for next year
- Recognition as a Sponsor on the Website
- Signage at registration
- Mentions in selected press releases and promotional materials
- The ability to set up on the tee box with your own table and meet golfers face-to-face
- One Hole Sign Sponsorship
- Sponsor Logo displayed in the digital live scoring for one of the holes on the course
- Opportunity to include item in each grab bag

Golf Tee Sponsor \$4,000.00

This package includes 4 Golfers

- Sponsor logo will be printed on the back of tees that each player receives upon check-in
- Opportunity to reserve Golf Tee Sponsorship for next year
- Recognition as a Sponsor on the Website
- Signage at registration
- Mentions in selected press releases and promotional materials
- The ability to set up on the tee box with your own table and meet golfers face-to-face
- One Hole Sign Sponsorship
- Sponsor Logo displayed in the digital live scoring for one of the holes on the course
- Opportunity to include an item in each grab bag

ETA OMEGA GOLF CLASSIC SPONSORSHIPS

Visit EtaOmegaGolfClassic.com for online registration, sponsorship, and raffle ticket purchases, or proceed to the registration page for registration form and mailing instructions.

Onyx Sponsor \$3,000.00

This package includes 2 Golfers

- Signage at registration
- Recognition as a Sponsor on the Website
- Mentions in selected press releases and promotional materials
- The ability to set up on the tee box with your own table and meet golfers face-to-face
- One Hole Sign Sponsorship
- Sponsor Logo displayed in the digital live scoring for one of the holes on the course
- Opportunity to include an item in each grab bag

Card Game Sponsor \$2,750.00

This package includes 2 Golfers

- Sponsor logo will be on the deck of cards during the numerous card games that will take place during the tournament
- Opportunity to reserve Card Game Sponsorship for next year
- Signage at registration
- Recognition as the Card Game Sponsor on the Website
- Mentions in selected press releases and promotional materials
- The ability to set up on the tee box with your own table and meet golfers face-to-face
- One Hole Sign Sponsorship
- Sponsor Logo displayed in the digital live scoring for one of the holes on the course
- Opportunity to include an item in each grab bag

Pearl Sponsor \$2,500.00

This package includes 1 Golfer

- Recognition as a Sponsor on the Website
- Mentions in selected press releases and promotional materials
- The ability to set up on the tee box with your own table and meet golfers face-to-face
- One Hole Sign Sponsorship
- Sponsor Logo displayed in the digital live scoring for one of the holes on the course
- Opportunity to include an item in each grab bag

Silver Sponsor \$1,000.00

This package includes 1 Golfer

- Recognition as a Sponsor on the Website
- Mentions in selected press releases and promotional materials
- The ability to set up on the tee box with your own table and meet golfers face-to-face
- One Hole Sign Sponsorship
- Sponsor Logo displayed in the digital live scoring for one of the holes on the course
- Opportunity to include an item in each grab bag

Bronze Sponsor \$500.00

- Recognition as a Sponsor on the Website
- Mentions in selected press releases and promotional materials
- One Hole Sign Sponsorship
- Sponsor Logo displayed in the digital live scoring for one of the holes on the course
- Opportunity to include an item in each grab bag

Small Business Sponsor \$300.00

- Recognition as a Sponsor on the Website
- The ability to set up on the tee box with your own table and meet golfers face-to-face
- Opportunity to include an item in each grab bag

Hole Sign Sponsor \$250.00

- Recognition as a Sponsor on the Website
- One Hole Sign Sponsorship
- Opportunity to include an item in each grab bag

Live Scoring Digital Hole Sponsor \$250.00

- Recognition as a Sponsor on the Website
- Sponsor Logo displayed in the digital live scoring for one of the holes on the course
- Opportunity to include an item in each grab bag



CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Approve Workers Compensation Renewal
AGENDA DATE: 06/03/2025

DATE PREPARED: 05/28/2025
PREPARED BY: Tiffany Lanford, HR Director

AMOUNT: \$148,502.00
GL ACCOUNT #: Workers Comp Line Item – All Departments
FUNDING SOURCE: Various Funds, Personnel Expenses
BUDGETED ITEM? Yes

PURPOSE: To approve a workers compensation renewal with BITCO for the 2025-2026 year.

BACKGROUND: I have provided a summary for the current year which lists our coverage limits, payrolls used for rating, information on pricing and comparisons to the previous year. This shows BITCO has continued to reduce our rates while maintaining a \$2,500.00 deductible.

Class Code	2024/2025	2025/2026
	Rate	Rate
7380	5.71	5.77
7520	2.94	2.75
7580	2.82	2.7
7720	2.82	2.59
8380	2.68	2.77
8742	0.24	0.24
8810	0.12	0.12
9015	3.67	3.64
9063	0.89	0.89
9101	3.55	3.29
9102	3.38	3.5
9156	1.84	1.88
9402	5.73	5.22
9403	9.42	8.7
9410	3.43	3.53

STAFF RECOMMENDATION: Approval.

IMPACT: BITCO has reduced our premiums at a steady rate and is willing to underwrite us though we have departments that are considered hazardous while maintaining a \$2,500 deductible. The premium decreased by \$6,531.00.

MOTION: I move to approve the workers' compensation renewal with BITCO for the period of June 30, 2025-June 30, 2026, for an amount not to exceed \$145,502.00

City of Villa Rica - WC Comparison

Class Code	Description	2019 / 2020 Actual			2020/2021 Actual			2021/2022 Actual			2022/2023 Actual			2023/2024 Actual			2024/2025 Projected			2025/2026 Projected		
		Rate	Payroll	Premium	Rate	Payroll	Premium	Rate	Payroll	Premium	Rate	Payroll	Premium	Rate	Payroll	Premium	Rate	Payroll	Premium	Rate	Payroll	Premium
7380	Drivers	7.1	\$ 37,175.00	\$ 2,639.00	6.91	\$ 40,908.00	\$ 2,827.00	6.77	\$ 37,175.00	\$ 2,517.00	6.69	\$ 52,703.04	\$ 3,526.00	5.92	\$ 18,777.00	\$ 1,112.00	5.71	\$ 16,291.00	\$ 930.00	5.77	\$ 18,777.00	\$ 1,083.00
7520	Waterworks	4.42	\$ 716,323.00	\$ 31,661.00	4.25	\$ 775,731.00	\$ 32,969.00	4.00	\$ 716,323.00	\$ 28,653.00	3.57	\$ 910,678.54	\$ 32,511.00	3.10	\$ 1,029,949.00	\$ 31,928.00	2.94	\$ 917,589.00	\$ 26,977.00	2.75	\$ 1,029,949.00	\$ 28,324.00
7580	Sewage Disposal Plant	4.59	\$ 431,196.00	\$ 19,792.00	4.16	\$ 357,803.00	\$ 14,885.00	4.23	\$ 431,196.00	\$ 18,240.00	3.71	\$ 476,435.48	\$ 17,676.00	3.08	\$ 500,924.00	\$ 15,428.00	2.82	\$ 457,071.00	\$ 12,889.00	2.7	\$ 500,924.00	\$ 13,675.00
7720	Police Officers	4.15	\$ 2,400,583.00	\$ 99,624.00	4.25	\$ 2,439,784.00	\$ 103,691.00	4	\$ 2,400,583.00	\$ 96,023.00	3.38	\$ 2,672,098.08	\$ 90,317.00	2.91	\$ 3,196,348.00	\$ 93,014.00	2.82	\$ 2,758,607.00	\$ 77,793.00	2.59	\$ 3,196,348.00	\$ 82,785.00
8380	Auto Mechanics/Shop	4.32	\$ -	\$ -	3.98	\$ -	\$ -	3.85	\$ -	\$ -	3.36	\$ 154,252.80	\$ 5,183.00	2.94	\$ 144,589.00	\$ 4,251.00	2.68	\$ 83,467.00	\$ 2,237.00	2.77	\$ 144,589.00	\$ 4,005.00
8742	City Administrator	0.4	\$ 387,437.00	\$ 1,550.00	0.33	\$ 19,954.00	\$ 66.00	0.33	\$ 387,437.00	\$ 1,279.00	0.31	\$ 446,487.70	\$ 1,384.00	0.27	\$ 628,885.00	\$ 1,698.00	0.24	\$ 532,870.00	\$ 1,279.00	0.24	\$ 628,885.00	\$ 1,509.00
8810	Clerical Office	0.2	\$ 1,599,316.00	\$ 3,199.00	0.17	\$ 1,868,527.00	\$ 3,176.00	0.16	\$ 1,599,316.00	\$ 2,559.00	0.14	\$ 1,876,426.40	\$ 2,627.00	0.12	\$ 2,177,524.00	\$ 2,613.00	0.12	\$ 2,097,402.00	\$ 2,517.00	0.12	\$ 2,177,524.00	\$ 2,613.00
9015	Building/Prop Management	5.58	\$ 174,429.00	\$ 9,733.00	5.45	\$ 157,438.00	\$ 8,580.00	5.19	\$ 174,429.00	\$ 9,053.00	4.39	\$ 282,903.92	\$ 12,419.00	3.83	\$ 287,657.00	\$ 11,017.00	3.67	\$ 259,207.00	\$ 9,513.00	3.64	\$ 287,657.00	\$ 10,471.00
9063	YMCA, YWCA, YMHA or YWHA, Institution - All Employees & Clerical	1.39	\$ 52,678.00	\$ 732.00	1.35	\$ -	\$ -	1.34	\$ 52,678.00	\$ 706.00	1.13	\$ 57,469.88	\$ 649.00	0.99	\$ 381,131.00	\$ 3,773.00	0.89	\$ 352,093.00	\$ 3,134.00	0.89	\$ 381,131.00	\$ 3,392.00
9101	School - All Other	6.5	\$ 106,602.00	\$ 6,929.00	5.92	\$ 102,137.00	\$ 6,047.00	5.73	\$ 106,602.00	\$ 6,108.00	4.54	\$ 119,631.62	\$ 5,431.00	3.81	\$ 106,283.00	\$ 4,049.00	3.55	\$ 107,588.00	\$ 3,819.00	3.29	\$ 106,283.00	\$ 3,97.00
9102	Lawn Maintenance	6.06	\$ 227,216.00	\$ 13,769.00	5.67	\$ 205,281.00	\$ 11,639.00	5.41	\$ 227,216.00	\$ 12,292.00	4.3	\$ 277,424.73	\$ 11,929.00	3.78	\$ 354,045.00	\$ 13,383.00	3.38	\$ 261,743.00	\$ 8,847.00	3.5	\$ 354,045.00	\$ 8,847.00
9156	Theater NOC													1.94	\$ 18,360.00	\$ 356.00	1.84	\$ 16,140.00	\$ 297.00	1.88	\$ 18,360.00	\$ 345.00
9402	Public Works	11.16	\$ 560,144.00	\$ 62,512.00	11.16	\$ 638,795.00	\$ 71,290.00	9.92	\$ 560,144.00	\$ 55,566.00	8.39	\$ 986,029.87	\$ 82,728.00	6.7	\$ 499,981.00	\$ 33,499.00	5.73	\$ 515,473.00	\$ 29,537.00	5.22	\$ 499,981.00	\$ 26,099.00
9403	Garbage Refuse/Collecting	14.15	\$ 195,647.00	\$ 27,684.00	13.59	\$ 182,505.00	\$ 24,802.00	12.76	\$ 195,647.00	\$ 24,965.00	11	\$ 194,315.68	\$ 21,375.00	9.31	\$ 123,107.00	\$ 11,461.00	9.42	\$ 188,489.00	\$ 17,756.00	8.7	\$ 123,107.00	\$ 10,710.00
9410	City Employees NOC	6.55	\$ 588,457.00	\$ 38,544.00	5.29	\$ 682,200.00	\$ 36,088.00	4.98	\$ 588,457.00	\$ 29,305.00	4.16	\$ 599,324.86	\$ 24,932.00	3.69	\$ 432,634.00	\$ 15,964.00	3.43	\$ 467,957.00	\$ 16,051.00	3.53	\$ 432,634.00	\$ 15,272.00
Total Payrolls			\$ 7,477,203.00			\$ 7,471,063.00			\$ 7,477,203.00			\$ 9,106,182.60			\$ 9,900,194.00			\$ 9,031,987.00			\$ 9,900,194.00	
Manual Premium				\$ 318,368.00			\$316,060.00					\$287,266.00				\$243,546.00			\$213,576.00			\$216,172.00
Increased Limits				\$3,502.00			\$3,477.00					\$3,160.00				\$2,679.00			\$2,349.00			\$2,378.00
Deductible (\$2,500 Ded)		0.967		(\$9,551.00)	0.968		(\$10,114.00)				0.962		(\$11,882.00)		0.96	(\$9,742.00)		0.972	(\$8,543.00)		0.961	(\$8,431.00)
Sch Credit		0.75		(\$85,888.00)	0.74		(\$77,232.00)				0.82		(\$44,907.00)		0.82	(\$38,310.00)		1.04	\$7,134.00		1.17	\$25,719.00
Drug Free Credit					7.50%		(\$16,486.00)				7.50%		(\$15,343.00)			(\$13,089.00)			(\$13,911.00)			(\$13,275.00)
Premium Disc.				(\$27,886.00)			(\$23,383.00)				0.886		(\$21,572.00)		0.887	(\$18,081.00)		0.887	(\$19,388.00)		0.88	(\$18,338.00)
Expense Constant				\$140.00			\$140.00						\$140.00			\$140.00			\$140.00			\$140.00
Terrorism				\$2,168.00			\$2,166.00						\$2,732.00			\$2,970.00			\$2,709.00			\$2,970.00
Exp Mod		1.1		\$31,232.00	0.96		(\$12,377.00)	0.93		(\$19,626.00)	0.82		(\$54,764.00)	0.90		(\$23,648.00)	0.86		(\$29,033.00)	0.72		(\$58,833.00)
Total				\$212,760.00			\$182,251.00			\$160,696.00			\$170,531.00			\$146,465.00			\$155,033.00			\$148,502.00



Mallory Agency
PO Box 1209
LaGrange, GA 30241



CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Adoption of GDOT Title VI Non-Discrimination Agreement

AGENDA DATE: 6/3/2025

DATE PREPARED: 5/28/2025

PREPARED BY: Hal Burch, Director of Public Works

AMOUNT: N/A

GL ACCOUNT #: N/A

FUNDING SOURCE: N/A

BUDGETED ITEM? N/A

PURPOSE: As part of our L.A.P. certification & qualification to receive federal funds the City must adopt the Title VI Non-Discrimination Agreement

BACKGROUND: The City of Villa Rica, *hereinafter referred to as the "recipient"* assures that no person shall on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Recipient further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

STAFF RECOMMENDATION: To adopt the GDOT Title VI Non-Discrimination Agreement

IMPACT: Failure to adopt or comply with said agreement will cause forfeiture of federal funds / grants.

MOTION: I move to adopt the GDOT Title VI Non-Discrimination agreement.

TITLE VI NON-DISCRIMINATION AGREEMENT

The Georgia Department of Transportation and

City of Villa Rica

Name of Recipient

Policy Statement

The **(Name of Recipient)** City of Villa Rica, hereinafter referred to as the "Recipient" assures that no person shall on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Recipient further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The Civil Rights Restoration Act of 1987, broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include **all** programs or activities of Federal Aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not.

In the event the Recipient distributes federal aid funds to a sub-recipient, the Recipient will include Title VI language in all written agreements and will monitor for compliance.

The Recipient's **(Name of person/division)** Hal Burch, is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulation(CFR) 200 and 49 Code of Federal Regulation 21.

Hal Burch

Name of Responsible Agency Official (Please Print)

Director of Public Works

Title

05/27/2025

Date

Title VI Program

Organization and Staffing

Pursuant to 23 CFR 200, **(Name of Recipient)** City of Villa Rica has appointed a Title VI Specialist who is responsible for **Attachment 1**, which describes the hierarchy for **(Name of Recipient)'s** City of Villa Rica Title VI Program, including an organization's chart illustrating the level and placement of Title VI responsibilities.

Assurances

49 CFR Part 21.7

The City of Villa Rica, hereby gives assurances:

1. That no person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the recipient regardless of whether those programs and activities are Federally funded or not. Activities and programs which the recipient hereby agrees to carry out in compliance with Title VI and related statutes include but are not limited to:
 - ☐ List all major programs and activities of the recipient and Title VI responsibilities for each one of them. Include information as **Attachment 2** to this Nondiscrimination Agreement.
2. That it will promptly take any measures necessary to effectuate this agreement.
3. That each program, activity, and facility as defined at 49 CFR 21.23(b) and (e), and the Civil Rights Restoration Act of 1987 will be (with regard to a program or activity) conducted, or will be (with regard to a facility) operated in compliance with the nondiscriminatory requirements imposed by, or pursuant to, this agreement.
4. That these assurances are given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the recipient by the Georgia Department of Transportation (GDOT) under the Federally-Funded Program and is binding on it, other recipients, subgrantees, contractors, sub-contractors, transferees, successors in interest and other participants. The person or persons whose signatures appear below are authorized to sign these assurances on behalf of the Recipient.

5. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federally-Funded programs and, in adapted form all proposals for negotiated agreements.

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

6. That the Recipient shall insert the clauses of Appendix A of this Agreement in every contract subject to the Act and the Regulations.
7. That the Recipient shall insert the clauses of Appendix B of this Agreement, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
8. That the Recipient shall include the appropriate clauses set forth in Appendix C of this Agreement, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under a Federal Aid Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under a Federal Aid Program.
9. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this agreement.

Implementation Procedures

This agreement shall serve as the recipient's Title VI plan pursuant to 23 CFR 200 and 49 CFR 21.

For the purpose of this agreement, "Federal Assistance" shall include:

1. grants and loans of Federal funds,
2. the grant or donation of Federal property and interest in property,
3. the detail of Federal personnel,
4. the sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient, and
5. any Federal agreement, arrangement, or other contract which has as one of its purposes, the provision of assistance.

The recipient shall:

1. Issue a policy statement, signed by the head of the recipient, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
2. Take affirmative action to correct any deficiencies found by GDOT or the United States Department of Transportation (USDOT) within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this agreement. The head of the recipient shall be held responsible for implementing Title VI requirements.
3. Establish a civil rights unit and designate a coordinator who has a responsible position in the organization and easy access to the head of the recipient. This unit shall contain a Title VI Specialist, who shall be responsible for initiating and monitoring Title VI activities and preparing required reports.
4. Adequately staff the civil rights unit to effectively implement the civil rights requirements.
5. Process complaints of discrimination consistent with the provisions contained in this agreement. Investigations shall be conducted by civil rights personnel trained in discrimination complaint investigation. Identify each complainant by race, color, or national origin, the nature of the complaint, the date the complaint was filed, the date the investigation was completed, the disposition, the date of the disposition, and other pertinent information. A copy of the complaint, together with a copy of the recipient's report

of investigation, will be forwarded to GDOT's Office of Equal Employment Opportunity (OEEEO) within 10 days of the date the complaint was received by the recipient.

6. Collect statistical data (race, color, national origin) of participants in, and beneficiaries of the programs and activities conducted by the recipient.
7. Conduct Title VI reviews of the recipient and sub-recipient contractor/consultant program areas and activities. Revise where applicable, policies, procedures and directives to include Title VI requirements.
8. Conduct training programs on Title VI and related statutes.
9. Prepare a yearly report of Title VI accomplishments for the last year and goals for the next year.

a) Annual Work Plan

Outline Title VI monitoring and review activities planned for the coming year; state by which each activity will be accomplished and target date for completion.

b) Accomplishment Report

List major accomplishments made regarding Title VI activities. Include instances where Title VI issues were identified and discrimination was prevented. Indicate activities and efforts the Title VI Specialist and program area personnel have undertaken in monitoring Title VI. Include a description of the scope and conclusions of any special reviews (internal or external) conducted by the Title VI Specialist. List any major problem(s) identified and corrective action taken. Include a summary and status report on any Title VI complaints filed with the recipient.

Discrimination Complaint Procedure

1. Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the recipient. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the recipient's Title VI Specialist for review and action.
2. In order to have the complaint consideration under this procedure, the complainant must file the complaint no later than 180 days after:
 - a) The date of alleged act of discrimination; or
 - b) Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the recipient or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

3. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the recipient, the person shall be interviewed by the Title VI Specialist. If necessary, the Title VI Specialist will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled according to the recipient's investigative procedures.
4. Within 10 days, the Title VI Specialist will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as GDOT and USDOT.
5. The recipient will advise GDOT within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to GDOT:
 - a) Name, address, and phone number of the complainant.
 - b) Name(s) and address (es) of alleged discriminating official(s).
 - c) Basis of complaint (i.e., race, color, or national origin)
 - d) Date of alleged discriminatory act(s).
 - e) Date of complaint received by the recipient.

- f) A statement of the complaint.
 - g) Other agencies (state, local or Federal) where the complaint has been filed.
 - h) An explanation of the actions the recipient has taken or proposed to resolve the issue raised in the complaint.
6. Within 60 days, the Title VI Specialist will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the head of the recipient. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.
7. Within 90 days of receipt of the complaint, the head of the recipient will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with GDOT, or USDOT, if they are dissatisfied with the final decision rendered by the Recipient. The Title VI Specialist will also provide GDOT with a copy of this decision and summary of findings upon completion of the investigation.
8. Contact for GDOT's Title VI staff is as follows:

Georgia Department of Transportation
Office of Equal Opportunity, Title VI/ Program
600 West Peachtree Street, N.W. 7th Floor
Atlanta, GA 30308
(404) 631-1497

Sanctions

In the event the recipient fails or refuses to comply with the terms of this agreement, the GDOT may take any or all of the following actions:

- a) Cancel, terminate, or suspend this agreement in whole or in part;
- b) Refrain from extending any further assistance to the recipient under the program from which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the recipient.
- c) Take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the recipient.
- d) Refer the case to the Department of Justice for appropriate legal proceedings.

SIGNED FOR THE GEORGIA DEPARTMENT OF TRANSPORTATION:

Signature

EEO Director

Title

Date

NAME OF RECIPIENT:

Hal Burd
Signature

Director of Public Works

Title

05/27/2025
Date

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation (USDOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Title 49, Code of Federal Regulations, part 21 to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Title 49, Code of Federal Regulations, part 21, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Title 49, Code of Federal Regulations, part 21 may determine to be appropriate, including, but not limited to:

- a. withholding payments to the contractor under the contract until the contractor complies; and/or
- b. cancelling, terminating, or suspending a contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Title 49, Code of Federal Regulations, part 21 may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the state of Georgia will accept title to the lands and maintain the project constructed thereon in accordance with Title 23, United States Code, the Regulations for the Administration of Federal Aid Highways, and the policies and procedures prescribed by the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the state of Georgia all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the state of Georgia and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the state of Georgia, its successors and assigns.

The state of Georgia, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the state of Georgia will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter

or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the (Recipient) pursuant to the provisions of Assurance 7(a):

A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, the STATE will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*

C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the STATE will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the STATE and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by (Recipient) pursuant to the provisions of Assurance 7(b):

A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, the STATE will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*

C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, the STATE will there upon revert to and vest in and become the absolute property of the STATE and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, and national origin);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).



CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Resolution declaring municipal property as surplus and authorizing the disposition and sale of the property located at Russell Street (V/Lot 6 Russell St VR27 – V050180066).

AGENDA DATE: 06/03/25

DATE PREPARED: 05/23/25

PREPARED BY: Jennifer Hallman, Interim City Manager/CFO

PURPOSE: Resolution declaring municipal property as surplus and authorizing the disposition and sale of property located at Russell Street (V/Lot 6 Russell St VR27 – V050180066).

STAFF RECOMMENDATION: To approve resolution.

MOTION: I move to approve the resolution declaring municipal property as surplus and authorizing the disposition and sale of property located at Russell Street (V/Lot 6 Russell St VR27 – V050180066)

STATE OF GEORGIA
CITY OF VILLA RICA

A RESOLUTION DECLARING AS SURPLUS AND AUTHORIZING THE DISPOSITION AND SALE OF CERTAIN MUNICIPAL PROPERTY LOCATED AT RUSSELL STREET (V/LOT 6 RUSSELL ST VR27 – PARCEL NUMBER V050180066); AUTHORIZING THE MAYOR TO EXECUTE A SURPLUS OF QUIT CLAIM DEED AND OTHER CONVEYANCE OR PROPERTY DOCUMENTS REQUIRED TO EFFECTUATE SAME; PROVIDING FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

WHEREAS the City of Villa Rica (the “City”) owns certain property located at Russell Street (V/Lot 6 Russell St VR27 – Parcel number V050180066;

WHEREAS, the City finds it in the best interest of the City to declare as surplus and dispose of said property as said property is not serviceable for City purposes and to convey the property for development as low-income housing;

BE IT THEREFORE RESOLVED by the Mayor and Council for the City of Villa Rica that it hereby declares as surplus that certain property located at Russell Street (V/Lot 6 Russell St VR27 – Parcel number V050180066 as shown in the attached tax map and authorizes the City Manager and the City Attorney to proceed with the statutory procedures for the proper disposition and sale of said property, subject to including a condition in the sealed bid process requiring the bid to include a plan to develop the property for low income housing.

SO RESOLVED AND EFFECTIVE this the 10th day of June , 2025.

Approved:

Leslie McPherson, Mayor

Attest:

Theresa Campbell, City Clerk



Overview



Legend

-  Parcels
-  Roads

Parcel ID	V05 0180066	Owner	VILLA RICA MAYOR & CITY COUNCIL	Last 2 Sales			
Class Code	Exempt		571 W BANKHEAD HWY	Date	Price	Reason	Qual
Taxing District	VILLA RICA		VILLA RICA, GA 30180	8/6/2012	0	EG	U
Acres	0.26	Physical Address	RUSSELL ST	5/1/2012	\$2689	EG	U
		Assessed Value	Value \$100				

(Note: Not to be used on legal documents)

Date created: 5/23/2025

Last Data Uploaded: 5/22/2025 5:56:13 PM

Developed by  **SCHNEIDER**
GEOSPATIAL

Carroll County, GA

Summary

Parcel Number	V05 0180066
Location Address	RUSSELL ST
Legal Description	V/LOT 6 RUSSELL ST VR27
	(Note: Not to be used on legal documents)
Class	E1-Exempt
	(Note: This is for tax purposes only. Not to be used for zoning.)
Tax District	VILLA RICA (District 03)
Millage Rate	31.33
Acres	0.26
Homestead Exemption	No (S0)
Landlot/District	176 / 02
Water	Public
Sewer	Public Sewer
Electric	Electricity
Gas	Pipe Gas
Topography	Level
Drainage	Good
Road Class	City
Parcel Road Access	Paved

[View Map](#)

Owner

[VILLA RICA MAYOR & CITY COUNCIL](#)
571 W BANKHEAD HWY
VILLA RICA, GA 30180

Tax Commissioner Link

[Click here for tax information.](#)

Land

Type	Description	Calculation Method	Square Footage	Frontage	Depth	Acres	Lots
Exempt	LOT \$100	Lot	8,800	70	160	0.26	1

Sales

Sale Date	Deed Book / Page	Plat Book / Page	Sale Price	Reason	Grantor	Grantee
8/6/2012	5169 15		\$0	Exempt/Govt/Utility Sale	CARROLL COUNTY BOARD OF COMMIS	VILLA RICA MAYOR & CITY COUNCIL
5/1/2012	5123 213		\$2,689	Exempt/Govt/Utility Sale	INTERSTATE CREDIT CO	CARROLL COUNTY BOARD OF COMMISSIONER
8/12/1963			\$0	Not Fair Market		INTERSTATE CREDIT CO

Valuation

	2024	2023	2022	2021	2020
Previous Value	\$100	\$100	\$100	\$100	\$100
Land Value	\$100	\$100	\$100	\$100	\$100
+ Improvement Value	\$0	\$0	\$0	\$0	\$0
+ Accessory Value	\$0	\$0	\$0	\$0	\$0
= Current Value	\$100	\$100	\$100	\$100	\$100

No data available for the following modules: Assessment Notices, Rural Land, Conservation Use Rural Land, Residential Improvement Information, Commercial Improvement Information, Mobile Homes, Accessory Information, Prebill Mobile Homes, Permits, Photos, Sketches.

The Carroll County Tax Assessors makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. The assessed values are NOT certified values and therefore are subject to change before being finalized for ad valorem purposes.
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CITY OF VILLA RICA

City Council Packet

SUBJECT: Appointment of Planning & Zoning Commission Member to Ward 1 Seat

CITY COUNCIL AGENDA DATE: June 3, 2025

DATE: June 3, 2025

PREPARED BY: Theresa Campbell

FISCAL IMPACT: N/A

ANNUAL –

CAPITAL –

OTHER –

FUNDING SOURCE: N/A

PURPOSE: To appoint or appoint a member to the ward 1 seat on Planning & Zoning Commission.

BACKGROUND: This is an appointment to fill a term ending December 31st, 2026. Councilwoman Shirley Marchman will name her recommended appointee.

STAFF RECOMMENDATION: N/A

IMPACT: Fulfilling a vacant seat on the Planning & Zoning Commission.

MOTION: I move to approve the appointment of Vivian Lyons to the Planning and Zoning Commission for the term of January 1st, 2025 – December 31st 2026.



MAYOR & COUNCIL WORK SESSION MINUTES

Holt-Bishop Justice Center, Municipal Courtroom, 101 Main Street
May 6, 2025 | 10:00 AM

Meeting Call to Order (Mayor Leslie McPherson)

Present: Mayor Leslie McPherson, Mayor Pro Tem Anna McCoy, (absent) Councilwoman Shirley Marchman, Councilman Matthew Momtahan, Councilwoman Stephanie Warmoth, and Councilman Danny Carter

A. Governing Body

Proclamation National Public Works Week

Completed the Consent Agenda:

The Consent Agenda is a single item that encompasses all things the City Council would normally approve with little comment. Each of these items were discussed at the Council Work Session, and it was the unanimous consensus of the Governing Body to place the following items on the Consent Agenda.

1. Qualifying Dates for 2025 General Election
2. City Clerk as Municipal Election Superintendent
3. GMA's District 4 Officers for 2025-2026
4. Development Regulations update to require utility availability statements
5. 457(b) Retirement Plan Changes
6. Facility Rental Fee Increase
7. Library Advisory Board Constitution & Bylaws Update

8. FY25 Budget Amendments # 133-150

Mayor Leslie McPherson

City Clerk Theresa Campbell

CITY COUNCIL
LESLIE MCPHERSON, MAYOR
ANNA MCCOY, MAYOR PRO TEM
SHIRLEY MARCHMAN
MATTHEW MOMTAHAN
STEPHANIE WARMOTH
DANNY CARTER

City of Villa Rica

INTERIM CITY MGR: JENNIFER HALLMAN
CITY CLERK: THERESA CAMPBELL
CITY ATTORNEY: KEVIN DRUMMOND

571 W BANKHEAD HWY
VILLA RICA, GA 30180 |
770.459.7000 • VILLARICA.GOV



CITY COUNCIL MEETING MINUTES

Holt-Bishop Justice Center, 101 Main Street
Tuesday, May 13, 2025 | 6:00 pm

Meeting Call to Order (Mayor Leslie McPherson)

Mayor Leslie McPherson called the meeting to order

Present: Mayor Leslie McPherson, Mayor Pro Tem Anna McCoy, Councilwoman Shirley Marchman, Councilman Matthew Momtahan, Councilwoman Stephanie Warmoth, and Councilman Danny Carter

Invocation was led by Capt. Blake Terry, Villa Rica Police Department

Pledge of Allegiance was led by Ofc. Deborah Williams, Villa Rica Police Department

Ceremonial Presentations (Mayor and Council)

Proclamation National Police Week
GAWP (Georgia Association of Water Professionals) Award
Years of Service Recognition-25 years Tara Ivey

Adoption of the Agenda (Mayor Leslie McPherson)

Councilman Danny Carter moved to adopt the agenda as presented.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Danny Carter, Councilman
SECONDER:	Matthew Momtahan, Councilman
AYES:	Momtahan, Marchman, Warmoth, McCoy, Carter

Public Comment (We ask that you sign in for Public Comment before the meeting begins. Please state your Name and Address for the record and limit your comments to three minutes.)

1. Dr. Bernice Brooks- Mentioned homelessness in Villa Rica and thinks the old fire station would be a good

location to house those individuals.

2. Jennifer Ingam- wants bordering county residents to be considered in the decisions the city makes.
3. Molly Elder-Mentioned traffic on Cleghorn St is horrendous. Wants Council to give a response on what is being done to address this issue.
4. Pam Whyte-read from a prepared statement and believes unchecked power can become dangerous. She wants to know who speaks for the citizens, and believes oversight is essential.
5. Brian Hartley wants the council not to rush into decisions and to make informed decisions. He mentioned his parents are affected with the rezoning and no one has approached them.
6. Doug Lang-mentioned traffic on Cleghorn St. and how Hwy. 78 is backing up as well. He also mentioned there is no designated bus stop for the children on Cleghorn St.
7. Aleta Farmer- mentioned increase construction and noise around her father's home on Anderson St. She has noticed animals such as beaver and fox being from out of the woods. She mentioned residents on Myrtle St. have been approached and she does not believe this is about the Parkway.
8. Demetia Pritchett- She requested an update on the road and wants to know how the money is being spent that Norfolk Southern gave the city in the form of a grant.
9. Josh Evans- Believes the city has problems with stormwater, ordinances, codes, drinking water, sidewalks and streets. The city has produced the worst environmental impacts he has ever seen and wildlife and wetlands are being damaged.

Council Updates (Subjects of General Interest and Concern)

Councilwoman Anna McCoy addressed several public comment statements. She also mentioned the Council votes from their heart for the benefit of the whole city, not just a few citizens.

Councilwoman Shirley Marchman is not clear where the city stands on the new road, but believes the citizens deserve an update.

Mayor Leslie McPherson mentioned the GICH Housing Festival that is to take place on May 17, 2025. She also mentioned that the city allows non-residents to speak, but also likes to know what ward city residents live in.

Consent Agenda (Mayor Leslie McPherson)

The Consent Agenda is a single item that encompasses all things the City Council would normally approve with little comment. Each of these items were discussed at the Council Work Session, and it was the unanimous consensus of the Governing Body to place the following items on the Consent Agenda.

1. Qualifying Dates for 2025 General Election
2. City Clerk as Municipal Election Superintendent
3. GMA'S District 4 Officers for 2025-2026

4. Development Regulations update to require utility availability statements
5. 457(b) Retirement Plan Changes
6. Facility Rental Fee Increase
7. Library Advisory Board Constitution
8. FY25 Budget Amendments

Councilman Danny Carter moved to approve the Consent Agenda as presented.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Danny Carter, Councilman
SECONDER:	Anna McCoy, Councilwoman
AYES:	Momtahan, Marchman, Warmoth, McCoy, Carter

A. Governing Body (Mayor Leslie McPherson)

1. Approval of March 25, 2025 Work Session Minutes, March 27, 2025 Special Called Meeting Minutes, April 1, 2025 Meeting Minutes and April 28, 2025 Special Called Meeting Minutes

Councilman Matthew Momtahan moved to approve all meeting minutes as presented.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Matthew Momtahan, Councilman
SECONDER:	Anna McCoy, Councilwoman
AYES:	Momtahan, Marchman, Warmoth, McCoy, Carter

B. Community Development

1. ABL-05-25 San Andres Villa Rica LLC and Public Hearing

Public Hearing: No one came forward

Councilman Danny Carter moved to approve the alcohol license application for San Andres Villa Rica, LLC located at 103 Villa Rica Pkwy. Ste. 200, Villa Rica, GA 30180.

RESULT:	ADOPTED
MOVER:	Danny Carter, Councilman
SECONDER:	Anna McCoy, Councilwoman
AYES:	Momtahan, Warmoth, McCoy, Carter
NAYS:	Marchman

2. ABL-06-25 Quik Trip Corporation and Public Hearing

Larry Cohrs – spoke in favor, mentioned that Roscoe LLC is the holder of the state permit and thinks that is a violation and wants it clarified.

Pam Whyte- spoke in favor, she wants constituents to have access to their ward representative.

Councilman Danny Carter moved to approve the alcohol license application for Quik Trip LLC located at 650 Hwy 61 Villa Rica, GA 30180

RESULT:	ADOPTED
MOVER:	Danny Carter, Councilman
SECONDER:	Stephanie Warmoth, Councilwoman
AYES:	Momtahan, Warmoth, McCoy, Carter
NAYS:	Marchman

3. (RA-01-25). (ANX-01-25), (ANX-02-25)- Rezoning and annexation for Hwy 61 and South Van Wert-Avmore PUD and Public Hearing

Attorney Brandon Bowen spoke on behalf of the applicant

Public Hearing:

Attorney Jefferson Allen -spoke against the item on behalf of 11 county residents. He mentioned several reasons he believes this item should not be taking place.

Brad Hartley- mentioned he has been in his home for 50 years and does not want to see an industrial building.

Paul Cutler - mentioned he spoke to 50 people, and no one wants it. He believes the water system will be overloaded.

Scott Cowart- Board of Education Superintendent spoke in favor, it will be less traffic, less students for the schools and revenue for the city.

Alan Martinez- is a city business owner and spoke in favor. He is in favor of growth that does not strain other systems and brings commercial revenue.

Attorney Brandon Bowen (Applicant) spoke in favor during rebuttal.

Councilman Matthew Momtahan moved to approve the annexation application for parcel 1680090 into the City of Villa Rica.

RESULT:	ADOPTED
MOVER:	Matthew Momtahan, Councilman
SECONDER:	Danny Carter, Councilman
AYES:	Momtahan, Warmoth, McCoy, Carter
NAYS:	Marchman

Councilman Matthew Momtahan moved to approve the annexation application for the requested portions of parcel 1690120 into the City of Villa Rica.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Matthew Momtahan, Councilman
SECONDER: Danny Carter, Councilman
AYES: Momtahan, Marchman, Warmoth, McCoy, Carter

Councilman Matthew Momtahan moved approve the rezoning parcels 1680090, V07014003, V070140004, V070140151 and that portion of parcel 1690120 annexed into the City of Villa Rica to PUD with technology park overlay and subject to the following conditions:

1. Water Utilization, Sewer Capacity and Conveyance must be approved by the City and are to be agreed upon with the City in the form of a Development Agreement.
2. Residential Components of the PUD must be removed, and all affected properties must adhere to the technology overlay district.
3. A minimum of 100-foot buffer yard shall separate subject properties from all residential zoning.
4. A 200-foot setback for buildings
5. Generators and noise-emitting devices and cooling systems will be screened.
6. Structures will be built at least two feet above the base flood elevation of the property.
7. A traffic study conducted by the applicant.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Matthew Momtahan, Councilman
SECONDER: Danny Carter, Councilman
AYES: Momtahan, Marchman, Warmoth, McCoy, Carter

C. Finance (Jennifer Hallman CFO/Interim City Manager)

i. Financial Update: March 2025

Interim City Manager Jennifer Hallman presented financial update for March 2025

D. Executive Session (Kevin Drummond, City Attorney)

Councilman Danny Carter moved to enter into Executive Session for the purpose of pending litigation and to discuss or vote to enter into a contract to purchase, dispose of, or lease property subject to approval in a subsequent public vote as provided in Georgia Code section 50-14-3(b)(1)(D), and to discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee as provided in Georgia Code section 50-14-3 (b)(2) at 8:31 PM.

RESULT: ADOPTED (UNANIMOUS)
MOVER: Danny Carter, Councilman
SECONDER: Anna McCoy, Councilwoman
AYES: Momtahan, Warmoth, McCoy, Carter

Councilwoman Danny Carter moved to enter back into Regular Session at 9:50 PM.

RESULT: ADOPTED (UNANIMOUS)
MOVER: Danny Carter, Councilman
SECONDER: Anna McCoy, Councilwoman
AYES: Momtahan, Marchman, Warmoth, McCoy, Carter

Councilman Danny Carter moved to approve a \$1500 per week raise for Jennifer Hallman while she serves as Interim City Manager effective May 1, 2025

RESULT: ADOPTED (UNANIMOUS)
MOVER: Danny Carter, Councilman
SECONDER: Matthew Momtahan, Councilman
AYES: Momtahan, Marchman, Warmoth, McCoy, Carter

Councilman Danny Carter moved to approve John Bain as Interim Deputy City Manager effective May 1, 2025 with a pay increase of \$1000 per week while he serves in that roll.

RESULT: ADOPTED (UNANIMOUS)
MOVER: Danny Carter, Councilman
SECONDER: Matthew Momtahan, Councilman
AYES: Momtahan, Marchman, Warmoth, McCoy, Carter

Councilman Danny Carter moved to approve Amanda Long Interim Finance Director with a pay increase of \$500 per week effective May 1, 2025 while she serves in that roll.

RESULT: ADOPTED (UNANIMOUS)
MOVER: Danny Carter, Councilman
SECONDER: Matthew Momtahan, Councilwoman
AYES: Momtahan, Marchman, Warmoth, McCoy, Carter

Councilman Danny Carter moved to approve the purchase of Parcel V050150024 for \$390,000 plus \$4200 for relocation.

RESULT: ADOPTED (UNANIMOUS)
MOVER: Danny Carter, Councilman
SECONDER: Matthew Momtahan, Councilman
AYES: Momtahan, Marchman, Warmoth, McCoy, Carter

Councilman Danny Carter moved to approve the purchase of Parcel V050150049 for \$15,000.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Danny Carter, Councilman
SECONDER: Matthew Momtahan, Councilman
AYES: Momtahan, Marchman, Warmoth, McCoy, Carter

Councilman Danny Carter moved to approve the purchase of Parcel V050150081 for \$26,000.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Danny Carter, Councilman
SECONDER: Matthew Momtahan, Councilman
AYES: Momtahan, Marchman, Warmoth, McCoy, Carter

Councilman Danny Carter moved to approve the purchase of easement V050170002 for \$6490.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Danny Carter, Councilman
SECONDER: Matthew Momtahan, Councilman
AYES: Momtahan, Marchman, Warmoth, McCoy, Carter

Councilman Danny Carter moved to approve the purchase of Parcel V050150075 for \$35,000.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Danny Carter, Councilman
SECONDER: Matthew Momtahan, Councilman
AYES: Momtahan, Marchman, Warmoth, McCoy, Carter

Adjournment (Mayor Leslie McPherson)

Councilwoman Anna McCoy moved to adjourn the meeting and was seconded by Councilman Matthew Momtahan and the vote was unanimous. Mayor Leslie McPherson adjourned the meeting.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Anna McCoy, Councilwoman
SECONDER: Matthew Momtahan, Councilman
AYES: Marchman, Momtahan, Carter, Warmoth, McCoy

Mayor Leslie McPherson

City Clerk Theresa Campbell



Board of Ethics Recommendation

Date: 5/30/2025

To: Villa Rica City Council

Subject: Recommendation Regarding Ethics Complaint Review

Summary of Review

Following the formal complaint alleging a potential conflict of interest by Mayor Leslie McPherson, the Ethics Board conducted a meticulous review of all materials provided by both parties. During the hearing on 5/23/2025, statements and supporting evidence and testimonies were presented, analyzed, and weighed against the standards outlined in the Villa Rica Ethics Ordinance and the City Charter. The Board maintained a neutral and objective approach, ensuring a fair and transparent process.

Findings

Upon thorough examination of the documents, testimonies, and legal jurisdiction governing ethical conduct in Villa Rica, the Ethics Board concluded that no definitive or substantial evidence supports the claims of misconduct or violation of ethical standards outlined in the Villa Rica Ethics Ordinance and the City Charter.

Key factors influencing this determination include:

- Absence of Verifiable Proof: The materials presented lacked concrete, documented proof demonstrating a direct breach of ethics. While allegations were serious, they were not substantiated by legally admissible or compelling evidence.
- Compliance with Ethics Ordinance: A comprehensive comparison between the accused actions and provisions within the ethics ordinance revealed no identifiable contradictions or infractions. The Board found no evidence of undue influence, financial impropriety, or conflicts that would necessitate disciplinary measures.
- Consistency with City Charter Guidelines: All reviewed actions appear to align with established governance policies, showing no deviation that would warrant corrective intervention. The City Charter's expectations for ethical behavior have been upheld, as determined through available documentation and testimony.

Recommendation

The Ethics Board recommends no further action regarding this complaint. While ethical scrutiny remains a priority in city governance, the lack of substantial and compelling evidence prevents any justified course of disciplinary or corrective measures.

However, the Board recognizes that some concerns raised may fall outside its direct jurisdiction. Individuals involved retain the right to pursue alternative legal or administrative pathways should they believe further review is warranted. Additionally, to enhance public trust and ensure continuous accountability, the Board encourages all municipal leaders to uphold ethical vigilance and transparency in decision-making.

Conclusion

The Ethics Board remains dedicated to safeguarding integrity, fairness, and accountability within Villa Rica's

leadership. While the current review yielded no findings of ethical misconduct, the Board will continue monitoring governance practices and providing guidance where necessary. Ethical compliance remains a cornerstone of municipal operations, and maintaining proactive oversight is essential for ensuring public confidence in local governance.

Respectfully,


Luz Morales, Chair
Connie Flowers, Secretary



CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: TA-04-25– Text Amendment to modify the Smoke Shops, Tobacco stores, and Medical Cannabis Dispensaries and definition of Vape Shop.

MEETING DATE: June 10, 2025

DATE PREPARED: May 28, 2025

PREPARED BY: Shaun Daniels, Planning and Zoning Administrator

PUBLIC HEARING: Yes

PURPOSE:

The proposed text amendments aim to regulate smoke shops, vape shops, and tobacco stores by limiting their operation to the C-2 zoning district with a Special Exception. The proposed text amendments will establish separation requirements from sensitive uses, prohibit rezoning within the Central Business District (CBD), and provide clear definitions for vaping products and businesses. Existing businesses will be classified as legal nonconforming uses and must comply with updated standards for future changes. Medical cannabis dispensaries are regulated by state law, and the proposed ordinance requires that any medical cannabis dispensary comply with the state law requirements.

BACKGROUND:

In response to growing concerns over the regulation of smoke shops, vape shops, and tobacco stores, Community Development conducted an evaluation of current zoning regulations. The proposed text amendments address smoke shop-type businesses that are permitted only by Special Exception in the C-2 zoning district. Properties within the Central Business District (CBD) cannot be rezoned to allow for these uses. Businesses must be located at least 1,500 feet from sensitive uses such as schools, childcare facilities, parks, places of worship, and recreational areas where children regularly gather. A minimum separation of 1,500 feet is required between smoke shops, vape shops, and tobacco stores. The proposed amendments also provide clear and updated definitions for vape products, vape juice, vaping devices, and vape shops to ensure consistent interpretation and enforcement.

Existing businesses that meet the definition of smoke shops, vape shops, or tobacco stores as of the ordinance's effective date will be classified as legal nonconforming uses and may continue operating under Chapter III: Nonconformities. Any change or expansion, however, would require compliance with the proposed standards and approval of a Special Exception.

This item was tabled multiple times at the Planning Commission level. During the May 20, 2025, Planning Commission meeting, the Commission recommended deviating from staff's proposed aggregate sales threshold, suggesting a requirement that at least 50% of a business's total display area be dedicated to alternative nicotine products, vape juice, or vape-related products. After

further consultation with the City Attorney, staff recommends setting the sales threshold at 25% of a business's aggregate retail sales for classification as a smoke or vape shop.

PLANNING AND ZONING COMMISSION MEETING MAY 20, 2025: Approval (3-0)*

STAFF RECOMMENDATION: Approval

IMPACT: N/A

MOTION: I motion to approve the proposed modifications to Section 8.22 of the Zoning Ordinance, which addresses regulations for smoke shops, tobacco stores, and medical cannabis dispensaries, along with the addition of definitions for Vape, Vaping Products, and Vape Shops.

Sec. 8.22. Smoke shops, tobacco stores, and medical ~~marijuana~~ ~~cannabis~~ dispensaries.

- 1) Notwithstanding any other provision of this title to the contrary, smoke shops, tobacco stores, ~~and vape shops,~~ ~~and medical marijuana cannabis dispensaries~~ shall be permitted by Special Exception only in the Commercial, Medium-Density (C-2) zoning district. ~~No properties within the CBD shall be rezoned to allow smoke shops, tobacco stores or vape shops.~~
- 2) Additional zoning and land use standards for smoke shops, tobacco stores, and ~~medical marijuana cannabis dispensaries,~~ ~~vape shops~~ shall be as follows:
 - a) Smoke shops, tobacco stores, ~~and vape shops,~~ ~~and medical marijuana cannabis dispensaries~~ shall not be located within ~~three hundred (300) feet~~ ~~one-thousand-five hundred (1500) feet,~~ measured property line to property line, from a school (public or private), family day care home, child care facility, youth center, community center, recreational facility, park, church or religious institution, ~~urgent care,~~ hospital, or other similar uses where children regularly gather.
 - b) Smoke shops, tobacco stores, ~~and vape shops,~~ ~~and medical marijuana cannabis dispensaries~~ shall not be located within ~~five hundred (500) feet~~ ~~one-thousand-five hundred (1500) feet,~~ measured property line to property line, from another smoke/~~vape~~ shop and tobacco store.
 - c) It is unlawful for a smoke shops, ~~or~~ tobacco stores, ~~or vape shops,~~ ~~and medical marijuana cannabis dispensaries~~ to knowingly allow or permit a minor, not accompanied by his or her parent or legal guardian, to enter or remain within any smoke shops, tobacco stores, and medical marijuana dispensaries.
 - d) Smoke shops, tobacco stores, ~~and vape shops,~~ ~~and medical marijuana cannabis dispensaries~~ shall post clear signage stating that minors may not enter the premises unless accompanied by a parent or legal guardian. At least one such sign shall be placed in a conspicuous location near each public entrance to the smoke shop, ~~vape shop,~~ and tobacco store. It shall be unlawful for a smoke shop, ~~vape shop~~ and tobacco store to fail to display and maintain, or fail to cause to be displayed or maintained, such signage.
- 3) Standard conditions of approval for any Special Exception shall, at minimum, include the following:
 - a) No smoking shall be permitted on the premises at any time.
 - b) No sales may be solicited or conducted on the premises by minors.
 - c) No self-service, product, or paraphernalia displays shall be permitted.
 - d) No distribution of free or low-cost products or paraphernalia, as well as coupons for said items, shall be permitted.
- 4) Smoke shops, tobacco stores, and ~~vape shops,~~ ~~and medical marijuana cannabis dispensaries~~ that are legally existing on the effective date of the ordinance codified in this Chapter may continue to operate as legal nonconforming uses in accordance with *Chapter III: Nonconformities*, and shall not be required to obtain a Special Exception. However, any change or expansion of the legal nonconforming use may require compliance with this Chapter and a Special Exception.

-
- 5) Vape shop means any business whose principal product line for retail sale is alternative nicotine products, vape juice, or vape products. For the purposes of this chapter, "principal" shall mean that alternative nicotine products, vape juice or vape products constitute at least 25 percent of the business's aggregate retail sales. (For the purposes of this chapter, "principal" shall be defined as alternative nicotine products, vape juice, or vape-related products occupying at least 50% of a business's total display area.)
- 6) Medical Cannabis Dispensaries – Medical Cannabis and low THC oil may only be sold or distributed by a business or pharmacy possessing a current license issued by the State of Georgia. Distributors of medical cannabis and low THC oil are subject to the State distance requirements set forth in O.C.G.A. § 16-12-215 and all other State Regulations. Medical cannabis dispensaries or pharmacies may apply for variances in the same manner as a variance for a development standard as set forth in Appendix B, Chapter XI, Sec 11.06. A violation of a State regulation is considered a violation of this ordinance and may be punished in the Municipal Court of Villa Rica as provided in Chapter A, Subpart A, Article IV, Sec. 4.13 of the Villa Rica Charter.
- 7) Any business selling vapor and alternative nicotine products shall be required at the time of their annual business license renewal to provide a verified sales report. A verified sales report shall be a document, sworn to as complete and accurate before a notary public, showing the applicant's total receipts and receipts from sales of alternative nicotine products and vapor products for each month in the prior year. Any business selling vapor or alternative nicotine products, upon request from a Villa Rica Codes Enforcement Officer or other duly authorized representative from the City, shall be required to provide a verified sales report for the twelve months preceding the date of the request. The verified sales report shall be provided within two weeks of the request, unless an extension is granted in the discretion of the requesting officer.
- 8) The business license of any business in violation of this ordinance may be revoked or suspended as provided in Chapter 8, Article I, Section 8-13.
- 9) Any person violating this ordinance may be cited by the Codes Enforcement Officer or any other duly authorized representative from the City and shall be subject to being punished pursuant to Chapter 1, Section 1-8.

CHAPTER XIII. - DEFINITIONS

Sec. 13.01. - Definitions.

MEDIAN: An area in the approximate center of a city street or state highway that is used to separate the directional flow of traffic, may contain left-turn lanes, and is demarcated by curb and guttering, having painted or thermally applied stripes or other means of distinguishing it from the portion of the roadway used for through traffic.

MEDICAL CANNABIS DISPENSARIES: Any establishment registered with the state of Georgia and Licensed to Dispense Cannabis for Medical Use or low THC oil in accordance with Georgia state law.

UTILITY SUBSTATION: A building or structure used for the distribution or transmission of utilities such as water, gas, electricity, or sewer.

- V -

VAPE OR VAPE JUICE: Refers to any liquid that contains compounds containing pharmaceutical grade vegetable glycerin, propylene glycol, nicotine, food grade flavoring, or water, and can be used for vaping by means of an alternative nicotine product.

VAPING PRODUCTS: Refers to any products or devices that employ an electronic heating element, power source, electronic circuit, battery, or other electronic, chemical, or mechanical means to produce a vapor that delivers nicotine, synthetics, or illegal substances to the person inhaling from the device, including electronic cigarettes, electronic cigars, electronic hookahs, electronic bongs and electronic pipes, whether manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar or electronic pipe. This definition shall not apply to medical treatments prescribed or administered by medical professionals to reduce inflammation in the bronchial airways. This definition shall include vape juice.

VAPE SHOP: Any business whose principal product line for retail sale is alternative nicotine products, vape juice or vape products. For the purposes of this chapter, "principal" shall mean that alternative nicotine products, vape juice or vape products constitute at least 25 percent of the business's aggregate retail sales. (For the purposes of this chapter, "principal" shall be defined as alternative nicotine products, vape juice, or vape-related products occupying at least 50% of a business's total display area.)

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Table 4.3: Permitted and Conditional Land Uses¹ • = Permitted Use ☉ = Special Exception Required	ZONING DISTRICTS												
	RESIDENTIAL						COMMERCIAL					INDUSTRIAL	
	AG	R1	R2	SFA	MF1	MF2	CBD	CMU	C1	C2	OMI	I1	I2
Agricultural													
Low Intensity Uses													
agricultural use, low intensity	•	-	-	-	-	-	-	-	-	-	-	-	-
Medium Intensity Uses													
agricultural chemical sales, distribution, & storage	-	-	-	-	-	-	-	-	-	-	-	-	•
agricultural entertainment	•	-	-	-	-	-	-	-	-	-	-	-	-
agricultural processing, minor	•	-	-	-	-	-	-	-	-	-	-	-	-
animal boarding/stables (excluding kennels) ²	☉	-	-	-	-	-	-	-	-	-	-	-	-
farm equipment sales and service	-	-	-	-	-	-	-	-	-	☉	-	-	-
farmer's market	-	-	-	-	-	-	☉	☉	-	-	-	-	-
greenhouse (on-site plant sales)	•	-	-	-	-	-	-	-	-	-	-	-	-
winery	•	-	-	-	-	-	-	-	-	-	-	-	-
Residential													
bed and breakfast establishments	☉	-	-	-	-	-	-	☉	-	-	-	-	-
boarding house	☉	-	-	-	-	-	-	-	-	-	-	-	-
day care home: small (1-6 enrollees)	☉	☉	☉	☉	☉	☉	-	-	-	-	-	-	-
day care home: large (7 or more enrollees)	-	-	-	-	-	☉	-	☉	☉	-	-	-	-
dwelling, accessory apartment	•	•	•	-	-	-	-	-	-	-	-	-	-
dwelling, multi-family ³	-	-	-	•	•	•	-	☉	-	-	-	-	-
dwelling, part of mixed-use structure	-	-	-	-	-	-	•	•	-	-	-	-	-
dwelling, single-family	•	•	•	-	-	-	-	-	-	-	-	-	-
dwelling, two-family	-	-	-	•	•	-	-	-	-	-	-	-	-
personal care home, family (4-6 residents)	•	☉	☉	-	-	-	-	☉	-	-	-	-	-
personal care home, group (7-16 residents)	☉	☉	-	-	-	-	-	☉	-	-	•	-	-

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personal care home, congregate (17+ residents)	§	-	-	-	-	-	-	-	-	-	●	-	-
home business	●	●	-	-	-	-	-	-	-	-	-	-	-
home occupation	●	●	●	●	●	●	-	§	-	-	-	-	-
kennel, private	§	-	-	-	-	-	-	-	-	-	-	-	-
independent living facility for seniors	-	-	-	-	-	●	-	-	-	-	●	-	-
nursing home, assisted living, or retirement facility	-	§	§	§	§	§	-	-	-	-	●	-	-
Communications/Utilities													
essential services, minor	●	§	§	§	§	§	§	§	●	●	●	●	●
essential services, major	§	§	§	§	§	§	§	§	§	●	●	●	●
solar farms and wind energy conversion systems, noncommercial	§	-	-	-	-	-	-	-	-	-	-	-	§
wireless communication facilities	§	-	-	-	-	-	-	-	-	-	-	-	§
Institutional													
Education													
educational inst, excluding p-12, public	§	§	§	-	-	-	-	-	-	●	-	-	-
educational inst, p-12 only, public	§	§	§	-	-	-	-	-	-	●	-	-	-
educational inst, excluding p-12, private	§	§	§	-	-	-	-	-	-	●	-	-	-
educational inst, p-12 only, private	§	§	§	-	-	-	-	-	-	●	-	-	-
Transportation													
bus/train terminal	-	-	-	-	-	-	§	§	-	●	●	-	-
parking lot or structure (as a primary use)	-	-	-	-	-	-	-	-	-	§	§	-	§
Other													
animal shelter	-	-	-	-	-	-	-	-	-	-	-	●	-
cemeteries	§	§	§	-	-	-	-	-	-	-	-	-	-
clinic	-	-	-	-	-	-	-	●	●	●	●	-	-
community center	§	§	§	-	-	-	-	●	●	●	●	-	-
funeral home/mortuary/crematory	-	-	-	-	-	-	-	§	§	-	-	-	-
health care facilities, medical and emergency	-	-	-	-	-	-	-	§	●	●	●	-	-
lodge or private club	§	§	§	-	-	-	●	●	●	●	-	-	-
places of worship	§	§	§	-	-	-	-	§	§	-	-	-	-

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■ - Commissioners Proposed Text

publicly-owned buildings and facilities	§	§	§	§	§	§	•	•	•	•	•	•	•
Parks & Recreation													
campground/rv park	§	-	-	-	-	-	-	-	-	•	-	-	-
driving range (as a primary use)	§	-	-	-	-	-	-	-	-	-	-	-	-
golf course	§	§	§	-	-	-	-	-	•	-	-	-	-
nature preserve	•	•	•	•	•	•	•	•	•	•	•	•	•
recreation (active)	§	§	§	§	§	§	-	-	-	-	-	-	-
recreation (passive)	•	•	•	•	•	•	•	•	-	-	-	-	-
Commercial													
Adult Uses													
sexually oriented businesses	-	-	-	-	-	-	-	-	-	-	-	-	§
Motor Vehicle Services													
car wash	-	-	-	-	-	-	-	-	•	•	-	-	-
filling station	-	-	-	-	-	-	-	§	•	•	-	•	-
impound facility	-	-	-	-	-	-	-	-	-	-	-	§	•
motor vehicle parts sales (without on-site repair)	-	-	-	-	-	-	-	-	•	•	-	-	-
motor vehicle repair and service, major	-	-	-	-	-	-	-	-	§	-	-	-	•
motor vehicle repair and service, minor	-	-	-	-	-	-	-	-	•	•	-	•	-
motor vehicle sales, small	-	-	-	-	-	-	-	-	•	§	-	-	-
motor vehicle sales, large	-	-	-	-	-	-	-	-	-	•	-	-	-
storage, rv and boat	-	-	-	-	-	-	-	-	§	-	-	•	-
truck stop/travel center	-	-	-	-	-	-	-	-	-	§	-	-	§
Entertainment/Recreation													
banquet or assembly hall	§	-	-	-	-	-	-	-	•	•	-	§	-
conference/convention center	-	-	-	-	-	-	-	-	-	•	•	-	-
entertainment, commercial outdoor	§	-	-	-	-	-	-	-	-	-	-	-	-
entertainment complex	§	-	-	-	-	-	-	-	§	•	-	-	-
retreat center	§	-	-	-	-	-	-	-	•	-	•	-	-
Services													
commercial services	-	-	-	-	-	-	•	•	•	•	-	-	-
day care center (child/adult)	-	-	-	-	-	§	-	•	•	•	•	-	-
fitness center	-	-	-	-	-	-	•	•	•	•	•	-	-
drug stores and pharmacies	-	-	-	-	-	-	•	•	•	•	•	-	-
hotels/motels	-	-	-	-	-	-	-	-	•	•	•	-	-
kennel	§	-	-	-	-	-	-	-	• ²	• ²	-	•	-

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lawncare/landscaping business	●	-	-	-	-	-	-	-	●	-	-	-	-
storage, contractor	-	-	-	-	-	-	-	-	⑤	-	-	●	●
storage, self-service	-	-	-	-	-	-	-	⑤	●	●	-	●	-
Professional/Office													
administrative/professional office	-	-	-	-	-	-	●	●	●	●	●	⑤	-
bank/financial/investment institution	-	-	-	-	-	-	-	●	●	●	●	-	-
data processing/call center	-	-	-	-	-	-	-	-	●	●	●	-	-
employment service	-	-	-	-	-	-	-	-	-	●	●	-	-
medical and dental laboratories	-	-	-	-	-	-	-	-	●	●	●	●	-
veterinarian clinics and animal hospitals	⑤	-	-	-	-	-	-	● ²	● ²	●	-	-	-
Restaurant/Food Preparation													
bar/tavern	-	-	-	-	-	-	●	●	●	●	-	-	-
coffee shop	-	-	-	-	-	-	●	●	●	●	●	⑤	-
microbrewery/brew-pub	-	-	-	-	-	-	●	●	●	●	-	-	-
wine and craft beer boutique	-	-	-	-	-	-	●	●	●	●	-	-	-
restaurants	-	-	-	-	-	-	●	●	●	●	●	⑤	-
restaurants, fast-food	-	-	-	-	-	-	-	⑤	●	●	●	⑤	-
Retail													
retail small-scale (less than 15,000 sf)	-	-	-	-	-	-	●	●	●	●	●	-	-
retail large-scale (greater than 15,000 sf, less than 35,000 sf)	-	-	-	-	-	-	-	-	-	●	-	-	-
smoke shops, tobacco store, and medical marijuana dispensaries	-	-	-	-	-	-	-	-	-	⑤	-	-	-
Vape Shops	-	-	-	-	-	-	-	-	-	⑤	-	-	-
Light and Heavy Industrial													
agricultural products terminal	-	-	-	-	-	-	-	-	-	-	-	-	●
animal & animal products processing, packaging	-	-	-	-	-	-	-	-	-	-	-	-	●
auction facility (excluding livestock)	-	-	-	-	-	-	-	-	-	⑤	-	●	-
bottle gas storage & distribution	-	-	-	-	-	-	-	-	⑤	-	-	●	-
composting facility	⑤	-	-	-	-	-	-	-	-	-	-	-	⑤

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■ - Commissioners Proposed Text

concrete/asphalt production facility	-	-	-	-	-	-	-	-	-	-	-	-	●
explosive manufacturing and storage	-	-	-	-	-	-	-	-	-	-	-	-	Ⓢ
food & beverage production	-	-	-	-	-	-	-	-	-	-	-	●	●
junk/scrap metal yard	-	-	-	-	-	-	-	-	-	-	-	-	Ⓢ
lumber yard	-	-	-	-	-	-	-	-	-	-	-	Ⓢ	●
manufacturing (heavy)	-	-	-	-	-	-	-	-	-	-	-	-	●
manufacturing (light)	-	-	-	-	-	-	-	-	-	-	●	●	●
mineral extraction operations ⁴	Ⓢ	-	-	-	-	-	-	-	-	-	-	-	Ⓢ
petroleum and chemical processing and storage	-	-	-	-	-	-	-	-	-	-	-	-	●
power generation facility (commercial)	-	-	-	-	-	-	-	-	-	-	-	-	●
printer/publishing facility	-	-	-	-	-	-	-	-	-	●	●	●	●
recycling center	-	-	-	-	-	-	-	-	-	-	-	Ⓢ	●
research and testing laboratories	-	-	-	-	-	-	-	-	-	-	●	●	-
salvage yard	-	-	-	-	-	-	-	-	-	-	-	-	Ⓢ
sanitary landfill	-	-	-	-	-	-	-	-	-	-	-	-	Ⓢ
solid waste transfer station	-	-	-	-	-	-	-	-	-	-	-	-	Ⓢ
tool and die shop	-	-	-	-	-	-	-	-	Ⓢ	Ⓢ	●	-	
truck freight terminal	-	-	-	-	-	-	-	-	-	-	Ⓢ	-	●
warehouse & distribution facility	-	-	-	-	-	-	-	-	-	-	●	●	●
waste incinerator	-	-	-	-	-	-	-	-	-	-	-	-	Ⓢ

Sec. 8.22. Smoke shops, tobacco stores, and medical cannabis dispensaries.

- 1) Notwithstanding any other provision of this title to the contrary, smoke shops, tobacco stores, and vape shops shall be permitted by Special Exception only in the Commercial, Medium-Density (C-2) zoning district. No properties within the CBD shall be rezoned to allow smoke shops, tobacco stores or vape shops.
- 2) Additional zoning and land use standards for smoke shops, tobacco stores, and, vape shops shall be as follows:
 - a) Smoke shops, tobacco stores, and vape shops, shall not be located within one-thousand-five hundred (1500) feet, measured property line to property line, from a school (public or private), family day care home, child care facility, youth center, community center, recreational facility, park, church or religious institution, urgent care, hospital, or other similar uses where children regularly gather.
 - b) Smoke shops, tobacco stores, and vape shops, shall not be located within one-thousand-five hundred (1500) feet, measured property line to property line, from another smoke/vape shop and tobacco store.
 - c) It is unlawful for a smoke shops, tobacco stores, or vape shops, to knowingly allow or permit a minor, not accompanied by his or her parent or legal guardian, to enter or remain within any smoke shops, tobacco stores, and medical marijuana dispensaries.
 - d) Smoke shops, tobacco stores, and vape shops shall post clear signage stating that minors may not enter the premises unless accompanied by a parent or legal guardian. At least one such sign shall be placed in a conspicuous location near each public entrance to the smoke shop, vape shop, and tobacco store. It shall be unlawful for a smoke shop, vape shop and tobacco store to fail to display and maintain, or fail to cause to be displayed or maintained, such signage.
- 3) Standard conditions of approval for any Special Exception shall, at minimum, include the following:
 - a) No smoking shall be permitted on the premises at any time.
 - b) No sales may be solicited or conducted on the premises by minors.
 - c) No self-service, product, or paraphernalia displays shall be permitted.
 - d) No distribution of free or low-cost products or paraphernalia, as well as coupons for said items, shall be permitted.
- 4) Smoke shops, tobacco stores, and vape shops that are legally existing on the effective date of the ordinance codified in this Chapter may continue to operate as legal nonconforming uses in accordance with *Chapter III: Nonconformities*, and shall not be required to obtain a Special Exception. However, any change or expansion of the legal nonconforming use may require compliance with this Chapter and a Special Exception.
- 5) Vape shop means any business whose principal product line for retail sale is alternative nicotine products, vape juice, or vape products. For the purposes of this chapter, "principal" shall mean that alternative nicotine products, vape juice or vape products constitute at least 25 percent of the

business's aggregate retail sales. (For the purposes of this chapter, "principal" shall be defined as alternative nicotine products, vape juice, or vape-related products occupying at least 50% of a business's total display area.)

- 6) Medical Cannabis Dispensaries – Medical Cannabis and low THC oil may only be sold or distributed by a business or pharmacy possessing a current license issued by the State of Georgia. Distributors of medical cannabis and low THC oil are subject to the State distance requirements set forth in O.C.G.A. § 16-12-215 and all other State Regulations. Medical cannabis dispensaries or pharmacies may apply for variances in the same manner as a variance for a development standard as set forth in Appendix B, Chapter XI, Sec 11.06. A violation of a State regulation is considered a violation of this ordinance and may be punished in the Municipal Court of Villa Rica as provided in Chapter A, Subpart A, Article IV, Sec. 4.13 of the Villa Rica Charter.
- 7) Any business selling vapor and alternative nicotine products shall be required at the time of their annual business license renewal to provide a verified sales report. A verified sales report shall be a document, sworn to as complete and accurate before a notary public, showing the applicant's total receipts and receipts from sales of alternative nicotine products and vapor products for each month in the prior year. Any business selling vapor or alternative nicotine products, upon request from a Villa Rica Codes Enforcement Officer or other duly authorized representative from the City, shall be required to provide a verified sales report for the twelve months preceding the date of the request. The verified sales report shall be provided within two weeks of the request, unless an extension is granted in the discretion of the requesting officer.
- 8) The business license of any business in violation of this ordinance may be revoked or suspended as provided in Chapter 8, Article I, Section 8-13.
- 9) Any person violating this ordinance may be cited by the Codes Enforcement Officer or any other duly authorized representative from the City and shall be subject to being punished pursuant to Chapter 1, Section 1-8.

CHAPTER XIII. - DEFINITIONS

Sec. 13.01. - Definitions.

MEDIAN: An area in the approximate center of a city street or state highway that is used to separate the directional flow of traffic, may contain left-turn lanes, and is demarcated by curb and guttering, having painted or thermally applied stripes or other means of distinguishing it from the portion of the roadway used for through traffic.

MEDICAL CANNABIS DISPENSARIES: Any establishment registered with the state of Georgia and Licensed to Dispense Cannabis for Medical Use or low THC oil in accordance with Georgia state law.

UTILITY SUBSTATION: A building or structure used for the distribution or transmission of utilities such as water, gas, electricity, or sewer.

- V -

VAPE OR VAPE JUICE: Refers to any liquid that contains compounds containing pharmaceutical grade vegetable glycerin, propylene glycol, nicotine, food grade flavoring, or water, and can be used for vaping by means of an alternative nicotine product.

VAPING PRODUCTS: Refers to any products or devices that employ an electronic heating element, power source, electronic circuit, battery, or other electronic, chemical, or mechanical means to produce a vapor that delivers nicotine, synthetics, or illegal substances to the person inhaling from the device, including electronic cigarettes, electronic cigars, electronic hookahs, electronic bongs and electronic pipes, whether manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar or electronic pipe. This definition shall not apply to medical treatments prescribed or administered by medical professionals to reduce inflammation in the bronchial airways. This definition shall include vape juice.

VAPE SHOP: Any business whose principal product line for retail sale is alternative nicotine products, vape juice or vape products. For the purposes of this chapter, "principal" shall mean that alternative nicotine products, vape juice or vape products constitute at least 25 percent of the business's aggregate retail sales. (For the purposes of this chapter, "principal" shall be defined as alternative nicotine products, vape juice, or vape-related products occupying at least 50% of a business's total display area.)

Table 4.3: Permitted and Conditional Land Uses¹ • = Permitted Use ⓘ = Special Exception Required	ZONING DISTRICTS												
	RESIDENTIAL						COMMERCIAL					INDUSTRIAL	
	AG	R1	R2	SFA	MF1	MF2	CBD	CMU	C1	C2	OMI	I1	I2
Agricultural													
Low Intensity Uses													
agricultural use, low intensity	•	-	-	-	-	-	-	-	-	-	-	-	-
Medium Intensity Uses													
agricultural chemical sales, distribution, & storage	-	-	-	-	-	-	-	-	-	-	-	-	•
agricultural entertainment	•	-	-	-	-	-	-	-	-	-	-	-	-
agricultural processing, minor	•	-	-	-	-	-	-	-	-	-	-	-	-
animal boarding/stables (excluding kennels) ²	ⓘ	-	-	-	-	-	-	-	-	-	-	-	-
farm equipment sales and service	-	-	-	-	-	-	-	-	-	ⓘ	-	-	-
farmer's market	-	-	-	-	-	-	ⓘ	ⓘ	-	-	-	-	-
greenhouse (on-site plant sales)	•	-	-	-	-	-	-	-	-	-	-	-	-
winery	•	-	-	-	-	-	-	-	-	-	-	-	-
Residential													
bed and breakfast establishments	ⓘ	-	-	-	-	-	-	ⓘ	-	-	-	-	-
boarding house	ⓘ	-	-	-	-	-	-	-	-	-	-	-	-
day care home: small (1-6 enrollees)	ⓘ	ⓘ	ⓘ	ⓘ	ⓘ	ⓘ	-	-	-	-	-	-	-
day care home: large (7 or more enrollees)	-	-	-	-	-	ⓘ	-	ⓘ	ⓘ	-	-	-	-
dwelling, accessory apartment	•	•	•	-	-	-	-	-	-	-	-	-	-
dwelling, multi-family ³	-	-	-	•	•	•	-	ⓘ	-	-	-	-	-
dwelling, part of mixed-use structure	-	-	-	-	-	-	•	•	-	-	-	-	-
dwelling, single-family	•	•	•	-	-	-	-	-	-	-	-	-	-
dwelling, two-family	-	-	-	•	•	-	-	-	-	-	-	-	-
personal care home, family (4-6 residents)	•	ⓘ	ⓘ	-	-	-	-	ⓘ	-	-	-	-	-
personal care home, group (7-16 residents)	ⓘ	ⓘ	-	-	-	-	-	ⓘ	-	-	•	-	-
personal care home, congregate (17+ residents)	ⓘ	-	-	-	-	-	-	-	-	-	•	-	-

home business	●	●	-	-	-	-	-	-	-	-	-	-	-	-
home occupation	●	●	●	●	●	●	-	§	-	-	-	-	-	-
kennel, private	§	-	-	-	-	-	-	-	-	-	-	-	-	-
independent living facility for seniors	-	-	-	-	-	●	-	-	-	-	●	-	-	-
nursing home, assisted living, or retirement facility	-	§	§	§	§	§	-	-	-	-	●	-	-	-
Communications/Utilities														
essential services, minor	●	§	§	§	§	§	§	●	●	●	●	●	●	●
essential services, major	§	§	§	§	§	§	§	§	●	●	●	●	●	●
solar farms and wind energy conversion systems, noncommercial	§	-	-	-	-	-	-	-	-	-	-	-	-	§
wireless communication facilities	§	-	-	-	-	-	-	-	-	-	-	-	-	§
Institutional														
Education														
educational inst, excluding p-12, public	§	§	§	-	-	-	-	-	-	●	-	-	-	-
educational inst, p-12 only, public	§	§	§	-	-	-	-	-	-	●	-	-	-	-
educational inst, excluding p-12, private	§	§	§	-	-	-	-	-	-	●	-	-	-	-
educational inst, p-12 only, private	§	§	§	-	-	-	-	-	-	●	-	-	-	-
Transportation														
bus/train terminal	-	-	-	-	-	-	§	§	-	●	●	-	-	-
parking lot or structure (as a primary use)	-	-	-	-	-	-	-	-	-	§	§	-	-	§
Other														
animal shelter	-	-	-	-	-	-	-	-	-	-	-	●	-	-
cemeteries	§	§	§	-	-	-	-	-	-	-	-	-	-	-
clinic	-	-	-	-	-	-	-	●	●	●	●	-	-	-
community center	§	§	§	-	-	-	-	●	●	●	●	-	-	-
funeral home/mortuary/crematory	-	-	-	-	-	-	-	§	§	-	-	-	-	-
health care facilities, medical and emergency	-	-	-	-	-	-	-	§	●	●	●	-	-	-
lodge or private club	§	§	§	-	-	-	●	●	●	●	-	-	-	-
places of worship	§	§	§	-	-	-	-	§	§	-	-	-	-	-
publicly-owned buildings and facilities	§	§	§	§	§	§	●	●	●	●	●	●	●	●
Parks & Recreation														
campground/rv park	§	-	-	-	-	-	-	-	-	●	-	-	-	-

driving range (as a primary use)	⑤	-	-	-	-	-	-	-	-	-	-	-	-	-
golf course	⑤	⑤	⑤	-	-	-	-	-	●	-	-	-	-	-
nature preserve	●	●	●	●	●	●	●	●	●	●	●	●	●	●
recreation (active)	⑤	⑤	⑤	⑤	⑤	⑤	-	-	-	-	-	-	-	-
recreation (passive)	●	●	●	●	●	●	●	●	-	-	-	-	-	-
Commercial														
Adult Uses														
sexually oriented businesses	-	-	-	-	-	-	-	-	-	-	-	-	-	⑤
Motor Vehicle Services														
car wash	-	-	-	-	-	-	-	-	●	●	-	-	-	-
filling station	-	-	-	-	-	-	-	⑤	●	●	-	●	-	-
impound facility	-	-	-	-	-	-	-	-	-	-	-	⑤	●	-
motor vehicle parts sales (without on-site repair)	-	-	-	-	-	-	-	-	●	●	-	-	-	-
motor vehicle repair and service, major	-	-	-	-	-	-	-	-	⑤	-	-	-	●	-
motor vehicle repair and service, minor	-	-	-	-	-	-	-	-	●	●	-	●	-	-
motor vehicle sales, small	-	-	-	-	-	-	-	-	●	⑤	-	-	-	-
motor vehicle sales, large	-	-	-	-	-	-	-	-	-	●	-	-	-	-
storage, rv and boat	-	-	-	-	-	-	-	-	⑤	-	-	●	-	-
truck stop/travel center	-	-	-	-	-	-	-	-	-	⑤	-	-	-	⑤
Entertainment/Recreation														
banquet or assembly hall	⑤	-	-	-	-	-	-	-	●	●	-	⑤	-	-
conference/convention center	-	-	-	-	-	-	-	-	-	●	●	-	-	-
entertainment, commercial outdoor	⑤	-	-	-	-	-	-	-	-	-	-	-	-	-
entertainment complex	⑤	-	-	-	-	-	-	-	⑤	●	-	-	-	-
retreat center	⑤	-	-	-	-	-	-	-	●	-	●	-	-	-
Services														
commercial services	-	-	-	-	-	-	●	●	●	●	-	-	-	-
day care center (child/adult)	-	-	-	-	-	⑤	-	●	●	●	●	-	-	-
fitness center	-	-	-	-	-	-	●	●	●	●	●	-	-	-
drug stores and pharmacies	-	-	-	-	-	-	●	●	●	●	●	-	-	-
hotels/motels	-	-	-	-	-	-	-	-	●	●	●	-	-	-
kennel	⑤	-	-	-	-	-	-	-	● ²	● ²	-	●	-	-
lawn care/landscaping business	●	-	-	-	-	-	-	-	●	-	-	-	-	-
storage, contractor	-	-	-	-	-	-	-	-	⑤	-	-	●	●	-
storage, self-service	-	-	-	-	-	-	-	⑤	●	●	-	●	-	-
Professional/Office														

administrative/professional office	-	-	-	-	-	-	•	•	•	•	•	⑤	-
bank/financial/investment institution	-	-	-	-	-	-	-	•	•	•	•	-	-
data processing/call center	-	-	-	-	-	-	-	-	•	•	•	-	-
employment service	-	-	-	-	-	-	-	-	-	•	•	-	-
medical and dental laboratories	-	-	-	-	-	-	-	-	•	•	•	•	-
veterinarian clinics and animal hospitals	⑤	-	-	-	-	-	-	• ²	• ²	•	-	-	-
Restaurant/Food Preparation													
bar/tavern	-	-	-	-	-	-	•	•	•	•	-	-	-
coffee shop	-	-	-	-	-	-	•	•	•	•	•	⑤	-
microbrewery/brew-pub	-	-	-	-	-	-	•	•	•	•	-	-	-
wine and craft beer boutique	-	-	-	-	-	-	•	•	•	•	-	-	-
restaurants	-	-	-	-	-	-	•	•	•	•	•	⑤	-
restaurants, fast-food	-	-	-	-	-	-	-	⑤	•	•	•	⑤	-
Retail													
retail small-scale (less than 15,000 sf)	-	-	-	-	-	-	•	•	•	•	•	-	-
retail large-scale (greater than 15,000 sf, less than 35,000 sf)	-	-	-	-	-	-	-	-	-	•	-	-	-
smoke shops, tobacco store,	-	-	-	-	-	-	-	-	-	⑤	-	-	-
Vape Shops	-	-	-	-	-	-	-	-	-	⑤	-	-	-
Light and Heavy Industrial													
agricultural products terminal	-	-	-	-	-	-	-	-	-	-	-	-	•
animal & animal products processing, packaging	-	-	-	-	-	-	-	-	-	-	-	-	•
auction facility (excluding livestock)	-	-	-	-	-	-	-	-	-	⑤	-	•	-
bottle gas storage & distribution	-	-	-	-	-	-	-	-	⑤	-	-	•	-
composting facility	⑤	-	-	-	-	-	-	-	-	-	-	-	⑤
concrete/asphalt production facility	-	-	-	-	-	-	-	-	-	-	-	-	•
explosive manufacturing and storage	-	-	-	-	-	-	-	-	-	-	-	-	⑤
food & beverage production	-	-	-	-	-	-	-	-	-	-	-	•	•
junk/scrap metal yard	-	-	-	-	-	-	-	-	-	-	-	-	⑤
lumber yard	-	-	-	-	-	-	-	-	-	-	-	⑤	•

manufacturing (heavy)	-	-	-	-	-	-	-	-	-	-	-	-	●
manufacturing (light)	-	-	-	-	-	-	-	-	-	-	●	●	●
mineral extraction operations ⁴	⑤	-	-	-	-	-	-	-	-	-	-	-	⑤
petroleum and chemical processing and storage	-	-	-	-	-	-	-	-	-	-	-	-	●
power generation facility (commercial)	-	-	-	-	-	-	-	-	-	-	-	-	●
printer/publishing facility	-	-	-	-	-	-	-	-	-	●	●	●	●
recycling center	-	-	-	-	-	-	-	-	-	-	-	⑤	●
research and testing laboratories	-	-	-	-	-	-	-	-	-	-	●	●	-
salvage yard	-	-	-	-	-	-	-	-	-	-	-	-	⑤
sanitary landfill	-	-	-	-	-	-	-	-	-	-	-	-	⑤
solid waste transfer station	-	-	-	-	-	-	-	-	-	-	-	-	⑤
tool and die shop	-	-	-	-	-	-	-	-	⑤	⑤	●	-	
truck freight terminal	-	-	-	-	-	-	-	-	-	-	⑤	-	●
warehouse & distribution facility	-	-	-	-	-	-	-	-	-	-	●	●	●
waste incinerator	-	-	-	-	-	-	-	-	-	-	-	-	⑤



CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT:	Developmental Regulations Update – Water and Sewer Capacity Requirements
AGENDA DATE:	June 3, 2025
DATE PREPARED:	May 28, 2025
PREPARED BY:	John Bain
AMOUNT:	N / A
GL ACCOUNT #:	N / A
FUNDING SOURCE:	N / A
BUDGETED ITEM?	N / A

PURPOSE: To amend Appendix A – Developmental Regulations of the Code of Ordinances of the City of Villa Rica Georgia, Section IA, Section 200

BACKGROUND: The City recently updated Sections 200, 202, 203, and 212 of the City's Development Regulations, requiring an approved water and sewer utility capacity availability letter prior to the approval of any applications for rezoning, annexation, special use permits, building permits, land disturbance permits, or approve any residential construction or any commercial development without a statement that adequate utility is available. While this inclusion was necessary, staff has identified an opportunity to make the process more efficient for residents requesting a couple specific approvals.

As currently written, home occupation business licenses fall under this requirement, as does someone wishing to build a single-family residence on a single parcel that currently vacant. While it is important to track any additional water and sewer demand, the impact of these two conditions upon the water and sewer conveyance and treatment systems is typically negligible.

All applicants, including the two listed above would be required to submit information necessary for tracking usage and capacity, however exemptions are recommended for home occupation licenses and single family residential building permits.

STAFF RECOMMENDATION: Staff recommends approving the development regulations update.

MOTION: I move to approve the amendments to Appendix A – Developmental Regulations of the Code of Ordinances of the City of Villa Rica Georgia, Section IA, Section 200 (a) Exemptions.

CITY OF VILLA RICA , STATE OF GEORGIA

ORDINANCE

AN ORDINANCE TO AMEND SECTIONS 200, 202, 203 AND 212 OF APPENDIX A – DEVELOPMENTAL REGULATIONS OF THE CODE OF ORDINANCES OF THE CITY OF VILLA RICA, GEORGIA

WHEREAS, the City of Villa Rica is a municipal corporation duly chartered and incorporated in the State of Georgia; and

WHEREAS, the City Council determined a need to update their code of ordinances and after consideration of proposed changes and having duly noticing the proposed changes; and

NOW THEREFORE BE IT HEREBY ORDAINED by the City of Villa Rica Mayor and City Council as follows:

SECTION 1A.

The City of Villa Rica Code of Ordinances, Appendix A – Developmental Regulations, Section 200 is hereby amended as follows:

200. APPLICATION AND PLAN REVIEW GENERAL REQUIREMENTS

UTILITY AVAILABILITY STATEMENT.

- (A) The City shall not approve any applications for rezoning, annexation, special use permits, building permits, land disturbance permits or approve any new residential construction or any commercial development without a statement that adequate utility is available from the Utilities Director. Utility availability statements shall be valid for a period of one year from the date of its issuance and shall not be transferable.
 - a. **Exemptions**
 - i. **Home occupation business license requests, employing no more than two individuals, are exempt from the requirement, unless the business, in the opinion of staff, constitutes a significant impact on the water and sewer utility conveyance and / or treatment systems.**
 - ii. **One (1) single-family residential unit to be constructed on one (1) parcel that is currently vacant is exempt from this requirement, provided this lot is part of an already-approved development in which the final plat has been approved by City Council.**
 - iii. **All subdivided lots are not included in this exemption. Subdivided lot requests must undergo administrative review with Planning and Zoning at which time a utility review will be conducted to determine availability of water and sewer capacity.**
- (B) Availability means that utility service is available to the property and that the service lines and facilities have adequate capacity to serve the development while still maintaining an appropriate level of service to the

other users of the system. In making this determination, the city may consider both existing users and also users that have been approved for connection but have not yet done so. The Utilities Director may rely on qualified engineers and experts in making the determination of whether utility service is available and whether there is adequate capacity to serve for the proposed development.

(i.) Water capacity analysis is a process where every new development which will require connection of its potable water service to the city water system is reviewed to determine whether or not the new development will meet the minimum fire flow and pressure requirement of 20 psi at the highest occupied elevation under normal usage conditions or cause some other proximate user's pressure to drop below 20 psi under normal usage conditions. All proposed fire hydrants shall be capable of delivering 1,000 gallons per minute (gpm) in residential neighborhoods and 1,500 gpm in commercial areas or as otherwise determined by the county fire marshal based upon the type of development.

- (a) The proposed water consumption flowrate(s) of the new development will be assumed to be equal to the average proposed sewage flows estimated per Georgia Manual for On-site Sewage Management Systems Table JT-1 with an appropriate peaking factor based on diurnal variations.
- (b) The city's water system has been modeled with the use of a hydraulic modeling application. The proposed flowrates will be added to the model in order to calculate the residual pressure.
- (c) If the new development's residual pressure does not meet the requirement of 20 psi at the highest occupied elevation under normal usage conditions, or, cannot meet the fire flow requirements set forth above, the analyzed water line will be assumed to be unsuitable for the new development. If the developer wants access, the developer may pay the city in an appropriate amount to upgrade to a new water line so as to provide adequate residual pressure.

(ii) Sewer capacity analysis is a process where every new development which will require a connection of its sewer to the city's sewer system is reviewed to determine whether or not there is adequate capacity in the sewer system to convey the new sewage from proposed development to the WWTP.

- (a) The proposed flowrate(s) in gallons per day (gpd) of the new development will be calculated and peaked with a factor of 3. Sewage flows of new developments will be estimated per Georgia Manual for On-Site Sewage Management Systems Table JT-1.
- (b) The existing flowrate(s) (gpd) and proposed flows that will flow into the same collection system as the new development will be calculated and peaked with a factor of 3. Existing flowrates will be estimated per Georgia Manual for On-Site Sewage Management Systems Table JT.
- (c) The ratio between the sum of the peaked flowrates (proposed and existing) and the sewer line capacity will be analyzed to determine if 60 percent of the sewer line's capacity has been exceeded.
- (d) If the new development's proposed flowrate does cause the projected flows in the sewer line to exceed the 60 percent capacity level, the sewer's capacity will be deemed inadequate for the new development.
- (e) If the existing sewer does not have adequate capacity to convey the proposed flowrate, the developer may pay the amount to the city to upgrade the sewer so as to be able to provide adequate capacity.

(C) City water and sewer service is provided to the residents and properties within the limits of Villa Rica service area for each as defined by the most recent Carroll County and Douglas County service delivery strategy

agreements. New service of properties outside of the service area shall be allowed only with the express written consent of the city and the governing agency of the adjacent service delivery area.

- (D) In the event of a request for utility service at a location in which it has been determined that adequate service capacity is unavailable, the city may deny the issuance of any building or land disturbance permits or may condition new utility connections on the payment by the user or developer of the cost of new or improved infrastructure required to serve the development.
- (E) In the event that the Utility Director determines that a utility is not available, the applicant may appeal the decision to the City Council. The City Council shall consider whatever evidence from the applicant and shall consider either the testimony or report from the Utility Director, or his/her designee, or both.
- (F) The Utility Director may issue a conditional availability letter, subject to approval by Council, when adequate utility is not available if the applicant presents a development agreement to the Utility Director that will be beneficial to the City, with respect to improvements to the City's utility capacity and/or conveyance, and said improvements will be paid for by the applicant or developer. A conditional availability letter must be approved by Council prior to the approval of any permits, rezonings or annexations.

200.1 Standard Operating Procedures for the project development process are included at the end of this section. (Section 212)

SECTION 1B.

The City of Villa Rica Code of Ordinances, Appendix A – Developmental Regulations, Section 202 is hereby amended as follows:

202. Plan Review Procedure.

Plan review procedures are dependent on the type of the proposed development. Plans may not be reviewed without a Utility Availability Statement as provided in Section 200. There are three types of developments as follows:

- A. Subdivision developments (residential, commercial, and industrial) involving the subdividing of a tract or parcel of land into two (2) lots or building sites:
- B. Subdivision developments (residential, commercial, and industrial) involving the subdividing of a tract or parcel of land into three (3) or more lots or building sites; and
- C. Non-subdivision commercial/industrial developments.

202.1 Stages of Residential Subdivision Development Plans Review:

Scope:

Plan design, submittal, and review is divided into 4 stages which correspond to the following 4 types of plans:

1. *Preliminary Plat.* Conceptual street and lot layout of subdivision with topography of not more than two (2) foot intervals. A plat review fee shall be required at the time of submittal. No less than twenty (20) working days prior to the next regular meeting of the planning commission, a letter addressed to the planning commission requesting review and approval of a preliminary plat shall be given to the Community Development office along with six (6) copies of the plat for distribution. Upon approval of the plat by individual departments, six (6) copies of the approved plat stamped by each department shall be submitted to the Community Development office to be distributed to the City of Villa Rica Planning Commission for approval. Approval of a preliminary plat shall expire and be null and void after a period of 24 months from the date of approval unless an extension of time is approved by the

Planning Commission. (A preliminary plat shall not be required of subdivisions on an existing street involving only two (2) lots or building sites.

Information to be Provided.

Preliminary subdivision plats shall contain the following information:

1. Subdivision Name.
2. Name, address and 24-hour phone number of developer.
3. Date including most recent revision date.
4. Graphic scale (not to exceed 1" = 100')
5. Location Index map (approximate scale 1" = 6000')
6. North arrow.
7. Land lot, District and Section.
8. Maximum sheet size 24" x 36" unless otherwise approved.
9. Exact boundary lines of the entire tract indicated by a heavy line giving lengths and bearings.
10. Present zoning and zoning of abutting land.
11. Proposed street and lot layout.
12. Proposed street names.
13. Lot lines with approximate dimensions.
14. Location of bold lines for phased developments.
15. Lots numbered consecutively disregarding phasing.
16. General notes on the plat stating total project acreage, total number of lots and lot density, minimum size of lots, minimum lot width and frontage, and required setbacks for present zoning.
17. Existing streets, utilities, and easements on and adjacent to the tract.
18. Provisions for water supply, sewerage, and drainage.
19. Location of 100-year floodplain and Future Conditions floodplain or statement that no part of the property lies within the 100-year floodplain.
20. Minimum building front yard setback line shown graphically on the plat.
21. Surveyors and/or Engineer's Stamp.
22. Signature Statement for planning commission. Statement shall read as follows:

Preliminary Plat Approval Certificate

All requirements of the City of Villa Rica Development Regulations relative to the preparation and submission of a Preliminary Plat having been fulfilled, approval of this plat is hereby granted subject to further provisions of said Regulations. This certificate is effective for 24 months from the date of signing unless a Final Plat is recorded.

Planning Commission Chairman	Date	City Clerk	Date

-
23. Any and all other information as may be required by the City.
 24. Names of owners of record of adjoining properties.
2. *Construction Plans.* Detailed design plans of proposed subdivision infrastructure improvements. Six (6) sets of the construction plans shall be submitted to the Community Development office for distribution. A plan review fee shall be required at the time of submittal. Upon approval of the plans, a stamped approved copy shall be given to each department and the developer sets up a pre-construction conference with the contractor(s) and the City departments mentioned herein. If any construction activity involves a state right-of-way, the developer must first contact Public Works and obtain Georgia D.O.T. approval before construction plans can be approved by the city.

Information to be Provided.

Construction Plans shall contain the following information:

Road Design

1. Acceleration/deceleration lanes at entrance.
2. Typical road section for all roads.
3. Dimensions of turn radii.
4. Plan and profile of existing city or county road at proposed entrance with the City of Villa Rica's minimum horizontal and vertical stopping sight distance requirements satisfied. The speed limit for the existing city or county road shall be shown.
5. If additional right-of-way is required to bring the City Road up to minimum standards, as shown on the current City Street Classification Map, the future right-of-way shall be shown on the plan. Set backs shall be measured from the future right-of-way.
6. Proposed street profiles for all new streets.
7. Proposed street grades.
8. Proposed length of vertical curves.
9. Vertical stopping sight distance at all proposed internal subdivision intersections.
10. Street horizontal curve radii.
11. All radii, curb set back and taper details.
12. Typical construction details (curb and gutter, paving, etc.)
13. Street signs.

Storm Drainage

1. Topographic layout of development at two (2) foot contour intervals based on mean sea level datum with storm drain layout.
2. Location, size, and length of existing drainage structures with drainage area.
3. Description by registered engineer of downstream property showing the method of runoff control will not adversely affect the property downstream.
4. Location, size, length, and type of all proposed drainage structures.
5. Drainage area to each inlet point of the drainage system.
6. Ditch profiles.
7. Ditch cross-sections every (50) feet with velocity of runoff (no more than 5.0 fps without lining the ditch.)

-
8. Hydrology study by a state approved professional for detention ponds, if required.
 9. The 100-year floodplain/Future Conditions floodplain limits and elevation or note absence.
 10. Profile of storm drainage pipes.
 11. All cross-drain pipes shown on the street profiles.
 12. Water travel distance between catch basins.
 13. Drainage at intersections indicated by flow arrows on plan sheet.
 14. All drainage structure outlets to be erosion proofed.
 15. Method of sizing all storm drainage structures.
 16. Easements for drainage system - minimum of ten (10) feet for piped runoff, minimum of twenty (20) feet for open ditches.
 17. Dam breach zone shown if an existing or proposed permanent pond/lake is a part of the proposed subdivision.
 18. Cul-de-sac grading detail for steep downhill cul-de-sacs.

Water Layout

1. Site plan with water layout only.
2. Pipe locations and sizes
3. Location and size of gate valves & air release valves.
4. Thrust blocks at all bends and tees.
5. Location of all existing and proposed fire hydrants.
6. Existing water main locations, sizes, and types of materials surrounding the project.
7. Detail of tap to water main.
8. Proposed meter sizes and locations.
9. Nearest existing line valves on main, in order to isolate tap.
10. Pressure flow-test results.
11. If proposed water line crosses private property, a twenty foot (20) permanent easement is required.

Sewer Layout

1. EPD Sanitary Sewer Submittal Form filled out by registered engineer.
2. Site plan showing sewer layout.
3. Sewer layout should have manhole numbers, line designations, flow arrows, street names, and topography.
4. Sewer layout showing proposed storm drain crossings.
5. Detail tie-in of proposed lines with existing lines as to elevation and invert direction of manholes.
6. Profile of proposed sewer lines.
7. Manhole numbers and locations.
8. Outside drop-manhole designated.
9. Percent grade, length, size of lines.

-
10. Lateral locations.
 11. Materials to be used.
 12. Location in profile of streams and storm drains.
 13. Easements to be twenty (20) foot permanent and sixty (60) foot for temporary construction.
 14. Easements for future sewers if required.
 15. Bedding details.

Additional Requirements:

1. Preliminary plat submitted with construction plans.
2. Sidewalks.
3. Show location of all wells within one hundred (100) feet of property or certify that there are no wells, if lots are served by septic tank.
4. Names of all utility companies.
5. Erosion control plan.
6. Tree protection plan.
7. Show location of any landfills or debris or garbage disposal sites on the property.
8. Additional Notes Below:

Notes:

1. It is the developer's responsibility to address any wetland issues to the satisfaction of the U.S. Army Corps of Engineers.
 2. It is the developer's responsibility to abide by all the rules and regulations pertaining to the State of Georgia's National Pollutant Discharge Elimination System (NPDES) permit requirements.
 3. It is the developer's responsibility to abide by all the rules and regulations pertaining to the U.S. Fish and Wildlife Service if applicable.
3. *Erosion and Sediment Control Plans.* A plan for the control of soil erosion and sedimentation resulting from a land-disturbing activity involving the disturbance of 1.0 acres or greater. Said plans are a part of the requirements for a Land Disturbance Permit as addressed in Section 700 of the City of Villa Rica Development Regulations. An approved copy of this plan must be provided to all departments as part of the construction plan review process.
4. *Final Plat.* Plan of subdivision which conforms to the approved preliminary plat and the specifications required herein for recording at the Clerk of Superior Court. A plat review fee shall be required at the time of submittal. Prior to the submittal of the final plat for review, the following shall apply: 1.) All street and utility construction must be completed, inspected and approved; 2.) All property corner pins must be installed; 3.) As-built drawings must be submitted; and 4.) Bonding requirements, if applicable, satisfied. Six (6) copies of the final plat and as-built drawings shall be submitted to the Community Development office for distribution. Once the signatures of approval from the designated City Departments have been obtained on the final plat, the developer shall submit the plat to the Clerk of Superior Court of Carroll County and/or Douglas County for recording. Upon recording of the final plat, the developer shall provide four (4) hard copies of the plat to the Community Development office. An electronic version of the final plat shall be provided in AutoCAD format to the Community Development office.

The Final Plat shall contain the following information:

1. Sheet size no larger than 18" x 24".
2. Exact boundary lines of the tract by bearings and distances determined by a field survey.
3. Field survey error of closure not to exceed one to ten thousand.
4. Equipment used in field survey.
5. Calculated error of closure of plat.
6. Present zoning and zoning of abutting land.
7. Exact locations, R/W widths, and names of all streets that immediately adjoin the subdivision.
8. Appropriate data for all streets, lot lines, and centerlines as required by the city and according to the requirements of the State of Georgia for professional surveyors and engineers.
9. General notes on the plat stating total project acreage, total number of lots and lot density, minimum size of lots, minimum lot width and frontage, and required setbacks for present zoning. All zoning stipulations, if any, must also be on the plat.
10. Lots shall be numbered consecutively; divisions shall be made by units or phases.
11. Each lot's area in square feet or acres.
12. Deed book and page number of protective covenants if any.
13. Accurate location, material, and description of all monuments and markers.
14. Location of sidewalks.
15. Show all Storm lines on plat.
16. Location of all easements.
17. Required buffers and recreational areas (if any).
18. Land lot lines accurately tied to the lines of the subdivision by distance and angles when such lines traverse or are reasonably close to the subdivision.
19. All surveys and plats must be prepared by a state certified engineer and/or surveyor.
20. Location of 100-year floodplain and Future Conditions floodplain or statement that no part of the property lies within the 100-year floodplain.
21. The following certificate statements shall be shown on the plat:

Owner's Certificate:

The owner of the land shown on this plat and whose name is subscribed hereto, in person or through a duly authorized agent, certifies that this plat was made from an actual survey, that all state, city and county taxes or other assessments now due on this land have been paid, that all streets, water systems drains and drainage easements, and public places are dedicated to the use of the public forever.

_____	_____
Owner	Date

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 or are marked "future" and their location, size, type and material are correctly shown, and that all requirements of the development and zoning regulations have been fully complied with.

_____	_____
Owner	Date

City of Villa Rica Certificate:

In accordance to the City of Villa Rica Development Regulations and the City's Zoning Ordinance, all requirements of approval have been fulfilled; this plat was given final approval by the following City officials and personnel and on behalf of the City of Villa Rica:

_____	_____
_____	_____
_____	_____
Community Development Director	Date
_____	_____
_____	_____
Mayor	Date

Covenants, if separately recorded:

This plat is subject to the covenants set forth in the separate document(s) attached hereto dated _____, which hereby become a part of this plat, and which were recorded in plat book _____ Page _____.

[22]. Any and all other information as required by the city.

202.2 Stages of Commercial/Industrial Subdivision Plan Reviews.

Scope:

Plan design, submittal, and review is divided into 4 stages which corresponds to the following 4 types of plans:

1. *Preliminary Plat.* Conceptual street and lot layout of subdivision with topography of not more than two (2) foot intervals. A plat review fee shall be required at the time of submittal. No less than twenty (20) working days prior to the next regular meeting of the planning commission, a letter addressed to the planning commission requesting review and approval of a preliminary plat shall be given to the Community Development office along with six (6) copies of the plat for distribution. Upon approval of the plat by individual departments, six (6) copies of the approved plat stamped by each department shall be submitted to the Community Development office to be distributed to the City of Villa Rica Planning Department for approval. Approval of a preliminary plat shall expire and be null and void after a period of 24 months from the date of approval unless an extension of time is approved by the Planning Commission. (A preliminary plat shall not be required of subdivisions on an existing street involving only two (2) lots or building sites.

Information to be Provided.

Preliminary subdivision plats shall contain the following information:

1. Subdivision Name.
2. Name, address and 24-hour phone number of developer.
3. Date including most recent revision date.
4. Graphic scale (not to exceed 1" = 100').
5. Location Index map (approximate scale 1" = 6,000').
6. North arrow.

7. Land lot, District and Section.
8. Maximum sheet size 24" x 36" unless otherwise approved.
9. Exact boundary lines of the entire tract indicated by a heavy line giving lengths and bearings.
10. Present zoning and zoning of abutting land.
11. Proposed street and lot layout.
12. Proposed street names.
13. Lot lines with approximate dimensions.
14. Location of bold lines for phased developments.
15. Lots numbered consecutively disregarding phasing.
16. General notes on the plat stating total project acreage, total number of lots and lot density, minimum size of lots, minimum lot width and frontage, and required setbacks for present zoning.
- [17]. Existing streets, utilities, and easements on and adjacent to the tract.
- [18]. Provisions for water supply, sewerage, and drainage.
- [19]. Location of 100-year floodplain and Future Conditions floodplain or statement that no part of the property lies within the 100-year floodplain.
20. Minimum building front yard setback line shown graphically on the plat.
21. Surveyors and/or Engineer's Stamp.
22. Signature Statement for Planning Commission. Statement shall read as follows:

Preliminary Plat Approval Certificate

All requirements of the City of Villa Rica Development Regulations relative to the preparation and submission of a Preliminary Plat having been fulfilled, approval of this plat is hereby granted subject to further provisions of said Regulations. This certificate is effective for 24 months from the date of signing unless a Final Plat is recorded.

Community Development	Date	City Clerk	Date

23. Any and all other information as may be required by the City.
 24. Names of owners of record of adjoining properties.
2. *Construction Plans.* Detailed design plans of proposed subdivision infrastructure improvements. Six (6) sets of the construction plans shall be submitted to the Community Development office for distribution. A plan review fee shall be required at the time of submittal. Upon approval of the plans, a stamped approved copy shall be given to each department and the developer sets up a pre-construction conference with the contractor(s) and the City departments mentioned herein. If any construction activity involves a state right-of-way, the developer must first contact Public Works and obtain Georgia D.O.T. approval before construction plans can be approved by the city.

Information to be Provided.

Construction Plans shall contain the following information:

Road Design

1. Acceleration/deceleration lanes at entrance.

-
2. Typical road section for all roads.
 3. Dimensions of turn radii.
 4. Plan and profile of existing city or county road at proposed entrance with the City of Villa Rica's minimum horizontal and vertical stopping sight distance requirements satisfied. The speed limit for the existing city or county road shall be shown.
 5. If additional right-of-way is required to bring the City Road up to minimum standards, as shown on the current City Street Classification Map, the future right-of-way shall be shown on the plan. Setbacks shall be measured from the future right-of-way.
 6. Proposed street profiles for all new streets.
 7. Proposed street grades.
 8. Proposed length of vertical curves.
 9. Vertical stopping sight distance at all proposed internal subdivision intersections.
 10. Street Horizontal curve radii.
 11. All radii, curb set back and taper details.
 12. Typical construction details (curb and gutter, paving, etc.)
 13. Street signs.

Storm Drainage

1. Topographic layout of development at two (2) foot contour intervals based on mean sea level datum with storm drain layout.
2. Location, size, and length of existing drainage structures with drainage area.
3. Description by registered engineer of downstream property showing the method of runoff control will not adversely affect the property downstream.
4. Location, size, length, and type of all proposed drainage structures.
5. Drainage area to each inlet point of the drainage system.
6. Ditch profiles.
7. Ditch cross-sections every (50) feet with velocity of runoff (no more than 5.0 fps without lining the ditch).
8. Hydrology study by a state approved professional for detention ponds, if required.
9. The 100-year floodplain and Future Condition floodplain limits and elevation or note absence.
10. Profile of storm drainage pipes.
11. All cross-drain pipes shown on the street profiles.
12. Water travel distance between catch basins.
13. Drainage at intersections indicated by flow arrows on plan sheet.
14. All drainage structure outlets to be erosion proofed.
15. Method of sizing all storm drainage structures.
16. Easements for drainage system - minimum of ten (10) feet for piped runoff, minimum of twenty (20) feet for open ditches.

-
17. Dam breach zone shown if an existing or proposed permanent pond/lake is a part of the proposed subdivision.
 18. Cul-de-sac grading detail for steep downhill cul-de-sacs.

Water Layout

1. Site plan with water layout only.
2. Pipe locations and sizes.
3. Location and size of gate valves, air release valves.
4. Thrust blocks at all bends and tees.
5. Location of all existing and proposed fire hydrants.
6. Existing water main locations, sizes, and types of materials surrounding the project.
7. Detail of tap to water main.
8. Proposed meter sizes and locations.
9. Nearest existing line valves on main, in order to isolate tap.
10. Pressure flow-test results.
11. If proposed water line crosses private property, a twenty foot (20) permanent easement is required.

Sewer Layout

1. EPD Sanitary Sewer Submittal Form filled out by registered engineer.
2. Site plan showing sewer layout.
3. Sewer layout should have manhole numbers, line designations, flow arrows, street names, and topography.
4. Sewer layout showing proposed storm drain crossings.
5. Detail tie-in of proposed lines with existing lines as to elevation and invert direction of manholes.
6. Profile of proposed sewer lines with:
7. Manhole numbers and locations.
8. Outside drop-manhole designated.
9. Percent grade, length, size of lines.
10. Lateral locations.
11. Materials to be used.
12. Location in profile of streams and storm drains.
13. Easements to be twenty (20) foot permanent and sixty (60) foot for temporary construction.
14. Easements for future sewers if required.
15. Bedding details.

Additional Requirements:

1. Preliminary plat submitted with construction plans.
2. Sidewalks.

-
3. Show location of all wells within one hundred (100) feet of property or certify that there are no wells, if lots are served by septic tank.
 4. Names of all utility companies.
 5. Erosion control plan.
 6. Tree protection plan.
 7. Show location of any landfills or debris or garbage disposal sites on the property.
 8. Additional Notes Below:
Notes:
 1. It is the developer's responsibility to address any wetland issues to the satisfaction of the U.S. Army Corps of Engineers.
 2. It is the developer's responsibility to abide by all the rules and regulations pertaining to the State of Georgia's National Pollutant Discharge Elimination System (NPDES) permit requirements.
 3. It is the developer's responsibility to abide by all the rules and regulations pertaining to the U.S. Fish and Wildlife Service if applicable.
3. *Erosion and Sediment Control Plans.* A plan for the control of soil erosion and sedimentation resulting from a land-disturbing activity involving the disturbance of 1.0 acres or greater. Said plans are a part of the requirements for a Land Disturbance Permit as addressed in Section 700 of the City of Villa Rica Development Regulations. An approved copy of this plan must be provided to all departments as part of the construction plan review process.
4. *Final Plat.* Plan of subdivision which conforms to the approved preliminary plat and the specifications required herein for recording at the Clerk of Superior Court. A plat review fee shall be required at the time of submittal. Prior to the submittal of the final plat for review, the following shall apply: 1.) All street and utility construction must be completed, inspected and approved; 2.) All property corner pins must be installed; 3.) As-built drawings must be submitted; and 4.) Bonding requirements, if applicable, satisfied. Six (6) copies of the final plat and as-built drawings shall be submitted to the Community Development office for distribution. Once the signatures of approval from the designated City Departments have been obtained on the final plat, the developer shall submit the plat to the Clerk of Superior Court of Carroll County and or Douglas County for recording. Upon recording of the final plat, the developer shall provide four (4) hard copies of the plat to the Community Development office. An electronic version of the final plat shall be provided in AutoCAD format to the Community Development office.

Information to be Provided.

The Final Plat shall contain the following information:

1. Sheet size no larger than 18" x 24".
2. Exact boundary lines of the tract by bearings and distances determined by a field survey.
3. Field survey error of closure not to exceed one to ten thousand.
4. Equipment used in field survey.
5. Calculated error of closure of plat.
6. Present zoning and zoning of abutting land.
7. Exact locations, R/W widths, and names of all streets that immediately adjoin the subdivision.

8. Appropriate data for all streets, lot lines, and centerlines as required by the city and according to the requirements of the State of Georgia for professional surveyors and engineers.
9. General notes on the plat stating total project acreage, total number of lots and lot density, minimum size of lots, minimum lot width and frontage, and required setbacks for present zoning.
10. Lots shall be numbered consecutively; divisions shall be made by units or phases.
11. Each lot's area in square feet or acres.
12. Deed book and page number of protective covenants if any.
13. Accurate location, material, and description of all monuments and markers.
14. Location of sidewalks.
15. Location of all easements.
16. Required buffers and recreational areas (if any).
17. Land lot lines accurately tied to the lines of the subdivision by distance and angles when such lines traverse or are reasonably close to the subdivision.
18. All surveys and plats must be prepared by a state certified engineer and/or surveyor.
19. Location of 100-year floodplain and Future Conditions floodplain or statement that no part of the property lies within the 100-year floodplain.
20. The following certificate statements shall be shown on the plat:

Owner's Certificate:

The owner of the land shown on this plat and whose name is subscribed hereto, in person or through a duly authorized agent, certifies that this plat was made from an actual survey, that all state, city and county taxes or other assessments now due on this land have been paid, that all streets, water systems drains and drainage easements, and public places are dedicated to the use of the public forever.

_____	_____
Owner	Date

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 or are marked "future" and their location, size, type and material are correctly shown, and that all requirements of the development and zoning regulations have been fully complied with.

_____	_____
Owner	Date

City of Villa Rica Certificate:

In accordance to the City of Villa Rica Development Regulations and the City's Zoning Ordinance, all requirements of approval have been fulfilled; this plat was given final approval by the following City personnel on behalf of the City of Villa Rica:

_____	_____
Community Development	Date
_____	_____

_____	_____
Community Development Director	Date
_____	_____
_____	_____
Mayor	Date

Covenants, if separately recorded:

This plat is subject to the covenants set forth in the separate document(s) attached hereto dated _____, which hereby become a part of this plat, and which were recorded in plat book _____ Page.

21. Any and all other information as required by the city.
22. Lots, lot areas and lot numbers are optional at the discretion of the developer. If lots are included, the exact boundaries shall be shown by bearing and distances as determined by a field survey, and corners shall be marked on the ground with appropriate permanent monumentation.
23. Any and all other information as required by the City.

202.3 Commercial/Industrial Site Development Plans.

- A. For individual commercial or industrial sites not within a Commercial or Industrial Subdivision, only construction plans are designed and submitted for review for this type of development. Six (6) sets of plans shall be submitted to the Community Development office to be distributed to other City departments. A plan review fee shall be required at the time of submittal. Upon approval of the plans by individual departments, each department retains a copy of the approved stamped plans.
- B. For individual commercial or industrial sites within a Commercial or Industrial Subdivision Development, the same requirements as in A above may be submitted only after approval by the City and recording of the Final Plat for the development.

202.4 Plan Approval.

- A. Approval of construction plans shall expire twelve (12) months from the date of approval without the issuance of a building permit from the City of Villa Rica.
- B. If a discrepancy occurs between the approved plans and the City's development standards, unless a variance or exception has been obtained, the Development Standards shall be the superseding document.

202.5 Plan Review Checklists. Checklists are included at the end of this section.

SECTION 1C

The City of Villa Rica Code of Ordinances, Appendix A – Developmental Regulations, Section 203 is hereby amended as follows:

203. Permits.

Permits may not be issued without a Utility Availability Statement as provided in Section 200.

203.1 *Subdivisions.* The Community Development office issues the following permits for the construction of a subdivision:

-
- A. *Land Disturbance Permit.* After the approval of the construction plans, this permit is issued for the implementation of erosion control measures as shown on the approved construction plans for projects as required under Section 700 of the City of Villa Rica Development Regulations.

203.2 *Sites not involving the subdividing of land.* The Department of Community Development issues the following two (2) permits for the construction of sites:

- A. *Land Disturbance Permit.* After the approval of the construction plans, this permit is issued for the implementation of erosion control measures as shown on the approved construction plans for all projects as required under Section 700 of the City of Villa Rica Development Regulations.
- B. *Building Permit.* This permit is issued for the construction of proposed buildings. The building permit is issued after the site construction plans are approved, the building architectural plans are approved, and the Land Disturbance Permit is issued (if applicable). Appropriate permit fees shall apply.

203.3 *Driveway Permits.* A review will be required of all new driveway cuts on public right-of-way for the purpose of ensuring the requirements of these Regulations are complied with and to determine if additional right-of-way improvements will be needed to be made by the property owner in order that the public right-of-way will accommodate the proposed vehicular use of said new driveway. When a building permit or land disturbance permit is required, the driveway permit will be incorporated into said permits and no additional fees will be required. When no other permits are required, a permit fee of fifty dollars (\$50.00) will be required.

203.4 *Pavement Cut Permit.* A permit will be required prior to any work being done involving the cutting of any existing public right-of-way pavement. Said permit will be issued by the City Public Works Department. (No permit fee is required).

204.3 *Notification.* The City shall be notified by the developer or his/her contractor before construction begins, and at the various stages in construction required by the City. The City shall be given a two (2) business days advance notice before construction begins. The appropriate department as outlined in Section 205 of these Regulations will be directly notified for an inspection request.

SECTION 1C.

The City of Villa Rica Code of Ordinances, Appendix A – Developmental Regulations, Section 212 is hereby amended as follows:

212. Standard Procedures for Project Development.

212.1 *Standard Procedures for Project Development for Non-subdivision Developments.*

1. Initial Concept Meeting with City Staff.
2. Water and sewer capacities must be checked, and capacities secured before moving forward. Applicant must present a Utility Availability Statement as provided in Section 200.
3. Determine that no portion of the development is to be built on any solid waste landfill.
4. Meet with GDOT if access is required off GDOT R/W unto the project.
5. Application to re-zone property - include final concept plan.
 - a. Zoning applications must be reviewed by the Villa Rica Planning Commission and approved by a public hearing with the City Council. If Approved;
6. Construction Plan Submittal. The following reviews are required:

-
- a. Zoning.
 - b. Fire Marshal.
 - c. Community Development—Architectural plans reviewed.
 - d. Civil Plan review performed by the City of Villa Rica designee.
 - e. Erosion and sediment Control review by Georgia soil and Water Conservation District in Athens, Georgia (GSWCC).
 - f. Ga EPD if gravity sewer extension is required to serve the site.
7. Pre-Construction Meeting required once all plans are approved.
 - a. Land Disturbance Permit fees and NPDES fees are required to be paid at the Pre-con meeting.
 8. Construction and Building inspections by City Staff as construction unfolds. City inspections are to be supervised by the City's designated Georgia registered engineer.
 9. Once the construction and inspection process are complete, a Certificate of Occupancy is issued. Project Complete.

212.2 Standard Procedures for Project Development for Residential/Commercial/Industrial Subdivision Developments.

1. Initial Concept Meeting with City Staff.
2. Water and sewer capacities must be checked, and capacities secured before moving forward. Applicant must present a Utility Availability Statement as provided in Section 200.
3. Determine that no portion of the development is to be built on any solid waste landfill.
4. Meet with GDOT if access is required off GDOT R/W unto the project.
5. Application to re-zone property—include final concept plan.
 - a. Zoning applications must be reviewed by the Villa Rica Planning Commission and approved by a public hearing with the City Council. If Approved.
6. Submit Preliminary Plat for Review (aka Final Concept Plan).

[a]. The plat must be approved by City Staff before moving forward.
7. Construction Plan Submittal. The following reviews are required:
 - a. Zoning.
 - b. Community Development—Architectural plans reviewed.
 - c. Civil Plan review performed by the City of Villa Rica designee.
 - d. Erosion and sediment Control review by Georgia soil and Water Conservation District in Athens, Georgia (GSWCC).
 - e. Ga EPD if gravity sewer extension is required to serve the site.
8. Pre-Construction Meeting required once all plans are approved.
 - a. Land Disturbance Permit fees and NPDES fees are required to be paid at the Pre-con meeting.
9. Construction and Building inspections by City Staff as construction unfolds. City inspections are to be supervised by the City's designated Georgia registered engineer.
10. Once the construction and inspection process are complete, Final Plat is submitted for review.
 - a. Final Plat is reviewed for content by City's designee.

-
- b. Maintenance bond is calculated.
 - c. Street light fees are calculated.
 - d. Street sign fees are calculated.
 - e. Stormwater maintenance agreement submitted and recorded.
 - f. Water and Sewer as-built drawings are submitted for review.
11. Once all fees are paid and Maintenance bond submitted, Final Plat is taken to a public hearing with City Council for approval. Once approved by City Council, Final plat is recorded and building permits are issued.

SECTION 2

If any section, subsection, clause, phrase, or provision of this Ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, such declaration shall not affect the remaining portions of this Ordinance, which shall continue in full force and effect.

SECTION 3.

All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

SECTION 4.

This Ordinance shall become effective upon its adoption and approval by the Mayor and City Council.

SO ORDAINED, this ____ day of _____, 20_____.

By: _____
Leslie McPherson, Mayor

Attest:

Theresa Campbell
City Clerk



CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: To approve the updated customer sanitation rates due to GFL's 4.9% rate increase effective August 1, 2025.

AGENDA DATE: 06/10/2025

DATE PREPARED: 06/05/2025

PREPARED BY: Amanda Long, Deputy Finance Director

AMOUNT: Approx. \$9,800 (2 months)

GL ACCOUNT #: 540-4500-522110

FUNDING SOURCE: Solid Waste Operating Budget

BUDGETED ITEM? No, but revenue will offset the increase in expenditure.

PURPOSE: To approve the updated customer sanitation rates due to GFL's 4.9% rate increase based on the Consumer Price Index for All Urban Consumers (CPI-U) effective August 1, 2025.

BACKGROUND:

Based on the GFL contract: *"The service fee will be increased annually every July 1st to reflect the annual adjustment based on Table 1 of the Consumer Price Index for All Urban Consumers (CPI-U): U.S. Town Average, by expenditure category and commodity and service group, Water and Sewer and Trash Collection Services."*

Additionally, the contract says that GFL will give the City 30-day notice of any increases in rates. The CPI increase was received on 6/5/2025 so staff asked GFL if the increase could be delayed until 8/1/2025. This would give staff the opportunity to seek Mayor and Council approval and provide customers with a 30-day notice of increase, if approved.

GFL Rate - Current vs. New			
	Current GFL Rate	4.90% Increase	New GFL Rate
First Cart	\$ 16.00	\$ 0.78	\$ 16.78
Second Cart	9.89	0.48	10.37
Low Income Senior	16.00	0.78	16.78

VR Customer Rate - Current vs. New			
	Current VR Rate	Increase	New VR Rate
First Cart	\$ 18.29	\$ 0.78	\$ 19.07
Second Cart	9.89	0.48	10.37
Low Income Senior	13.72	0.59	14.31

STAFF RECOMMENDATION: To approve the updated customer sanitation rates due to GFL's 4.9% rate increase based on the Consumer Price Index for All Urban Consumers (CPI-U) effective August 1, 2025.

IMPACT: Rate increase of \$0.78 for the first cart; an increase of \$0.48 for the second cart. There will also be an increase of \$0.59 for the low-income senior cart.

MOTION: I move to approve the updated customer sanitation rates due to GFL's 4.9% rate increase based on the Consumer Price Index for All Urban Consumers (CPI-U) effective August 1, 2025.



June 5, 2025

City of Villa Rica

RE: Solid Waste Collection, Recycling, and Disposal Services – Adjustments to Rates

Thank you for allowing us the opportunity to provide solid waste disposal services to your community. We sincerely enjoy providing this service and value our relationship with the city of Villa Rica.

As per our agreement, the Service Fee will be increased annually to reflect the annual adjustment based on Table 1 of the Consumer Price Index for All Urban Consumers (CPI-U): U.S. City Average, by expenditure category and commodity and service group, Water and Sewer and Trash Collection Services.

Attached please find a document that states a 4.9% change over the most recent 12 months prior to April 1, 2025. We will implement the CPI Increase of 4.9% increase for the billing period of July 1, 2025 to all services we provide.

Thank you again for the opportunity to support the solid waste program in your community. We thank you for your business and we look forward to continuing our relationship. In the meantime, if you have any questions or concerns, please do not hesitate to call me.

Best Regards,

Jesse Hill

Jesse Hill
General Manager
770-371-4340



U.S. BUREAU OF LABOR STATISTICS

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Data extracted on: June 5, 2025 (9:54:56 AM)

Consumer Price Index for All Urban Consumers (CPI-U)

12-Month Percent Change

Series Id: CUSR0000SEHG

Seasonally Adjusted

Series Title: Water and sewer and trash collection services in U.S. city average, all urban consumers, seasonally adjusted

Area: U.S. city average

Item: Water and sewer and trash collection services

Base Period: DECEMBER 1997=100

Download: [XLSX](#)

Year	Apr
2024	5.3
2025	4.9

[Bureau of Labor Statistics Data \(bls.gov\)](https://www.bls.gov)

Amanda Long

From: Steve Evans <steve.evans@gflenv.com>
Sent: Thursday, June 5, 2025 12:50 PM
To: Amanda Long; Kennedy Keeter; Jesse Hill
Cc: Jennifer Hallman; John Bain; Hal Burch; Ashley Swann
Subject: RE: EXTERNAL EMAIL: GFL/Villa Rica CPI 2025

Amanda,

My apologies on the oversight, August 1 will be the CPI increase.

Thank you,

Steve Evans | Operations Manager

GFL Environmental

2699 Cochran Industrial Boulevard, Douglasville, GA 30134

T (800) 207-6618 Ext. 55130 | **C** (770) 900-7321 | steve.evans@gflenv.com | www.gflenv.com

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From: Amanda Long <along@villarica.gov>
Sent: Thursday, June 5, 2025 12:13 PM
To: Kennedy Keeter <kennedy.keeter@gflenv.com>; Jesse Hill <jesse.hill@gflenv.com>; Steve Evans <steve.evans@gflenv.com>
Cc: Jennifer Hallman <jhallman@villarica.gov>; John Bain <jbain@villarica.gov>; Hal Burch <hburch@villarica.gov>; Ashley Swann <aswann@villarica.gov>
Subject: RE: EXTERNAL EMAIL: GFL/Villa Rica CPI 2025

Our GFL contract states that we will be given 30 day-notice for price increases and noticing us today is not sufficient time for us to pass along a July 1st increase. The City has to have price increases approved by Mayor & Council and our July meetings are on 7/1/25 for the work session and 7/8/25 for the actual meeting. Per contract, can this CPI increase be delayed until August 1st by GFL?

Thank you,

Amanda Long

Deputy Finance Director

City of Villa Rica

571 W. Bankhead Highway

Villa Rica, GA 30180

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Cell: (470) 388-4831

Email: along@villarica.org