

CITY COUNCIL
JEFF REESE, MAYOR
GIL MCDUGAL, MAYOR PRO-
TEM
DANNY CARTER
SHIRLEY MARCHMAN
LESLIE MCPHERSON

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

MAYOR & COUNCIL MONTHLY MEETING AGENDA

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

May 14, 2019 | 6:00 PM

Meeting Call to Order (Mayor Jeff Reese)

Invocation (Councilwoman Shirley Marchman)

Pledge of Allegiance (Mayor Jeff Reese)

Ceremonial Presentations (Mayor & Council)

- Recognition of Employee Anniversaries:
 1. Elizabeth Barber - 10 Years of Service
 2. Jennifer E. Holt - 5 Years of Service

Adoption of the Agenda (Mayor Jeff Reese)

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)

A. Governing Body (Mayor Jeff Reese)

1. Approval of Minutes:
 - a. Meeting Minutes of April 9, 2019.
 - b. Meeting Minutes of April 23, 2019.
2. Mayor Appointment of David Rogers to the Villa Rica Development Authority

B. Finance (Sarah Hefty, CFO)

1. Update 2020 Budget Calendar
2. Results of RFP on Municipal Payment Options and Credit Card Fees to Customers

C. Economic Development (Janet Chumley, Main Street Manager)

1. August 10, 2019 Summer Concert Alcohol License Agreement: SOS Band

D. Public Works (Pete Zorbanos, Director)

1. Purchase a Compact Excavator Backhoe
2. Purchase a Vacuum Excavator

E. Community Development (Bobby Elliott, Director)

1. New Villa Rica Sign Ordinance - for Discussion Purposes (Chris Montesinos)
2. Ordinance O-6-2019 to Designate the Baptismal Font
3. Ordinance O-7-2019 to Designate the Connally Marchman House
4. Ordinance O-8-2019 to Designate the First Presbyterian Church
5. Ordinance O-9-2019 to Designate the Fullerville Jail
6. Ordinance O-10-2019 to Designate the Chambers Burial Ground (Old Section) of Hillcrest Cemetery
7. Ordinance O-11-2019 to Designate the New Hope Cemetery
8. Ordinance O-12-2019 to Designate the Old Villa Rica Cemetery
9. Ordinance O-13-2019 to Designate the Powell Marchman House
10. Ordinance O-14-2019 to Designate the Villa Rica City Hospital
11. Ordinance O-15-2019 to Designate the Wicks Tavern

F. City Manager (Tom Barber)

1. Approval of Change to Downtown Development Authority Boundaries
2. Discussion of Requirements for Training for Board Members
3. To Approve a Fee Schedule for Solid Waste Pickup
4. Discussion of Contracts of City Attorney and Police Chief
5. Discuss the Assignment of Tasks to the City Attorney
6. Discussion of Community Square Blvd
7. Election of GMA's District 4 Officers

Adjournment

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CITY COUNCIL MONTHLY MEETING MINUTES

Holt-Bishop Justice Center, Municipal Courtroom, 101 Main Street
Tuesday, April 9, 2019 | 6:00 pm

Meeting Call to Order (Mayor Jeff Reese)

Mayor Jeff Reese called the meeting to order at 6:00 pm. Present: Mayor Jeff Reese, Mayor Pro Tem Gil McDougal, Councilwoman Shirley Marchman, Councilman Danny Carter, Councilwoman Leslie McPherson and Councilman Matthew Momtahan.

Invocation (Councilman Danny Carter)

Councilman Danny Carter gave the Invocation.

Pledge of Allegiance (Mayor Jeff Reese)

Mayor Jeff Reese led the Pledge of Allegiance.

Ceremonial Presentations (Mayor and Council)

1. Presentation of Hero Awards for 2018 Benefit Savings

Wendell Strickland, CEO of Strongside Solutions, presented the Hero Awards for the 2018 Benefit Savings of \$1,030,717 to the Mayor, City Council and Staff Administration.

1. Discussion of Community Revitalization Plan by Walton Communities

Representations from Walton Communities presented the Community Revitalization Plan for discussion.

Adoption of Agenda (Mayor Jeff Reese)

Mayor Reese requested the agenda be amended to add Executive Session for real estate matters. Councilman Danny Carter made the motion to approve the agenda with the amendment.

RESULT:

ADOPTED (UNANIMOUS)

MOVER:

Danny Carter, Councilman

SECONDER:

Gil McDougal, Councilman

AYES:

Carter, McDougal, Marchman, McPherson, Momtahan

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)

Seven residents came forward to make a public comment.

Council Updates (Subjects of General Interest and Concern)

Councilwoman Leslie McPherson reported that we all need to be aware of trafficking because of a recent incident that happened in Carroll County and gave kudos to law enforcement. Mayor Reese recognized Commissioner District 2 Clint Chance for attending the meeting.

A. Governing Body (Mayor Jeff Reese)

1. Approval of Minutes – Meeting Minutes of March 26, 2019.

Councilwoman Shirley Marchman made the motion to approve the Meeting Minutes of March 26, 2019.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Shirley Marchman, Councilwoman
SECONDER:	Leslie McPherson, Councilwoman
AYES:	Marchman, McPherson, McDougal, Carter, Momtahan

B. Community Development (Bobby Elliott, Director)

1. Alcoholic Beverage License Request for Luther’s Bistro LLC d/b/a Brothers Roadhouse

Councilman Gil McDougal made the motion to table the request to the next meeting. The applicant was not present.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Gil McDougal, Councilman
SECONDER:	Leslie McPherson, Councilwoman
AYES:	McDougal, McPherson, Marchman, Carter, Momtahan

2. Historic Preservation Commission Member Appointment – David Rogers

Councilman Gil McDougal made the motion to appoint David Rogers to the Historic Preservation Commission as the newest member to replace Ken Norton.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Gil McDougal, Councilman
SECONDER:	Danny Carter, Councilman
AYES:	McDougal, Carter, Marchman, McPherson, Momtahan

3. Deed of Dedication Agreement for Library Access Road

Councilman Danny Carter to accept the dedication of the road from Tanner Medical Center, Inc conditioned upon the reservation of the right to name the road until after the City and Tanner representatives have had an opportunity to discuss the issue. The name of the road would be approved by the Council at a later meeting. The acceptance of the road is also conditioned upon satisfactory agreement between the City and Tanner Medical Center upon the location or relocation of the existing City library dumpster.

RESULT:	ADOPTED (VOTE: 4-1)
MOVER:	Danny Carter, Councilman
SECONDER:	Leslie McPherson, Councilwoman
AYES:	Carter, McPherson, Marchman, Momtahan
NAYS:	McDougal

Councilman Danny Carter made a second motion to approve the revised the lease agreement between Tanner Medical Center, Inc and the City of Villa Rica for the Villa Rica Library with the corrected survey.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Danny Carter, Councilman
SECONDER: Leslie McPherson, Councilwoman
AYES: Carter, McPherson, Marchman, Momtahan, McDougal

4. Utility Cut Patching

Director Bobby Elliott stated that he is working on a square foot unit priced contract on unit patching but it is not ready yet and asked if the Council would table this. Councilman Danny Carter made the motion to table until the first Council meeting in May.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Danny Carter, Councilman
SECONDER: Leslie McPherson, Councilwoman
AYES: Carter, McPherson, Marchman, McDougal, Momtahan

5. ORD-01-19: Electric Fence Ordinance Agreement

Public Hearing: One resident came forward to speak for the request. Councilwoman Leslie McPherson made the motion to approve this revision to the Unified Development Code as presented.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Leslie McPherson, Councilwoman
SECONDER: Matthew Momtahan, Councilman
AYES: McPherson, Momtahan, Marchman, Carter, McDougal

C. Human Resources (Stephanie Rooks, Director)

1. Express Employment Services to Source Seasonal Street Department Technicians for 2019

Councilman Danny Carter made the motion to approve the use of Express Employment Professional Services to place applicants into the three current Seasonal Street Department Technician positions.

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

2. Express Employment Services to Source Seasonal Water Distribution Technicians for 2019

Councilman Gil McDougal made the motion to approve the use of Express Employment Professional Services to place applicants into the current Seasonal Water Distribution Technician positions.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Gil McDougal, Councilman
SECONDER: Shirley Marchman, Councilwoman
AYES: McDougal, Marchman, Carter, McPherson, Momtahan

D. Utilities (Pete Zorbanos, Director)

1. WWTP-F-350 Crane Service Body

Councilman Danny Carter made the motion to allow staff to purchase a Maintainer service body and crane unit from West Georgia Mobile Hydraulic for the amount of \$67,584.00.

RESULT:	ADOPTED (VOTE: 4-1)
MOVER:	Danny Carter, Councilman
SECONDER:	Leslie McPherson, Councilwoman
AYES:	Carter, McPherson, Marchman, Momtahan
NAYS:	McDougal

E. Economic Development (Janet Chumley, Main Street Manager)

1. 2019 West Georgia Jazz Festival Alcohol License Agreement

Councilman Danny Carter made the motion to approve the license agreement with the Olive Tree to provide the sale of beer and wine at the 2019 West Georgia Jazz Festival to be held Saturday, April 27, 2019 from 4 pm until 9 pm at The MILL Amphitheater.

RESULT:	ADOPTED (VOTE: 4-1)
MOVER:	Danny Carter, Councilman
SECONDER:	Leslie McPherson, Councilwoman
AYES:	Carter, McPherson, McDougal, Momtahan
NAYS:	Marchman

2. 2019 MILL Amphitheater Sound and Lighting Quotes

Councilman Gil McDougal made the motion to accept the recommendation of the Main Street Advisory Board and award the 2019 Sound and Lighting Contract to Chevalier Productions in the amount of \$35,500.00.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Gil McDougal, Councilman
SECONDER:	Matthew Momtahan, Councilman
AYES:	McDougal, Momtahan, Marchman, Carter, McPherson

3. 2019 Headlining Band Summer Concert – August 10; SOS Band

Councilman Gil McDougal made the motion that we approve the contract/agreement necessary to engage SOS Band at the headlining band for the August 10, 2019 Summer Concert in the amount of \$15,000.

RESULT:	ADOPTED (VOTE: 4-1)
MOVER:	Gil McDougal, Councilman
SECONDER:	Matthew Momtahan, Councilman
AYES:	McDougal, Momtahan, Marchman, Carter
NAYS:	McPherson

F. Finance (Sarah Hefty, CFO)

1. Contribution to Carroll County's Public Safety Memorial

Councilwoman Leslie McPherson made the motion to approve a contribution in the amount of \$15,000 to Carroll County for the Public Safety Memorial.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Leslie McPherson, Councilwoman
SECONDER:	Danny Carter, Councilman
AYES:	McPherson, Carter, Marchman, McDougal, Momtahan

2. Wellness Program Implementation – Phase II

Councilman Gil McDougal made the motion to approve the use of Self-Funded Insurance savings to implement phase II of the wellness program in the amount of \$27,000.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Gil McDougal, Councilman
SECONDER: Shirley Marchman, Councilwoman
AYES: McDougal, Marchman, Carter, McPherson, Momtahan

3. 2019 Budget Amendments

Councilman Gil McDougal made the motion to adopt the ordinance to approve an amendment to the budget for the fiscal year of 2019 for the City pursuant to Section 2-71 of the City Charter.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Gil McDougal, Councilman
SECONDER: Danny Carter, Councilman
AYES: McDougal, Carter, Marchman, McPherson, Momtahan

G. City Manager (Tom Barber)

1. Discussion of Changes to the Bulk Pickup Ordinance

The Council asked staff to bring back their recommendations to the ordinance.

2. To Approve Changes to the Animal Control Ordinance

No vote was needed to the Carroll County Animal Control Ordinance. The Council was in agreement of the changes to the ordinance.

3. Agreement with Angel Access

Councilwoman Leslie McPherson made the motion to approve the program services agreement with Angel Access for an annual fee of \$22,000 plus 25% of “claims avoidance”.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Leslie McPherson, Councilwoman
SECONDER: Danny Carter, Councilman
AYES: McPherson, Carter, Marchman, McDougal, Momtahan

H. Executive Session (David Mecklin, Attorney)

1. Meeting to discuss or vote to enter into an option to purchase, dispose of, or lease real estate subject to approval in a subsequent public vote as provided in Georgia Code section 50-14-3(b)(1)(E).

Councilman Danny Carter made the motion to go into Executive Session for real estate discussion, seconded by Councilwoman Shirley Marchman. Vote: 5-0. Motion approved.

Councilman Gil McDougal made the motion to reconvene to regular session, seconded by Councilman Danny Carter. Vote: 5-0. Motion approved.

City Attorney David Mecklin announced there was no action taken in Executive Session.

Councilwoman Shirley Marchman made the motion to adjourn, seconded by Councilwoman Leslie McPherson. Vote: 5-0. Motion approved.

Mayor Jeff Reese

Alisa Doyal, City Clerk

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CITY COUNCIL MONTHLY MEETING MINUTES

Holt-Bishop Justice Center, Municipal Courtroom, 101 Main Street
Tuesday, April 23, 2019 | 6:00 pm

Meeting Call to Order (Mayor Jeff Reese)

Mayor Jeff Reese called the meeting to order at 6:00 pm. Present: Mayor Jeff Reese, Mayor Pro Tem Gil McDougal, Councilman Danny Carter, Councilwoman Leslie McPherson and Councilman Matthew Momtahan. Councilwoman Shirley Marchman was absent.

Invocation (Councilman Matthew Momtahan)

Councilman Matthew Momtahan gave the Invocation.

Pledge of Allegiance (Mayor Jeff Reese)

Mayor Jeff Reese led the Pledge of Allegiance.

Ceremonial Presentations (Mayor and Council)

- Proclamation: 50th Anniversary of Municipal Clerks Week – May 5-11, 2019
Mayor Reese presented a Proclamation recognizing the 50th Anniversary of Municipal Clerks Week as May 5-11, 2019.
- Employee Anniversary: Officer Jessica Whitlock and Officer Chiquita Thomasson
Chief Mansour recognized Officer Jessica Whitlock and Officer Chiquita Thomasson for 5 Years of Service with the City of Villa Rica.

Adoption of Agenda (Mayor Jeff Reese)

Councilman Gil McDougal made the motion to adopt the agenda.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Gil McDougal, Councilman
SECONDER:	Leslie McPherson, Councilwoman
AYES:	McDougal, McPherson, Carter, Momtahan

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)

Two citizens came forward to make a public comment.

Council Updates (Subjects of General Interest and Concern)

Mayor Reese thanked City Manager Tom Barber for their meeting (Council Retreat) last Friday and suggested that maybe they could have these on a quarterly basis.

A. Governing Body (Mayor Jeff Reese)

1. Approval of Minutes – Meeting Minutes of April 9, 2019

Councilman Matthew Momtahan stated there was an error in the vote on A1. Councilman Gil McDougal made the motion to table until the next meeting.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Gil McDougal, Councilman
SECONDER:	Danny Carter, Councilman
AYES:	McDougal, Carter, McPherson, Momtahan

2. Adoption of Community Revitalization Plan Prepared by Canvas Planning Group in Partnership with Villa Rica Housing Authority

Councilwoman Leslie McPherson made the motion to adopt the Community Revitalization Plan for the City of Villa Rica.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Leslie McPherson, Councilwoman
SECONDER:	Matthew Momtahan, Councilman
AYES:	McPherson, Momtahan, Carter, McDougal

B. Community Development (Bobby Elliott, Director)

1. Alcoholic Beverage License Request for Luther's Bistro LLC d/b/a Brothers Roadhouse

Public Hearing: No one came forward.

Councilman Gil McDougal made the motion to approve the alcoholic beverage application for Luther's LLC located at 901 S. Carroll Road, Villa Rica, GA 30180.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Gil McDougal, Councilman
SECONDER:	Danny Carter, Councilman
AYES:	McDougal, Carter, McPherson, Momtahan

C. Economic Development (Janet Chumley, Main Street Manager)

1. June 15, 2019 Summer Concert Alcohol License Agreement for Wet Willie

Councilman Danny Carter made the motion to approve the license agreement with the Olive Tree to provide the sale of beer and wine at the 1st Summer Concert of 2019 to be held Saturday, June 15, 2019 from 8 pm until 10 pm at the MILL amphitheater.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Danny Carter, Councilman
SECONDER:	Gil McDougal, Councilman
AYES:	Carter, McDougal, McPherson, Momtahan

2. 2019 Community Development Grant Disbursements

Councilman Matthew Momtahan made the motion to approve the Main Street Advisory Board's vote to award Thomas Dorsey Foundation \$10,000 (Thomas Dorsey 25th Anniversary Festival) and the Villa Rica Golden City Lions Club \$7,040 (A Taste of Villa Rica).

RESULT:	ADOPTED (3-0, 1 ABSTAINED)
MOVER:	Matthew Momtahan, Councilman

SECONDER: Gil McDougal, Councilman
AYES: Momtahan, McDougal, Carter
ABSTAINED: McPherson

D. Utilities (Pete Zorbanos, Director)

1. Emergency Purchase for Engineering Services for Inspection of Dam Structures

Councilman Gil McDougal made the motion to approve the emergency purchase for engineering services for inspection of Dam Structures #29 and #31 to Walden, Ashworth & Associates, Inc. for the lump sum amount of \$3,000.00.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Gil McDougal, Councilman
SECONDER: Leslie McPherson, Councilwoman
AYES: McDougal, McPherson, Carter, Momtahan

Councilman Gil McDougal made a second motion to authorize the City Manager to file the appropriate construction and maintenance application with the EPD.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Gil McDougal, Councilman
SECONDER: Leslie McPherson, Councilwoman
AYES: McDougal, McPherson, Carter, Momtahan

2. 2019 Ford F-150 for Customer Service (Nic Griffin)

Councilman Danny Carter made the motion to allow city staff to purchase a 2019 Ford F-150 from Don-Rich Ford in the amount of \$23,950.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Danny Carter, Councilman
SECONDER: Leslie McPherson, Councilwoman
AYES: Carter, McPherson, McDougal, Momtahan

3. Spring A/C Filter Change and Service (Nic Griffin)

Councilwoman Leslie McPherson made the motion to allow the city to hire Action Electrical & Mechanical Contractors to complete the Spring A/C filter change and service in the amount of \$7,000.

RESULT: **ADOPTED (VOTE: 3-1)**
MOVER: Leslie McPherson, Councilwoman
SECONDER: Matthew Momtahan, Councilman
AYES: McPherson, Momtahan, Carter
NAYS: McDougal

4. Request to Surplus 2001 Ford Ranger (Nic Griffin)

Councilwoman Leslie McPherson made the motion to allow the city to surplus and sell a 2001 Ford Ranger with vin number ending in 9393.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Leslie McPherson, Councilwoman
SECONDER: Gil McDougal, Councilman
AYES: McPherson, McDougal, Carter, Momtahan

E. Information Technology (Jim Chambers, Manager)

1. Security Camera System Update – Phase II

Councilman Gil McDougal made the motion to utilize Relyco for Phase II of the security camera system upgrade for an amount not to exceed \$55,960.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Gil McDougal, Councilman
SECONDER:	Leslie McPherson, Councilwoman
AYES:	McDougal, McPherson, Carter, Momtahan

2. Emergency Purchase of WatchGuard ElCom

Councilman Gil McDougal made the motion to ratify the purchase of Watchguard ElCom for the price of \$42,360.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Gil McDougal, Councilman
SECONDER:	Danny Carter, Councilman
AYES:	McDougal, Carter, McPherson, Momtahan

F. Finance (Sarah Hefty, CFO)

1. Finance Update: March 2019

CFO Sarah Hefty presented the March 2019 Financial Report.

2. Utility Billing – Bad Debt (Update)

CFO Sarah Hefty updated the Council on Customer Bad Debts.

3. 2019 Budget Amendments

Councilman Gil McDougal made the motion to adopt the ordinance to approve an amendment to the budget for the fiscal year 2019 for the City pursuant to Section 2-71 of the City Charter.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Gil McDougal, Councilman
SECONDER:	Matthew Momtahan, Councilman
AYES:	McDougal, Momtahan, Carter, McPherson

4. 2020 Budget Calendar

Councilman Gil McDougal made the motion to approve the 2020 Budget and Millage Calendar as proposed.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Gil McDougal, Councilman
SECONDER:	Danny Carter, Councilman
AYES:	McDougal, Carter, McPherson, Momtahan

5. Renewal with GIRMA for Property and Liability Insurance

Councilman Gil McDougal made the motion to approve the renewal with Georgia Interlocal Risk Management Agency for the period of May 1, 2019 to May 1, 2020 in the amount of \$248,224.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Gil McDougal, Councilman
SECONDER: Leslie McPherson, Councilwoman
AYES: McDougal, McPherson, Carter, Momtahan

G. City Manager (Tom Barber)

1. Amendment to Agreement with P.C. Simonton & Associates
Councilman Gil McDougal made the motion to approve an amendment to the agreement with P.C. Simonton & Associates for an amount not to exceed \$27,825.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Gil McDougal, Councilman
SECONDER: Leslie McPherson, Councilwoman
AYES: McDougal, McPherson, Carter, Momtahan

2. To Modify the Bulk Pickup Fee Contained in the Solid Waste Ordinance
Councilwoman Leslie McPherson made the motion to modify the bulk pick-up fee schedule to allow for up to two collections of vegetation per calendar year in excess of eight cubic yards for no additional fee and no rate increase.

RESULT: **ADOPTED (VOTE: 3-1)**
MOVER: Leslie McPherson, Councilwoman
SECONDER: Danny Carter, Councilman
AYES: McPherson, Carter, Momtahan
NAYS: McDougal

3. Discussion of Contract for City Attorney
The contract will be on the June 11 Agenda to be voted on.
4. Discussion of Contract for Police Chief
The contract will be on the June 11 Agenda to be voted on.

Adjournment

Councilwoman Leslie McPherson made the motion to adjourn, seconded by Councilman Danny Carter. Vote: 4-0. Unanimous. Motion approved.

Mayor Jeff Reese

Alisa Doyal, City Clerk



Agenda Item: _____

CITY OF VILLA RICA

City Council Packet

SUBJECT: 2020 Budget Calendar

AGENDA DATE: May 14, 2019

DATE PREPARED: May 2, 2019

PREPARED BY: Sarah Hefty

AMOUNT: n/a

GL ACCOUNT #: n/a

FUNDING SOURCE: n/a

BUDGETED ITEM? n/a

PURPOSE: To approve the updated calendar for the 2020 millage and budget process.

BACKGROUND: The calendar was previously adopted on April 23, 2019. There have been three proposed changes.

- August 1st to August 5th – there was a conflict in the court room schedule for August 1st. By moving the meeting to August 5th, the conflict is resolved and the meeting will be a Monday like most of the other budget meetings.
- July 15th to July 22nd – Since the final budget workshop was pushed out to August 5th, we were able to move the meeting on the 15th to the 22nd, which is the same week as a council meeting. This frees up the week of July 15th from any council meetings.
- Since the July 15th meeting was moved, the deadline for the proposed budget to go to the council had to be shifted to July 24th.

STAFF RECOMMENDATION: To approve the updated calendar so that the dates will be reserved and other meetings and calendar requests can be scheduled accordingly.

MOTION: I move to approve the updated 2020 Budget and Millage Calendar as proposed.

**City of Villa Rica
2020 Budget Calendar**

Date	Proposed Changes	Time	Location	Description
Friday, April 19, 2019		12pm - 5pm	Library	Council Retreat with City Manager
Friday, April 26, 2019		12pm - 5pm	Gold Dust	Council Retreat with City Manager
Friday, May 3, 2019		12pm - 1pm	The Venue	Council + Boards + Staff Luncheon
Monday, May 13, 2019		2pm - 5pm	Library	<u>Special Called Council Meeting:</u> Council Retreat - Part I.
Monday, May 20, 2019		2pm - 5pm	Library	<u>Special Called Council Meeting:</u> Council Retreat - Part II.
Monday, June 3, 2019		2pm - 5pm	Library	<u>Special Called Council Meeting:</u> Council Discussion - Police Dept, Administration
Monday, June 10, 2019		2pm - 5pm	Library	<u>Special Called Council Meeting:</u> Council Discussion - Public Works, Community Development
Monday, June 17, 2019		2pm - 5pm	Library	<u>Special Called Council Meeting:</u> Council Discussion - Utilities
Monday, July 8, 2019		2pm - 5pm	Library	<u>Special Called Council Meeting:</u> Council Discussion - Recreation
Monday, July 15, 2019	Monday, July 22, 2019	2pm - 5pm	Library	<u>Special Called Council Meeting:</u> Council Discussion - Project List + SPLOST
Wednesday, July 17, 2019	Wednesday, July 24, 2019	---	---	Proposed Budget to be submitted to City Clerk and City Council
Tuesday, July 23, 2019		6pm	Courtroom	<u>Council Meeting:</u> Budget Townhall
Thursday, August 1, 2019	Monday, August 5, 2019	6pm	Courtroom	<u>Special Called Council Meeting:</u> Presentation of 2020 Budget; Budget Workshop; Public Hearing for Millage Rate
Tuesday, August 13, 2019		11am	Courtroom	<u>Special Called Council Meeting:</u> Public Hearing for Millage Rate
Tuesday, August 13, 2019		6pm	Courtroom	<u>Council Meeting:</u> Public Hearing and Adoption of the Millage Rate; Public Hearing for 2020 Budget
Monday, August 19, 2019		---	---	Final Proposed Budget to be submitted to City Clerk and City Council
Tuesday, August 27, 2019		6pm	Courtroom	<u>Council Meeting:</u> Public Hearing for 2020 Budget
Tuesday, September 10, 2019		6pm	Courtroom	<u>Council Meeting:</u> Adoption of the 2020 Budget



Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: RFP Results for Municipal Payment Options and Credit Card Fees

AGENDA DATE: May 14, 2019

DATE PREPARED: May 2, 2019

PREPARED BY: Sarah Hefty

AMOUNT: n/a

GL ACCOUNT #: Various

FUNDING SOURCE: Operating Budget

BUDGETED ITEM? Yes

PURPOSE: To give the results of the RFP for Municipal Payment Options and discuss passing fees onto the customers.

BACKGROUND:

RFP #19-001FIN

The RFP for “Municipal Payment Options” closed on April 30, 2019. We received two proposals. The first was from Xpress Bill Pay, which is our current vendor for Utility and Community Development payments. The second was from Fifth-Third Bank.

Overall, the rates for Xpress Bill Pay are less than Fifth-Third Bank’s fees. Plus, we would have implementation fees for Fifth-Third Bank in order to make a switch, which does not seem necessary at this time. We have been happy with the service that Xpress Bill Pay provides.

Currently, Court uses Government Window and is happy with that service. Recreation uses TSYS, but that could change in the future when a software package is chosen. Pine Mountain uses TSYS, which seems to be working as it is. Library uses Square, but their volume of transactions is minimal. At this point, staff would recommend keeping the credit card/payment processing as is.

Credit Card Fees

In their response to the RFP, Xpress Bill Pay provided information on the different types of payment fees.

- 1) Surcharges – only allowed on credit cards and not debit cards. XBP does not support surcharges since typically 70% of the cards used are debit.
- 2) Service fees – a %-based fee, but are not allowed on utilities.
- 3) Convenience fees – a flat fee, but are not allowed on primary payment channel (over the counter). There are also limitations by the different credit card brands.

At this time, staff would recommend starting with a service fee on the community development credit card transactions. For Utility transactions, we will start to push the ACH option for customers. This could help lower the fees that we are being charged for the utility customers.

STAFF RECOMMENDATION:

To keep the credit card processors as they are for all departments at this point. Also, to begin charging a 2% service fee for non-Utility payments – essentially Community Development – on August 1, 2019.

MOTION: I make a motion charge a 2% service fee for community development credit card payments beginning on August 1, 2019.

xpress BILL PAY

Response to:



Request for Proposals (#19-001FIN) for Municipal Payment Options

Louise Clark – Assistant Finance Director

April 30, 2019

Prepared by: Jared Swinford – Sales Director

800-768-7295 ext. 919 jswinford@xpressbillpay.com

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SECTION 3.2: OFFEROR INFORMATIONAL REQUIREMENTS

SECTION 1: COMPANY BACKGROUND AND EXPERIENCE

1.1 Describe your firm's experience in providing similar processing services for other clients.

Xpress Bill Pay (XBP) has been providing services to Villa Rica since March of 2011. As a Preferred Provider, we are more fully integrated with your Caselle software than any other provider. We allow your customers to: view their bills electronically online (if you have any bills, invoices, or citations); make one-time payments, scheduled future payments, or recurring automatic payments with credit card, debit card, or ACH; save payment information securely online for future use, receive automatic email notifications when new bills are generated, payments are scheduled, payments are made, credit cards are going to expire, etc.; view up to 24 months of past billing information, and more.

XBP allows your staff to: receipt payments via credit card, debit card, checking account, or savings account; receipt utility and non-utility payments; generate extensive reporting for transaction management, departmental revenue breakdowns, customer usage reports, and bank reconciliation; create/edit users and give/restrict access rights; and much more.

Over the years we've release enhancements and features that the city is not currently using. While we try to notify the city via our monthly newsletter of new features/services available it's possible the city is not aware of some of the features:

- Usage Graphs: we can configure usage graphs on the city's online utility bill presentment.**
- Business License Renewals: we can display the city's business license renewals online for payment, similar to the online utility bill display.**
- Custom Payment Forms: while XBP gives the city the ability to receipt all types of payments over-the-phone and/or over-the-counter via our admin virtual terminal, we can also create custom online payment forms for any receipt types that do not have a bill that can be exported out of Caselle.**
- APIs: XBP is willing to integrate out gateway processing services with any other third-party software you may have via our APIs. We can integrate with your court software, recreation software, etc. via our APIs. This essentially allows us to connect any third-party software to your Caselle software.**
- Lockbox and Remote Deposits: all the paper checks you receive in the mail can be scanned, electronically deposited, and automatically uploaded to your Caselle software to remove manual data entry. Remote Deposit would require your staff to open the mail and scan. Lockbox would see all payments mailed to our processing center for opening, scanning, and depositing.**

While we currently offer text message notifications, we do not yet have pay by text available. Pay by text will be the next phase of our text offerings.

- 1.2 How many years have you provided these services and how many clients do you currently have?
Please provide a list of your Georgia governmental and nongovernmental accounts.

XBP has been providing online bill display and payment services to municipalities since 2004. XBP currently provides services to 586 organizations across 29 states. More than 400 of those organizations fully integrate XBP with their Caselle software. We currently offer services to six Georgia accounts (all governmental): Bartow County Water Department, City of Blakely, Cusseta-Chattahoochee County, City of Eatonton, City of Emerson, and City of Villa Rica.

- 1.3 Please provide three (3) references, with an overview of the services in use, contact information for each to include: company name, address, contact person, phone and email address.

Bartow County Water Department

50 Nelson St

Cartersville, GA 30120

Faith Dennis – CFO

770-387-5172

dennisf@bartowga.org

Services provided: online bill display/payment, mobile app, IVR, admin receipting

Borough of Pottstown

100 E High St

Pottstown, PA 19464

Janice Lee – Finance Director

610-970-6534

jlee@pottstown.org

Services provided: online bill display/payment, mobile app, IVR, admin receipting

Spanish Fork City

40 S Main St

Spanish Fork, UT 84660

Jordan Hales – Treasurer

801-804-4522

jhailes@spanishfork.org

Services provided: online bill display/payment, mobile app, IVR, admin receipting

- 1.4 Please provide a listing of any litigation, judgments, claims, arbitration proceedings, suits, bankruptcy or reorganizations that may have occurred during the past five years.

There is nothing to list.

- 1.5 Provide documentation to reflect compliance with the Payment Card Industry standards and successfully completed audit with in the past 12 months.

The XBP PCI Attestation of Compliance (AOC) is provided immediately following this this Section 3.2.

1.6 Discuss security measures in place to protect against unauthorized persons obtaining this data.

Our solutions are PCI Level 1 Compliant (which is the highest level of compliance). We use a secure data center (which has its own PCI compliance certification) requiring triple authentication to get to the servers. To access our servers requires an authorized person to scan their badge 3 times, as well as a fingerprint identification.

SECTION 2: OVERVIEW OF SOLUTIONS

2.1 List what solutions you are proposing to provide the city with payment options.

XBP proposes to continue providing*:

- **Online Utility bill display:** if desired, an online usage graph can be configured at any time at no additional cost.
- **Paperless billing:** email notification is sent when new bill is available for online viewing. Plus, online bill display can be printed as a PDF bill display at any time.
- **Link multiple accounts to a single user login:** your residents with multiple utility accounts and/or utility bills and business license renewals (see this optional feature below), can link/manage/pay all their online bills/renewals via a single XBP login.
- **Online payment options:** one-time payment, scheduled future payment, and recurring Auto Pay.
- **Online payment types:** Visa, Mastercard, Discover, eCheck from checking and savings accounts
- **Email and text message notifications.**
- **24-month online transaction and billing histories.**
- **Online utility service signup request form with deposit payment.**
- **Mobile friendly customer website and iOS mobile app.** Android mobile app is in the final stages of testing and is planned for a June 2019 release (there will not be any cost when Android becomes available).
- **Admin virtual terminal for receipting payments over-the-counter and over-the-phone (if necessary):** they city can receipt any and all receipt types at any location throughout the city where there is a computer/device with an internet connection. All receipt types (both interfaced and non-interfaced) upload and post to the proper Caselle module and/or the proper General Ledger account.
- **Admin receipting options:** one-time payments, scheduled future payments, and recurring Auto Pays.
- **Admin receipting options:** Visa, Mastercard, Discover, eCheck from checking and savings accounts
- **IVR phone payments:** the city will keep using this feature for utility payments, but we cannot offer an IVR solution for non-utility payments.
- **Real-time transactional reporting with void and refund capability.**
- **Process Online Payment integration with Caselle.** All payments, new ebills, and billing adjustments integrate with Caselle software via Caselle's Process Online Payments feature.
- **Send email notifications:** in addition to the email and text notifications sent automatically by the XBP system, the city has a tool for sending a custom email notification to all customers using the XBP website. However, this functionality does not exist for the city to send a custom text notification.

***The city already uses all these XBP services. We propose to continue offering these services at existing pricing. No new costs/fees.**

Optional services that we could start providing:

- **Real-time payment posting into Caselle:** XBP has been working with Caselle software for a real-time payment posting web service into Caselle software. We are currently beta testing this new feature with five XBP/Caselle customers. Once beta testing is complete, the City of Villa Rica will be able to add this feature at no additional cost from either XBP or Caselle.
- **Online Business License Renewal display/payment:** XBP can export a file of your business license renewals out of Caselle for online display/payment (similar to online utility bill display/payment). There is a one-time setup fee of \$500.00. Then there are the current per transaction fees.
- **American Express:** XBP has always been able to receipt American Express payments, but the city has opted not to accept American Express. American Express now offers utility rates of 1.1% and government rates of 2.15% - 2.35% (varies by state). If the city would like to get an American Express account and pay the American Express processing fees to American Express, then XBP can add American Express as a valid payment method to the city's options.
- **APIs for third party integration:** XBP's APIs can be used by your other third-party court, recreation, etc. providers. We will give them our API specifications at no charge. They can then process all their payments via the XBP gateway, which in turn would integrate all their payments to your Caselle software via XBP. There are no setup costs for the API integrations from XBP, you would simply pay the current per transaction fees. You would need to see if your third-party software would charge you any fees for the integration.
- **Pay by text:** this is an intended future XBP service offering, but it does not currently have an ETA for release.
- **IVR for court:** we do not offer IVR for court, however, we could integrate with your current court software provider via our APIs as mentioned above.

2.2 What specific hardware or software must be purchased in conjunction with your proposed solution? If applicable, please explain and specify the cost(s) and model number(s).

No hardware purchase is necessary.

2.3 How much of your organization's capacity (facilities, hardware, software or staff) will be needed to support this opportunity? Describe how your application / infrastructure can handle increasing transaction / user volumes.

Less than 1% of our capacity is required to support this opportunity. We use MySQL database servers with multiple front end database access servers. This allows us to add additional front end database access servers in the future as needed to keep up increased connection demands as transaction volumes increase.

SECTION 3: ON-DEMAND ELECTRONIC PAYMENT PROCESSING SOLUTIONS

- 3.1 Will a customer be required to create an account in order to make a payment (i.e. create a username and password)? Is there an option to make a payment without enrolling?

Yes, currently a customer must create an account in order to make a payment. We have designed a guest checkout payment option. However, it's still in the early stages and does not have an estimated release date.

- 3.2 How do you provide multiple IVR and Web interfaces customized for Utilities, Court, Library, Parks, etc.? Are there separate customization and / or implementation fees for each?

XBP would continue to provide the existing utility payment services via web and IVR. We can provide web payments for court, library, parks, etc. via custom online payment forms. These forms would have limited functionality. For full functionality, we recommend integration with your other third-party software providers via the XBP gateway. This allows you to continue to use their services and simply use XBP as the processor, which in-turn allows are payments to integrate with your Caselle software. So, while XBP can't provide IVR for non-utility payments, your other software providers IVR services could potentially integrate via our APIs. XBP has no setup fees for using our APIs, however, current per transaction fees would apply.

- 3.3 What methods of payment does your solutions support? Does it include all card associations?

We allow you to accept Visa, Mastercard, Discover, American Express, and eChecks from both checking and savings accounts. We also electronically consolidate online banking payments (aka: bank bill pays).

- 3.4 What payment types do you support (e.g., on-demand, scheduled, recurring)?

We support one-time payment, scheduled payment, recurring payment, bank bill pay consolidation, IVR, remote deposit, lockbox, cash, and paper check.

- 3.5 How does your system accommodate a customer interested in future dating their payment(s)?

When a customer checks out themselves or when a staff member receipts a customer payment over-the-counter or over-the-phone, you can choose to process the payment now or select a future calendar date for processing the payment.

- 3.6 How does your solution present bill data such as due dates and amount due to consumers?

All this information comes to us from the Caselle eBill file. The due dates and amount due are calculated by Caselle and simply displayed by XBP. We can also post billing adjustments from Caselle to XBP on a daily basis via Caselle's Process Online Payments feature.

- 3.7 List and describe the authorization and validation methods you recommend to ensure data integrity and reduction on errors and fraud.

We require new customers to setup an account with a unique email address and password and then send an email to authenticate a valid email address. When making payment via eCheck, XBP validates that the customer enters a valid routing number, we require them to enter the bank account number twice, and they must check a box to accept terms and conditions for making an

eCheck payment. When paying via credit/debit card our system does address verification and records the response.

- 3.8 Describe your controls as well as the integration of our rules to support the blocking of specific users. How does your service allow this to update the blocking of specific users or payment types without your intervention? How does your solution identify and eliminate duplicate transactions?

XBP gives you the ability to block specific utility accounts from the ability to pay with eChecks. You simply add them to the restriction list and those utility customers cannot pay with eChecks online but they will still be able to pay with credit/debit cards, since cards are a real-time validation of funds.

To prevent duplicate transactions, we have a data integrity script that runs every two hours looking for possible duplicates. If a potential duplicate transaction is found, an alert is sent to our staff notifying them of the potential duplicate so that we can review the transaction in question and void the transaction if it were an actual duplicate. Additionally, each time a customer processes a transaction XBP assigns a unique checkout cart ID #. When assigning the ID#, we validate that another transaction with the same details does not already exist, if it does the new checkout cart ID is voided. This prevents multiple checkout carts and payments processing when a customer clicks the payment button multiple times.

- 3.9 How do you support mobile services for each proposed solution: mobile friendly version of web payment page, downloadable application, SMS?

The mobile friendly version of the webpage can handle all types of online eBills: utilities, business license renewals, AR invoices, and property tax. The iOS mobile app (and the Android app once it's released in June 2019) is only able to display and receipt payments for utility bills. Pay by text is not yet an option. When pay by text is release it's only intended for utilities at this time.

- 3.10 What do you offer for outbound payment reminders / confirmations / alerts? How are these alerts delivered?

We offer email notifications and text message notifications. We do not offer an outbound dialer service. Customers can be notified when new bills become available online, Auto Pays are scheduled, payments are scheduled, payments are successfully processed, payments are declined (along with the reason for the decline, like card has expired), and when credit/debit cards will be expiring soon or when they have expired.

- 3.11 Please provide unique features of your payment-processing services, systems, and technologies for each proposed solution.

XBP is the most fully integrated online/electronic payment solution with Caselle software. We will soon complete beta testing on our real-time payment posting feature with Caselle. We are not only able to post utilities, but all payments (interfaced and non-interfaced) can post to the proper Caselle module and GL. We integrate all the way to the GL level to simplify the bank reconciliation. Since XBP understands that payments need to post to multiple Caselle modules and GLs, we've built our APIs to allow for this same functionality. Most third-party software providers process all their online payments as a single receipt type (i.e. – online payments),

however, XBP's gateway offers APIs to your other third-party software providers which allow them to process and post their transactions to various Caselle modules and GLs. Whether we provide the full end user facing solution or just the backend gateway processing, XBP is the gateway that allows all your payments to post to the proper Caselle modules/GLs while being easily reconcilable.

3.12 Does your system link thru the city's website?

Yes, or they can access it directly at www.xpressbillpay.com.

SECTION 4: INTERACTIVE VOICE RESPONSE (IVR) OR TEXT SOLUTIONS

4.1 Explain how a customer can make their payment through your pay-by-phone service. How do customers verify themselves as the customer, what information can be obtained by the customer, and what options are available?

The city is currently, using XBP's IVR service which requires a customer to enter the city's billing address so that we know they are a Villa Rica customer. However, we have enhanced the system so that we could acquire a Villa Rica specific toll-free number. This would remove the need for the customer to enter the city's billing zip code and shorten the recorded message so your customers can get right to paying their bill quicker. There is no cost to upgrade to the enhanced IVR option with a Villa Rica specific toll-free phone number. The customer would verify themselves by entering their account number and confirming that the service address read to them is correct. They can then learn their account balance and due date. They can then pay the full balance due or pay a partial balance due via any payment methods accepted by the city (i.e. – cards and eChecks).

4.2 Describe how your Interacted Voice Response (IVR) or Mobile Technology can be customized for City of Villa Rica customers to have a similar "persona" as the City of Villa Rica customer service.

We can get you a Villa Rica specific toll-free phone number as described above, but we do not have options to customize the IVR to a Villa Rica "persona."

4.3 What payment choices would a customer have through the Firm's IVR payment processing system?

We allow you to accept Visa, Mastercard, Discover, American Express, and eChecks from both checking and savings accounts. The city decides which of those payment choices it'd like to accept.

4.4 Explain any differences in the interfaces using the IVR payment processing vs. on-line or text payment processing. Does the text payment processing use "app" technology or cell air waves.

We do not currently have a text payment solution, but we are developing one. The solution we are developing will require the customer to configure the pay by text feature on their XBP account with their payment information encrypted and stored in our secure system. Then they would receive a standard text message notifying them of the amount of the bill to pay. They could reply "Pay" to the text, at which point we would process their payment from their stored payment information. They will never enter payment details via text message. The text technology will be

via cell air waves. IVR and online can both accept utility payments via the payment methods the city chooses to accept as described above. Online provides a full bill display and IVR only provides balance due and due date.

- 4.5 Explain the typical implementation process, including what would be required from the City of Villa Rica in terms of data, interfaces and other resources, and projected timelines to provide pay-by-phone functionality to our customers.

XBP's IVR is already in place. If you decide you want a Villa Rica specific toll-free phone number, this will take 2-3 days to configure. You simply request it from us, and we will then let you know when it's configured and ready for use. You would then switch the phone number on your phone system to reroute IVR calls to the new phone number.

- 4.6 Provide a list of outages of the IVR over the previous 12-month period, including the date and time of the outage, whether they were scheduled or nonscheduled and the duration of outage.

Our IVR is hosted by a third-party and we provide them with an API to our system. As such, we don't have access to any records of their outages (if any). Since January 2019, XBP had 4-5 short-term outages of less than 2 hours when the IVR was slow to respond. We have now successfully determined the issue which led to the outages and we do not expect further disruption of service.

- 4.7 List any IVR Notifications such as payment due or delinquency notifications (email / phone / text) and does your solution provide payment from that notification?

We don't offer any outbound IVR notifications. None our outbound notifications via email and/or text for eBill delivery notice have a payment option at present. The notifications give the customer a hyperlink that they can click to be taken to their account login page for payment.

SECTION 5: WEB / ONLINE SERVICES

- 5.1 Who will host the webpage(s) and support the web infrastructure of the application (our organization or the bidding company / affiliate / 3rd party)?

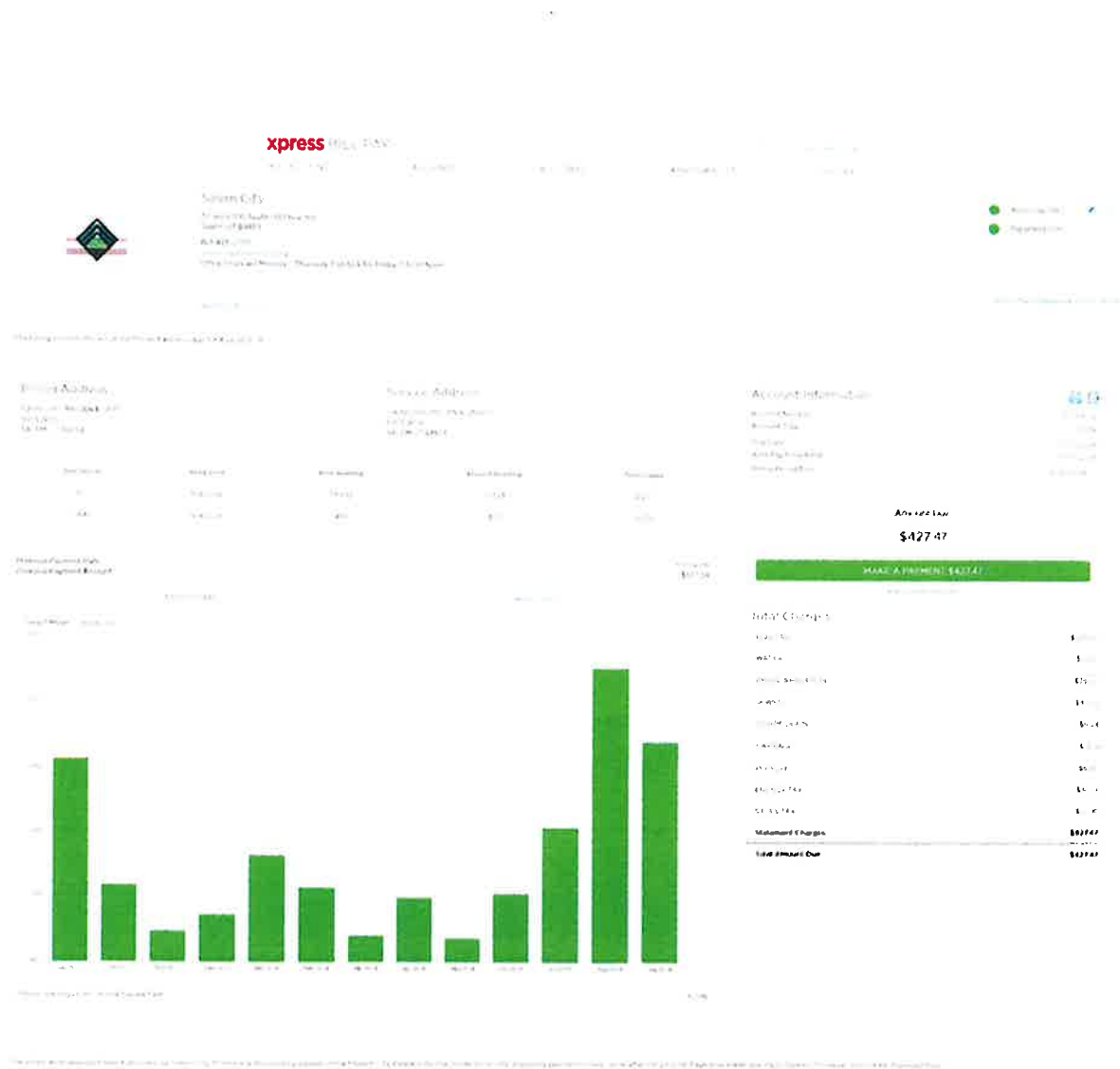
XBP

- 5.2 How does the customer access the web interface?

They can access it via the "Online Payments" link on the city's website. They can access it via www.xpressbillpay.com. They can also access it via the Xpress Bill Pay iOS app. Android app is scheduled for release in June 2019.

- 5.3 Is the web interface configurable? Please provide a sample screenshot.

There is limited configurability in that you can choose to configure a graph or not configure a graph. Here is a screenshot of my online utility bill:



5.4 Do you support enrollment from your on-demand web interface?

We do not currently have an on-demand or guest checkout option. We have designed one, but it's still in the early stages. Part of the design is to allow enrollment when making an on-demand payment.

5.5 Describe how your solution supports multiple accounts paid as part of a single transaction or as separate transactions? Are there limitations to the number of accounts that a user can view and pay as part of this feature?

You customer can link all their utility bills (and non-utility bills if we have exported them from a Caselle module) to a single XBP login. They could then choose to pay the separately if they choose, or they can pay them all together as a single lump sum transaction. Although it's a single transaction, each account that makes up the transactions will import and post individually into

Caselle without you needing to manually adjust the payment information. There are no limits to the number of accounts that a user can view and pay as part of this feature.

- 5.6 What additional functionality do you provide to speed the payment process and enhance the user experience?

Auto Pay allows customers to setup their payment details one time and have the payment auto recur thereafter so they never have to log in again. For those customers that choose to login to pay each time, we collect, encrypt, and store their card information (in our PCI Level 1 Compliant environment) for future use, so they don't have to continually re-enter their payment information.

- 5.7 Explain how a customer can receive an Electronic bill presentation with the same look as printed bill with regard to proposed solutions.

The online bill display is a standard format for all Caselle customers, so it will not likely appear the same as the city's printed statements. However, the online bill display includes account information, meter readings, usages, and a breakdown of charges. The online display can also include usage graphs and a customized message from the city. Your customers can create a PDF file of the online bill display.

SECTION 6: OPERATIONAL CAPABILITIES

- 6.1 Explain how we will receive money for payment transactions from your service.

You will receive gross payments. Your fees will be invoiced the month after the transactions occurred.

- 6.2 How are returned items handled and communicated back to us?

When a transaction is returned, a new transaction is created along with a unique receipt transaction number. The returned item is then posted back to Caselle. The city can view the returned items in their XBP reports, or a customization can be created to email the city whenever a return occurs. I do not show that the city has the return email notification configured currently. This can be configured at no charge.

- 6.3 What security measures and fraud prevention measures does your solution(s) have in place?

As mentioned previously, we are PCI Level 1 compliant. We utilize captcha to prevent bots from creating fraudulent accounts. We require customers to create unique logins via email and we require their passwords to have minimum lengths and variable characters.

- 6.4 What are your disaster recovery procedures in case of service center failures?

We have redundant database servers which replicate in real-time and can be restored in a new facility in hours in the event of a service center failure. We are currently implementing a redundant service center, which we expect to have in place by June 2019.

6.5 Provide examples of quality control and system monitoring?

We have data integrity scripts that run and verify the data every 2 hours. If any anomalies are found, alerts are sent to our team for immediate review and attention. We have a third-party site (24x7.com) which monitors our servers for uptime and reliability. We are notified by them in 5 minutes of any outages. We have an SQL enterprise monitor which alerts us to any slow database queries or processes, so we can correct any issues causing slowness.

6.6 Describe the standard reports available to us and the method by which our staff would access the data?

Staff can access various real-time reports via their XBP admin login. Here are the reports:

Unsettled & Settled Transaction Reports are real-time reports showing transaction data the moment the transaction is processed. Various search filters allow you to narrow your search to find any specific transaction. When necessary, voids and refunds can be processed from these reports.

The Department Details Report will breakdown receipted payments into different categories, if you are receipting payments for multiple departments or items.

The Reconciliation Report is one of the most important tools offered by Xpress Bill Pay. The Reconciliation Report shows you the breakdown of your online payments in the same way they deposit to the bank – match the report with your bank statement and your Caselle General Ledger.

The Customer Report shows all your customers that have created an Xpress Bill Pay account, as well as the options they've chosen, such as paperless billing and Auto Pay.

6.7 Please provide a description and example of month-end and year-end reports that are available from system. Include whether there are optional features, such as standard formatted, online reports vs. customized, paper reports.

The city is already familiar with XBP's reports. We are currently working on an enhancement that will allow you to save your report filters. So if you regularly run a report with specific report filters selected, you can save that report for future use and quickly re-run it.

SECTION 7: CLIENT SUPPORT

7.1 Describe your company's customer support including days and hours of operation and staffing levels. How does a customer report and resolve a problem? What are the service level agreements for responding to problems?

XBP has its own in-house Support team. We offer phone and email Support to end users on Monday – Friday from 8am – 5pm Mountain time. We offer phone and email Support to city admin users on Monday – Friday from 7am – 5pm Mountain time. Emails are monitored and answered by Support over weekends and holidays. Our Support team is currently comprised of

12 employees. On most days, phone calls and emails are resolved by the end of the day (5pm Mountain time), however, Service level agreements allow for 48 hours.

7.2 What resources will be required of the City of Villa Rica to maintain, administer and monitor your solution?

The city will need to generate and upload utility bills to the XBP system after each new billing is created in Caselle. The city will need to run Caselle's Process Online Payments on a daily basis (at least until implementing real-time payment posting). The city will also need to reconcile bank accounts monthly.

7.3 If multiple services are selected, will each channel/service require a separate tool and login?

No. All XBP solutions can be accessed from your single admin login.

7.4 Describe technical support capabilities, available hours, how the issues are tracked, and the escalation process. What software tool is used for this process?

XBP End User Support handles all customer questions regarding using the XBP system: account creation, making a payment, scheduling a payment, setting up a recurring Auto Pay, etc. for setup, etc. XBP Admin Support handles all city admin questions related to using the XBP system, as well as, recommended daily and monthly processes. The XBP Admin Support team is knowledgeable of Caselle software and processes, but they do not provide support for Caselle software. Support hours were described above in 7.1.

All reported bugs and enhancement requests are tracked via Salesforce.com's online ticketing system. When we are notified of a bug on the website or an enhancement request comes in, our Support team will research the issue to gather information and attempt to recreate any bugs, after which a Salesforce.com case is created and the issue is escalated to our Development team and assigned a priority. Bug fixes are assigned the highest priority. Once a case reaches Development, they will review and fix the affected code in our test environment, quality assurance reviews/tests the fixes, and the reviewed repair is then deployed to our live environment.

7.5 What training is provided?

Typically, we would provide on-site training to a new site. However, since you are already an XBP customer, no training would be required. If additional training is desired, we will provide online training free of charge. If you'd like to have an XBP trainer visit the city on-site to train your staff the cost is \$500.00 plus roundtrip airfare (we fly out of Salt Lake City) and 2-night hotel stay.

7.6 How are client-requested changes handled? What is the time frame from the request to having the change live in production?

Bugs to the existing website are typically fixed and repairs deployed within 24-48 hours, depending on both the complexity and urgency of the bug. Enhancements requests must go through a scoping review process, development, quality assurance testing, and then are released as part of during semimonthly deployments, time frame is contingent on both the complexity and urgency of the enhancement request.

SECTION 8: PRICING SCHEDULE

8.1 Detail all hardware, software, and all material resources required to operate the proposed solutions.

Nothing new is required. If real-time payment posting with Caselle is desired once beta testing is complete, then you would need to have Caselle install their COWS web service. We have been told there would be no charge to current XBP customers to have COWS installed. If you want to have online display/payment of Business License Renewals, then we will have to configure your Caselle software to export this data.

8.2 Provide a detailed price list for all costs, including any optional costs, to implement each solution as described in your response.

There are no additional setup fees to be paid if the city continues with its current XBP services.

Business License Renewal online display/payment has a one-time setup fee of \$500.00.

XBP API integration with other third-party providers have not cost from XBP. However, the third-party providers may have some costs, you'd need to confirm with them.

8.3 Provide a detailed price list for on-going costs, including optional items, of providing each solution as described in your response.

Current pricing for current services provided will remain the same.

Business License Renewal online display/payments would have current transaction fees.

XBP API integration with other third-party providers would have current transaction fees for payment processed via those providers.

Here is the city's current pricing:

Gateway Fees

Credit/Debit Card (per transaction)*	\$0.34
eChecks (per transaction)	\$0.44
Bank Bill Pay Consolidation (per transaction)	\$0.20
IVR Phone Payments (per transaction)	\$0.95
Live-Operator Phone Payments (per transaction)	\$0.95
EFT Returned Items (when applicable)	
Invalid account or unable to locate account (per return)	\$6.00
NSF or Closed Account (per return)	\$12.00
Customer Stop Payment (per return)	\$27.00
XBP Deposit Account Withdrawals	
(6 free per month, then \$6.25 per withdrawal)	

Monthly Support & Hosting Fee

\$75.00 minimum

(\$0.015 per billing statement hosted. Minimum \$75.00)

Monthly Account Keeping Fee

\$19.00

**Merchant service fees are billed directly to the city by Chase Paymentech.*

8.4 Provide a pricing schedule of any other costs of items that may relate to any proposed solution as other features or options for the City of Villa Rica to consider.

XBP is not proposed any new services other than those listed above with pricing listed above.

8.5 Discuss various options for passing fees onto the customers.

DISCUSSION OF PAYMENT FEES:

There are 3 types of fees allowed today by the card companies:

- 1) Surcharges – allow % based fees, the fees can be charged in any payment channel, and they can be charged on Auto Pays. However, they are only allowed on credit transactions and are NOT allowed on debit transactions. For most organizations nearly 70% of all their card transactions are debit cards. Additionally, Xpress Bill Pay does not support surcharges.**
- 2) Service Fees – allow % based fees, the fees can be charged in any payment channel, and they can be charged on Auto Pays. However, they are NOT allowed on utility payments, but they are allowed on other government entity payments. Xpress Bill Pay supports service fees for all government payments except for utilities due to the card companies' regulations.**
- 3) Convenience fees – % based fees are NOT allowed (only flat fees like \$2.00 allowed), the fees can only be charged in an alternative payment channel (your primary payment channel of over the counter cannot assess the fee), the fees are NOT allowed on Auto Pays. Xpress Bill Pay supports convenience fees but follows the rules and regulations of the card companies.**

NOTE: I realize that other companies may not be complying with the rules regarding fees, but I assure you these are the rules. Below I direct you to the correct section in Visa's rules and regulations (which are listed on their website), where these rules can be reviewed.

We do not support Surcharges, so they are not an option for you with Xpress Bill Pay. Plus, surcharges are NOT allowed on debit cards. It's likely that about 70% of your total transactions would be debit cards, so surcharges aren't a good idea anyway.

Service fees are not allowed for utility payments, so they aren't an option for utilities but could be assessed on your non-utility payments. That leaves Convenience fees as your only option for utilities...

CONVENIENCE FEES:

The Card Brands (i.e. – Visa, MasterCard, Discover, American Express) all have varying rules for how fees can be assessed. However, they all have a rule similar to Visa's that convenience fees are:

"Applicable to all forms of payment accepted in the payment channel"

This means that whatever fee you charge for their payment type, you have to assess the same fees to all other payment types. Visa's rules are the most stringent. Consequently, Visa's rules become the rules you need to abide by.

To access Visa's credit card rules:

1 – <https://usa.visa.com/dam/VCOM/download/about-visa/visa-rules-public.pdf>

2 – Convenience Fee rules can be found starting on page 366 in the document.

3 – You are only concerned with the rules regarding the U.S. Region.

Here are the highlights:

Convenience fees are allowed for all payment types. However, convenience fees:

- Must be flat fee based, not % based and not tier based.**
- Must only be charged in an alternative payment channel, meaning it cannot be charged on face-to-face or over-the-counter transactions.**
- Cannot be charged on recurring Auto Pay transactions.**
- The same flat fee must be assessed on all payment types accepted, meaning not just credit cards but eChecks too if they are accepted.**

NOTE: If charging convenience fees, you will not receive the cheaper utility interchange rates, but will pay the E-commerce interchange rates.

SERVICE FEES:

In order to assess service fees, you have to be signed up for Visa's Government and Higher Education Payment Program. Non-Utility, Government payments can be approved for this program. Utilities, however, do not qualify for this program. We've tried it, Visa rejected utilities.

To access Visa's credit card rules:

1 – <https://usa.visa.com/content/dam/VCOM/download/about-visa/visa-rules-public.pdf>

2 – Convenience Fee rules can be found starting on page 368 in the document.

3 – You are only concerned with the rules regarding the U.S. Region.

Here are the highlights:

Service fees are allowed for only non-utility payment types (utilities are MCC 4900 and are not listed as an allowed MCC) and they:

- Can be % based.**
- Can be charged in all payment channels.**
- Must be assessed as a separate transaction.**

(Above I have provided you with a link to Visa's Rules and Regulations. Visa typically updates these twice a year: April and October. They will likely update this sometime in April 2019, at which point it's highly unlikely the wording of convenience fees changes, however, it is highly likely that the section will then be listed on a different page. If needed, I can send you an updated link and page # after the new document is released sometime in April 2019.)

RECOMMENDATION:

XBP ensures that all the potential cost saving measures are put in place, so I'd recommend not assessing any fees (at least for utilities). *(Remember, we don't offer surcharging which can't be done on debit cards anyway, service fees aren't allowed for utility payments, and convenience fees have lots of restrictions around when you can and can't charge them.)* If you charge fees, it will discourage customer usage. We offer eChecks as a payment option, which are cheaper than credit/debit cards. We also give your customers a paperless billing option, which will likely saves you \$0.50 or more on printing and postage. In addition, our system fully integrates with your Caselle software and to save you time on data entry, customer phone calls, bank reconciliation, etc.

However, the Xpress Bill Pay system does allow the city to assess convenience fees (and/or service fees) if this is the direction you decide upon. In that case, the city would keep its merchant accounts and pay all the fees and then notify Xpress Bill Pay of the convenience fee \$ amount you would like us to assess on those transactions that qualify for convenience fees.



Payment Card Industry (PCI) Data Security Standard

Attestation of Compliance for Onsite Assessments – Service Providers

Version 3.2.1

June 2018

Section 1: Assessment Information

Instructions for Submission

This Attestation of Compliance must be completed as a declaration of the results of the service provider's assessment with the *Payment Card Industry Data Security Standard Requirements and Security Assessment Procedures (PCI DSS)*. Complete all sections: The service provider is responsible for ensuring that each section is completed by the relevant parties, as applicable. Contact the requesting payment brand for reporting and submission procedures.

Part 1. Service Provider and Qualified Security Assessor Information

Part 1a. Service Provider Organization Information

Company Name:	Xpress Solutions, Inc.		DBA (doing business as):	Xpress Bill Pay		
Contact Name:	Keith Jenkins		Title:	CEO		
Telephone:	(800) 768-7259 Ext. 913		E-mail:	kljenkins@xpressbillpay.com		
Business Address:	5252 Edgewood Drive, Suite 225		City:	Provo		
State/Province:	UT	Country:	USA		Zip:	84604
URL:	www.xpressbillpay.com					

Part 1b. Qualified Security Assessor Company Information (If applicable)

Company Name:	SecurityMetrics, Inc.				
Lead QSA Contact Name:	David Page	Title:	Sr. Security Analyst		
Telephone:	(801) 705-5607	E-mail:	aoc@securitymetrics.com		
Business Address:	1275 West 1600 North	City:	Orem		
State/Province:	UT	Country:	USA	Zip:	84057
URL:	www.securitymetrics.com				

Part 2. Executive Summary

Part 2a. Scope Verification

Services that were INCLUDED in the scope of the PCI DSS Assessment (check all that apply):

Name of service(s) assessed: XpressPay

Type of service(s) assessed:

Hosting Provider:

- ☐ Applications / software
- ☐ Hardware
- ☐ Infrastructure / Network
- ☐ Physical space (co-location)
- ☐ Storage
- ☐ Web
- ☐ Security services
- ☐ 3-D Secure Hosting Provider
- ☐ Shared Hosting Provider
- ☐ Other Hosting (specify):

Managed Services (specify):

- ☐ Systems security services
- ☐ IT support
- ☐ Physical security
- ☐ Terminal Management System
- ☐ Other services (specify):

Payment Processing:

- ☐ POS / card present
- ☒ Internet / e-commerce
- ☒ MOTO / Call Center
- ☐ ATM
- ☐ Other processing (specify):

☐ Account Management

☐ Fraud and Chargeback

☒ Payment Gateway/Switch

☐ Back-Office Services

☐ Issuer Processing

☐ Prepaid Services

☐ Billing Management

☐ Loyalty Programs

☐ Records Management

☐ Clearing and Settlement

☐ Merchant Services

☐ Tax/Government Payments

☐ Network Provider

☐ Others (specify):

Note: These categories are provided for assistance only, and are not intended to limit or predetermine an entity's service description. If you feel these categories don't apply to your service, complete "Others." If you're unsure whether a category could apply to your service, consult with the applicable payment brand.

Part 2a. Scope Verification (continued)

Services that are provided by the service provider but were NOT INCLUDED in the scope of the PCI DSS Assessment (check all that apply):

Name of service(s) not assessed:		Not Applicable	
Type of service(s) not assessed:			
Hosting Provider: ☐ Applications / software ☐ Hardware ☐ Infrastructure / Network ☐ Physical space (co-location) ☐ Storage ☐ Web ☐ Security services ☐ 3-D Secure Hosting Provider ☐ Shared Hosting Provider ☐ Other Hosting (specify):	Managed Services (specify): ☐ Systems security services ☐ IT support ☐ Physical security ☐ Terminal Management System ☐ Other services (specify):	Payment Processing: ☐ POS / card present ☐ Internet / e-commerce ☐ MOTO / Call Center ☐ ATM ☐ Other processing (specify):	
☐ Account Management	☐ Fraud and Chargeback	☐ Payment Gateway/Switch	
☐ Back-Office Services	☐ Issuer Processing	☐ Prepaid Services	
☐ Billing Management	☐ Loyalty Programs	☐ Records Management	
☐ Clearing and Settlement	☐ Merchant Services	☐ Tax/Government Payments	
☐ Network Provider			
☐ Others (specify):			
Provide a brief explanation why any checked services were not included in the assessment:			

Part 2b. Description of Payment Card Business

Describe how and in what capacity your business stores, processes, and/or transmits cardholder data.	Xpress Bill Pay provides web and mobile applications to collect credit card payment data on behalf of city and state governments, enabling the government entity to provide an e-commerce solution to residents wanting to pay for utilities and other bills online. Xpress Bill Pay processes and transmits cardholder data as a payment gateway provider for these services. Cardholder data is also stored to allow for customers to create an online "wallet" to make scheduled payments.
Describe how and in what capacity your business is otherwise involved in or has the ability to impact the security of cardholder data.	Not Applicable

Part 2c. Locations

List types of facilities (for example, retail outlets, corporate offices, data centers, call centers, etc.) and a summary of locations included in the PCI DSS review.

Type of facility:	Number of facilities of this type	Location(s) of facility (city, country):
<i>Example: Retail outlets</i>	3	<i>Boston, MA, USA</i>
Corporate Office	1	Provo, UT, USA
Call Center	1	Provo, UT, USA
Data Center	1	Bluffdale, UT, USA

Part 2d. Payment Applications

Does the organization use one or more Payment Applications? ☐ Yes ☒ No

Provide the following information regarding the Payment Applications your organization uses:

Payment Application Name	Version Number	Application Vendor	Is application PA-DSS Listed?	PA-DSS Listing Expiry date (if applicable)
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	

Part 2e. Description of Environment

Provide a **high-level** description of the environment covered by this assessment.

For example:

- *Connections into and out of the cardholder data environment (CDE).*
- *Critical system components within the CDE, such as POS devices, databases, web servers, etc., and any other necessary payment components, as applicable.*

The assessment focused on:

- Application and database servers used to transmit, process, and store cardholder data.
- Call center processes and systems used to collect cardholder data over the telephone.
- Firewalls and network infrastructure used to transmit cardholder data and segment the CDE from other internal networks and from the Internet.

Does your business use network segmentation to affect the scope of your PCI DSS environment?

(Refer to "Network Segmentation" section of PCI DSS for guidance on network segmentation)

☒ Yes ☐ No

Part 2f. Third-Party Service Providers

Does your company have a relationship with a Qualified Integrator & Reseller (QIR) for the purpose of the services being validated?

☐ Yes ☒ No

If Yes:

Name of QIR Company:

QIR Individual Name:

Description of services provided by QIR:

Does your company have a relationship with one or more third-party service providers (for example, Qualified Integrator Resellers (QIR), gateways, payment processors, payment service providers (PSP), web-hosting companies, airline booking agents, loyalty program agents, etc.) for the purpose of the services being validated?

☒ Yes ☐ No

If Yes:

Name of service provider:	Description of services provided:
DataBank	Server and infrastructure co-location services
Plum Voice	Hosted IVR/VRU services
Paymentech, LLC	Payment processing

Note: Requirement 12.8 applies to all entities in this list.

Part 2g. Summary of Requirements Tested

For each PCI DSS Requirement, select one of the following:

- **Full** – The requirement and all sub-requirements of that requirement were assessed, and no sub-requirements were marked as “Not Tested” or “Not Applicable” in the ROC.
- **Partial** – One or more sub-requirements of that requirement were marked as “Not Tested” or “Not Applicable” in the ROC.
- **None** – All sub-requirements of that requirement were marked as “Not Tested” and/or “Not Applicable” in the ROC.

For all requirements identified as either “Partial” or “None,” provide details in the “Justification for Approach” column, including:

- Details of specific sub-requirements that were marked as either “Not Tested” and/or “Not Applicable” in the ROC
- Reason why sub-requirement(s) were not tested or not applicable

Note: One table to be completed for each service covered by this AOC. Additional copies of this section are available on the PCI SSC website.

Name of Service Assessed:		XpressPay		
PCI DSS Requirement	Details of Requirements Assessed			
	Full	Partial	None	Justification for Approach (Required for all "Partial" and "None" responses. Identify which sub-requirements were not tested and the reason.)
Requirement 1:	☐	☒	☐	1.2.2 - N/A - No routers are present in the Xpress Bill Pay CDE.
Requirement 2:	☐	☒	☐	2.1.1 - N/A - No wireless networks are in or connected to the Xpress Bill Pay CDE. 2.2.3 - N/A - No insecure protocols are in use. 2.6 - N/A - Xpress Bill Pay is not a shared hosting provider.
Requirement 3:	☐	☒	☐	3.4.c – N/A - Xpress Bill Pay does not use removable media for cardholder data storage or backups. 3.4.1 - N/A - Disk encryption is not used. 3.6.a - N/A - Xpress Bill Pay does not share encryption keys with customers or any other external entity. 3.6.6 - N/A - Manual, clear-text key-management operations are not used.
Requirement 4:	☐	☒	☐	4.1.1 - N/A - No wireless networks are in or connected to the Xpress Bill Pay CDE.
Requirement 5:	☐	☒	☐	5.1.2 - N/A - All systems in the Xpress Bill Pay CDE are protected by anti-virus software.
Requirement 6:	☒	☐	☐	
Requirement 7:	☒	☐	☐	

Requirement 8:	☐	☒	☐	8.5.1 - N/A - Xpress Bill Pay does not remotely access any customer premises.
Requirement 9:	☐	☒	☐	9.5.1 - N/A - Xpress Bill Pay does not create backups of cardholder data on removable or portable media. 9.6-9.6.3 - N/A - Xpress Bill Pay does not distribute media containing cardholder data. 9.7-9.7.1 - N/A - Xpress Bill Pay does not create or store hard copy media containing cardholder data. 9.8.1 - N/A - Xpress Bill Pay does not generate hard copy media containing cardholder data. 9.9-9.9.3 - N/A - No POI or POS devices are in use.
Requirement 10:	☒	☐	☐	10.8.1.b – N/A - No critical system or control failures have occurred since implementing the new monitoring process.
Requirement 11:	☒	☐	☐	11.2.3.b-c – N/A - No significant changes to the Xpress Bill Pay environment requiring rescans in the past 12 months.
Requirement 12:	☒	☐	☐	
Appendix A1:	☐	☐	☒	A1-A1.4 - N/A - Xpress Bill Pay is not a shared hosting provider.
Appendix A2:	☐	☐	☒	A2.1-A2.3 - N/A - No POI or POS devices are in use.

Section 2: Report on Compliance

This Attestation of Compliance reflects the results of an onsite assessment, which is documented in an accompanying Report on Compliance (ROC).

The assessment documented in this attestation and in the ROC was completed on:	March 29, 2019
Have compensating controls been used to meet any requirement in the ROC?	☐ Yes ☒ No
Were any requirements in the ROC identified as being not applicable (N/A)?	☒ Yes ☐ No
Were any requirements not tested?	☐ Yes ☒ No
Were any requirements in the ROC unable to be met due to a legal constraint?	☐ Yes ☒ No

Section 3: Validation and Attestation Details

Part 3. PCI DSS Validation

This AOC is based on results noted in the ROC dated March 29, 2019.

Based on the results documented in the ROC noted above, the signatories identified in Parts 3b-3d, as applicable, assert(s) the following compliance status for the entity identified in Part 2 of this document (**check one**):

☒	Compliant: All sections of the PCI DSS ROC are complete, all questions answered affirmatively, resulting in an overall COMPLIANT rating; thereby <i>Xpress Solutions, Inc.</i> has demonstrated full compliance with the PCI DSS.						
☐	Non-Compliant: Not all sections of the PCI DSS ROC are complete, or not all questions are answered affirmatively, resulting in an overall NON-COMPLIANT rating, thereby <i>Xpress Solutions, Inc.</i> has not demonstrated full compliance with the PCI DSS. Target Date for Compliance: An entity submitting this form with a status of Non-Compliant may be required to complete the Action Plan in Part 4 of this document. <i>Check with the payment brand(s) before completing Part 4.</i>						
☐	Compliant but with Legal exception: One or more requirements are marked "Not in Place" due to a legal restriction that prevents the requirement from being met. This option requires additional review from acquirer or payment brand. <i>If checked, complete the following:</i> <table border="1"> <thead> <tr> <th>Affected Requirement</th> <th>Details of how legal constraint prevents requirement being met</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Affected Requirement	Details of how legal constraint prevents requirement being met				
Affected Requirement	Details of how legal constraint prevents requirement being met						

Part 3a. Acknowledgement of Status

Signatory(s) confirms:

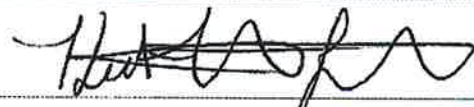
(Check all that apply)

☒	The ROC was completed according to the <i>PCI DSS Requirements and Security Assessment Procedures</i> , Version 3.2.1, and was completed according to the instructions therein.
☒	All information within the above-referenced ROC and in this attestation fairly represents the results of my assessment in all material respects.
☐	I have confirmed with my payment application vendor that my payment system does not store sensitive authentication data after authorization. N/A – None in use.
☒	I have read the PCI DSS and I recognize that I must maintain PCI DSS compliance, as applicable to my environment, at all times.
☒	If my environment changes, I recognize I must reassess my environment and implement any additional PCI DSS requirements that apply.

Part 3a. Acknowledgement of Status (continued)

- | | |
|-------------------------------------|--|
| ☒ | No evidence of full track data ¹ , CAV2, CVC2, CID, or CVV2 data ² , or PIN data ³ storage after transaction authorization was found on ANY system reviewed during this assessment. |
| ☒ | ASV scans are being completed by the PCI SSC Approved Scanning Vendor SecurityMetrics. |

Part 3b. Service Provider Attestation



Signature of Service Provider Executive Officer ↑	Date: 3 / 29 / 19
Service Provider Executive Officer Name: Keith Jenkins	Title: CEO

Part 3c. Qualified Security Assessor (QSA) Acknowledgement (if applicable)

If a QSA was involved or assisted with this assessment, describe the role performed:	A QSA was engaged to perform an onsite assessment against PCI DSS version 3.2.1 requirements.
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Signature of Duly Authorized Officer of QSA Company ↑	Date: 3/29/2019
Duly Authorized Officer Name: David Page	QSA Company: SecurityMetrics, Inc.

Part 3d. Internal Security Assessor (ISA) Involvement (if applicable)

If an ISA(s) was involved or assisted with this assessment, identify the ISA personnel and describe the role performed:	Not Applicable
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¹ Data encoded in the magnetic stripe or equivalent data on a chip used for authorization during a card-present transaction. Entities may not retain full track data after transaction authorization. The only elements of track data that may be retained are primary account number (PAN), expiration date, and cardholder name.

² The three- or four-digit value printed by the signature panel or on the face of a payment card used to verify card-not-present transactions.

³ Personal identification number entered by cardholder during a card-present transaction, and/or encrypted PIN block present within the transaction message.

Part 4. Action Plan for Non-Compliant Requirements

Select the appropriate response for "Compliant to PCI DSS Requirements" for each requirement. If you answer "No" to any of the requirements, you may be required to provide the date your Company expects to be compliant with the requirement and a brief description of the actions being taken to meet the requirement.

Check with the applicable payment brand(s) before completing Part 4.

PCI DSS Requirement	Description of Requirement	Compliant to PCI DSS Requirements (Select One)		Remediation Date and Actions (If "NO" selected for any Requirement)
		YES	NO	
1	Install and maintain a firewall configuration to protect cardholder data	☐	☐	
2	Do not use vendor-supplied defaults for system passwords and other security parameters	☐	☐	
3	Protect stored cardholder data	☐	☐	
4	Encrypt transmission of cardholder data across open, public networks	☐	☐	
5	Protect all systems against malware and regularly update anti-virus software or programs	☐	☐	
6	Develop and maintain secure systems and applications	☐	☐	
7	Restrict access to cardholder data by business need to know	☐	☐	
8	Identify and authenticate access to system components	☐	☐	
9	Restrict physical access to cardholder data	☐	☐	
10	Track and monitor all access to network resources and cardholder data	☐	☐	
11	Regularly test security systems and processes	☐	☐	
12	Maintain a policy that addresses information security for all personnel	☐	☐	
Appendix A1	Additional PCI DSS Requirements for Shared Hosting Providers	☐	☐	
Appendix A2	Additional PCI DSS Requirements for Entities using SSL/early TLS for Card-Present POS POI Terminal Connections	☐	☐	





FIFTH THIRD BANK

Response to RFP

April 30, 2019

Presented to:

City of Villa Rica



April 30, 2019

Ms. Louise Clark

Asst. Finance Director
City of Villa Rica
571 West Bankhead Highway
Villa Rica, GA 30180

Dear Ms. Clark:

Fifth Third's Treasury Management solutions are designed to maximize your working capital. Now, more than ever, it's important to select a banking partner that understands your business requirements, has your best interests at heart, and exhibits sound leadership and stability. We believe Fifth Third is that partner.

Fifth Third's proposal demonstrates that we understand your business environment. Our recommendations are designed to address the challenges you have identified, including

- Presenting one vendor to offer all payment options, streamlining payment options for thousands of customers, and offering the option to pass on fees to customers, multiple payment channels

More importantly, our proposed solution addresses the business results and improvements you hope to achieve. Those results include:

- A full suite of internet-based Treasury Management Services, including a billing and web payment portal, faster implementation and results, and several different payment methods which the City of Villa Rica can elect to offer.

Within our proposal, we'll highlight Fifth Third's business strengths and differentiators that demonstrate why we are confident that we are the best choice for the City of Villa Rica. We will serve your business as a trusted advisor and use our experience to address your specific business needs—both now and in the future.

Thank you for this chance to present our solutions. We look forward to the prospect of serving the City of Villa Rica with customized and comprehensive banking solutions for many years to come.

Sincerely,

Therese Konis, Vice President
Relationship Manager
Fifth Third Bank
3344 Peachtree Rd NE, Ste 1000
Atlanta, GA 30326
(404) 789-3102 Office
Therese.Konis@53.com

Heather Cash, Vice President
Treasury Management Officer
Fifth Third Bank
3344 Peachtree Rd NE, Ste 1000
Atlanta, GA 30326
(404) 279-4532 Office
Heather.Cash@53.com

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Executive Summary

Your Situation – Our Understanding

Fifth Third plays an important role in helping our public sector clients capitalize on revenue-generating and cost reduction opportunities with customized solutions that help meet your budget while fulfilling obligations to constituents in a fiscally-sound manner.

Fifth Third Bank Value Proposition

Fifth Third Bank greatly appreciates the opportunity to respond to the City of Villa Rica RFP for Municipal Payment Options. Our Treasury Management team will strive to deliver innovative alternatives to traditional banking that consistently add value to your operations and align with your needs. Our proposal provides detailed information on how we will serve your entity through innovative solutions and exceptional client service to ensure we meet and exceed your needs and objectives.

OUR BACKGROUND

Fifth Third Bank develops and maintains relationships with business, government, and professional clients through customized financial solutions. Our comprehensive and competitive offerings span from traditional lending, depository and treasury management products to global cash management, foreign exchange and international trade finance, derivatives and capital markets services, asset-based lending, real estate finance, public finance, commercial leasing, and syndicated finance.

Fifth Third Bancorp

Fifth Third's growth and innovation reflects the economic strength, vitality, and can-do attitude of the markets we serve. The Fifth Third brand began in 1908; however our company's roots extend back over 150 years when our original institution, The Bank of the Ohio Valley, was founded in 1858. The bank expanded into Chicago and Northern Indiana in 2001, acquiring market share through investment in the best people, outstanding client service, and an unwavering commitment to the community.

Fifth Third Bank, Atlanta

Fifth Third Bank entered the Atlanta market in 2008 with the acquisition of First Horizon Bank. Since that time, we have grown from 50 employees to over 230 and have increased our market share by 269%.

Our business model of affiliate organizations is based on a simple concept: use a common approach everywhere we can, and customize it where it counts most –with the client. The advantage of this approach enables faster decision-making, while making it more personal since the bank's Senior management team lives and works in the communities we serve.

Fifth Third was the first financial institution in the country to establish a Corporate Foundation, and we carry that spirit of giving and service to the local communities we serve. As an example, our Georgia affiliate supports many groups, ranging from Metro United Way, Relay for Life, and local schools, to Fifth Third Bank Broadway in Atlanta. We also embrace and support our diverse community through events such as the Black Cinema Café and by funding the Dave Ramsey Financial Freedom program to over 35 metro area high school students in low and moderate income areas. Successful companies know that selecting the right banking partner can significantly impact their chances for business success. At the highest level, however, it's important to know that Fifth



FIFTH THIRD BANK

Executive Summary

Fifth Third has the financial strength and demonstrates the thought leadership that you should demand from your bank. Our length in business is testimony to our adherence to the principles of hard work and our commitment to follow disciplined and sound business practices. But Fifth Third's reputation for excellent service and financial strength stems from an unwavering practice of listening to our clients and building financial products and delivery models that solve increasingly complex financial needs.

In a business climate where many banks are struggling, Fifth Third retains its position as one of the largest and most secure financial institutions in the United States. With over \$146 billion in assets, we operate 1,121 full-service banking centers and more than 2,400 ATMs. To serve the full scope of our clients' financial needs throughout an 11-state market, Fifth Third operates four core business units: Commercial Banking, Branch Banking, Consumer Lending, and Investment Advisors.

SPECIALIZED APPROACH WITH GOVERNMENTAL ENTITIES

- Our Government and Institutional Banking Group provides experienced Relationship Managers and Treasury Management Officers who serve the unique needs of governmental entities, non-profit organizations, and educational institutions.
- This group is knowledgeable in determining the most valuable solutions for governmental entities, including deposit accounts, treasury management services, investments, and financing.
- The Fifth Third approach provides a dedicated relationship team that works closely with clients to provide valuable solutions and consultative services for current and future growth objectives.
- Dedicated Client Advisors and a highly skilled Premier Commercial Support Center offer special service for day-to-day operational issues and contact.

For further information about Fifth Third Bank, including Corporate and Financial highlights, please refer to the Fifth Third Bank Fact Sheet located in the Attachments. Complete financial and regulatory information may be obtained on our website at:

<http://phx.corporate-ir.net/phoenix.zhtml?c=72735&p=irol-IRHome>

OPPORTUNITIES TO IMPACT YOUR BUSINESS

Fifth Third serves many organizations like the City of Villa Rica. Yet more important is our familiarity with the local markets we serve, coupled with our culture of listening to clients, which helps ensure that we fully and completely understand the specific needs of your City. It's important for you to partner with a bank that can offer solutions to meet those needs.

RESULTS THAT IMPROVE YOUR ORGANIZATION

As an organization that truly values serving our community through our governments and municipalities, it is important to us that the City of Villa Rica achieves tangible, measurable results that add value, promote growth, and ensure the long-term health and stability of your City. The needs of your organization are at the center of our service delivery model. As funds flow in and out of your organization, we allow you to manage and access timely information that enables you to better invest, grow, and protect the resources of your citizens. This overall approach is illustrated as follows:



FIFTH THIRD BANK
Page 5

Executive Summary

Integrated Receivables:

- Optimize collection Services
- Improve cash posting
- Streamline processes

Integrated Payables:

- Optimize payment mix
- Improve controls and risk management
- Streamline processes

Page 5



Liquidity Management:

- Implement optimal account structure
- Insure liquidity and maximize return

Information Management:

- Management reporting
- Transaction details

Treasury Management Framework – Fifth Third takes a holistic approach to your treasury needs.

In our evaluation of your needs, Fifth Third has developed some specific recommendations of products and services that will help Villa Rica achieve its desired results.

WHY CHOOSE FIFTH THIRD?

Successful companies know that selecting the right banking partner can significantly impact their chances for business success. Later in this proposal, we highlight some specific business strengths that we believe are most relevant to the City of Villa Rica. At the highest-level, however, it's important to know that Fifth Third has the financial strength and demonstrates the thought leadership that you should demand from your bank.

Our innovation in technology solutions and client services programs, coupled with a reputation for leadership in industry best practices, gives you the assurance that we will be ready to meet your current and future needs. Finally, Fifth Third specializes in, and is committed to, the unique and demanding requirements of commercial and government customers.

ABOUT THIS PROPOSAL

We appreciate this chance to demonstrate Fifth Third's capabilities and express our desire to work closely with Villa Rica. This proposal describes how Fifth Third can help you address current business challenges and achieve your most important goals. But beyond describing our recommended solutions, the proposal also presents salient points about who we are, how we do things, and why we represent the best financial partner for the City of Villa Rica.

As you review this proposal, please make note of any questions that arise or points you would like us to clarify further. We welcome your feedback and look forward to continuing our discussions about how Fifth Third Bank can best serve your business and financial needs.



FIFTH THIRD BANK
Page 6

Responses

Section 1: Company Background and Experience

1.1 Describe your firm's experience in providing similar processing services for other clients.

Fifth Third has offered information reporting services and payment origination since 1984. Fifth Third offers a full suite of Internet-based Treasury Management services including Information Reporting, ACH Origination, State and Federal Tax Payments, Book Transfers, Stop Payments, and Wire Transfer Initiation services since 2001 through Fifth Third Direct, our single-sign on portal. Fifth Third has offered a billing and web-based payment portal since 2007. Fifth Third Bank partners with Transactis as a reseller of their Electronic Bill Presentment and Payment solution, Biller Direct, and as an investor in the company. Transactis provides leading SaaS solutions designed to transform traditional paper billing and payment processing by enabling businesses of all sizes to replace paper bills, statements, invoices, payments and documents with more efficient digital alternatives. Transactis has more than 1000 Billers.

1.2 How many years have you provided these services and how many clients do you currently have? Please provide a list of your Georgia governmental and non- governmental accounts.

Fifth Third has offered billing and web payment portal solutions since 2007. Fifth Third Bank partners with Transactis as a reseller of their Electronic Bill Presentment and Payment solution, Biller Direct, and as an investor in the company. Client lists are considered confidential information and cannot be disclosed. Fifth Third currently has 75 Biller Direct clients. Transactis has more than 1000 Billers.

1.3 Please provide three (3) references, with an overview of the services in use, contact information for each to include: company name, address, contact person, phone and email address.

While exact services used by our clients are considered confidential between Fifth Third and our client, when serving as a reference, the client can disclose this information to the City when contacted.

Chapter 13 Trustee – Ohio
Keith L. Rucinski, Trustee
Natalie Everly, Controller
P: 330-762-6335 ext 229
E: neverly@ch13akron.com



Responses

IT & Systems
Paul R. Chael
Jake Stuer
P: 219-650-4017
E: Jake@pchael13.com

DXC Technology
Joni LaFata
Finance Manager
317-488-5381
E: Joni.Lafata@DXC.com

1.4 Please provide a listing of any litigation, judgments, claims, arbitration proceedings, suits, bankruptcy or reorganizations that may have occurred during the past five years.

Fifth Third Bank is an indirect, wholly-owned subsidiary of Fifth Third Bancorp. Fifth Third Bancorp is subject to the Securities Exchange Act of 1934 and, consequently, is subject to Regulation FD, which governs its release of material information. Fifth Third Bancorp files periodic reports with the Securities and Exchange Commission, including its Annual Report on Form 10-K, its Quarterly Reports on Form 10-Q, its Current Reports on Form 8-K and other periodic filings. Detailed information regarding any material legal proceedings, if any, related to any of the questions in this section will be disclosed in such filings. Fifth Third Bancorp's filings are available to the public from the Securities Exchange Commission's website at www.sec.gov or from fifth Third Bancorp's web site at www.53.com.

1.5 Provide documentation to reflect compliance with the Payment Card Industry standards and successfully completed audit with in the past 12 months.

PCI Compliance Certification/ Attestation of Compliance is included as a separate attachment.

Fifth Third Information Security Policies are derived from regulatory and industry requirements, including but not limited to GLBA, FFIEC, HIPAA, ISO 27001 and PCI DSS, and establish controls for protecting the confidentiality, integrity and availability of information technology resources. Information Security develops and maintains security specific standards in support of these policies.

Transactis is compliant with all applicable compliance mandates, state laws, regulatory requirements, and legislative requirements, regarding the protection of an individual's secure information relative to access and transmission of data.

Our customers can rely on the following external audits & assessments as positive proof that Transactis is compliant with all the policies of your company and with all applicable laws, rules, and regulations.



Responses

- 1) PCI Level ONE certification, Visa & MC Approved vendor listing
- 2) HIPAA Assessment
- 3) SOC 2 Type II assessment on the Effectiveness of the controls at a service organization
- 4) SOC 1 Type II SSAE-16-compliant reports from the two (2) Data Center providers.

1.6 Discuss security measures in place to protect against unauthorized persons obtaining this data.

Bank and credit card data is stored in encrypted format using software supporting the advanced encryption standard, AES-256.

The Biller Direct solution is hosted by Transactis. Details on logical and physical access controls are available in our SOC 2 Type 2 report. Transactis uses 2 nationally-recognized data center providers:

- 1) SunGard Availability Services LP (Production)
- 2) Savvis, Inc. (D.R. & Backup)

Both of those companies have SOC SSAE-16-compliant reports which address the physical and other controls upon which Transactis relies. SunGard and Savvis are also PCI-DSS certified. Transactis uses a nationally-recognized provider, Genesys.

Genesys has their own SOC SSAE-16-compliant report, which adds the physical and other controls upon which Transactis relies. Genesys is also PCI-DSS certified.

Authentication

For a standard Biller Direct site, the City will identify two data fields from the bill file, which will be used for authentication for one-time payers, as well as payers who wish to enroll. Payers will input the two authentication values, which will be validated against the Bill Load File.

Alternatively, the City can utilize Single Sign On (SSO). SSO is an advanced integration option that allows a Biller to authenticate the customer on their website prior to securely passing them to Biller Direct as an enrolled user where they can view and pay their bill. SHO and API integration options require the Biller to authenticate the payer on the Biller website prior to passing payment processing to Biller Direct.



Responses

Section 2: Overview of Solutions

2.1 List what solutions you are proposing to provide the city with payment options.

We propose the City use our electronic bill presentment solution, Biller Direct Express.

Recommendations

Fifth Third recommends that they City utilize our Fully Hosted Biller Direct Express site which includes IVR for City departments that require electronic bill presentment and payment. For departments that do not require electronic bill presentment the City can opt to utilize our Biller Direct QuickPay solution. Advanced integration options are available as well, should the City prefer to host any aspect of the electronic bill presentment and payment/IVR process.

Biller Direct Express (Fully hosted)

The City's Payers access the fully hosted Biller Direct Express sites through a link on the City's website. The link takes the Payer to the fully hosted, City of Villa Rica branded Biller Direct site, and from there the Payer can view invoices/bills, make payments, enroll, and view payment history. The fully hosted solution requires the City to upload or transmit bill files with invoice/bill details. Remittance details are included in an accounts receivable file and can be transmitted directly to the City, or it can be downloaded via the Biller Direct Administrative portal. A variety of real-time adhoc customer information and financial reports are available as well.

Advanced site integration options of Secure Hand Off (SHO), Single Sign On (SSO), and Application Program Interfaces (APIs) may be further explored if necessary.

QuickPay (Fully hosted for non-invoice related payments)

The City's Payers access the fully hosted QuickPay site by clicking a link on the City's website. The link will take the Payer to the fully hosted, City of Villa Rica branded QuickPay site, and from there the Payer can make non-invoice related payments. The Payer can select payment codes determined by the City from a drop down field. Additional payment details may be included in a free form text box. A remittance file that includes Payer name, reference number (unique identifier determined by the City for the Payer, must be entered twice before continuing to the payment screen), payment amount, payment code, and text from the freeform textbox can be downloaded from the QuickPay Administrative portal. The remittance file cannot be sent via direct transmission. A variety of real-time adhoc customer information and financial reports are available as well.

Biller Direct Express

By offering multiple payment channels, the City can enhance the client experience while helping reduce the number of late payments you receive. We give you the ability to do this with our Biller Direct Solution that provides easy-to-use, convenient ways to increase the payment options you offer your clients while accelerating your access to funds.

We can help you create a custom-branded Internet site or automated voice response (IVR) system,



FIFTH THIRD BANK

Responses

providing convenient, always-accessible channels to receive client payments. We can establish these channels quickly and provide customization for both.

Your clients simply access the web site or IVR system and authorize their payment. We then process the payment and credit your account. Our Biller Direct Solution can assist in reducing processing costs and increasing efficiency when compared to traditional paper-based receivables processing methods.

Payment types may include recurring payments or one-time payments. Additionally, we can consolidate payments with our Retail and Wholesale Lockbox Services, so you receive just one payment file encompassing both electronic and paper receivables activity.

Putting our proven Biller Direct Solution to work for the City will allow you to enjoy faster implementation and results. Your staff can continue working on their core competencies while we work to implement new receivables solutions that are consistent with your expectations.

Fifth Third's Approach Provides Flexibility For Your Customers



Responses

Multiple Payment Channels for your customers

 Web	• Your customers visit a hosted website to view their bill and make a payment • Your customer reviews submitted information, confirms, and is provided with a payment confirmation (email supported)
 CSR	• Customer provides payment information to a live agent, who enters the information and provides email or hard copy payment confirmation
 IVR	• Hosted Interactive Voice Response system (English or Spanish supported) • Customer provides required payment, account, remit info, authorizes, receives confirmation number
 Batch	• Supporting each channel above and more (kiosk, integration to an existing system of record) • Front-end platform collects payment information and sends secure request to a Web service then a payment is authorized and confirmation or rejection message is returned

Fifth Third's Electronic Bill Presentment and Payment Solution – Biller Direct Express– provides an easily deployed, fully-hosted, configurable solution to increase a client's payment options and channels. Our Biller Direct Solution Suite provides:

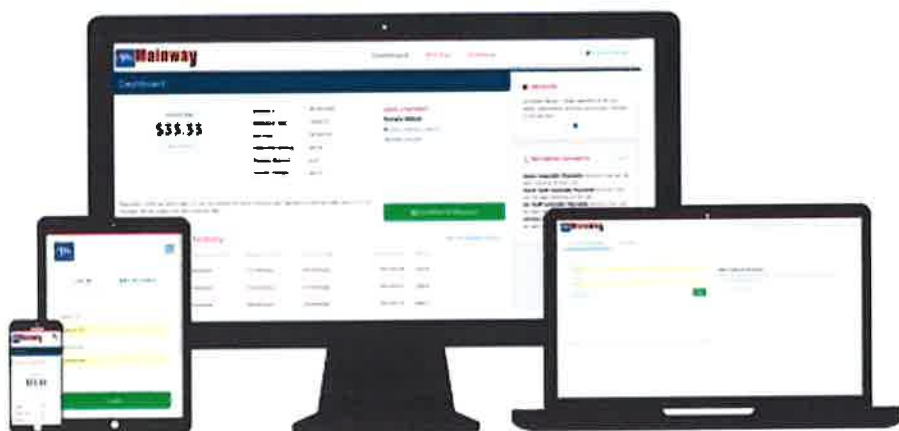
- Multiple Deployment Options to meet the client's user experience goals. (Fully Hosted Web Site, Single Sign-On, Secure Handoff and API);
- Multiple Payment Options to provide additional consumer choice in payments. (ACH, American Express, Visa, MasterCard, Discover);
- Multiple Payment Channels providing solutions for web, fully hosted IVR, customer service or collections initiated payments;
- Fully Hosted Option greatly reduces the PCI compliance requirements for our clients so they can focus on their core competencies;
- Integrated Posting Files streamlines client's IT resources and processes providing a total receivables solution for all payment types. (Lockbox, Internet Banking, ACH Debit, Web, CSR, and IVR initiated payments);
- Recurring Payment Option augments the consumer experience and provides greater convenience with recurring payments and auto payment options. Expedites receipt of payments from a consumer to the client;



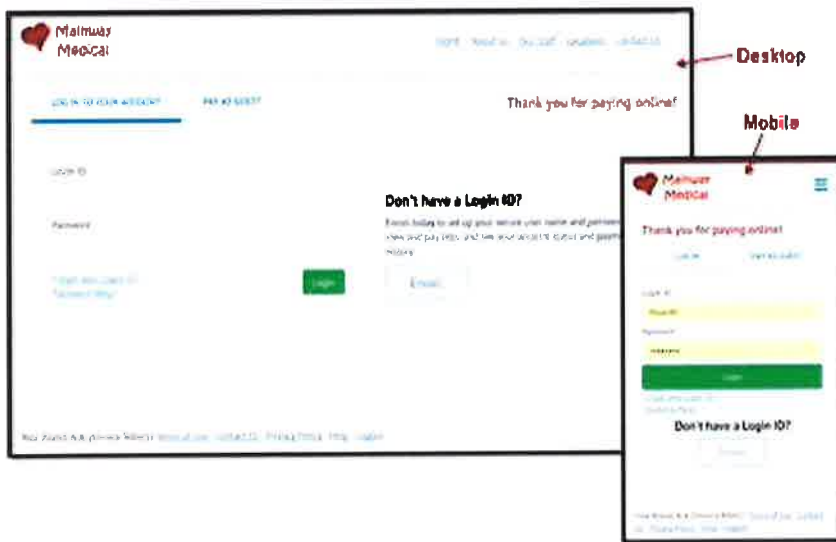
FIFTH THIRD BANK

Responses

- Online Customer Portal to provide real time tools to initiate payment research, enroll recurring payment schedules, manage customer accounts, and initiate payment reversals;
- Branding and Business Rules Customization supports our client's unique account rules to ensure consumers are authenticated, provide good biller account information, and support our client's branding standards.
- Summary and Full Presentment Options allow for even greater consumer adoption by seeing payment details online.



Responses

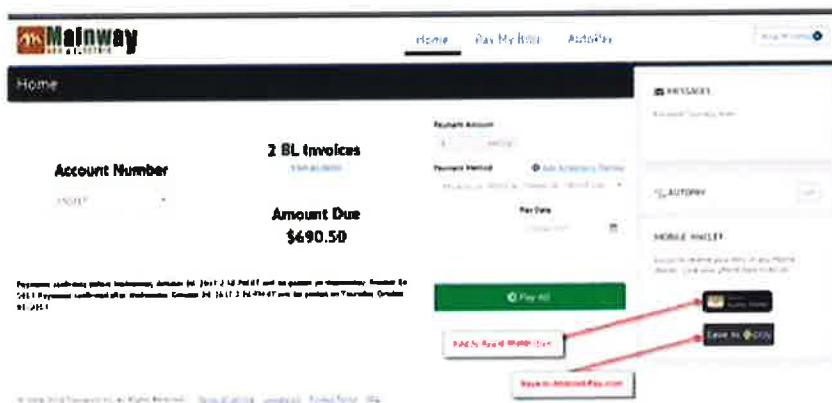


Notifications

Billers Direct offers the ability to send email notifications for customer enrollment, new bills being presented, and password reminders. The site-wide branding is included in the notification emails (logo and color schemes). Text notifications for new bill available, bill due, and past due are targeted to be available in mid-2019.

Fifth Third also plans to roll out Mobile Wallet notifications in 2019.

When a Biller has been enabled for the use of Mobile Wallet, consumers who log in to their website will see the Apple Wallet and Android Pay icons on their Home screen. Enrolled customers with Apple or Android devices can select the appropriate icon to enroll in the Mobile Wallet service.



Responses



2.2 What specific hardware or software must be purchased in conjunction with your proposed solution? If applicable, please explain and specify the cost(s) and model number(s).

No specific hardware or software must be purchased as the Biller Direct system is offered as a SaaS platform. All components are hosted and maintained by Transactis.

2.3 How much of your organization's capacity (facilities, hardware, software or staff) will be needed to support this opportunity? Describe how your application/ infrastructure can handle increasing transaction / user volumes.

Fifth Third has a robust operations team, and many clients using significant volumes of treasury services. Fifth Third Bank is appropriately staffed and has the capacity to meet the City's needs.

Section 3: On-Demand Electronic Payment Processing Solutions

3.1 Will a customer be required to create an account in order to make a payment (i.e. create a username and password)? Is there an option to make a payment without enrolling?

Biller Direct is a highly configurable solution and can be configured to meet the City's needs. The City can require customers to enroll (i.e. create an account with username and password) in order to make payments. The City can also opt to allow one-time payments (without requiring customers to enroll).

Responses

3.2 How do you provide multiple IVR and Web interfaces customized for Utilities, Court, Library, Parks, etc.? Are there separate customization and / or implementation fees for each? Should the City require separate sites due to branding or billing requirements, individual sites will be set up. Separate implementation and customization fees may apply depending on setup requirements and can be provided once full project scope is determined. Possible implementation fees are listed in the pricing section of this proposal.

3.3 What methods of payment does your solutions support? Does it include all card associations?

Billers Direct supports the following payment methods (the City can elect which to offer):

- ACH Preauthorized Debit
- Debit Account Options
 - Personal Checking
 - Business Checking
 - Personal Savings
 - Business Savings
- NACHA SEC Codes
 - WEB Web/online payments
 - TEL entry class for IVR payments and CSR Initiated entries
 - PPD for recurring payments
 - CCD for all transactions debiting a business account
- Credit Card and Debit Card
 - MasterCard
 - Visa
 - Discover
 - American Express

Signature Debit (MasterCard and Visa branded)

3.4 What payment types do you support (e.g., on-demand, scheduled, recurring)?

- The City can choose to offer any or all of the following payment types:
- Guest Payments (One-time Payments)
- Enrolled Payments – One-time and Recurring
- Future Dated Payments up to 30 days (Guest and Enrolled)
- Recurring Payment Options



Responses

- Consumer Initiated Payments
 - CSR Initiated Recurring Payments
- Recurring Payment Types:
 - Payment amount, amount due, or specific amount
 - Payment schedule, specific day of month, bill date, or due date
 - Fixed date, fixed amount (not triggered by bill)
 - Monthly, Bi-Weekly (every 14 days), Weekly – with fixed amount – to stop on a specific due date
- Recurring Payment Stops:
 - Set number of payments, set month/year, until cancelled, when amount due is equal to zero
- QuickPay – Fixed Date, Fixed Amount Only

3.5 How does your system accommodate a customer interested in future dating their payment(s)?

Payments can be future dated up to 30 days. The payment will be processed on the customers selected date.

3.6 How does your solution present bill data such as due dates and amount due to consumers?

Upon authentication, per the City's choice, the consumer will land on the Home Screen as displayed below.



Responses

Mainway Medical

Home Pay My Bills Schedule Automatic Payments [Payer31](#)

Home

Patient Number
333331 [View All](#)

8 Invoices

Amount Due \$890.64

Payment Amount \$ 890.64

Payment Method [Add a Payment Method](#)
Checking ****3456 VYSTAR CREDIT UNION ***

Pay Date 11/09/2015

[Pay All](#)

BILLER POSTING MESSAGE HERE

Previous Payments

Confirmation #	Payment Method	Payment Date	Total Amount	Status	Cancel Payment
3100003813	ACH	11/10/2015	\$294.66	Processing	X
3100003813	ACH	11/10/2015	\$294.66	Processing	X
3100003813	ACH	11/10/2015	\$294.66	Processing	X

Your Brand, N.A. (Invoice Biller) | [Terms of Use](#) [Contact Us](#) [Privacy Policy](#) [Help](#) [Logout](#)

MESSAGES
The holidays are coming- don't forget your flu shots!

SCHEDULE AUTOMATIC PAYMENTS [Add](#)

The Home screen shows summary information. From here the consumer can click on Invoices to be taken to the Pay My Bills screen at which point they can individually select invoices to view. If only one invoice or statement is loaded for the consumer, the bill will be displayed.

The Pay My Bills screen will list all outstanding invoices for a particular consumer. The consumer may view their invoice by clicking on the invoice icon. Note: for Billers that do not require multiple invoice presentment, Biller Direct may be configured to display only the Home screen.



Responses

Mainway Medical Home Pay My Bills Schedule Automatic Payments Payor31

Pay My Bills Due Date ADVANCED SEARCH

[Hide Account](#) [Schedule](#) [Export](#)

UNPAID	ALL	HISTORY		
BILLING DATE	DUE DATE	BILL ID	Amount Due	Payment Amount
PATIENT NUMBER 333333				
11/06/2015	12/06/2015	982U	98.22	98.22
10/27/2015	11/26/2015	ImV4B	192.14	192.14
10/25/2015	11/24/2015	ImV2	192.14	192.14
10/25/2015	11/22/2015	B94T	54.00	54.00
10/24/2015	11/23/2015	B94T	54.00	54.00
10/23/2015	11/22/2015	Dr Visit	192.14	192.14
10/23/2015	11/20/2015	98V	54.00	54.00
10/22/2015	11/21/2015	98V	54.00	54.00

MESSAGES
The holidays are coming- don't forget your flu shots!

PAYMENT SUMMARY
0 Invoices \$0.00
Total [Calculate](#)
[Remove All](#)

Payment Method [Add a Payment Method](#)
Checking ****3456 VYSTAR CREDIT UN ▼

Pay Date
11/09/2015

[Cancel](#) [Continue to Payment](#)

BILLER POSTING MESSAGE HERE

Your Brand, N.A. (Invoice Biller) | [Terms of Use](#) [Contact Us](#) [Privacy Policy](#) [Help](#) [Logout](#)

Bill Presentment

The customer will have the ability to view the details provided in the bill file by clicking the invoice icon. The City may choose one of 3 types of presentment options, Summary, Detailed or PDF.

1. Summary Bill Presentment allows Billers to deliver basic, limited information about the services or goods that have been delivered, such as billing date, amount due and due date.

Responses



Dean Fleming
136 Faith Way
Apt 801
Anytown, FL 44444

Mainway Medical
Address Line 1 sample
Address Line 2 sample
City sample, TX 12345

Patient Number	303030	Previous Balance	\$48.22
BILL ID	LBV2	Payment Received	\$48.22
Billing Date	11/08/2015	Current Charges	\$98.22
Due Date	12/08/2015	Amount Due	\$98.22

Please Pay This Amount \$98.22

Don't forget its flu season - get your flu shots now!

[Print](#)
[Close](#)

2. Detailed Bill Presentment allows Billers to deliver line item invoice detail to the Payers. It can be several columns of information, and can run to several pages.

Responses



Michael Connelly
136 Faith Way
Apt 801
Anytown, FL 44444

Mainway Medical
Address Line 1 sample
Address Line 2 sample
City sample, TX 12345

Patient Number	111112	Previous Balance	\$94.66
BILL ID	118A	Payment Received	\$94.66
Billing Date	11/05/2015	Current Charges	\$9,301.00
Due Date	12/03/2015	Amount Due	\$9,301.00

Item Number	Item Description	Quantity	Insurance	Item Unit Price	ItemNet Amount
Hospital Care	Hypertension Evaluation	8	Y	\$144.66	\$1,157.28
Lab	Hypertension Evaluation	1	Y	\$144.66	\$144.66
Lab	Stress Test	5	Y	\$144.66	\$723.30
Lab	Lab	1	Y	\$15.25	\$15.25
Lab	Hypertension Evaluation	1	Y	\$144.66	\$144.66
Lab	Hypertension Evaluation	1	Y	\$144.66	\$144.66
Lab	Stress Test	1	Y	\$144.66	\$144.66
Lab	Lab	1	Y	\$0.00	\$0.00

Previous Balance	31-60 Days	61-90 Days	91 Days Plus	Balance
\$94.66	\$0.00	\$0.00	\$0.00	\$9,301.00

Please Pay This Amount \$9,301.00
Don't forget its flu season - get your flu shots now!

[Print](#)
[Close](#)

For both Summary and Detailed Presentment, the data is mapped into a bill presentment template based upon the Biller's specifications.

3. PDF Presentment allows Billers to deliver an exact replica of the paper bill or statement sent to the Biller's customers. The City may send a summary bill file with corresponding PDFs so that Biller Direct may host the PDF images, or the City can send a summary file and Biller Direct can call out to a third party external archive which stores the PDFs.



Responses

Statement of Account

Billing Date: 07/27/12
Customer Number:

Balance Due
On or Before Aug 13, 2012 Pay **\$224.40**
After Aug 13, 2012 Pay **\$227.82**

Mainway
GAS & ELECTRIC COOPERATIVE

YOUR ELECTRICITY USE (kWh)

YOUR NATURAL GAS USE (ccf)

BILLING SUMMARY
(see reverse for details)

Previous Bill 06/26/2012 **\$187.03**
Payments/Adjustments Thank You **-187.03**
Balance **\$0.00**

Current Electricity Charge **\$187.25**
Current Natural Gas Charge **\$16.13**
Total Current Energy Charge **\$203.39**

City Services **\$19.43**
State & Local Sales Taxes **\$1.58**
Total Account Balance **\$224.40**

ACCOUNT COMPARISON SUMMARY

	Current Month	Previous Month	Last Year
Days on Bill	31	31	33
kWh Used	1,887	1,545	2,424
Avg. kWh/Day	60.9	49.8	73.5
Cost per Day	\$6.04	\$4.86	\$7.32
Days on Bill	31	31	33
ccf Used	11	9	11
Avg. ccf/Day	0.4	0.3	0.3
Cost per Day	\$0.52	\$0.47	\$0.53

CUSTOMER SERVICE (210) 353-2222
Gas or Electric Trouble (210) 353-4357
Pay-By-Phone 1-877-257-1172
Pay Online www.cpsenergy.com
"Se Habla Español"

*** LOOK UP AND LIVE ***
When trimming trees, doing yard work or cleaning your pool, be aware of overhead power lines. People are injured every year while doing everyday tasks, because their tools come in contact with electricity. For more safety information, call (210) 353-2970 or visit cpsenergy.com.

PLEASE PRESENT BOTH PORTIONS IF PAYING IN PERSON

CUSTOMER NUMBER
Balance Due **\$224.40**
On or Before Aug 13, 2012 Pay **\$224.40**
After Aug 13, 2012 Pay **\$227.82**

Help your neighbors in need of utility assistance.
Enclosed donation for REAP, Inc. \$

☐ Check here if your address or phone number has changed. Make changes on the reverse side.

Total Amount Enclosed \$

DO NOT WRITE BELOW THIS LINE

1 2 000000000000 0000000022782 0000000022440 01 0 0

Mainway Utility
386 Park Avenue, South
New York, NY 10016

3.7 List and describe the authorization and validation methods you recommend to ensure data integrity and reduction on errors and fraud.

Responses

For a standard Biller Direct site, the City will identify two data fields from the bill file, which will be used for authentication for one-time payers, as well as payers who wish to enroll. Payers will input the two authentication values, which will be validated against the Bill Load File.

Alternatively, the City can utilize Single Sign On (SSO). SSO is an advanced integration option that allows a Biller to authenticate the customer on their website prior to securely passing them to Biller Direct as an enrolled user where they can view and pay their bill. SHO and API integration options require the Biller to authenticate the payer on the Biller website prior to passing payment processing to Biller Direct.

QuickPay does not authenticate against a bill file, but instead the Payer is prompted to enter a reference number to begin the payment process. The City determines what should be used as a reference number – formatting rules can be implemented. The reference number must be entered twice and must match before the payer can continue.

For ACH payments, the bank routing number is validated against the Fed ABA Directory. Payers are required to enter their bank account number twice.

Bank and credit card data is stored in encrypted format using software supporting the advanced encryption standard, AES-256.

The Biller Direct solution is hosted by Transactis. Details on logical and physical access controls are available in our SOC 2 Type 2 report. Transactis uses two nationally recognized data center providers:

- 1) SunGard Availability Services LP (Production)
- 2) Savvis, Inc. (D.R. & Backup)

Both of those companies have SOC SSAE-16-compliant reports which address the physical and other controls upon which Transactis relies. SunGard and Savvis are also PCI-DSS certified. Transactis uses a nationally-recognized provider, Genesys.

Genesys has their own SOC SSAE-16-compliant report, which adds the physical and other controls upon which Transactis relies. Genesys is also PCI-DSS certified.

3.8 Describe your controls as well as the integration of our rules to support the blocking of specific users. How does your service allow this to update the blocking of specific users or payment types without your intervention? How does your solution identify and eliminate duplicate transactions?



Responses

Blocking Specific Users

Stops are offered for those Billers that have a need to prevent a user from making payments via Biller Direct Express.

Stops provide the Biller the ability to stop customers from making payments via Biller Direct. Stops can be entered manually by a Biller CSR (when enabled) or via a Stop File. Both manual stops and stops via file are allowed.

Customer records with an active "stop" are prevented from making payments through the Web, CSR or IVR interfaces, however, the user will maintain access to the web for account maintenance.

Recurring Payments associated with a stop file record will be disabled and the customer will be notified via email. Future Dated Payments associated with a stop file record will be cancelled and the customer will be notified via email.

The Stop File can be uploaded via SFTP or via the Admin interface. If enabled, individual stops can be set up per billing account by an Administrator.

A "Stop" message will be displayed to payers when they login to view their bills

Payment Type Acceptance Control

Payment type acceptance control is supported at the invoice level for one-time payments. Payment on an invoice may be restricted specifically to ACH, Debit Card or Credit Card by including the code appropriate to that payment type within the bill file. Multiple payment types can be blocked within a single bill record. Payment type acceptance control instructions:

- Add a field called "Payment Instrument Block" to the file ingestion capability to identify payment instruments NOT allowed for a bill. Null or empty or space filled entry means that ALL are allowed.
- Valid Codes are:
 - CC - blocks both credit and debit cards
 - CREDIT - blocks only credit cards
 - ACH
 - DEBIT
- To block ACH payments, the field should contain the code ACH. If multiple instruments are not allowed, the list should be ";" delimited. Thus, if Credit Card should be disallowed, the field should contain: CC.
- Recurring Payment will not be blocked based on Invoice Level blocks placed in the bill file.
- The City can opt to block certain payment types for recurring payments (ACH, Credit Card,



FIFTH THIRD BANK

Responses

and/or Debit Card)

When a Payer attempts to use a restricted payment method, they will be shown a message stating that the applicable payment method is not supported.

Duplicate Payment Prevention

Biller Direct can be configured so that an error message is displayed when a payment is detected as a duplicate of a previous payment. Payers have the option to either choose to proceed with the payment or go back to the previous screen.

3.9 How do you support mobile services for each proposed solution: mobile friendly version of web payment page, downloadable application, SMS?

The Biller Direct web portal utilizes responsive design, which allows the user to enjoy all the benefits of using their handheld device without downloading or maintaining another app on their device. The screen shifts to optimize the experience for mobile, laptop, and tablet users.

Text notifications and Text-to-Pay are slated for a third quarter roll-out.

Text notifications provide the ability for a Payer to receive text notifications when a new bill / record is loaded and reminders to pay it when due or past due. Additionally, the Payer can be offered "Text to Pay" which will allow the Payer to respond to these text notifications with instructions to pay. Payments made using the "Text to Pay" option will also receive a Payment Confirmation via Text.

Text Notifications available, when enabled for the biller are as follows:

- Bill Ready (only when a new bill / record is loaded)
- Bill Due Reminder
- Bill Past Due Reminder
- Payment Confirmation (when Payment is Initiated) - only when payment is made via "Text to Pay"

Mobile Wallet notifications are slated for a future roll-out. When enabled, customers will receive a notification on their lock screen of their Apple or Android mobile device, when a new bill arrives, bill payment is due and/or when it is appropriate to communicate a change in their bill. A "bill" can be added to their mobile wallet with information on amount due and due date, as well as a link to Biller Direct to view further bill information and/or pay their bill.

3.10 What do you offer for outbound payment reminders / confirmations / alerts? How are these alerts delivered?

Biller Direct provides email payment and return payment confirmations for enrolled and unenrolled users.



Responses

Biller Direct also offers the ability to send a variety of email notifications for enrolled users including for customer enrollment, new bills being presented and password reminders. The site-wide branding is included in the notification emails (logo and color schemes). Please see separate attachment of available email notification samples

Text notifications for new bill available, bill due, and past due are targeted to be available in 2019.

Fifth Third plans to roll out Mobile Wallet notifications in 2019. When a Biller has been enabled for the use of Mobile Wallet, consumers who log in to their website will see the Apple Wallet and Android Pay icons on their Home screen. Enrolled customers with Apple or Android devices can select the appropriate icon to enroll in the Mobile Wallet service.

3.11 Please provide unique features of your payment-processing services, systems, and technologies for each proposed solution.

Fifth Third assists clients in their journey from paper to electronic billing and payments, and Biller Direct plays a significant role. Biller Direct, part of Fifth Third's Integrated Receivables solution, reduces processing costs and increases efficiency for our clients through enabling the receipt of electronic payments and presentment of electronic bills. Flexible and scalable options allow clients to enhance the services they offer to their customers by providing a complete payment experience through a 24/7 self-service offering.

Biller Direct is a highly configurable and scalable platform, giving bill presentment and payment options to companies of all size and complexity – from a QuickPay payment site, to advanced integration options such as Single Sign-On, Secure Hand-Off (SHO) hosted payment page, and APIs. The configurable nature of the platform allows for Biller requested changes to be deployed quickly by Fifth Third Bank.

The Biller Direct portal allows for payments from various channels – Web, Mobile, CSR, IVR, and Text – to be combined into one solution with one administrative and reporting portal.

Biller Direct utilizes Responsive Design to improve the user experience across different screen sizes and orientations to ensure that desktop, mobile, laptop and tablet users of all kinds can enjoy an equally usable and consistent online billing and payment experience. As more customers begin using their handheld devices, they'll find consistency between their handheld device and their desktop or laptop. No "App" is required. Responsive design allows the user to enjoy all the benefits of using their handheld device without downloading or maintaining another app on their device.

Text Notifications and Text-to-Pay will allow users to receive SMS notifications to their mobile device, as well as make payment via Text. Mobile wallet notifications will provide another avenue for



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Billers to stay in front of their customers through messaging and availability of a “bill” inserted into the mobile wallet.

Biller Direct is continuously upgraded to stay in front of the market with features and functionality, as well as in response to customer feedback. Additional payment and notification channels and payment type options will continue to be developed as part of this solution.

3.12 Does your system link thru the city's website?

Biller Direct offers several integration options:

- Biller Direct QuickPay site that is used for payment capture only and does not present details
- Fully Hosted Biller Direct site for presentment of bill details and payment capture
- Secure Hand-Off (SHO) of billing details to a hosted Biller Direct site for payment capture only
- Single Sign-On (SSO) from the City website to a Biller Direct fully hosted portal for enrolled payers to make one-time and recurring payments
- Biller hosted site with APIs for payment processing and recurring payment scheduling

Biller Direct Express – Integration Options (Fully Hosted, Single Sign On (SSO), Secure Hand Off (SHO), and Application Program Interface (API)

The City’s customers can access the **Fully Hosted** Biller Direct Express sites through a link on the City’s website. The link takes customers to the fully hosted, City branded Biller Direct site, and from there the City’s customers can view invoices, make payments, enroll, and view payment history. The fully hosted solution requires the City to upload or transmit bill files with invoice details, or provide billing details with an SSO call. Remittance details are included in an accounts receivable file and can be transmitted directly to the City, or it can be downloaded via the Biller Direct Administrative portal.

Alternatively, the City can utilize **Single Sign On (SSO)**, so that the City’s customers will not be required to authenticate if already logged into the website.

A **Secure Hand-Off (SHO)** payment page is also available for Billers who host their own bills and only wish to utilize Biller Direct for one-time payments. The options of Real Time Post Back (RTPB) and Asynchronous Real Time Post Back (ARTPB) are available for Billers who require immediate notification of a successful payment to update their accounting system as opposed to waiting for the end-of-day processing to occur. Please see attached Post Back guide for details.

Application Program Interface (API) options are available for those Billers APIs who wish to maintain control of the user experience, maintain specific business rules, utilize a system (Website,



Responses

IVR, CSR application) already in place, while outsourcing their payment processing. Capabilities include the ability to add or update invoices, process payments in real time (with the Biller gathering the payer's payment account information), enroll and store payers' payment and account information, and recurring payments.

Biller Direct can also support outbound Biller-provided APIs that allows Biller Direct to reach out and connect to the Biller's hosted system. This real-time connection can be for payer authentication, document retrieval, and payment posting may also be supported. All APIs require secure server-to-server communications, allowing the Biller's backend applications to talk directly to Biller Direct back-end applications in a secure manner.

Section 4: Interactive Voice Response (IVR) Or Text Solutions

4.1 Explain how a customer can make their payment through your pay-by-phone service. How do customers verify themselves as the customer, what information can be obtained by the customer, and what options are available?

IVR provides a means of offering continual 24 hour a day, seven day per week payment processing, using telephone access and a managed call flow. This allows the payer to listen to information regarding their bill including due date, amount due and gives the payer the ability to make a payment. The IVR is offered as a built-in solution for additional payment processing capability and is integrated into the Web and CSR Payment solutions.

- The IVR is PCI compliant and accepts payments using credit/debit cards and bank accounts.
- Both enrolled and unenrolled payments can be made using the IVR; however, the enrollment process and the addition of additional enrolled payment accounts must be done via the web user interface.
- Unenrolled Payers can choose to remember funding that can be used on the web and payments via a CSR (or vice versa)
- Calls can be transferred to the IVR and also transferred out of the IVR
- English and Spanish is supported

Please see separate IVR call flow and sample prompt script attachment for details.

4.2 Describe how your Interacted Voice Response (IVR) or Mobile Technology can be customized for City of Villa Rica customers to have a similar "persona" as the City of Villa Rica customer service.

Biller Direct is a configurable platform with opportunities to customize for branding needs by displaying the desired logo(s), color themes, and client provided messaging throughout the online



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site (landing page messages, courtesy messages, recurring payment messages, etc). The site has been developed with responsive design to allow for an optimized payer experience on mobile devices.

Configurable English and Spanish IVR recordings are available. Custom call scripts may be available and will require scoping to determine cost. The City may choose to use their own voice talent which may result in additional customization fees. Customers may call into a City phone number and then be transferred to IVR for payment.

Email notifications are branded with the Biller's logo.

4.3 What payment choices would a customer have through the Firm's IVR payment processing system?

The City can opt to offer credit/debit card and ACH payments via IVR. If the City chooses, both enrolled and unenrolled payments can be made, however the enrollment process and additional enrolled payment accounts must be done via the web user interface.

4.4 Explain any differences in the interfaces using the IVR payment processing vs. on-line or text payment processing. Does the text payment processing use "app" technology or cell air waves.

The City's customers can access the Fully Hosted Biller Direct Express sites through a link on the City's website. The link takes customers to the fully hosted, City branded Biller Direct site, and from there the City's customers can view invoices (summary, detailed, or PDF), make unenrolled and enrolled one-time payments, scheduled recurring payments, and view payment history.

The IVR interface provides limited bill information and offers a one-time payment option. Payment account information can be saved for unenrolled payers using the "Remember Me" functionality, or enrolled payers may choose from the payment accounts saved in their enrollment profile.

SMS Text notifications for new bill available, bill due, and past due are targeted to be available in 2019. Text notifications have a pay option. Payer must register and agree to Text Notifications and Text to Pay via the web portal prior to utilizing. Payment account information must be entered online via the web portal prior to initiating Text to Pay payments.

4.5 Explain the typical implementation process, including what would be required from the City of Villa Rica in terms of data, interfaces and other resources, and projected timelines to provide pay-by-phone functionality to our customers.



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Responses

Fifth Third Bank takes a project management approach to implementation, assigning a full team to work with the City. A customized implementation plan will be presented to the City upon award and further discussions. The City will be assigned a Project Manager and Implementation Leader.

Your Project Manager will be responsible for overall implementation management, change control, and reporting and scheduling. He or she will meet on a regular basis with your Implementation Leader to review the progress made on each task.

Please see the following detailed project management methodology for Biller Direct Web and IVR implementation:

Project Initiation

- Identification of project team from client side
- Submission of Project Manager Request from Fifth Third Bank relationship team

Requirements

- Gathering of Requirements on Customer Business Requirements Document
- Weekly call to discuss requirements
- Requirements Categorized:
 - Website and IVR Requirements and Branding
 - Proving of Company Logo
 - Configuration of Payment Options
 - Configuration of Bill Presentment Options
- Account Opening
 - Establishing ACH processes
 - Assignment of Company ID, Company Name and on boarding on Bank ACH platform
 - Credit Limits
- Establishment of Vantiv Merchant Account
 - Providing VAR sheet with Merchant Account information
 - Execution of Worldpay Contract for Merchant Processing
- Execution of the Treasury Management Terms and Conditions as well as the Biller Direct Terms and Conditions Agreements

Customer Onboarding

- Configuration of customer website and IVR
- Configuration of detailed presentment
- Establishment of file format through customer administration site for Presentment Upload
- Establishment of file form for Payment File report or Download for system integration
- Client to work with internal IT to develop processes to integrate file to accounts receivable system



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Responses

User Acceptance Testing

- Delivery of the payment site (includes IVR)
- Confirmation of loading of presentment files
- Confirmation of payment capability up to payment execution
- Confirmation of receipt of payment file and successful processing of payment file in a test environment.
- Signoff on User Acceptance testing
- Migration of application to production
- Conduct small production test for ACH and Credit Card
- Confirmation of settlement of ACH and Credit Card Test
- Confirmation of Output File processing
- Load Detail Presentment data on production site

Training

- Deliver list of administrative users
- Setup of additional company users
- Live training session on customer administration site
- Training on reporting options within the application
- Training on enrollment functions within the payment application
- Training on the delivery and receipt of presentment and payment files

Presentment Preparation

- Load n detailed presentment information for production
- Verify loaded presentment information

Launch

- Communication of bill payment site to customer base
- Customer internal communication of payment site to internal users
- Rollout of training to additional users of the customer administration site
- Activation of links from existing website to payment site
- Monitoring of Production

Post Production Support

- Escalation of ongoing support issues
- Delivery of Customer Support Guide
- Delivery of User Guide for Customer Administration Site

Timeframe for completion of project

Standard implementation timeframe for Biller Direct with file transmission is 12 weeks.



Responses

It is suggested that the City make available the following resources for the Implementation project:

Resource	Resource Description
Project Lead	Acts as main contact point within the client's organization and is responsible for coordinating all communication, tasks and resources, as well as managing the overall project plan
Business Analyst	Responsible for industry knowledge and business rules of operations
Accounts Receivable Representative	Represents the finance and accounting department and is responsible for accounts receivable. The A/R representative understands the billing cycles and cash flow specific to the collection of payments.
Systems administrator / production analyst	This technical lead understands transmission protocol and connectivity. The SA/PA establishes production processing times and manages the transmission of files to and from the Bank.
Information Technology Representatives	IT team members are required for the development and coding of scripts to process files, create file formats, and any other technical requirements
User Acceptance Testing Lead	Creates and executes the test plan for the new payments application
Marketing Representative	Manages the product rollout to client's customer base. Typically, this individual is responsible for developing and executing an adoption plan to raise customer awareness and increase their usage of the bill payment application.
Customer Service Manager	Manages the customer service department and should understand the implications of the application on call center volume and escalation procedures.

4.6 Provide a list of outages of the IVR over the previous 12 month period, including the date and time of the outage, whether they were scheduled or non-scheduled and the duration of outage.

We have a 99% uptime and any outages are typically planned and communicated for upgrades. These outages are during early morning weekend hours to avoid business interruptions.

4.7 List any IVR Notifications such as payment due or delinquency notifications (email / phone / text) and does your solution provide payment from that notification?

Biller Direct offers a variety of notifications for enrolled users:

Notifications

Biller Direct offers the ability to send email notifications for customer enrollment, new bills being presented, and password reminders. The site-wide branding is included in the notification emails (logo and color schemes). Applicable email notifications such as new bill available notification include a link to the Biller Direct site to authenticate and pay.

Please see complete listing email notifications included as separate attachment.



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Responses

Text notifications for new bill available, bill due, and past due are targeted to be available in 2019. Text notifications have a pay option.

Fifth Third plans to roll out Mobile Wallet notifications in 2019.

When a Biller has been set up for the use of Mobile Wallet, consumers who log in to their website will see the Apple Wallet and Android Pay icons on the Home screen. Enrolled customers with Apple or Android devices can select the appropriate icon to enroll in the Mobile Wallet service. Mobile Wallet notification includes a link to the Biller Direct Site to authenticate and pay.

The screenshot displays the Mainway Gas & Electric website interface. At the top, the Mainway logo is on the left, and navigation links for Home, Pay My Bills, and AutoPay are in the center. A user profile for Anna Williams is on the right. The main content area shows account details: Account Number 130217, 2 BL Invoices, and Amount Due \$690.50. A payment summary shows a Payment Amount of \$690.50, Payment Method of My account TROPICAL FINANCIAL CREDIT UNIT, and Pay Date of 10/04/2017. A large green 'Pay All' button is prominent. To the right, a 'MESSAGES' section includes an 'Enrolled Courtesy Note' and an 'AUTOPAY' button. Below this, the 'MOBILE WALLET' section prompts enrollment. Two red arrows point from the 'MOBILE WALLET' section to two buttons: 'Add to Apple Wallet icon' and 'Save to Android Pay icon'. A third red arrow points from the 'Pay All' button to the 'Save to Android Pay icon' button. At the bottom left, a copyright notice for Transact's Inc. is visible.



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Responses



Section 5: Web/Online Services

5.1 Who will host the webpage(s) and support the web infrastructure of the application (our organization or the bidding company / affiliate / 3rd party)?

Fifth Third Bank partners with Transactis as a reseller of the Electronic Bill Presentment and Payment solution called Biller Direct. Fifth Third is an investor in this fintech company. Transactis provides leading SaaS solutions designed to transform traditional paper billing and payment processing by enabling businesses of all sizes to replace paper bills, statements, invoices, payments and documents with more efficient digital alternatives.

The Biller Direct system is offered as a SaaS platform. All components are hosted and maintained by Transactis. Transactis uses a three-tiered architecture which is a client-server architecture in which the user interface programming logic ("business rules"), data storage and data access are developed and maintained as independent modules and platforms. This includes proprietary software, application servers and database servers.

However, various advanced integration options are available if the City wishes to host a portion or all of the process itself:

Biller Direct Express – Integration Options (Fully Hosted, Single Sign On (SSO), Secure Hand Off (SHO), and Application Program Interface (API)



Responses

The City's customers can access the fully hosted Biller Direct Express sites through a link on the City's website. The link takes customers to the fully hosted, City branded Biller Direct site, and from there your customers can view invoices, make payments, enroll, and view payment history. The fully hosted solution requires the City to upload or transmit bill files with invoice details, or provide billing details with an SSO call. Remittance details are included in an accounts receivable file and can be transmitted directly to the City, or it can be downloaded via the Biller Direct Administrative portal.

Alternatively, the City can utilize **Single Sign On (SSO)**, so that the City's customers will not be required to authenticate if already logged into the website.

A **Secure Hand-Off (SHO)** payment page is also available for Billers who host their own bills and only wish to utilize Biller Direct for one-time payments.

Application Program Interface (API) options are available for those Billers APIs who wish to maintain control of the user experience, maintain specific business rules, utilize a system (Website, IVR, CSR application) already in place, while outsourcing their payment processing. Capabilities include the ability to add or update invoices, process payments in real time (with the Biller gathering the payer's payment account information), the ability to enroll and store payers' payment and account information and recurring payments.

Biller Direct can also support outbound Biller-provided APIs which allow Biller Direct to reach out and connect to the Biller's hosted system. This real-time connection can be for payer authentication, document retrieval and payment posting. All APIs require secure server-to-server communications, allowing the Biller's back-end applications to talk directly to Biller Direct back-end applications in a secure manner.

5.2 How does the customer access the web interface?

Billers typically opt to place a link or radio button on their own website that reads "Click here to view and pay bill" or something to that effect. Upon clicking, the Payer will be redirected to the Biller Direct Site at which point they can authenticate/login to view their bill and make payment.

Various email notifications (for enrolled users) include a link to the Biller Direct Site as will our upcoming 2019 Mobile Wallet enhancement.

Please note advanced integration options (Single Sign On (SSO), Secure Hand Off (SHO), and Application Program Interface (API) as described in above in section 5.1 are also available.

5.3 Is the web interface configurable? Please provide a sample screenshot.

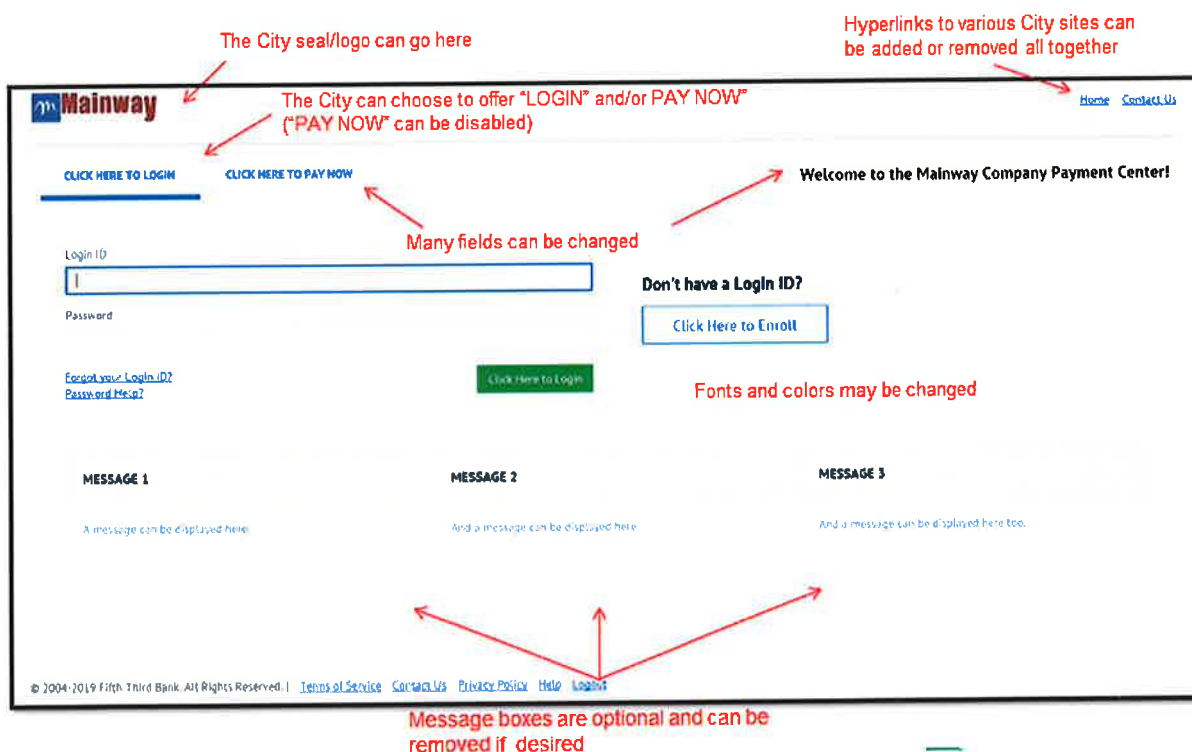


Responses

Billr Direct is a configurable platform with opportunities to customize for branding needs by displaying the desired logo(s), color themes, and client provided messaging throughout the site (landing page messages, courtesy messages, recurring payment messages, etc). Requests to customize beyond standard configuration will be scoped for cost and implementation timeline.

A few sample screens showing some of the configuration options follow (this is not an exhaustive list of configurable items). Please note we would be happy to provide a demonstration of our Biller Direct solution and discuss all available configuration options if the City wishes.

Billr Direct QuickPay – Login Screen



Responses

Biller Direct QuickPay – Home Screen

The screenshot shows the Mainway Biller Direct QuickPay Home Screen. The interface includes a navigation bar with 'Home', 'Pay My Bills', and 'Auto Pay' tabs. A user profile 'Zoe Martin' is in the top right. The main content area displays account information, including '4 Invoices' and 'Amount Due \$4,800.00'. It also shows payment details like 'Payment Amount \$ 4,800.00' and 'Payment Method checking FIFTH THIRD BANK ****2253'. A 'Pay All' button is prominent. A 'Previous Payments' table lists a payment of \$1,400.00 on 4/26/2019 with a status of 'Processing'. A 'MESSAGES' section on the right prompts the user to 'Enroll In Auto Pay Today!'. Annotations in red boxes highlight specific features: 'City can opt to have customer land on Home or Pay My Bills screen; the Home screen provides a summary of account and outstanding bills and recent payments' (pointing to the Home tab and account summary); 'Messages can be changed' (pointing to the Messages section); 'City can opt to allow enrolled customers to setup recurring payments based on a variety of parameters as selected by the city (fixed amount, amount due, specific date, due date, etc.)' (pointing to the 'Add' button in the 'AUTO PAY' section); and 'City can opt to allow customers to cancel payments in processing status – this feature can be disabled' (pointing to the 'Processing' status in the 'Previous Payments' table).

Annotations:

- City can opt to have customer land on Home or Pay My Bills screen; the Home screen provides a summary of account and outstanding bills and recent payments
- Messages can be changed
- City can opt to allow enrolled customers to setup recurring payments based on a variety of parameters as selected by the city (fixed amount, amount due, specific date, due date, etc.)
- City can opt to allow customers to cancel payments in processing status – this feature can be disabled



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City customers can update Profile

Optional Payment Codes as determined by Biller. Free Form text box can be added to collect additional information as well. Both can be made mandatory fields for Payer to complete or removed all together

City customer can view invoice by clicking invoice icon

Yes.

5.5 Describe how your solution supports multiple accounts paid as part of a single transaction or as separate transactions? Are there limitations to the number of accounts that a user can view and pay as part of this feature?

A feature is available to allow a Payer (or Biller) to link accounts together so that a Payer can view bills from multiple accounts using a single set of credentials. When Account Linking is used, the payer may still select to pay individual bills, or may select to pay multiple or all bills simultaneously. Payments can be processed as a single transaction if deposited to a single account or processed separately.

Responses

Example Linked Accounts

Multiple Accounts are displayed for the User

Customers can select any or all bills to pay by clicking on the check mark; total payment calculated and processed a single transaction

Billing Date	Due Date	Inv. #	Amount Due	Remaining Amount	Payment Amount
PATIENT NUMBER 112121					
1/02/2016	1/12/2016	1188	94.66	94.66	94.66
1/01/2016	1/11/2016	1188	94.66	94.66	94.66
PATIENT NUMBER 334211					
4/09/2016	4/19/2016	1208	239.00	239.00	239.00
4/08/2016	4/18/2016	1208	239.00	239.00	239.00
4/07/2016	4/17/2016	1192	15.00	15.00	15.00
4/06/2016	4/16/2016	118A	94.66	94.66	94.66
4/05/2016	4/15/2016	118A	94.66	94.66	94.66

PAYMENT SUMMARY

- 0 Invoices \$0.00
- 0 Credit Notice \$0.00
- Total Payment [Calculate](#)

Payment Method: [Add A Payment Method](#)

ACCOUNT TROPICAL FINANCIAL CF

Pay Date: 2/22/2017

is confirmed before Wednesday, 22, 2017 5:00 PM ET will be posted

5.6 What additional functionality do you provide to speed the payment process and enhance the user experience?

Our offering is ADA compliant and we offer a variety of ways for your customer to make a payment. We work closely with you, our customer, to structure the offering to keep it simple for your client.

5.7 Explain how a customer can receive an Electronic bill presentation with the same look as printed bill with regard to proposed solutions

PDF Presentment allows Billers to deliver an exact replica of the paper bill or statement sent to the Biller's customers. The City may send a summary bill file with corresponding PDFs so that Biller Direct may host the PDF images, or the City can send a summary file and Biller Direct can call out to a third party external archive which stores the PDFs. When the customer clicks on the bill icon a PDF image of the printed bill will be displayed. See below example. (Note summary and detail presentment are also available as described in section 3.6)



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Responses

Mainway Medical Home Pay My Bills Schedule Automatic Payments Payor11

Pay My Bills Due Date: [] Advanced Search

UNPAID ALL HISTORY [Hide Account Charges](#) [Export](#)

MESSAGES
The holidays are coming- don't forget your flu shot!

PATIENT NUMBER 333333

Billing Date	Due Date	Bill ID	Amount Due	Payment Amount	
11/06/2015	12/06/2015	9820	98.22	98.22	
10/27/2015	11/26/2015	ImV48	192.14	192.14	
10/25/2015	11/24/2015	ImV2	192.14	193.14	
10/15/2015	11/22/2015	894T	54.00	54.00	
10/24/2015	11/23/2015	894T	54.00	54.00	
10/23/2015	11/22/2015	Dr Visit	192.14	192.14	
10/23/2015	11/20/2015	98V	54.00	54.00	
10/22/2015	11/21/2015	98V	54.00	54.00	

SUMMARY
\$0.00
[Calculate](#)

Payment Method [Add a Payment Method](#)
Checking ****3456 VYSTAR CREDIT UN

Pay Date
11/09/2015

[Continue to Payment](#)

YOUR BILL POSTING MESSAGE HERE

Your Brand, N.A. (Invoice Billing) | [Terms of Use](#) | [Contact Us](#) | [Privacy Policy](#) | [Help](#) | [Logout](#)



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Responses

Statement of Account

Mainway
GAS & ELECTRIC COOPERATIVE

YOUR ELECTRICITY USE (kWh)

YOUR NATURAL GAS USE (ccf)

ACCOUNT COMPARISON SUMMARY

	Current Month	Previous Month	Last Year
Days on Bill	31	31	33
kWh Used	1,887	1,545	2,424
Avg. kWh/Day	60.9	49.8	73.5
Cost per Day	\$6.04	\$4.88	\$7.32
Days on Bill	31	31	33
ccf Used	11	9	11
Avg. ccf/Day	0.4	0.3	0.3
Cost per Day	\$0.52	\$0.47	\$0.53

BILLING SUMMARY
(See reverse for detail)

Previous Bill 06/26/2012 \$187.03
Payments/Adjustments Thank You ~~-\$187.03~~
Balance \$0.00

Current Electricity Charge \$187.26
Current Natural Gas Charge \$16.13
Total Current Energy Charge \$203.39

City Services \$19.43
State & Local Sales Taxes \$1.58
Total Account Balance \$224.40

Customer Service (210) 353-2222
Gas or Electric Trouble (210) 353-4357
Pay-By-Phone 1-877-257-1172
Pay Online www.cpaenergy.com
"Se Habla Español"

*** LOOK UP AND LIVE ***
When trimming trees, doing yard work or cleaning your pool, be aware of overhead power lines. People are injured every year while doing everyday tasks, because their tools come in contact with electricity. For more safety information, call (210) 353-2970 or visit cpaenergy.com.

CUSTOMER NUMBER
Balance Due \$224.40
On or Before Aug 13, 2012 Pay
After Aug 13, 2012 Pay \$227.82

Total Amount Enclosed \$

Help your neighbors in need of utility assistance.
Enclosed donation for REAP, Inc. \$

☐ Check here if your address or phone number has changed. Make changes on the reverse side.

DO NOT WRITE BELOW THIS LINE

1 2 000000000000 000000022782 000000022440 01 0 0

Mainway Utility
386 Park Avenue, South
New York, NY 10016

Image of physical bill is displayed to the City's customer

Section 6: Operational Capabilities

6.1 Explain how we will receive money for payment transactions from your service.

The City may opt to accept payments via ACH Pre-Authorized Debit, Credit Card, and Signature



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Responses

Debit. At the daily cut-off time (standard cutoff time options are 2:00pm ET or 6:00pm ET Monday through Friday.) (Alternative and weekend schedules may be considered upon request). An ACH batch file is generated and sent to Fifth Third Bank for processing. ACH Debits will post as a lump sum to the City's Fifth Third Bank account and will be debited from the customer's account the next business day. Credit and Debit card transactions will also be batched at cut-off and sent to our merchant partner, Worldpay, for processing. Visa, MasterCard, and Discover payments processed prior to cut-off are credited in their respective settlement batches to the City's account the next banking day. American Express payments are generally credited within 3-4 banking days.

ACH transactions are processed by Fifth Third Bank and funds are deposited directly to the City's account(s).

Credit and Signature Debit transactions are processed by Worldpay and funds are deposited directly to the City's account(s).

6.2 How are returned items handled and communicated back to us?

ACH Returns will be debited directly from the City's account. ACH returned items may be re-presented up to two times. ACH Returns Reporting options include:

- ACH Returns are reported via Biller Direct Express Reports
- ACH Returns are included in the standard AR File
- Email notification sent to Payer
- Standard Fifth Third ACH Return/NOC Reporting
- Fifth Third Direct ACH Customer Activity Report (CAR)
- ACH Return/NOC File

Worldpay supports and/or generates credit and debit card refunds, voids and/or reversals, both automated and manual through our back-office portal (iQ).

Worldpay's Bankcard Advice of Chargeback Report is a daily report notifying the merchant of a chargeback, chargeback reversal or a denied reversal request available through iQ. Worldpay will work with the City to develop a custom report should the referenced report not meet the City's requirements.

6.3 What security measures and fraud prevention measures does your solution(s) have in place?

The City will identify two data fields from the bill file that will be used for authentication for one-time payers, as well as payers who wish to enroll (if the City offers enrollment). Payers will input the two authentication values, which will be validated against the Bill Load File.

For ACH payments, the bank routing number is validated against the Fed ABA Directory. Payers



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are required to enter their bank account number twice.

6.4 What are your disaster recovery procedures in case of service center failures?

Bank and credit card data is stored in encrypted format using software supporting the advanced encryption standard, AES-256.

The Biller Direct solution is hosted by Transactis. Details on logical and physical access controls are available via our SOC 2 Type 2 report. Transactis uses two nationally-recognized data center providers:

- 1) SunGard Availability Services LP (Production);
- 2) Savvis, Inc. (D.R. & Backup).

Both of those companies have SOC SSAE-16-compliant reports which address the physical and other controls upon which Transactis relies. SunGard and Savvis are also PCI-DSS certified. Transactis uses a nationally-recognized provider, Genesys.

Genesys has their own SOC SSAE-16-compliant report, which adds the physical and other controls upon which Transactis relies. Genesys is also PCI-DSS certified.

See the Fifth Third document: Business Continuity Client Brochure

6.5 Provide examples of quality control and system monitoring?

Transactis uses Virtual Management Ware to create virtual servers which provides a layer of redundancy and scalability by providing the ability to make snap shot in time rollbacks on servers, increase CPU and RAM capacity and add servers to the physical layer without disruption to any virtual servers.

BillerIQ uses specific servers and equipment which are managed by Transactis and offer the manufacturer's highest level of uptime service. All systems are redundant and under service contract with Dell.

On a quarterly basis, Transactis reviews their existing infrastructure and key performance indicators with engineers from Sungard and Savvis. This review is to identify potential areas where Transactis can reinforce or upgrade their systems to ensure the highest level of uptime.

6.6 Describe the standard reports available to us and the method by which our staff would access the data?

The City will receive a daily AR/remittance file with details of payments. Biller Direct also offers a full suite of APIs, as well as post-back of payment transactions.

Additionally, a variety of online ad-hoc real-time reporting is available via the Biller Direct Administrative Portal. The City will also have access to Worldpay's reporting tool for additional



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credit and debit card processing information, including chargebacks.

Fifth Third's Biller Direct solution offers a number of user-configurable reports, including User Reports, Financial Reports, and System Reports. All are searchable by transaction date, and enable the user to rearrange columns and save the report to be accessed in the future. These reports can be filtered by payer details. Some reports, like the Payment Status report, include additional search fields such as name, account number, confirmation number, payment amount, and invoice number.

The City will have access to the Biller Direct Express Administrative portal. Robust, real-time reporting is available online for Administrators, Finance, and Customer Service Representatives. Users have the ability to choose which columns to display and the order of column appearance. Reports can be viewed online, as well as exported into csv, Excel, or PDF. The system has extensive reporting capabilities designed to allow user control over report content, formatting and data grouping.

Financial Reports

ACH Notice of Change Received Report
ACH Notice of Change Replacement Report
Add-On Payments Activity Report
Additional Fields Report
Credit Card Authorization Report
CSR Payment Report
Deposit Report - Fee Detail
Deposit Report - Fee Summary
Deposit Report – Multi-Invoice
Deposit Report - Payment Detail
Deposit Report - Payment Summary
Invoice Status Report
Future Payments
Payment Batch - Detail Report
Payment Batch - Summary Report
Payment Plans Report
Payment Status
Automatic Payments
Settled Batches
Credit Card Declines, Failures & Voids

File Management Reports

Automatic Payments Cancellation File Processed Report



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Billing Files Processed Report
Billing Account Update Report
Bill Status Update Report
Master Entity Association Processing Log
Download Biller AR Files
Remittance File Download

System Reporting

Real Time Post Back Report
SSO Bill Load Report
Activity Report - Recurring and Auto Debit Payments Exception Reporting

User Reports

Biller Activity
Biller Enrollment
Account Updater - Detail Report
Account Updater - Summary Report
Profile Change Report
Enrolled Customers Report
Customer Status
Customer Un-Enrollment Report
Master Entity to Billing Account Association Report
Paper Suppression Report

6.7 Please provide a description and example of month-end and year-end reports that are available from system. Include whether there are optional features, such as standard formatted, online reports vs. customized, paper reports.

Fifth Third's Biller Direct solution offers a number of user-configurable reports, including User Reports, Financial Reports, and System Reports. All are searchable by transaction date, and enable the user to rearrange columns and save the report to be accessed in the future. These reports can be filtered by payer details. Some reports, like the Payment Status report, include additional search fields such as name, account number, confirmation number, payment amount, and invoice number. Summary and Detail Reports indicate the channel (WEB, IVR, CSR) through which the payments were made, and also show a consolidated view of all payment activity regardless of channel.

The City will have access to the Biller Direct Express Administrative portal. Robust, real-time reporting is available online for Administrators, Finance, and Customer Service Representatives. Users have the ability to choose which columns to display and the order of the columns. Reports can be viewed online, as well as exported into csv, Excel, or PDF. The system has extensive



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reporting capabilities designed to allow user control over report content, formatting, and data grouping.

Please see separate sample reports attachment.

Section 7.1: Client Support

7.1 Describe your company's customer support including days and hours of operation and staffing levels. How does a customer report and resolve a problem? What are the service level agreements for responding to problems?

The City will access the Biller Direct Administrative and Customer Service portal to manage a variety of the City's customer service issues such as customer inquiries, customer password and username assistance, research payments, etc. If there is an issue the City cannot resolve via the Biller Direct User Interface, the City can contact any member from the relationship team as well as the Fifth Third Commercial Support Center.

Fifth Third Commercial Support Center (CSC)

Our Commercial Support Center (CSC) provides dedicated telephone, email, and fax support for all your Treasury Management needs. The center offers extended hours of support, Monday through Friday, from 7 a.m. to 10 p.m. ET. After hours support is available on an emergency basis.

Fifth Third trains our CSC professionals not only on all cash management products, but also on the typical challenges faced by our commercial clients. In their first year, these service professionals log over 550 hours of education with a dedicated training team. Testing, supervision, and ongoing call monitoring reinforce learning and ensure that performance standards are met. As a result, the vast majority of all inquiries (91 percent) are resolved on the first call. Furthermore, there is no voice mail. You will always reach a service professional when calling the CSC.

Issue Tracking

All client calls are logged into Fifth Third's CRM (Customer Relationship Management) system and are tagged with a service request ID. This allows our CSC professionals, Client Advisors, Relationship Managers, and Treasury Management Officers to track the progress of service requests, ensuring the best possible service delivery. This information also feeds continuous improvement initiatives throughout our organization.

7.2 What resources will be required of the City of Villa Rica to maintain, administer and monitor your solution?

It is suggested that the City make available the following resources for the Implementation project:



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Resource	Resource Description
Project Lead	Acts as main contact point within the client's organization and is responsible for coordinating all communication, tasks and resources, as well as managing the overall project plan
Business Analyst	Responsible for industry knowledge and business rules of operations
Accounts Receivable Representative	Represents the finance and accounting department and is responsible for accounts receivable. The A/R representative understands the billing cycles and cash flow specific to the collection of payments.
Systems administrator / production analyst	This technical lead understands transmission protocol and connectivity. The SA/PA establishes production processing times and manages the transmission of files to and from the Bank.
Information Technology Representatives	IT team members are required for the development and coding of scripts to process files, create file formats, and any other technical requirements
User Acceptance Testing Lead	Creates and executes the test plan for the new payments application
Marketing Representative	Manages the product rollout to client's customer base. Typically, this individual is responsible for developing and executing an adoption plan to raise customer awareness and increase their usage of the bill payment application.
Customer Service Manager	Manages the customer service department and should understand the implications of the application on call center volume and escalation procedures.

Once implementation is complete, the City will need whatever resources are required to carry out the Biller functions associated with the solution:

- Creating and transmitting the bill load file
- Customer Service Representative functions
- Reconciliation functions

7.3 If multiple services are selected, will each channel/service require a separate tool and login?

The Biller Direct Express Administrative portal will have a single login to access reporting needs and the Customer Service Dashboard for online, CSR, and IVR payments. This remains true if the City needs to setup up multiple sites as City Users will be able to toggle between sites under a single login.

Additional options for merchant processing reporting are available from Worldpay under separate login. Fifth Third Direct, our online banking platform for Fifth Third bank accounts, will have a separate login as well.

If separate sites are needed for the City's various departments, the City's customers will need to access those sites separately or the City can consider Single Sign On (SSO). With SSO, the City will authenticate customers on its own site and pass the customer to the correct Biller Direct site for a seamless customer experience. Note SSO is not available for QuickPay.

7.4 Describe technical support capabilities, available hours, how the issues are tracked, and the escalation process. What software tool is used for this process?



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Fifth Third Commercial Support Center (CSC)

Our Commercial Support Center (CSC) provides dedicated telephone, email, and fax support for all your Treasury Management needs. The center offers extended hours of support, Monday through Friday, from 7 a.m. to 10 p.m. ET. After hours support is available on an emergency basis.

Fifth Third trains our CSC professionals not only on all cash management products, but also on the typical challenges faced by our commercial clients. In their first year, these service professionals log over 550 hours of education with a dedicated training team. Testing, supervision, and ongoing call monitoring reinforce learning and ensure that performance standards are met. As a result, the vast majority of all inquiries (91 percent) are resolved on the first call. Furthermore, there is no voice mail. You will always reach a service professional when calling the CSC.

Issue Tracking

All client calls are logged into Fifth Third's CRM (Customer Relationship Management) system and are tagged with a service request ID. This allows our CSC professionals, Client Advisors, Relationship Managers, and Treasury Management Officers to track the progress of service requests, ensuring the best possible service delivery. This information also feeds continuous improvement initiatives throughout our organization.

7.5 What training is provided?

Fifth Third Bank will coordinate user documentation and training as part of the overall implementation project (please see separate Implementation Plan attachment). Your employees will be trained on the product services selected by you. User manuals will be furnished and technical assistance will be available. Our goal is a smooth and successful conversion for the City. Fifth Third will offer one-on-one or group training during the implementation process to ensure a seamless transition of all services. Your team will be well-prepared before going live with the Fifth Third Bank solution.

Training includes:

- Delivery of administrative users
- Setup of additional company users
- Live Meeting training session on customer administration site
- Training on reporting options within the application
- Training on enrollment functions within the payment application
- Training on the delivery and receipt of presentment and payment files

7.6 How are client-requested changes handled? What is the time frame from the request to having the change live in production?

Change requests can be submitted to your relationship team. Completion time will depend on the



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scope/complexity of the change. Basic, non-complex change requests take approximately five business days.

Section 8: Pricing Schedule

8.1 Detail all hardware, software, and all material resources required to operate the proposed solutions

No specific hardware or software must be purchased as the Biller Direct system is offered as a SaaS platform. All components are hosted and maintained by Transactis. Please see detailed implementation plan for City personnel resource requirements.

8.2 Provide a detailed price list for all costs, including any optional costs, to implement each solution as described in your response.

Please see sample indicative pricing included as a separate attachment. The provided sample proforma is for indicative purposes only and may change as we further understand your volumes and requirements. The sample pricing assumes the City will implement a single instance of our fully hosted electronic bill presentment and payment solution with fully hosted IVR (Biller Direct) for the City's utility bills and payments. Pricing is inclusive of all Biller Direct standard fees including those for advanced integration options. If the City opts to implement an advanced integration option, the pricing may change based on option selected; however, all standard Biller Direct line items are included. Note fees for customization required outside of standard configuration options are not included as scoping is needed before a cost can be provided. For the City's remaining departments, the City can opt to implement as many QuickPay (fee schedule included) sites as needed - our non invoice related payment option or potentially use separate additional Biller Direct sites with summary presentment or an advanced integration option; additional sample proformas can be provided once the City decides which options will best meet its needs and as we better understand your requirements for the remaining departments.

8.3 Provide a detailed price list for on-going costs, including optional items, of providing each solution as described in your response.

Please see sample indicative pricing included as a separate attachment. The provided sample proforma is for indicative purposes only and may change as we further understand your volumes and requirements. The sample pricing assumes the City will implement a single instance of our fully hosted electronic bill presentment and payment solution with fully hosted IVR (Biller Direct) for the City's utility bills and payments. Pricing is inclusive of all Biller Direct standard fees including those for advanced integration options. If the City opts to implement an advanced integration option, the pricing may change based on option selected; however, all standard Biller Direct line items are included. Note fees for customization required outside of standard configuration options are not



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included as scoping is needed before a cost can be provided. For the City's remaining departments, the City can opt to implement as many QuickPay (fee schedule included) sites as needed - our non invoice related payment option or potentially use separate additional Biller Direct sites with summary presentment or an advanced integration option; additional sample proformas can be provided once the City decides which options will best meet its needs and as we better understand your requirements for the remaining departments.

8.4 Provide a pricing schedule of any other costs of items that may relate to any proposed solution as other features or options for the City of Villa Rica to consider.

Please see sample indicative pricing included as a separate attachment.

8.5 Discuss various options for passing fees onto the customers.

A Biller may be configured to charge a fee to the Payer when making a payment via Biller Direct.

Clients are responsible for monitoring and ensuring that the payer fee programs that they select comply with all applicable laws, rules, and regulations specific to their state, industry, products and services. Each card network has rules that govern the use of Convenience Fees. Clients are responsible for compliance with any agreements entered into with a merchant processor.

Under the current Payer Fee program, fees charged to the Payer will be credited to the City. A Third Party Payer Fee arrangement, where the fee is credited to the vendor, vs to the Biller, is under review. Credit Card Surcharging is not supported.



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Pricing

Worldpay offers the interchange plus pricing model which means you would pay a processing fee plus Interchange, Dues and Assessment Fees. All pass through fees are subject to change, normally every April, based on Visa and MC regulations. Pricing is based on a three-year term.

US Domestic (USD)

Category	Component	Current Price	Proposed Price
Core Processing Utilizing Fifth Third Biller Direct	% of Gross Purchased Sales (V/MC/Disc)	N/A	0.35%
	% of Gross Purchased Sales (AMEX)	N/A	0.50%
	Per Item	N/A	\$0.00
	Per Batch Fee	N/A	\$0.25
Other Fees	Monthly PCI Compliance	N/A	\$13.95
	Annual Regulatory Compliance Fee	N/A	\$50.00
	Annual Fee	N/A	\$169.00

Billers Direct Express Solution - Fully Hosted Single Site

Please see sample indicative pricing included as a separate attachment. The provided sample proforma is for indicative purposes only and may change as we further understand your volumes and requirements. The sample pricing assumes the City will implement a single instance of our fully hosted electronic bill presentment and payment solution with fully hosted IVR (Billers Direct) for the City's utility bills and payments. Standard pricing and fees for optional features are listed in the pricing attachment. Please note that additional customization requests will be scoped and quoted depending upon the level of effort to deploy. Additional Billers Direct and/or Billers Direct QuickPay sites may be implemented for the City's remaining departments. We would like to meet with the City to understand the unique requirements for each department. Additional sample proformas can be provided once the City decides which options will best meet its needs and as we better understand your requirements for the remaining departments.

Volume Assumptions

Bills Loaded per Month	0	standard charge
Total Transactions (unknown - possibly 525)	525	standard charge
ACH Transactions (assumes 50% of total transactions)	?	
Credit Card Transactions (assumes 50% of total transactions)	?	cost to send bill file via direct transmission or 5/3 Direct File Transfer; not charged if using Billers Direct User Interface

SERVICE NAME	SERVICE DESCRIPTION	UNITS	PRICE	TOTAL	
Monthly Maintenance Fees - Standard					optional - cost for credit memos and payment notes/codes
Billers Direct Express - Monthly Maintenance	Monthly Maintenance for Billers Direct Express Platform Standard Configuration.	3	\$275.00	\$825.00	optional - stops may be entered via Billers Direct User Interface at no additional cost
Per Transaction Fee					charge for detail/PDF presentment (PDF stored on Billers Direct Site); not charged for summary presentment
Billers Direct Express Per Transaction Fee	Charges per invoice paid and per reversal (Return or Refund).	525	0.28	\$147.00	charge for detail/PDF presentment (PDF stored on Billers Direct Site); not charged for summary presentment
Monthly Maintenance Fees - Optional					applies if using External Archive for Bill Presentment
Bill File Transmittal per Month	Monthly Maintenance for Bill File Loading via Direct Transmission (Does not apply to Billers uploading files manually into the Billers Direct Express portal)		150.00	\$0.00	applies if using External Archive for Bill Presentment
Billers Direct Express - B2B Bundle	Monthly Maintenance for Business to Business Bundle. Includes Dispute resolution/payment codes and credit memos. Note Credit Memos cannot be used with FDI Codes		225.00	\$0.00	
Stop File Transmittal per Month	Monthly Maintenance for Stop File Loading (Does not apply to Billers who are only manually entering Stops via Billers Direct Express Portal)		150.00	\$0.00	
Detailed Presentment or PDF Presentment					
Billers Direct Express - Detail Presentment	Charged per Payment Detail Presentment allows Billers to deliver a invoice details beyond what Summary Presentment allows. Two options: 1. Detail HTML Presentment: Allows Billers to deliver line item invoice detail to their payers 2. PDF Presentment - PDF image of paper bill or statement	0	0.18	\$0.00	
Billers Direct Express - Detail Presentment over 2 pages*	> 2 pages for each detailed statement * charged per page for invoices that are more than 2 pages		0.03	\$0.00	
Billers Direct Express - Detail Bill Load Fee	Charge to load each bill, stored for 12 months Payers will be able to view bill for 12 months	0	0.030	\$0.00	
PDF Presentment - Call out to External Bill Archive - Optional					
External Bill Archive Monthly Maintenance Per Archive	Monthly Maintenance Fee for Third Party External Archive - (for Billers that have an External Archive)		600.00	\$0.00	
External Document Retrieval (per document)	Fee per bill retrieved via external archive - charged whenever Payer clicks to view a Bill. This is an alternative to Billers Direct Detail PDF Presentment listed above.		0.008	\$0.00	
IVR Fees - Optional					standard implementation fee
Billers Direct Express - IVR Monthly Maintenance	Monthly Maintenance for Billers Direct Express Interactive Voice Response (IVR) System.	1	275.00	\$275.00	

Biller Direct Express - IVR Per Minute	IVR Per Minute < 10,000 minutes Interactive Voice Response minutes - number of minutes each month that Payers took to make a payment via automated line. Will apply whether call was finished or not. This line item is tiered - see below two additional tiers.	100	0.155	\$15.50
	IVR Per Minute 10,000-49,999 minutes		0.150	\$0.00
	IVR Per Minute 50,000+ minutes		0.145	\$0.00
Biller Direct Monthly Total				\$1,262.50

advanced integration option

advanced integration option

advanced integration option

advanced integration option

advanced integration option

applies only if using external archive for

electronic bill presentment

Implementation Fees				
Implementation - One Time Fees				
Biller Direct Express - Implementation Fee	Implementation Fee for Biller Direct Express Standard Configuration	1	\$750.00	\$750.00
Optional Features - Implementation Fees				
Biller Direct Express - Implementation Fee - IVR	Implementation Fee for Biller Direct Express Interactive Voice Response (IVR) System.	1	\$750.00	\$750.00
Biller Direct SSO Implementation	Single Sign On without Billing Information		\$2,200.00	\$0.00
Biller Direct SSO w/bill Implementation	Single Sign On with Billing Information		\$3,000.00	\$0.00
Biller Direct API Implementation	API (client hosted solution)		\$4,500.00	\$0.00
Biller Direct NRTPB Implementation	Near Real Time Post Back (not charged if implementing SHO)		\$2,200.00	\$0.00
Biller Direct SHO Implementation	Secure Hand Off with Real Time or Near Real Time Post Back		\$2,200.00	\$0.00
Biller Direct Express - External Archive Setup	Implementation Fee for BD to pull bills from External Archive - not charged if using Detail PDF Presentment		\$2,400.00	\$0.00
Migration from Existing Platform - Optional				
Migration Per Biller	Migration fee		\$4,500.00	\$0.00
Professional Services Rate				
Professional Services Rate per hour	Custom work per hour rate; for work outside the scope of aforementioned implementation fees		\$225.00	
One Time Biller Direct Express Implementation Fees				\$1,500.00

*Assumes invoices are no more than 2 pages

ACH Fees				
ACH Origination				
ACH 3rd Party Monthly Base	ACH Monthly Maintenance/ Per Deposit Account	1	\$50.00	\$50.00
ACH 3rd Party Per File	ACH Per File Originated	20	\$0.380	\$7.60
ACH 3rd Party Originating Debit	Charge per ACH debit transaction originated	200	\$0.255	\$51.00
ACH Returns Fees				
ACH Returned Transaction	Charge for returned item		\$4.45	
ACH Notification of Change	Charge per NOC		\$4.45	
ACH Unworked Notification of Change	Charge for failure to act on NOC prior to initiating another ACH Credit/Debit to the same account		\$28.25	
ACH Return Report	Monthly charge for reports accessed via Fifth Third Direct for transactions returned to the Bank and reported to the client		\$12.50	
ACH Return Files Transmitted	Charge for each file sent to the client containing transactions returned to the Bank		\$7.70	

*Service Fees may fluctuate according to collected balances and activity volumes from month to month. Other fees may apply for services performed that were not disclosed in the Analysis Statement provided. Standard pricing will apply to services that are not explicitly addressed in this proposal. Pricing in this proposal is guaranteed for 180 days from the date the proposal is submitted for review.

QuickPay Fee Schedule

SERVICE NAME	SERVICE DESCRIPTION	PRICE
Monthly Maintenance Fees		
Biller Direct QuickPay - Monthly Maintenance	Monthly Maintenance Per Site/Admin Portal - includes first 50 transactions per month	\$60.00
Biller Direct QuickPay Card Acceptance	Monthly Maintenance to accept credit card payments	\$15.00
Transaction Fees		
Biller Direct QuickPay Per Payment	Charges for transactions over 50 per month, made online via the web and agent assisted via the telephone. (if conv fee charged separately, it separate transaction fee will be assessed)	\$0.55
Implementation - One Time Fees		
Biller Direct QuickPay - Implementation Fee	Implementation Fee for Biller Direct QuickPay	\$250.00
Biller Direct QuickPay - IVR Implementation Fee	Implementation Fee for Biller Direct QuickPay IVR (Interactive Voice Response) Setup to accept payments via phone.	\$750.00
ACH Origination		
ACH 3rd Party Monthly Base	ACH Monthly Maintenance	\$50.00
ACH 3rd Party Per File	ACH Per File Originated	\$0.380
ACH 3rd Party Originating Debit	Charge per ACH debit transaction originated	\$0.255
ACH Returns Fees		
ACH Returned Transaction	Charge for returned item	\$4.45
ACH Notification of Change	Charge per NOC	\$4.45
ACH Unworked Notification of Change	Charge for failure to act on NOC prior to initiating another ACH Credit/Debit to the same account	\$28.25
ACH Return Report	Monthly charge for reports accessed via Fifth Third Direct for transactions returned to the Bank and reported to the client	\$12.50
ACH Return Files Transmitted	Charge for each file sent to the client containing transactions returned to the Bank	\$7.70
Additional Optioanl Implementation - One Time Fees		
Migration Per Biller	Migration fee (includes up to 7500 users)	\$4,500.00
Biller Direct N RTPB Implementation	Near Real Time Post Back (not charged if implementing SHO)	\$1,500.00

Merchant Processing Fees

Merchant Processing Fees apply if Client is accepting Credit Card and/or Debit Card payments via Biller Direct

Merchant Processing fees are negotiated with and billed by the Merchant Processor. See attached Worldpay pricing.

Biller Direct Express Solution - Fully Hosted Single Site

The provided sample proforma is for indicative purposes only and may change as we further understand your volumes and requirements. The sample pricing assumes the City will implement a single instance of our fully hosted electronic bill presentment and payment solution with fully hosted IVR (Biller Direct) for the City's utility bills and payments. Standard pricing and fees for optional features are listed in the pricing attachment. Please note that additional customization requests will be scoped and quoted depending upon the level of effort to deploy. Additional Biller Direct and/or Biller Direct QuickPay sites may be implemented for the City's remaining departments. We would like to meet with the City to understand the unique requirements for each department. Additional sample proformas can be provided once the City decides which options will best meet its needs and as we better understand your requirements for the remaining departments.

Volume Assumptions	Utilities
Bills Loaded per Month (provided by City of Villa Rica)	6,000
Total Transactions (provided by City of Villa Rica)	4,000
ACH Transactions (provided by the City of Villa Rica)	1,000
Credit Card Transactions (provided by City of Villa Rica)	4,000
Number of IVR Payments (provided by City of Villa Rica)	350
IVR Minutes (estimated - assumes 7 minutes per call)	2,450

SERVICE NAME	SERVICE DESCRIPTION	UNITS	PRICE	TOTAL	
Monthly Maintenance Fees - Standard					
Biller Direct Express - Monthly Maintenance	Monthly Maintenance for Biller Direct Express Platform Standard Configuration. Charged per Site	1	\$275.00	\$275.00	standard charge
Per Transaction Fee					
Biller Direct Express Per Transaction Fee	Charges per invoice paid and per reversal (Return or Refund).	5,000	0.28	\$1,400.00	standard charge
Monthly Maintenance Fees - Optional					
Bill File Transmittal per Month	Monthly Maintenance for Bill File Loading via Direct Transmission(Does not apply to Billers uploading files manually into the Biller Direct Express portal)	1	150.00	\$150.00	cost to send bill file via direct transmission or 5/3 Direct File Transfer; not charged if using Biller Direct User Interface
Biller Direct Express - B2B Bundle	Monthly Maintenance for Business to Business Bundle. Includes Dispute resolution/payment codes and credit memos. Note Credit Memos cannot be used with FDI Codes		300.00	\$0.00	optional - cost for credit memos and payment notes/codes
Stop File Transmittal per Month	Monthly Maintenance for Stop File Loading (Does not apply to Billers who are only manually entering Stops via Biller Direct Express Portal)	1	150.00	\$150.00	optional - stops may be entered via Biller Direct User Interface at no additional cost
Detailed Presentment or PDF Presentment					
Biller Direct Express - Detail Presentment	Charged per Payment Detail Presentment allows Billers to deliver a invoice details beyond what Summary Presentment allows. Two options: 1. Detail HTML Presentment: Allows Billers to deliver line item invoice detail to their payers 2. PDF Presentment - PDF image of paper bill or statement	5,000	0.16	\$800.00	charge for detail/PDF presentment (PDF stored on Biller Direct Site); not charged for summary presentment
Biller Direct Express - Detail Presentment over 2 pages*	> 2 pages for each detailed statement * charged per page for invoices that are more than 2 pages		0.03	\$0.00	
Biller Direct Express - Detail Bill Load Fee	Charge to load each bill, stored for 12 months Payers will be able to view bill for 12 months	6,000	0.020	\$120.00	charge for detail/PDF presentment (PDF stored on Biller Direct Site); not charged for summary presentment

PDF Presentment - Call out to External Bill Archive - Optional					
External Bill Archive Monthly Maintenance Per Archive	Monthly Maintenance Fee for Third Party External Archive - (for Billers that have an External Archive		600.00	\$0.00	applies if using External Archive for Bill Presentment
External Document Retrieval (per document)	Fee per bill retrieved via external archive - charged whenever Payer clicks to view a Bill. This is an alternative to Biller Direct Detail PDF Presentment listed above.		0.008	\$0.00	applies if using External Archive for Bill Presentment
IVR Fees - Optional					
Biller Direct Express - IVR Monthly Maintenance	Monthly Maintenance for Biller Direct Express Interactive Voice Response (IVR) System. Charged per site	1	275.00	\$275.00	
Biller Direct Express - IVR Per Minute	IVR Per Minute < 10,000 minutes Interactive Voice Response minutes - number of minutes each month that Payers took to make a payment via automated line. Will apply whether call was finished or not. This line item is tiered - see below two additional tiers.	2450	0.155	\$379.75	
	IVR Per Minute 10,000-49,999 minutes		0.150	\$0.00	
	IVR Per Minute 50,000+ minutes		0.145	\$0.00	
Biller Direct Monthly Total				\$3,549.75	
Implementation Fees					
Implementation - One Time Fees					
Biller Direct Express - Implementation Fee	Implementation Fee for Biller Direct Express Standard Configuration; charged per site	1	\$1,000.00	\$1,000.00	standard implementation fee
Optional Features - Implementation Fees					
Biller Direct Express - Implementation Fee - IVR	Implementation Fee for Biller Direct Express Interactive Voice Response (IVR) System.	1	\$1,000.00	\$1,000.00	
Biller Direct SSO Implementation	Single Sign On without Billing Information		\$1,500.00	\$0.00	advanced integration option
Biller Direct SSO w/bill Implementation	Single Sign On with Billing Information		\$2,000.00	\$0.00	advanced integration option
Biller Direct API Implementation	API (client hosted solution)		\$3,000.00	\$0.00	advanced integration option
Biller Direct NRTPB Implementation	Near Real Time Post Back (not charged if implementing SHO)		\$1,500.00	\$0.00	advanced integration option
Biller Direct SHO Implementation	Secure Hand Off with Real Time or Near Real Time Post Back		\$1,500.00	\$0.00	advanced integration option
Biller Direct Express - External Archive Setup	Implementation Fee for BD to pull bills from External Archive - not charged if using Detail PDF Presentment		\$1,650.00	\$0.00	applies only if using external archive for electronic bill presentment
Migration from Existing Platform - Optional					
Migration Per Biller	Migration fee (includes up to 7500 users)		\$4,500.00	\$0.00	
Professional Services Rate					
Professional Services Rate per hour	Custom work per hour rate; for work outside the scope of aforementioned implementation fees		\$225.00		
One Time Biller Direct Express Implementation Fees				\$2,000.00	

CH Fees				
CH Origination				
CH 3rd Party Monthly Base	ACH Monthly Maintenance/ Per Deposit Account	1	\$50.00	\$50.00
CH 3rd Party Per File	ACH Per File Originated	20	\$0.380	\$7.60
CH 3rd Party Originating Debit	Charge per ACH debit transaction originated	1,000	\$0.255	\$255.00
CH Returns Fees				
CH Returned Transaction	Charge for returned item	20	\$4.45	\$89.00
CH Notification of Change	Charge per NOC		\$4.45	\$0.00
CH Unworked Notification of Change	Charge for failure to act on NOC prior to initiating another ACH Credit/Debit to the same account		\$28.25	\$0.00
CH Return Report	Monthly charge for reports accessed via Fifth Third Direct for transactions returned to the Bank and reported to the client		\$12.50	\$0.00
CH Return Files Transmitted	Charge for each file sent to the client containing transactions returned to the Bank		\$7.70	\$0.00
Monthly ACH Third Party Fees			\$401.60	
Monthly Biller Direct Fees + ACH Third Party Fees			\$3,951.35	

Please note this pricing is indicative of the information we have received, pricing may change as we further understand your volumes or requirements

Assumes invoices are no more than 2 pages

*Service Fees may fluctuate according to collected balances and activity volumes from month to month. Other fees may apply for services performed that were not disclosed in the Analysis Statement provided. Standard pricing will apply to services that are not explicitly addressed in this proposal. Pricing in this proposal is guaranteed for 180 days from the date the proposal is submitted for review.

QuickPay Fee Schedule

SERVICE NAME	SERVICE DESCRIPTION	PRICE
Monthly Maintenance Fees		
Biller Direct QuickPay - Monthly Maintenance	Monthly Maintenance Per Site/Admin Portal - includes first 50 transactions per month	\$60.00
Biller Direct QuickPay Card Acceptance	Monthly Maintenance to accept credit card payments	\$15.00
Transaction Fees		
Biller Direct QuickPay Per Payment	Charges for transactions over 50 per month, made online via the web and agent assisted via the telephone. (if conv fee charged seperately, it separate transaction fee will be assessed)	\$0.55
Implementation - One Time Fees		
Biller Direct QuickPay - Implementation Fee	Implementation Fee for Biller Direct QuickPay	\$250.00
Biller Direct QuickPay - IVR Implementation Fee	Implementation Fee for Biller Direct QuickPay IVR (Interactive Voice Response) Setup to accept payments via phone.	\$750.00
ACH Origination		
ACH 3rd Party Monthly Base	ACH Monthly Maintenance	\$50.00
ACH 3rd Party Per File	ACH Per File Originated	\$0.380
ACH 3rd Party Originating Debit	Charge per ACH debit transaction originated	\$0.255
ACH Returns Fees		
ACH Returned Transaction	Charge for returned item	\$4.45
ACH Notification of Change	Charge per NOC	\$4.45
ACH Unworked Notification of Change	Charge for failure to act on NOC prior to initiating another ACH Credit/Debit to the same account	\$28.25
ACH Return Report	Monthly charge for reports accessed via Fifth Third Direct for transactions returned to the Bank and reported to the client	\$12.50
ACH Return Files Transmitted	Charge for each file sent to the client containing transactions returned to the Bank	\$7.70
Additional Optioanl Implementation - One Time Fees		
Migration Per Biller	Migration fee (includes up to 7500 users)	\$4,500.00
Biller Direct N RTPB Implementation	Near Real Time Post Back (not charged if implementing SHO)	\$1,500.00

Merchant Processing Fees

Merchant Processing Fees apply if Client is accepting Credit Card and/or Debit Card payments via Biller Direct

Merchant Processing fees are negotiated with and billed by the Merchant Processor. Please see attached Worldpay pricing.



Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: August 10, 2019 Summer Concert Alcohol License Agreement: SOS Band
AGENDA DATE: 5/14/2019

DATE PREPARED: 4/29/2019
PREPARED BY: Janet Chumley

AMOUNT: N/A
GL ACCOUNT #: N/A
FUNDING SOURCE: None
BUDGETED ITEM? NA

PURPOSE: License agreement with the Olive Tree and the City of Villa Rica to provide the sale of beer and wine at the 2nd Summer Concert of 2019 with Headlining Band SOS Band. The concert will be held Saturday, August 10, 2019 from 8 pm until 10 pm at The MILL Amphitheater.

BACKGROUND: The August 10, 2019 Summer Concert agreement is a 50/50 split between Villa Rica Main Street and The Olive Tree. There were no issues or concerns related to these concerts in the past.

STAFF RECOMMENDATION: Staff recommends The Olive Tree be used for the purpose of beer and wine sales at the 2nd Summer Concert of 2019 to be held Saturday, Saturday, August 10, 2019 from 8 pm until 10 pm at The MILL Amphitheater.

IMPACT: Beer and wine will be able to be served during the August 10, 2019 Summer Concert. The ability to serve beer and wine at The MILL Amphitheater has been a standing request from individuals attending downtown focus groups and town hall meetings in recent years.

MOTION: I make a motion that we approve the license agreement with the Olive Tree to provide the sale of beer and wine at the 2nd Summer Concert of 2019 to be held Saturday, August 10, 2019 from 8 pm until 10 pm at The MILL Amphitheater.

LICENSE AGREEMENT

This License Agreement (" Agreement") made this ____ day of April 29, 2019 by and between The Olive Tree Villa Rica, LLC (the "Caterer") and the City of Villa Rica (the "City"), Georgia.

WHEREAS, the City is sponsoring a Summer concert with SOS band to be held at THE MILL Amphitheater in Historic Downtown Villa Rica on August 10, 2019 (the "Festival"): and

WHEREAS, at the time of this Agreement, Caterer is one of two entities holding a caterer's license under the City of Villa Rica Beverage Code; and

WHEREAS, the City desires to license the services of the Caterer to provide exclusive alcoholic beverage service during the Festival; and

WHEREAS, the parties do desire to formalize the terms under which the Caterer will provide said services;

1. The City contracts to license Caterer to provide the sale of beer and wine at the Summer concert to be held on Saturday, August 10, 2019 at THE MILL Amphitheater in Downtown Villa Rica.
2. Caterer agrees to provide said services during the course of the Festival during a time period to be agreed between Caterer and The Villa Rica Man Street Director.
3. Caterer shall have the exclusive right to sell beer and wine within the confines of the event. The City shall establish the confines of the event by the placement of fence around all areas where alcoholic beverages may be purchased, possessed, and consumed.
4. Caterer agrees that is shall possess a current catering alcoholic beverage license as authorized by the City.
5. Caterer shall provide a certificate of insurance to the City upon request which will reflect that is possesses sufficient insurance coverage for the provision of its services during the event.
6. In consideration of the services to be provided by the Caterer, the Caterer shall be entitled to receive an amount equal to fifty percent (50%) of the net proceeds of all gross sales exclusive of its cost and expenses for provision of the catering services. The costs and expenses of the catering services shall include labor expenses, cost of goods sold, and any applicable federal, state, and local taxes. The City shall receive an amount equal to fifty percent (50%) of net proceeds as consideration for licensing caterer as the exclusive provider of services for the event.

7. Caterer shall cooperate with the City in the accounting for all costs and expenses as well as the net proceeds received from the event.

8. Caterer will be responsible for the provision of any necessary set-up and clean-up for the services to be provided.

9. This License Agreement is conditioned upon the approval of the Festival by the Mayor and Council of Villa Rica. It is further conditioned upon the approval of the Mayor and Council to authorize the sale, possession or consumption of alcoholic beverages upon the premises of the Mill Amphitheater.

10. It is specifically agreed that the Mayor and Council, the City Manager, or the Police Chief of the City or their designee retain the right to terminate the sale, possession, or consumption of alcoholic beverages at the Festival or upon City property for any reason at any time.

IT IS SO AGREED on this the 29th day of April , 2019

CITY OF VILLA RICA

By: _____
Jeff Reese, Mayor

OLIVE TREE VILLA RICA, LLC

By: Mike Atsalis
Mike Atsalis



Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Compact Excavator with Quick Coupler & 24" Coupler Bucket with teeth

AGENDA DATE: May 14, 2019

DATE PREPARED: April 17, 2019

PREPARED BY: Pete Zorbanos

AMOUNT: 2019 Budgeted Item Backhoe \$115, 694.00
Change to a Compact Excavator for \$35,980.00
Savings from change: \$79,714.00

GL ACCOUNT #: 505-4440-542500

FUNDING SOURCE: Water/Sewer Capital

BUDGETED ITEM? Yes

PURPOSE: To purchase a compact excavator with quick coupler & 24" quick coupler bucket with teeth

BACKGROUND: This item is in the 2019 budget for a backhoe in the amount of \$115,694.00

STAFF RECOMMENDATION: The budgeted backhoe will not allow the flexibility that a compact excavator for daily job demands. The compact excavator is smaller than a backhoe and would be more effective for constricted work areas. The compact excavator will have the features of the backhoe but at a lesser price.

Three bids were received:

- Ditch Witch of Georgia - \$35,980.00
- Beshears Tractor & Equipment Co., Inc., - \$38,306.29
- Yancey - \$46,499.00

Staff would like to recommend the bid from Ditch Witch of Georgia. The City has a long track record with Ditch Witch of Georgia, who have provided excellent equipment and service.

IMPACT. By adding a compact excavator to the department will allow more crews to service numerous work sites throughout the city for quicker repair times in critical situations.

MOTION: I make a motion that we approve the purchase of a compact excavator with quick couple and 24" quick coupler bucket with teeth from Ditch Witch of Georgia for a total of \$35,980.00.

DATE	4/23/2019	
YOUR INQUIRY DATED	2 WEEKS	
PROPOSED SHIPPING DATE	4/23/2019	
TERMS	NET ON DELIVERY	F O B
SALESMAN	BRENT T. GOODMAN	
TO BE SHIPPED VIA	PPD or GOLI	
OUR TRUCK		

Authorized Signature

HYDRAULIC EXCAVATOR

TB230

takeuchi

From World First to World Leader



Product Features & Specifications

ENGINE

- U S EPA Final Tier 4
- Automatic Fuel Bleed System
- Dual Element Air Filter
- Automatic Idle

ELECTRICAL

- Multi-Informational Display
- Sealed Rocker Switches
- 12 volt System with 40 amp Alternator
- Halogen Work Lights: Two Forward Facing
- Engine Preheat
- Hour Meter
- Travel Alarm
- Horn

TAKEUCHI FLEET MANAGEMENT

- 2 Year Standard Service
- Minimize Downtime
- Remote Diagnostics
- Utilization Tracking
- Proactive Maintenance
- Control Costs

UNDERCARRIAGE AND FRAME

- Triple Flanged Track Rollers
- 2-Speed Travel with Automatic Shift
- Sloped Frame with Open Centers
- Heavy Duty Dozer Blade with Float
- Large Wrap Around Counterweight
- 11.8" Rubber Tracks
- Power Angle Blade with Float and Bolt-on Cutting Edge

OPERATOR'S STATION

- ROPS / TOPS / OPG Four Post Canopy
- Deluxe High Back Suspension Seat
- Adjustable Arm Rests
- 2" Retractable Seat Belt
- 3" Retractable Seat Belt

HYDRAULIC & WORKING EQUIPMENT

- Variable Displacement Open Center Hydraulics
- Cushioned Boom and Swing Cylinders
- Hydraulic Pilot Controls
- Proportional Auxiliary Controls with Detent
- Auxiliary Flow Adjustable from Operator's Seat
- Hydraulic Reservoir with Fluid Level Sight Gauge
- Primary Auxiliary Hydraulic Circuit Plumbed to Arm
- Multiple Attachment Presets
- Flow Selector Valve, Primary Auxiliary Circuit
- Pattern Change Valve (ISO or SAE)
- Pilot Accumulator
- Long Arm with Integrated Thumb Mount
- Main Boom Cylinder Guard
- Dual Pin Position Bucket
- Mechanical Bucket Quick Coupler
- Main Pin Hydraulic Thumb



Spacious Cabin



Automotive Styled Interior

TOUGH, POWERFUL, RELIABLE



2-Speed Travel w/ Auto Shift



Wraparound Counterweight



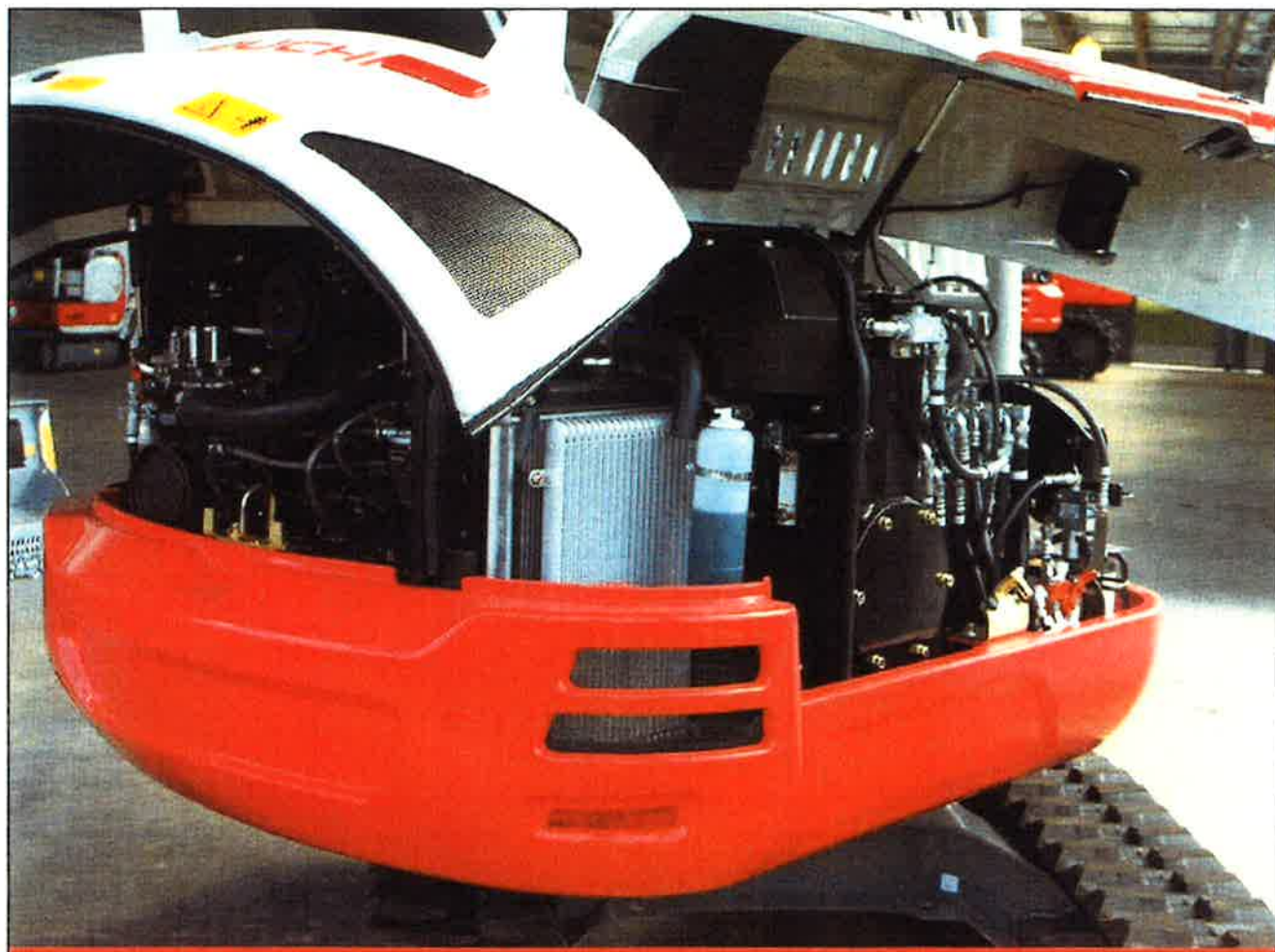
Triple Flanged Track Rollers



Segmented Lines

The TB230 is less than 5 ft 0.0 in wide giving it outstanding accessibility to job sites. It features all steel construction, a spacious operator station, automotive styled interior, smooth and powerful hydraulic system, pattern change valve, and cushioned boom and swing cylinders. The TB230 provides impressive dig depth, reach and lifting capacity for maximum productivity making it a great choice for the most demanding applications.

Additional features include a U.S. EPA Final Tier 4 compliant engine, automatic fuel bleed system, dual element air filter, and a large wraparound counterweight that protects engine components from damage. The operator is protected by a four post ROPS/TOPS/OPG operator protective structure that keeps the operator safe and comfortable on any job site.



Large lockable service hoods provide vandalism protection and outstanding maintenance access.

OPERATING PERFORMANCE

Operating Weight	6,360 lb	(2,885 kg)
Maximum Bucket Breakout Force	6,471 lb	(2,935 kg)
Maximum Arm Digging Force	2,900 lb	(1,325 kg)
Arm Length	4 ft 9.0 in	(1,445 mm)
Slew Speed	10.3 rpm	
Traction Force	6,340 lb	(2,876 kg)
Ground Pressure	4.3 psi	(29.6 kPa)
Max Travel Speed		
Low Range	1.8 mph	(2.9 km / hr)
High Range	3.2 mph	(5.2 km / hr)

HYDRAULIC SYSTEM

Total Hydraulic Flow	24.2 gpm	(91.6 Lpm)
Auxiliary Flow - Primary Circuit	13.4 gpm	(50.6 Lpm)
Hydraulic System Pressure	3,046 psi	(21.0 MPa)

ENGINE

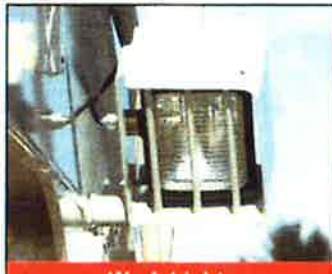
Make / Model	Yanmar / 3TNV88F	
Displacement	81.0 cu in	(1.3 L)
Horsepower @ 2,200 rpm	24.4 hp	(18.2 kW)
Maximum Torque @ 1,440 rpm	63 ft-lb	(85.3 Nm)

FLUID CAPACITIES

Engine Lubrication	5.0 qt	(4.7 L)
Cooling System	4.2 qt	(4.0 L)
Fuel Tank Capacity	14.0 gal	(53.0 L)
Fuel Consumption (65% of Full Load)	0.8 gal / hr	(3.3 L / hr)
Hydraulic Reservoir Capacity	9.2 gal	(35.0 L)
Hydraulic System Capacity	14.8 gal	(56.0 L)



Multi-Informational Display



Work Lights



Long Arm with Thumb Mount



Main Boom Cylinder Guard

TB230 Lifting Capacities at Ground Level*

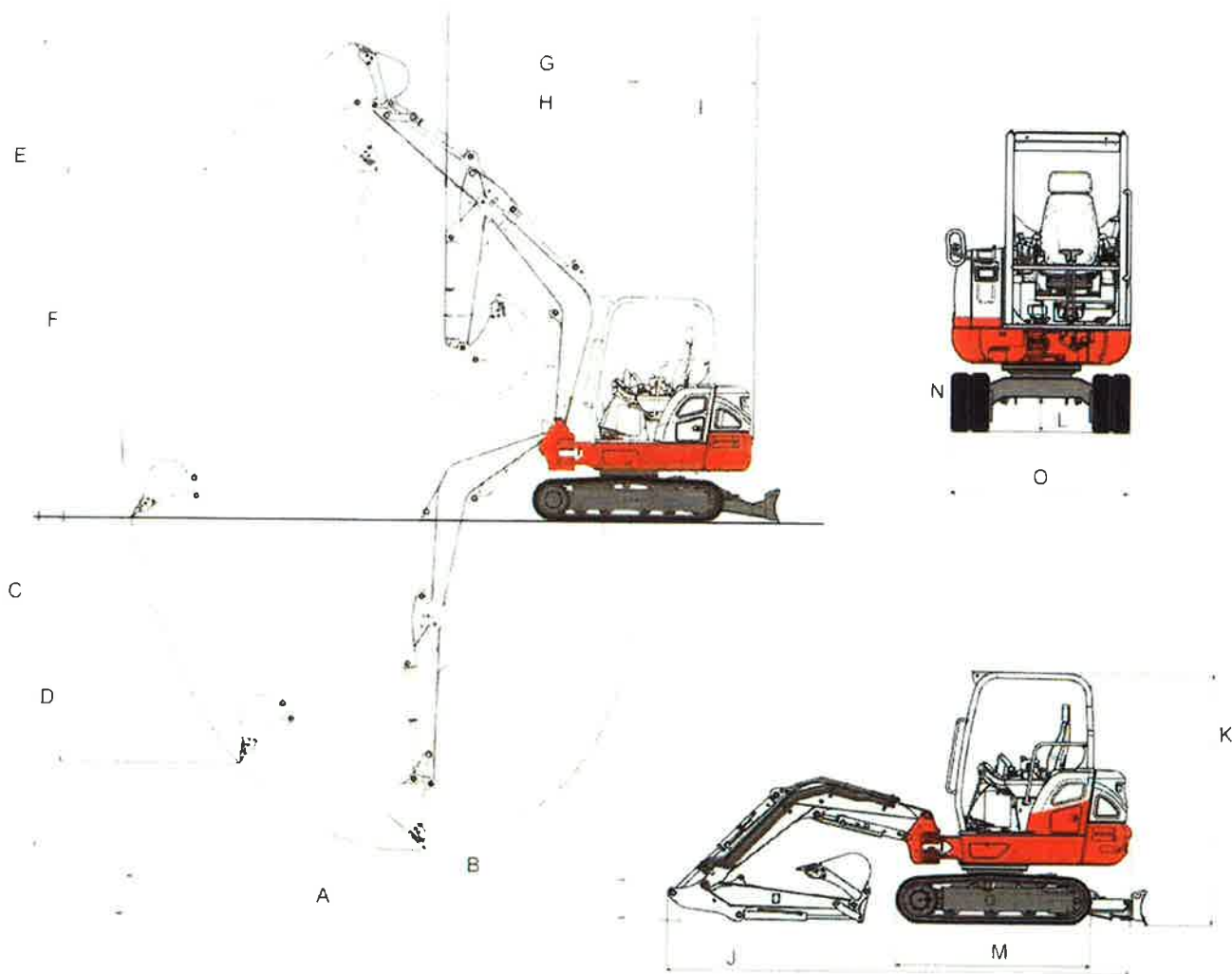
Lift Point Radius from Rotation Axis		9 ft (2,743 mm)		12 ft (3,657 mm)	
	Lifting Capacities Over Front, Blade Down	2,031 lb	(921 kg)	1,360 lb	(617 kg)
	Lifting Capacities Over Side	1,398 lb	(634 kg)	933 lb	(423 kg)

* Ratings based on ISO10567 and do not exceed 87% of hydraulic lift or 75% of tipping load

ATTACHMENTS

Takeuchi now offers attachments for all of your Takeuchi equipment. See your authorized Takeuchi dealer for additional information and attachment options

TB230 Compact Excavator



MACHINE DIMENSIONS

A Maximum Reach	15 ft 10.9 in	(4,850 mm)
B Maximum Reach at Ground Level	15 ft 5.4 in	(4,710 mm)
C Maximum Digging Depth	9 ft 3.6 in	(2,835 mm)
D Maximum Vertical Digging Depth	7 ft 0.8 in	(2,153 mm)
E Maximum Dig Height	14 ft 7.0 in	(4,450 mm)
F Maximum Dumping Height	10 ft 7.2 in	(3,230 mm)
G Front Swing Radius	6 ft 2.7 in	(1,895 mm)
H Front Swing Radius with Boom Offset	4 ft 11.2 in	(1,505 mm)
I Tail Swing (Slew) Radius	4 ft 4.4 in	(1,330 mm)
J Transport Length	15 ft 0.9 in	(4,595 mm)
K Transport Height	8 ft 3.9 in	(2,540 mm)
L Ground Clearance	11.9 in	(305 mm)
M Undercarriage Length	6 ft 2.9 in	(1,900 mm)
N Track Width (Rubber)	11.8 in	(300 mm)
O Undercarriage Width	4 ft 9.5 in	(1,460 mm)



2 YEAR
2,000 HOUR
FULL MACHINE
WARRANTY



© 2017 Takeuchi Manufacturing (U.S.), Ltd. All Rights Reserved. Printed in the U.S.A.
In accordance with our established policy of continued improvement, specifications and
features are subject to change without notice. Pictures may show options other than
standard equipment.
FORM: TB230 Compact Excavator Spec Sheet - May 2017 - (TFM) s/n 130000923 -

TAKEUCHI
From World First to World Leader

Beshears Tractor & Equipment Co., Inc.

1275 Carrollton Villa Rica Hwy. Villa Rica, Ga. 30180 678-952-2037

DATE 2-7-19 Salesman TONY

PURCHASER NAME: CITY OF VILLA RICA

PHYSICAL ADDRESS: _____

CITY: VILLA RICA STATE GA ZIP 30180

HOME PHONE # _____ WORK PHONE# _____

TRADE IN INFO: _____ ALLOWANCE: \$ _____

PAY OFF: \$ _____ CASH DOWN \$ _____

SPECIAL INSTRUCTION: _____

EQUIPMENT TO BE PURCHASED

MAKE	MODEL#	DESCRIPTION	PRICE
U35-4RIA	EXCAVATOR		\$
	34" Bucket, Hyd. Angle Blade		\$ 38,306.29
KXB 460 Q	Breaker		\$ 8,135.00
			\$
			\$
			\$ 38,306.29
			\$ 46,441.29



SUBTOTAL

SALES TAX

DOWN PAYMENT

TOTAL

\$

\$

\$

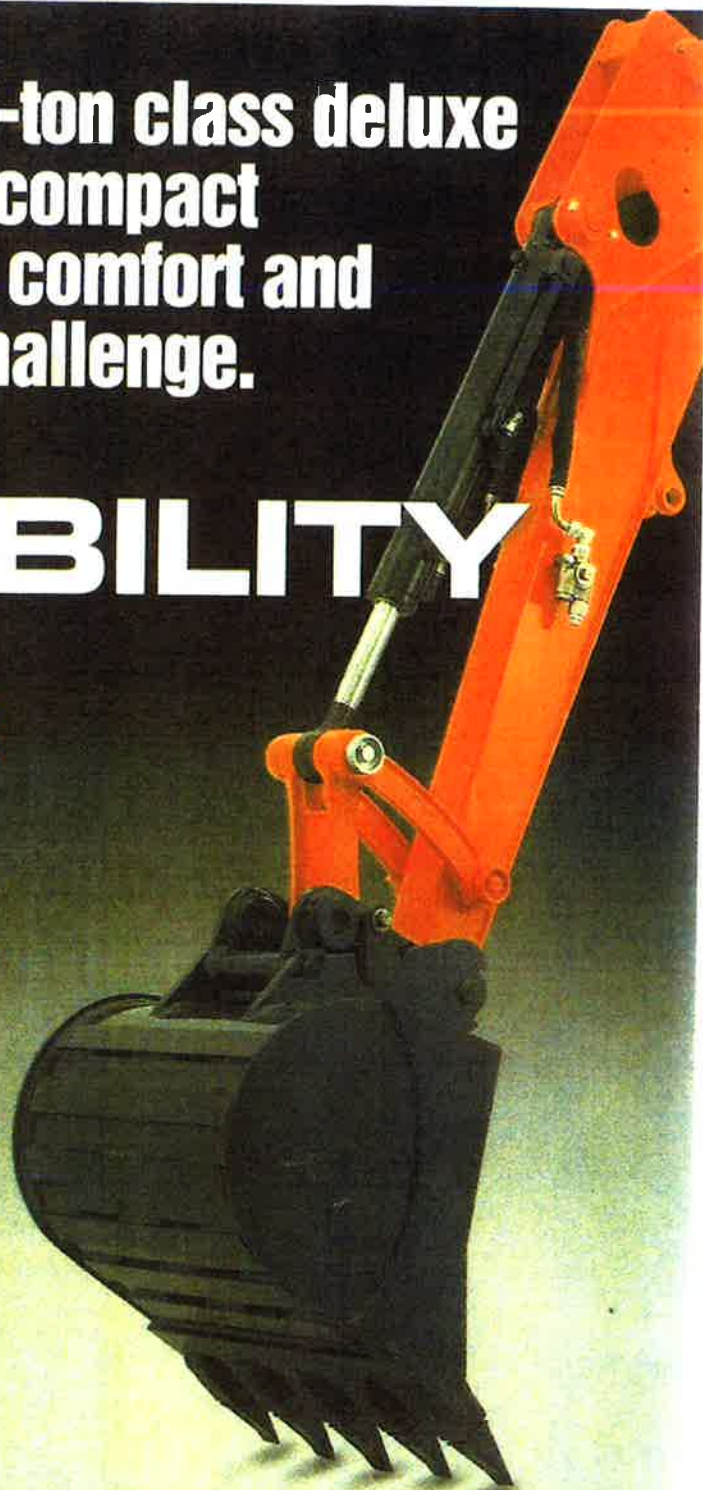
\$

With a spacious new 5-ton class deluxe cab, the 3.5-ton U35-4 compact excavator brings more comfort and luxury to almost any challenge.

WORKABILITY

HYDRAULIC ANGLE BLADE (Optional)

Save time and work more efficiently. With a simple movement of the dozer lever, the hydraulic angle blade can be angled to the right or left to push soil to the side as the machine moves forward, eliminating the need for repetitive repositioning at right angles when backfilling trenches.



1. Bolt-on Cutting Edge*

The cutting edge protects the angle blade during heavy-duty dozing operations. The reversible cutting edge is divided into two sections to easily invert the edge for continued use.

**Standard on Angle Blade models.*

2. Durable Fixed Hook

The thick side plate of the dozer blade enhances the strength of the fixed hook. The hole is enlarged to accommodate thicker chains for a more secured tie-down.



K Series U35-4

U35-4

Tight Tail Swing Hydraulic Excavator

FEATURES

Tight Tail Swing
Half Pitched Rubber Tracks or Steel Tracks
ROPS/OPG (Top Guard, Level 1) 4 Post Canopy or Air Conditioned & Heated Cab
Suspension Seat
Kubota 3 Hydraulic Pump Design
1 Gear; 2 Variable Displacement Pumps
All Controls Hydraulic Pilot Controls
Hydraulic Accumulator
Two Operating Pattern Selection System
Digital Control Panel
Attachment Flow Presets, Service Alerts
Standard Front Dozer Blade with Float
Optional Float Angle Blade w/ BOCE
360 Degree Full Rotation
71° Left and 45° Right Boom Swing Angle
15.8 GPM Adjustable Auxiliary Hydraulics Port
Auxiliary Hydraulic Diverter Valve
Five Second Quick Preheat System
Key Switch Stop System
Self Bleed Fuel System
Auto-downshift Two Speed Travel System
Thumb Bracket and Relief Valves
Swivel Negative Brake
Travel Negative Brake
Third Line Return (Hydraulic)

BASIC UNIT

U35-4R1, Rubber Tracks, 4-Post ROPS/OPG (Top Guard, Level 1) Canopy
U35-4R1A, Rubber Tracks, 4-Post ROPS/OPG (Top Guard, Level 1) Canopy, Angle Dozer Blade
U35-4R3, Rubber Tracks, ROPS/OPG (Top Guard, Level 1) Air Conditioned/Heated Cab
U35-4R3A, Rubber Tracks, ROPS/OPG (Top Guard, Level 1) Air Conditioning/Heated Cab, Angle Dozer Blade

DIMENSIONS AND OPERATING WEIGHT

U35-4R1, Rubber Tracks, 4-Post ROPS/OPG (Top Guard, Level 1) Canopy
Overall Length 15' 7"
Overall Width 5' 7"
Overall Height 8' 1.2"
Operating Weight* 8,129 lbs.
Ground Clearance 11.34"

U35-4R3, Rubber Tracks, ROPS/OPG (Top Guard, Level 1) Air Conditioned/Heated Cab
Overall Length 15' 7"
Overall Width 5' 7"
Overall Height 8' 1.2"
Operating Weight* 8,451 lbs.
Ground Clearance 11.34"

*Includes operator's weight of 175 lbs.

ENGINE

D1703-M Kubota E-TVCS Tier 4 Final Diesel Engine
3 Cylinder, 4 Cycle
24.8 Gross HP (SAE J1995) @ 2200 RPM
23.9 Net HP (SAE J1349) @ 2200 RPM

OPERATIONAL DIMENSIONS

Max Digging Depth	9' 8.9"
Max Digging Radius @ Ground Level	16' 11.3"
Max Vertical Digging Depth	6' 7.3"
Max Dumping Height	11' 0.7"

DOZER BLADE DIMENSIONS

Width	67"
Height	13.5"
Lift Above Ground	14.65"
Drop Below Ground	14.53"

PERFORMANCE

Digging Force @ Bucket (K7875)	7924 lbs.
Digging Force @ Dipper Arm	4451 lbs.
Travel Speed (Low/High)	1.9/2.9 mph
Climbing Ability	36% / 20°
Lift Capacity	3230 lbs.

- Over Front
- Blade Grounded
- 2 Ft. Load Point Height
- 8 Ft. Load Radius

U35-4 OPTIONS

STANDARD EQUIPMENT

Safety system

- Engine start safety system
- Travel motor with disc brake
- Swivel motor with disc brake
- All hydraulic control

Working equipment

- Auxiliary hydraulic circuit 1 with proportional control on right control lever
- 2 working lights on cab and 1 light on the boom
- Dozer blade with float function
- Thumb bracket and relief valve

Operator's Space

- ROPS/OPS (TOP Guard, Level 1) canopy
- Weight-adjustable full suspension seat
- Retractable seat belt
- Hydraulic pilot control levers with wrist rests
- Travel levers with foot pedals
- Two pattern selection system
- Digital panel with diagnosis function
- 12V power source
- Cup holder
- Horn

Engine/Fuel system

- Double element air filter
- Auto idling system
- Water separator with drain cock

Undercarriage

- Dozer blade with float
- 11.8" (300mm) rubber track
- 1 × upper track roller
- 5 double-flange track rollers on each side
- 2-speed travel switch on dozer lever
- 2-speed travel with auto-shift

Hydraulic system

- Pressure accumulator
- Hydraulic pressure checking ports
- Straight travel circuit
- Third line hydraulic return
- 2 variable pumps and 1 gear pump
- Adjustable maximum oil flow on auxiliary hydraulic circuits 1
- Auxiliary switch (AUX1) on right control lever

Others

- Tool box
- Grease gun holder

OPTIONAL EQUIPMENT

- Cab with A/C
- Canopy lights
- Rear working lights
- Beacon lights
- Angle blade with float function and BOE
- Travel alarm
- Spark arrest muffler

WORKING RANGE

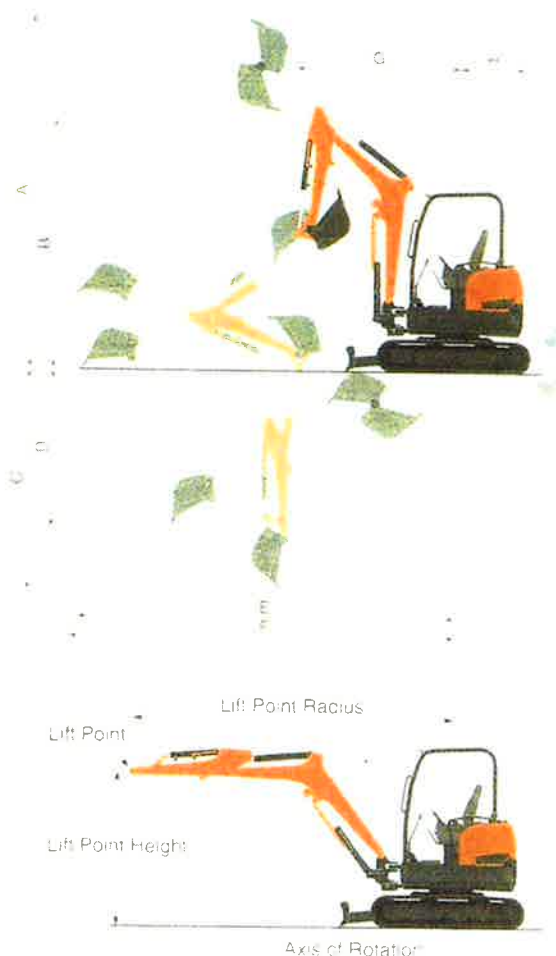
Model		U35-4
A	Max. digging height	ft. in. (mm)
B	Max. dumping height	ft. in. (mm)
C	Max. digging depth	ft. in. (mm)
D	Max. vertical digging depth	ft. in. (mm)
E	Max. digging radius at ground	ft. in. (mm)
F	Max. digging radius	ft. in. (mm)
G	Min. turning radius	ft. in. (mm)
	W/O swing	ft. in. (mm)
H	Min. tail turning radius	ft. in. (mm)
	W/ swing	ft. in. (mm)

LIFTING CAPACITY

Canopy rubber

LIFT POINT HEIGHT (ft.)	LIFTING CAPACITY OVER-FRONT BLADE DOWN unit=1000 lbs			LIFTING CAPACITY OVER-SIDE unit=1000 lbs		
	LIFT POINT RADIUS (ft.)			LIFT POINT RADIUS (ft.)		
	8	12	14	8	12	MAX
6	1.95	1.36	1.28	1.95	1.11	0.87
4	2.73	1.53	1.35	1.96	1.08	0.85
2	3.23	1.68	1.41	1.98	1.05	0.84
GL	3.33	1.77	1.43	1.84	1.02	0.82

Model with ROPS (TOP Guard, Level 1) canopy and full suspension seat



SPECIFICATIONS

Model		U35-4		U35-4 Angle Blade	
Type of ROPS		OPG (TOP Guard, Level I)		Canopy Cab	
Type of tracks		Rubber		Steel	
Model		Kubota D1703M-DI-E4			
Engine	Output (SAE J1995 gross)	HP (kW)	rpm	24.8 (18.5)	2200
	Output (SAE J1349 net)	HP (kW)	rpm	23.9 (17.8)	2200
	Displacement	cu. in. (cc)		100.5 (1647)	
Dimensions	Overall length	ft. in. (mm)		15.7 (4749)	
	Overall height	ft. in. (mm)		8.12 (2470)	
	Overall width	ft. in. (mm)		5.69 (1700)	
	Min. ground clearance	in. (mm)		11.34 (288)	
Hydraulic system	Pump capacity	GPM (l/min)		10.5 (39.6) x 2	5.5 (20.9) x 1
	Auxiliary hydraulic flow	AUX1	GPM (l/min)	15.8 (60)	
	Max. breakout force	Bucket: Arm	lbs. (kgf)	7924 (3594)	4451 (2019)
	Travel speed	Low / High	mph (km/h)	1.9 (3.0)	2.9 (4.6)
Drive system	Max. traction force	Low speed	lbs. (kgf)	6091 (2763)	
	Tumbler distance		ft. in. (mm)	5.65 (1688)	
	Crawler length		ft. in. (mm)	6.10 (2084)	
	Shoe width	Rubber	in. (mm)	11.8 (300)	
	Ground contact pressure	Rubber: Canopy Cab	ps. (kgf/cm ²)	5.10 (0.36)	5.30 (0.37)
Swing system	Unit swing speed		rpm	9.0	
	Boom swing angle	Left / Right	degree	71 / 45	
	Dimensions	Width	ft. in. (mm)	5.69 (1700)	
Blade		Height	ft. in. (mm)	11.5 (343)	13.2 (385)
	Max. lift above ground		in. (mm)	15.47 (393)	15.98 (406)
	Max. drop below ground		in. (mm)	16.73 (425)	18.74 (476)
	Angle	Left / Right	degree	-	25 / 25
Hydraulic oil (Reservoir / System)			gal. (l)	11.8 (44.6)	16.1 (61)
Fuel reservoir			gal. (l)	11.9 (45.1)	
Operating weight (Including operator's weight @ 165 lbs.)	Rubber: Canopy Cab	lbs. (kgf)	8488 (3850)	8810 (3996)	8836 (4008)
	Steel: Canopy Cab	lbs. (kgf)	8684 (3939)	9006 (4085)	9032 (4097)
					9354 (4243)

The manufacturer reserves the right to change the above specifications without notice. This brochure is for informational purposes only. Please contact your local Kubota dealer for additional information. For your safety, Kubota strongly recommends the use of a Roll-Over Protective Structure (ROPS) and seat belt for all off-highway applications.

DIMENSIONS



Unit: ft. in. (mm)

Kubota

KUBOTA TRACTOR CORPORATION

Visit our web site at: www.kubota.com





Earthmoving Sales Order

Yancey Bros Co. 330 Lee Industrial Blvd Austell, GA 30168

DATE May 28, 2013

CITY OF VILLA RICA	PURCHASER	CITY OF VILLA RICA		
	STREET ADDRESS	171 W. BANKHEAD HWY		
	CITY/STATE	VILLA RICA, GA	COUNTY	DARFOLD
	POSTAL CODE	31781-1716	PHONE NO	678-840-0000
	CUSTOMER	EQUIPMENT		
CONTACT	PRODUCT SUPPORT			
INDUSTRY CODE	LOCAL GOVERNMENT 5V931	PRINCIPAL WORK CODE	FCB A1	
CUSTOMER NUMBER	111111	Sales Tax Exemption # (if applicable)	N/A	QUOTE NO 167160
CUSTOMER PO NUMBER				
PAYMENT TERMS				
NET PAYMENT ON RECEIPT OF INVOICE ☐ NET ON DELIVERY ☐ NEGOTIATED TERMS ☐ FINANCIAL SERVICES ☐ CSC ☐ LEASE				
CASH WITH ORDER ☐ BALANCE TO FINANCE ☐ CONTRACT INTEREST RATE ☐				
PAYMENT PERIOD ☐ PAYMENT AMOUNT ☐ NUMBER OF PAYMENTS ☐ OPTIONAL BUY-OUT ☐				
DESCRIPTION OF EQUIPMENT ORDERED / PURCHASED				
MAKE TBA	MODEL 104E2	YEAR TBA		
STOCK NUMBER TBA	SERIAL NUMBER TBA			
104E2 HFXVN 00A2	515-4922387-7162 LINES, STICK	471-8222 HEATER, JACKET WATER		
LANE 1 - AVAILABLE FROM ATHENS PDC	463-6112 STICK PACKAGE, LONG W/O PNE AIR	512-3611 LIGHTS, STANDARD		
	434-1762 BELT, SEAT, 16MM 17" REINFORCED	507-1637 PROTECTIVE LINER, CELLULAR, PL 240		
ENCLOSURES:	429-4713 ALARM, TRAVEL	NOTE: PLEASE REFER TO LANE 1 SECTION TO COMPLETE YOUR ORDER.		
452-5618 104E2 HYDRAULIC EXCAVATOR	410-1492 TRACK RUBBER BELT	LANE 2 CRUISER	12-9101	
456-2642 CAB, WITH A/C CONDITIONER	463-6731 BLADE, STRAIGHT, BOLT-ON EDGE	SERIALIZED TECHNICAL MEDIA KIT	421-8490	
437-3272 RADIO, PRDNY	713-4460 DRAIN, ECOLOGY	SHIPPING/STORAGE PROTECTION	12-2246	
428-7870 MIRROR, REAR	454-0740 CABLE, BROWN	PACK, DOMESTIC TRUCK	47-1210	
507-7102 CONTROL, PATTERN, CHANGER	428-7174 SEAT, FABRIC, HIGH BACK	BUCKET, 24", 4.12 YD. HD	444-5904	
187-7119 LINES, BOOM	454-2152 ENGINE, EPA TIER 4F	HAMMER, B6	532-9706	
TRADE-IN EQUIPMENT		SELL PRICE		
MODEL: _____	YEAR: _____ SN: _____	54,378		
PAYOUT TO: _____	AMOUNT: _____ PAID BY: _____	NET BALANCE DUE		
MODEL: _____	YEAR: _____ SN: _____	54,378		
PAYOUT TO: _____	AMOUNT: _____ PAID BY: _____	TOTAL QUOTE PRICE		
MODEL: _____	YEAR: _____ SN: _____	54,378		
PAYOUT TO: _____	AMOUNT: _____ PAID BY: _____			
MODEL: _____	YEAR: _____ SN: _____			
PAYOUT TO: _____	AMOUNT: _____ PAID BY: _____			
ALL TRADE-INS ARE SUBJECT TO EQUIPMENT BEING IN "AS INSPECTED CONDITION" BY VENDOR AT TIME OF DELIVERY OF REPLACEMENT MACHINE PURCHASE ABOVE				
PURCHASER HEREBY SELLS THE TRADE-IN EQUIPMENT DESCRIBED ABOVE TO THE VENDOR AND WARRANTS IT TO BE FREE AND CLEAR OF ALL CLAIMS, LIENS, MORTGAGES AND SECURITY INTEREST EXCEPT AS SHOWN ABOVE				
☐ CATERPILLAR EQUIPMENT WARRANTY				
INITIAL _____				
☐ USED EQUIPMENT WARRANTY				
INITIAL _____				
The customer acknowledges that he has received a copy of the YANCEY/Caterpillar Warranty and has read and understood said warranty. Scheduled oil sampling (SOS) is mandatory with this warranty. The customer is responsible for taking oil samples at designated intervals from all power train components and failure to do so may result in voiding the warranty. Warranty applicable including expiration date where necessary.				
All used equipment is sold as is where is and no warranty is offered or implied except as specified here.				
Warranty applicable				
CSA				
NOTES				

THIS AGREEMENT IS SUBJECT TO THE TERMS AND CONDITIONS ON THE REVERSE

YANCEY

PURCHASER

ORDER RECEIVED BY

Andrew Gaston

REPRESENTATIVE

APPROVED AND ACCEPTED ON

CITY OF VILLA RICA

8-87-1118

SIGNATURE

TERMS AND CONDITIONS

- THIS ORDER, TOGETHER WITH THE TERMS AND CONDITIONS OF SALE, SHALL CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE PARTIES HERETO. NO OTHER ORAL OR WRITTEN AGREEMENTS, CONDITIONS, OR MODIFICATIONS SHALL BE BINDING ON THE PARTIES HERETO.
1. **Acceptance:** Applicable Terms and Conditions of Purchase.
- (a) In the event this Order provides for a lease of the Equipment to Customer, Customer hereby acknowledges and agrees that title to all such equipment and to all replacements or substitutions thereof shall at all times remain in Yancey Bros. Co. Customer further agrees to keep the Equipment free from any liens, claims, and security interests, and shall do or permit to act or thing whereby Yancey Bros. Co. or its rights may in any way be encumbered or impaired. Customer shall not be entitled to exercise any purchase option, which may be granted with respect to the Equipment if Customer is in default of its obligations to Yancey Bros. Co. under this Order or any equipment lease, conditional sales contract, or other agreement with Yancey Bros. Co.
- (b) In the event this Order provides for a sale of the Equipment to Customer, and Customer does not pay Yancey Bros. Co. in full for its obligations relating to the Equipment as designated by this Order upon or prior to Customer's delivery of the Equipment, Yancey Bros. Co. shall reserve a purchase money security interest in the Equipment secure payment of all Customer's obligations to Yancey Bros. Co. in connection with the Equipment as provided under this Order. Upon Customer's execution of this Order and written acceptance thereof by this Order shall constitute a security agreement and shall be enforceable against Customer as such, in accordance with the Uniform Commercial Code as adopted in the State of Georgia. Upon any default by Customer in its obligations pursuant to this Order, Yancey Bros. Co. may exercise any and all rights available to it by agreement or under law, including the aforesaid Uniform Commercial Code. Without limiting the generality of the foregoing, upon any default, Yancey Bros. Co. may declare the entire unpaid portion of the Customer's obligation hereunder immediately due and payable, and the agreement of sale of lease terminated, and may require Customer to assemble the Equipment and make it available to Yancey Bros. Co. at a convenient place designated by Yancey Bros. Co. in addition, Yancey Bros. Co. may, at its option, charge and collect from Customer as liquidated damages, and amount equal to all costs and expenses incurred by Yancey Bros. Co. in delivering, repossessing, and returning the Equipment plus a rental payments for the period Customer had possession of the Equipment in an amount not less than the rental payments normally charged by Yancey Bros. Co. for similar equipment on a month-to-month basis.
- As used herein, the term "Equipment" shall mean all machinery and equipment described in the face of this Order, together with all parts, accessories, supplies, materials, and other items attached to or located on the Equipment, and, unless the context otherwise requires, shall also include all dealer preparation services related to the Equipment which Yancey Bros. Co. may agree to provide.
2. **Payment:** Customer hereby promises to pay to the order of Yancey Bros. Co. all amounts shown due on the reverse side hereof in accordance with the terms therein set forth, together with all costs of collection, including 15% percent as attorney's fees if collected by law or through an attorney at law. No discount or other reduction in the amount due may be taken by Customer unless specified on the face of this Order. Any check or remittance received from or for the account of Customer may be accepted and applied against any indebtedness or obligation owing by Customer as shown by the books and records of Yancey Bros. Co. without prejudice to or the discharge of the remainder of any such indebtedness or obligations, regardless of any condition, provided payment is due hereunder (a) if the amount payable exceeds \$3,000 at the rate per month of one and one-half (1 1/2) percent or (b) if the amount payable is less than \$3,000 at the rate per annum of nine (9%) percent provided, however, that in no event shall interest rate exceed the maximum annual interest rate applicable.
3. **Credit and Default:** Yancey Bros. Co. may, at any time and from time to time, upon the occurrence of any adverse change in the financial condition or creditworthiness of Customer, limit or cancel the credit of Customer as to time and amount, and, as a consequence, may require a new application for credit or demand payment in cash prior to delivery of any undelivered or unpaid portion of this Order. Upon Customer's failure to make any such payment within ten (10) days after demand or in the event of any default, breach or repudiation by Customer of any agreement with Yancey Bros. Co., or if Customer shall become insolvent, call a meeting of its creditors, or make an assignment for the benefit of creditors, or if a bankruptcy, insolvency, reorganization or arrangement proceeding shall be commenced by or against Customer, Yancey Bros. Co. may cancel this and any other contracts with Customer (Customer remaining liable for all damages in connection therewith), deliver any shipments hereunder, declare the due and payable all outstanding bills of Customer under this or any other agreement, and all or any part of the undelivered Equipment without notice, at public or private sale. Customer to be responsible for the costs and expenses of such sale and for any deficiency. Yancey Bros. Co. is account to Customer for any excess (Yancey Bros. Co. having the right to become the buyer of such Equipment at any such sale), and all or any part of the undelivered Equipment's Customer. Approval of credit for one or more deliveries under this Order shall not be deemed a waiver of the provisions of this paragraph. Any property of Customer, including but not limited to, Equipment bled and held, whether paid for or not, at any time and Yancey Bros. Co.'s possession, either as a principal or agent, shall be deemed held as security for, and may at Yancey Bros. Co. option be set off against any and all of Customer's obligations to Yancey Bros. Co.
4. **Delivery:** Force Majeure Yancey Bros. Co. makes no guarantee or warranty as to the exact date of shipment or delivery, and any date specified in this Order is merely an estimated date of shipment or delivery. Unless otherwise specified in writing, delivery of Equipment may be effected by (i) the acceptance of the Equipment from shipment by a licensed public truck man or common carrier, (ii) actual delivery of the Equipment to Customer by Yancey Bros. Co. or its agent, or (iii) allocation of the Equipment to Customer at Yancey Bros. Co.'s facilities and notification to Customer that Equipment is available for pickup, where Customer has advised Yancey Bros. Co. that Customer will arrange for transportation of the Equipment. Except where the Equipment is being used by Customer or payment in full is not to be made until after the Equipment has been delivered to Customer, title to the Equipment shall pass to Customer upon delivery, subject to Yancey Bros. Co.'s right of stoppage in transit. Equipment invoiced and held at any location, for whatever reason, shall be at Customer's risk and Yancey Bros. Co. may, at its option, charge for insurance and storage at prevailing rates.
5. **Yancey Bros. Co. shall not be liable for any non-delivery or delay in delivery of all or any part of the Equipment due to accidents, strikes, fires, floods, war, civil insurrection, government regulation, delay in ability to obtain labor, material or services through Yancey Bros. Co.'s usual and regular sources, casualty, acts of God or any other conditions or causes of like or unlike nature beyond the control of Yancey Bros. Co. or its agents.**
- (a) **Storage and Handling Charges:** Yancey Bros. Co. may assess a service charge against Customer for handling, storing and transporting any of the Equipment ordered by Customer, where Customer changes the terms of delivery from those set forth herein, or which Customer for any reason fails to accept when tendered by Yancey Bros. Co. or wrongfully rejects.
- (b) **Risk of Loss:** Insurance After delivery of Equipment to Customer, the risk of any loss, injury, or destruction of said Equipment shall be borne by Customer. Customer agrees to insure for the full insurable value thereof all of the Equipment and to keep the same insured against fire, theft, vandalism and accidental physical damage on a standard policy with "Loss Payable Clause" for the benefit of Yancey Bros. Co. so long as any indebtedness to Yancey Bros. Co. is unpaid in connection with the Equipment. Customer shall purchase and maintain in effect during the term of the agreement, a Commercial General Liability Insurance policy, an insured limit of no less than \$500,000 combined single limit per occurrence with an insurable carrying A.M. Best rating of no less than an A- rating, and including Yancey Bros. Co. as Additional insured with any other insurance maintained by Yancey Bros. Co. to be excess and non contributory considered primary insurance for the benefit of Yancey Bros. Co. as Additional insured with any other insurance maintained by Yancey Bros. Co. to be excess and non contributory with respect to claims, loss or liability arising from the operations of Customer.
- (c) **Inspection and Notice of Nonconformity:** Customer shall inspect the Equipment within five (5) days after the actual delivery of the Equipment at Customer's facilities or other location designated by Customer. Failure to make such inspection within five (5) day period shall constitute a waiver of the right to make any inspection prior to payment for the Equipment and shall further by a waiver of any defect which reasonable inspection prior to payment would have revealed. Yancey Bros. Co. shall in no event have any obligation to Customer for shortages or other patent defects in the Equipment unless written notice of such alleged shortages or defects shall have been delivered to Yancey Bros. Co. within ten (10) days after Customer's receipt of the Equipment, and Yancey Bros. Co. is afforded reasonable opportunity to examine the Equipment for the alleged shortages or defects within thirty (30) days after the receipt of such written notice. Customer's failure to notify Yancey Bros. Co. of such alleged shortages or defects within the time specified shall constitute acceptance of the Equipment by Customer and bind Customer to pay the price of the Equipment.
- (d) **Restrictions on Use:** Customer shall comply with any and all limitations or restrictions, which may be imposed by Yancey Bros. Co. on the use and location of the Equipment where the Equipment is being leased to Customer or delivered to Customer prior to Customer's payment in full for the Equipment.
- (e) **Customer's Remedies:** In the event the Equipment is covered by any warranty from the manufacturer of the Equipment, such warranty shall be Customer's sole and exclusive remedy with respect to any alleged defects in the Equipment, whether relating to material, workmanship, performance, or any other matter, and Customer shall have no claims or rights or causes of action against Yancey Bros. Co. with respect to such alleged defects in the Equipment. Yancey Bros. Co. shall not be liable for any costs, expenses, or damages incurred or sustained by Customer, arising from any alleged loss of profits, interruption of operations, or other incidental or consequential damages.
- (f) **Power of Attorney:** Customer does hereby irrevocably make, constitute and appoint Yancey Bros. Co. or any of its officers or designees Customer's true and lawful attorney in fact with full power and right to (i) complete, execute, and file any necessary or appropriate Uniform Commercial Code financing statements and similar documents evidencing or reflecting the grant by Customer of a security interest in and to the Equipment to Yancey Bros. Co. (ii) take possession of the Equipment and sell or cause to be sold such Equipment upon the occurrence of any default hereunder by Customer, and (iii) enter into and execute any and all agreements, conveyances, and other documents or instruments necessary or appropriate in connection with the enforcement by Yancey Bros. Co. of its rights and remedies upon the occurrence of any default hereunder by Customer, and Customer hereby ratifies and confirms all that Yancey Bros. Co. or its officers or designees, as such attorney in fact, shall do by virtue hereof. This power of attorney is one coupled with an interest and is irrevocable so long as there is any liability or obligation owing by Customer to Yancey Bros. Co. in connection with the equipment.
- (g) **Indemnity:** To the fullest extent permitted by law, Customer agrees to defend, indemnify, and hold harmless Yancey Bros. Co. and Yancey Bros. Co.'s officers, agents and employees from any and all claims, demands, actions, causes of action, damages, losses, costs and expenses (including reasonable attorney's fees) related to or arising from in whole or in part any act, error, omission, fault or negligence of Customer, Customer's officers, agents, employees, subcontractors, or anyone acting on Customer's behalf or for whom Customer may be liable, related to the operation or use of equipment or goods leased under this contract. However, Customer's obligations under this paragraph shall not extend to the sole negligence of Yancey Bros. Co. or Yancey Bros. Co.'s officers, employees or agents.
- (h) **Limitation of Actions:** Any judicial proceeding or other cause of action which Customer may bring against Yancey Bros. Co. for any alleged default in its obligations to Customer must be asserted or instituted within one (1) year after actual delivery of the Equipment to Customer or after such cause of action shall arise, whichever is later.
- (i) **Miscellaneous:**
- In the event more than one person, corporation, business association, or other entity constitutes the Customer identified on the reverse side hereof, all such persons, corporations, business associations, or other entities shall be jointly and severally liable to Yancey Bros. Co. for all indebtedness and obligations under this Order.
 - Yancey Bros. Co. shall not be by any act, delay, omission or otherwise, be deemed to have waived any of the rights or remedies under this Order and no waiver, whatsoever, shall be valid against Yancey Bros. Co. unless in writing signed by an authorized representative of Yancey Bros. Co. and then only to the extent set forth herein. Yancey Bros. Co. shall have no obligation to provide a waiver of any right or remedy under the terms of this Order on any one occasion, shall not be construed as a waiver of any right or remedy which Yancey Bros. Co. would otherwise have on a future occasion.
 - Except as otherwise expressly provided herein, any notice or communication required or permitted hereunder shall be sufficiently given if sent in writing by registered or certified mail, postage prepaid to Customer at Customer's address as the same appears on the reverse side hereof. Any such notice, if so mailed shall be deemed to have been received the third business day following such mailing. Customer may change its address for notice purposes by written notice to Yancey Bros. Co. as specified herein.
 - The provisions of this Order shall be binding upon and shall inure to the benefit of the respective successors, assigns, heirs, and legal representatives of Customer and Yancey Bros. Co.
 - All rights and obligations under this Order, including matters of construction, validity and performance, shall be governed by the laws of the State of Georgia, including the provisions of the Uniform Commercial Code as enacted in said State.
 - The various provisions of this Order are severable and any determination of invalidity, illegality, or unenforceability of any one provision hereunder shall have no bearing on the continuing force and effect of the remaining valid provisions hereof.
 - Captions given to various sections herein are for convenience only and are not intended to modify or affect the meaning of any of the substantive provisions hereof.
 - Customer hereby agrees that Customer will execute and deliver to Yancey Bros. Co. any and all instruments, agreements, or other documents requested by Yancey Bros. Co. which Yancey Bros. Co. deems necessary or appropriate in connection with the sale or lease of Equipment to Customer.
6. In the event this machine is equipped with Product Link, I understand data concerning this machine, its condition and its operation is being transmitted by Product Link to Caterpillar Inc. or its affiliates ("Caterpillar") and/or its dealers to better serve me and to improve upon Caterpillar products and services. The information transmitted may include machine serial number, machine location, and operational data, including but not limited to, fault codes, emissions data, fuel usage, service meter hours, software and hardware version numbers, and installed attachments. Caterpillar will not sell or rent collected information to any other third party and will exercise reasonable efforts to keep the information secure. Caterpillar Inc. recognizes and respects customer privacy. I agree to allow this data to be accessed by Caterpillar and/or its dealers.

Initial

Date



DATA GOVERNANCE CONSENT FORM

The Data Governance Statement attached as Appendix A describes Caterpillar's practices for collecting, sharing and using data and information relating to machines, products or other assets and their associated worksites—for example to enable Cat® Connect and other digital offerings. Please review the Caterpillar Data Governance Statement (also available at www.cat.com/data_governance_statement) regularly and with care. If Caterpillar updates the Caterpillar Data Governance Statement, Caterpillar may notify you as indicated in the Data Governance Statement.

I acknowledge and agree:

- That I have read, understand and consent to this Data Governance Consent Form and Caterpillar's Data Governance Statement.
- That I hereby grant to Caterpillar and its affiliates (as defined in the Data Governance Statement), and each of their respective licensors, service providers, suppliers, subcontractors and distributors, a non-exclusive, worldwide, perpetual, paid-up, right and license, including the right to grant and authorize sublicenses through multiple levels, to access, use, process, manipulate, modify, compile with other data or works and/or create derivative works of, in accordance with the Data Governance Statement, any and all information that is collected, transmitted or further processed in accordance with the Data Governance Statement; that the foregoing license shall apply retroactively to the date on which such information was collected; and that the foregoing grant is made notwithstanding any more limited rights granted in any other agreements or understandings, including in any product manuals and other documentation related to Assets (as defined in the Data Governance Statement).
- That, to the extent not prohibited by applicable law, Caterpillar may, from time to time, remotely access and program telematics or other devices installed on Assets, for any purpose including by way of example, (a) to install, or cause to be installed, updates and upgrades to software, firmware, or operating systems (for example to enhance safety, security or improve operation of Assets) or (b) to introduce new features, and/or change the type and frequency of data transmitted through telematics devices (for example, to conduct remote troubleshooting and/or provide increased customer value); that, Caterpillar cannot guarantee that user preferences and configuration settings will be preserved following such an update, whether performed remotely or otherwise; that, to the extent not prohibited by applicable law, Caterpillar may perform such activities without further notification; and that I may withdraw my consent to the installation of updates and upgrades at any time, or make other related requests to Caterpillar, by contacting Caterpillar at CatConnectSupport@cat.com.

In the event that you transfer ownership, lease, use, or operation of any Assets, you should (i) notify the next owner, leaseholder, user or operator of such Assets of the terms of this Data Governance Consent Form and (ii) notify your dealer that you have transferred ownership, lease, use, or operation of the Assets and identify the person or entity to whom ownership, lease, use, or operation has been transferred.

By signing below I voluntarily consent and agree to this Data Governance Consent Form:

Company	CITY OF VILLA RICA
Represented by name	
Signature	
Date	May 28, 2020



Cat® 304E2 CR

MINI HYDRAULIC EXCAVATOR

FEATURES:

The Cat® 304E2 CR Mini Hydraulic Excavator delivers efficient performance, durability and versatility in a compact design to help you work in a variety of applications. The 304E2 CR features the following:

QUALITY

- The durable hoods and frame and the compact radius design of the 304E2 let you work comfortably and confidently in confined areas.
- The redesigned operator environment includes a high quality suspension seat, easy to adjust armrests and 100% pilot controls which offer consistent and long-lasting controllability.

EFFICIENCY

- High Definition Hydraulic System provides a load sensing and flow sharing capability leading to operational precision, efficient performance and greater controllability.
- Economy Mode improves fuel efficiency from 12% to 20%. Additionally, while performing applications such as backfilling and trenching there is no loss in machine productivity.

VERSATILITY

- Broad range of Cat Work Tools make the Cat Mini Excavator a versatile machine able to meet the requirements of any job site.
- Over 200 degrees of bucket rotation provides greater material retention during truck loading and easier flat wall digging without having to reposition the machine.

VERSATILITY (cont'd)

- Front shovel bucket orientation provides the operator with more ways to get the job done faster.
- COMPASS Control Panel is a standard feature that allows the operator to easily adjust auxiliary flows to achieve the optimal work tool performance, activate auto idle or economy mode for improved fuel efficiency and utilize the security system to ensure protection of valuable assets with the simple touch of a button.

SERVICEABILITY

- Convenient service and maintenance requirements include ease of access to daily check points, 500 hour engine oil and filter change period, 500 hour grease interval on front implement, S-O-S™ oil sampling valve and overall long term durability.

SAFETY

- All Cat Mini Excavators from 3.5 metric tons to 8 metric tons are ROPS, TOPS and Top Guard Level 1 certified and include the Cat Interlock (hydraulic lockout) System, a certified accumulator which allows for auxiliary pressure to be released, making connecting and disconnecting work tools safer and easier, and a travel alarm. All of these safety features are standard on the E2 model lineup (travel alarm optional in Europe).

Specifications

Engine

Engine Model*	Cat C2.4	
Rated Net Power @ 2,200 rpm		
ISO 9249/EEC 80/1269	30 kW	40.2 hp
Gross Power		
ISO 14396	31.2 kW	41.8 hp
Bore	87 mm	3.4 in
Stroke	102.4 mm	4 in
Displacement	2.4 L	146 in

*Meets U.S. EPA Tier 4 Interim/EU Stage IIIB emission standards.

Weights*

Operating Weight with Canopy	3884 kg	8,564 lb
Operating Weight with Cab	4039 kg	8,906 lb

*Weight includes counterweight, rubber tracks, bucket, operator, full fuel and auxiliary lines.



304E2 CR Mini Hydraulic Excavator

Travel System

Travel Speed – High	5.2 km/h	3.2 mph
Travel Speed – Low	3.3 km/h	2.1 mph
Maximum Traction Force – High Speed	16.9 kN	3,799 lb
Maximum Traction Force – Low Speed	31.0 kN	6,969 lb
Ground Pressure – Canopy	28.1 kPa	4.1 psi
Ground Pressure – Cab	29.5 kPa	4.3 psi
Gradeability (maximum)	30°	

Service Refill Capacities

Cooling System	5.5 L	1.5 gal
Engine Oil	7.0 L	1.8 gal
Fuel Tank	46 L	12.2 gal
Hydraulic Tank	42.3 L	11.2 gal
Hydraulic System	65 L	17.2 gal

Hydraulic System

Load Sensing Hydraulics with Variable Displacement Piston Pump		
Pump Flow at 2,200 rpm	100 L/min	26.4 gal/min
Operating Pressure – Equipment	245 bar	3,553 psi
Operating Pressure – Travel	245 bar	3,553 psi
Operating Pressure – Swing	216 bar	3,132 psi
Auxiliary Circuit – Primary (186 bar/2,734 psi)	70 L/min	18.5 gal/min
Auxiliary Circuit – Secondary (174 bar/2,524 psi)	25 L/min	6.6 gal/min
Digging Force – Stick (standard)	21.6 kN	4,856 lb
Digging Force – Stick (long)	19.5 kN	4,384 lb
Digging Force – Bucket	37.8 kN	8,498 lb

Swing System

Machine Swing Speed	10 rpm
Boom Swing – Left (without stop)*	70°
Boom Swing – Left (with stop)*	55°
Boom Swing – Right	50°

*Automatic swing brake, spring applied, hydraulic release.

Operating Specifications

Stick Length – Standard	1315 mm	52 in
Stick Length – Long	1615 mm	64 in
Machine Overhang	0 mm	0 in

Undercarriage

Number of Carrier Rollers	1
Number of Track Rollers	4
Track Roller Type	Center Flange

Blade

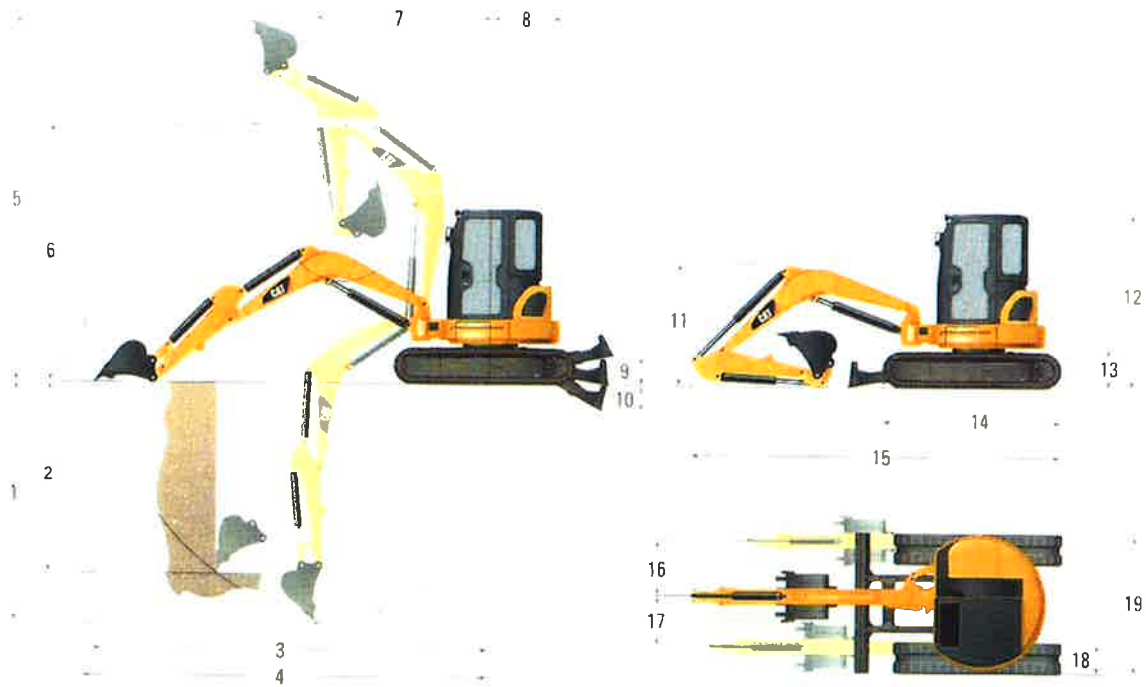
Width	1950 mm	76.8 in
Height	325 mm	12.8 in
Dig Depth	470 mm	18.5 in
Lift Height	400 mm	15.7 in

Lift Capacities at Ground Level*

Lift Point Radius		3000 mm (118 in)		4500 mm (177 in)	
		Front	Side	Front	Side
Blade Down	kg	1570	910	860	480
	(lb)	(3,462)	(2,007)	(1,896)	(1,058)
Blade Up	kg	820	820	430	430
	(lb)	(1,808)	(1,808)	(948)	(948)

*The above loads are in compliance with hydraulic excavator lift capacity rating standard ISO 10567:2007 and they do not exceed 87% of hydraulic lifting capacity or 75% of tipping capacity. The excavator bucket weight is not included on this chart. Lifting capacities are for long stick.

304E2 CR Mini Hydraulic Excavator



Dimensions

	Standard Stick		Long Stick	
1 Dig Depth	3130 mm	123 in	3430 mm	135 in
2 Vertical Wall	2420 mm	95 in	2560 mm	101 in
3 Maximum Reach at Ground Level	5220 mm	206 in	5470 mm	215 in
4 Maximum Reach	5350 mm	211 in	5590 mm	220 in
5 Maximum Dig Height	4980 mm	196 in	5070 mm	200 in
6 Maximum Dump Clearance	3590 mm	141 in	3690 mm	145 in
7 Boom In Reach	2110 mm	83 in	2220 mm	87 in
8 Tail Swing	975 mm	38 in	975 mm	38 in
9 Maximum Blade Height	400 mm	16 in	400 mm	16 in
10 Maximum Blade Depth	470 mm	19 in	470 mm	19 in
11 Boom Height in Shipping Position	1480 mm	58 in	1770 mm	70 in
12 O/A Shipping Height	2500 mm	98 in	2500 mm	98 in
13 Swing Bearing Height	565 mm	22 in	565 mm	22 in
14 O/A Undercarriage Length	2220 mm	87 in	2220 mm	87 in
15 O/A Shipping Length	4820 mm	190 in	4930 mm	194 in
16 Boom Swing Right	735 mm	29 in	735 mm	29 in
17 Boom Swing Left	670 mm	26 in	670 mm	26 in
18 Track Belt/Shoe Width	350 mm	14 in	350 mm	14 in
19 O/A Track Width	1950 mm	77 in	1950 mm	77 in

304E2 CR Mini Hydraulic Excavator

STANDARD EQUIPMENT

- 1-way and 2-way (combined function) auxiliary hydraulic lines
- Accumulator
- Adjustable armrests
- Adjustable auxiliary flow control for work tools
- Alternator
- Anti-theft security system
- Automatic engine idle
- Automatic swing park brake
- Automatic two speed travel
- Auxiliary line quick disconnects
- Boom cylinder guard
- Cab mounted work light
- Canopy with Top Guard ISO 10262 (Level 1), ROPS ISO 12117-2 and TOPS ISO 12117
- Coat hook
- COMPASS display panel
- Continuous flow
- Control pattern changer (not available in Europe)
- Cup holder
- Dozer blade with float function
- Economy mode setting for up to 20% fuel savings
- Floor mat
- Foot travel pedals
- Fuel and water separator
- High definition hydraulics
- Horn
- Hydraulic lockout lever
- Hydraulic oil cooler
- Lifting eye on bucket linkage (standard equipment for all regions except Europe)
- Lockable storage box
- Long stick (optional in Europe)
- Low maintenance linkage pin joints
- Maintenance free battery
- Rear deflector
- Retractable seatbelt
- Rubber track
- Suspension seat, vinyl covered
- Thumb ready sticks (standard equipment for all regions except Europe)
- Travel alarm (optional in Europe)
- Travel control pedals with hand levers

OPTIONAL EQUIPMENT

- Air conditioning
- Angle dozer blade with float function
- Beacon socket for canopy machines
- Boom check valve
- Boom mounted light
- Cab, radio ready with Top Guard ISO 10262 (Level 1), ROPS ISO 12117-2 and TOPS ISO 12117 with heater/defroster, interior light, interlocking front window system and windshield wiper/washer
- Ecology drain valve for hydraulic tank
- High back suspension seat, fabric covered
- Hydraulic quick coupler lines
- Mirrors for cab and canopy
- Quick Coupler, mechanical or hydraulic
- Secondary auxiliary hydraulic lines
- Standard stick (Europe only)
- Steel track
- Stick check valve

For more complete information on Cat products, dealer services, and industry solutions, visit us on the web at www.cat.com

AEHQ7350 (12-14)

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Materials and specifications are subject to change without notice. Featured machines in photos may include additional equipment. See your Cat dealer for available options.

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Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Vacuum Excavator

AGENDA DATE: May 14, 2019

DATE PREPARED: April 17, 2019

PREPARED BY: Pete Zorbanos

AMOUNT: \$42,000.00

GL ACCOUNT #: 505-4440-542500

FUNDING SOURCE: Water/Sewer Capital

BUDGETED ITEM? Yes

PURPOSE: To purchase a vacuum excavator.

BACKGROUND: This item is a new request. A backhoe was approved in the 2019 budget for a total of \$115,694.00. Staff is recommending to purchase a compact excavator instead, which will result in \$79,714.00 in savings. The Distribution Department would like to request that the savings recouped from the budgeted amount and actual cost of the compact excavator be applied to the purchase of a vacuum excavator.

STAFF RECOMMENDATION: The vacuum excavator is a low maintenance, low profile unit that can operate in tight jobsites, for any mid-sized potholing, soft-excavation, or cleanup with exceptional suction power.

Three bids were received:

- Ditch Witch of Georgia - \$42,000.00
- Vermeer Southeast - \$37,615.00
- P&H Supply Co. Inc. - \$59,000.00

Staff would like to recommend the bid from Ditch Witch of Georgia. The City has a long track record with Ditch Witch of Georgia, and they have provided excellent equipment and customer service. The Ditch Witch Vacuum Excavator is equipped with added features such as a heavy-duty utility trailer and a 2 in 1 tool that has air and water for better performance.

IMPACT. The vacuum excavator would be effective in reducing damage to all underground utilities which may be encountered on the jobsite. By adding the vacuum excavator to the department will allow more crews to service numerous work sites throughout the City for quicker repair times in critical situations.

MOTION: I make a motion to approve the purchase of a vacuum excavator from Ditch Witch of Georgia in the amount of \$42,000.00.

DITCH WITCH OF GEORGIA

5430 GA HIGHWAY 85
FOREST PARK, GA 30297-2486
Phone 404-761-0619
Fax 404-761-4095

CITY OF VILLA RICA
571 W BANKHEAD AVENUE
VILLA RICA, GA 30180
404-859-5577
CINDY GLOMMEN
cglommen@villarica.org

Quote 50220290
Ext Ref CITY OF VILLA RICA
Description FX25 500 GALLON WITH 200
WATER CYCLONIC FILTER & REVERSE
FLOW BID
Date 03/15/2019
Salesperson Brent Goodman
Mobile (404)408-3708
E-Mail bgoodman@ditchwitchga.com

Price Quote

Quote valid for 30 days until 04/15/2019

** FX25A **

The FX25 Vacuum Excavation System is a low cost, low maintenance vac system that can perform a wide range of cleanup and soft excavation tasks. The basic unit includes the following: Briggs and Stratton Vanguard 31 hp (gross) air-cooled gasoline engine, open power pack design cylinder assist dumping system, wash wand kit and antifreeze kit (with water unit only).

10	1	FX25A	FX25 Vac System
20	1	350-3037	FX25 POWER PACK W/WATER AND HYD PUMP
30	1	350-5006	TANK AND SKID 500 GAL
40	1	601-787	SHUTOFF ASSEMBLY
50	1	270-2748	FX25 POWER PACK PROD. DECAL KIT
60	1	350-3703	REVERSE FLOW PLUMBING
70	1	270-2797	390/500/800 GAL TANK PROD. DECAL KIT
80	1	350-3733	GEAR PUMP HYDRAULICS 500 GAL
90	1	350-3813	FX25 500 GAL W/WATER PARTS ASM
100	1	350-3706	3' & 4' HOSE AND TOOL RACK
110	1	601-132	WATER HOSE REEL SUB ASSY
120	1	350-2459	T-12 WATER TANK SUB, 200 GALLON
130	1	350-3750	AIR INLET RELOCATION SUB
140	95	160-3675	BULK HOSE, HIGH TEMP (4' SOLD PER INCH)
150	1	301-4659	VERTICAL CYCLONE LID
160	1	350-3693	FILTER STAND
170	1	350-3768	4" ELBOW AND HOSE BARB
180	1	350-3779	CYCLONE ASSEMBLY
190	1	350-5540	FX25 FILTER ASSEMBLY
200	1	025-1021	T12SE TRAILER ASSEMBLY
210	2	256-630	TRACTOR HYD FLUID (THF)
220	1	153-954	REDUCER 4 1/2 FHC-M-3 1 1/2 FHC-F
230	1	310-893	SUCTION TOOL
240	1	318-652	3' SUCTION HOSE-50' M/F
250	1	190-2507	PROSPECTOR ASSEMBLY W/48" LANCE #3 NOZZ
260	1	259-1012	PROSPECTOR EXTENSION 48" LG W/ FITTING
270	1	301-5571	REDUCED FHC BODY (64F-96F)
280	1	310-894	TWO IN ONE TOOL
290	1	315-651	7' SUCTION TOOL

Subtotal: 5 42 000.00

DITCH WITCH OF GEORGIA

5430 GA HIGHWAY 85
FOREST PARK, GA 30297-2486
Phone 404-761-0619
Fax 404-761-4095

CITY OF VILLA RICA
571 W BANKHEAD AVENUE
VILLA RICA, GA 30180
404-859-5977
CINDY GLOMMEN
cglommen@villarica.org

Quote 50220290
Ext. Ref. CITY OF VILLA RICA
Description FX25 500 GALLON WITH 200
WATER CYCLONIC FILTER & REVERSE
FLOW BID
Date 03/15/2019
Salesperson Brent Goodman
Mobile (404)408-3708
E-Mail bgoodman@ditchwitchga.com

Price Quote

Quote valid for 30 days until 04/15/2019

Subtotal before Tax	\$	42 000 00
Total Amount	\$	42 000 00
		US Dollars

FX25 VACUUM EXCAVATOR

 **Ditch Witch**



VACUUM EXCAVATION

FX25 VACUUM EXCAVATOR

2

Standard 500-gallon (1893-L) waste tank and choice of 80- or 200-gallon (303- or 757-L) water tanks for a wide range of cleanup jobs.

4

Reusable, 3-micron vacuum filter and a blower relief valve air filter provide the industry's best filtration.

1

Standard hydraulic door opens fully horizontal to maximize spoils removal efficiency.

3

Easy-access hose and tooling storage rack are designed to improve convenience and safety.

9

Hydraulically controlled, dual-cylinder tank dumping system provides stability when dumping.

8

Optional reverse-flow feature to offload spoils quickly and easily.

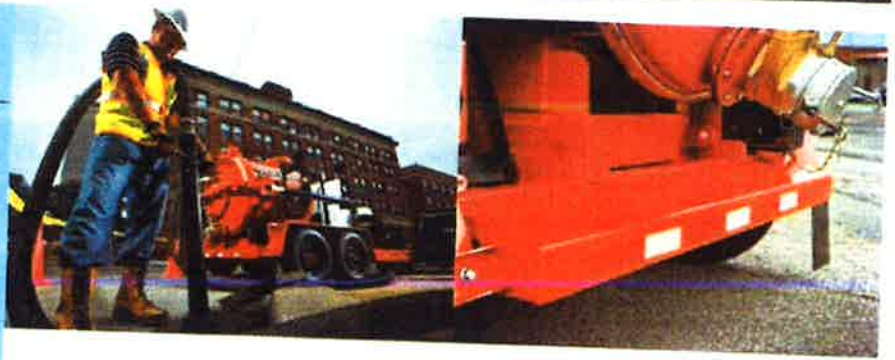
7

Reliable 31-hp (23.1-kW) Briggs & Stratton® Vanguard™ gas engine with high-capacity, remote air filter.



5

High-pressure water system with a 4-gpm (15.1-l/min), 3,000-psi (207-bar) water pump is adjustable from curbside operator's station; autoclutching feature disengages water pump when water not in use, allowing full system power for suction.



For all kinds of cleanup jobs, the **Ditch Witch® FX25 Vacuum Excavator** is the economical solution you've been looking for. This low-maintenance, low-profile unit can operate in tight jobsites, taking care of spills and unwanted fluids with exceptional suction power. It also takes care of essential soft excavation tasks—like potholing—with its optional high-pressure water tank. Whatever the job demands, the FX25 demands only one person to do it all.

WE'RE IN THIS TOGETHER.

6

NHTSA-compliant trailer comes standard with toolbox storage in tongue.



FX25 VACUUM EXCAVATOR SPECIFICATIONS

U.S. METRIC

Dimensions

500 GAL SPOILS/80 GAL WATER ON T95/T9SH

Length	200 in	5.1 m
Width	99 in	2.5 m
Height	86 in	2.2 m
Weight, empty	5,410 lb	2454 kg
Trailer GVWR	10,000 lb	4536 kg

POWER

Engine	Briggs & Stratton® Vanguard™	
Fuel	Gasoline	
Cooling medium	Air	
Aspiration	Natural	
Number of cylinders	2	
Displacement	54.68 in	896 cc
Bore	3.37 in	86 mm
Stroke	3.07 in	78 mm
Manufacturer's gross power rating (SAE J1940)	31 hp	23.1 kW
Rated speed	3,600 rpm	
Emissions compliance	EPA LSI	EU Stage II
Fuel tank capacity	6.9 gal	26.1 L

VACUUM SYSTEM

Blower displacement	543 cfm	15.3 m ³ /min
Drive type	Belt	
Vacuum, max	15 in Hg	381 mm Hg
Vacuum tank capacity	500 gal	1893 L
Outlet valve size	6 in	152 mm
Tank inlet valve size	4 in	102 mm
Tank dump angle, max	45°	
Filter type	Washable polyester	
Filter area	100 ft ²	9.3 m ²
Hose	3 in	76 mm

Specifications are general and subject to change without notice. Product—make, model and size—must be correct and used as directed. Always use maximum rated capacities and follow all safety instructions. Always use proper tie-down technique.

U.S. METRIC

WATER SYSTEM

Water tank capacity	80-200 gal	303-757 L
Water pump flow	4 gpm	15.1 l/min
Water pump pressure, max	3,000 psi	207 bar
Clutch type	Electric pump clutch w/automatic de-clutch feature	
Antifreeze system		
Hose reel (clocking)	50 ft	15.3 m

WASHING SYSTEM

Gear pump		
Flow rate	3 gpm	11.4 l/min
Reservoir size	6 gal	22.7 L
Pressure	2,500 psi	172 bar
Tank dump cylinders (2)	3 in	76 mm

BATTERY

SAE reserve capacity rating	110 min	
SAE cold crank @ 0°F (-18°C)	800 amps	
Electrical system	12V	

NOISE LEVELS

Sound power	110 dBA	
Sound pressure per ISO	87 dBA	



FX25 VACUUM EXCAVATOR OPTIONS



- Option of 3-inch (76-mm) or 4-inch (102-mm) hose



- 80 gal (303 L)
- 200 gal (757 L)



- Keeps water system from freezing in inclement weather
- Increases wintertime productivity
- Increases production in tight soils



- Simplifies removal of spoils
- Offloads spoils to remote location
- Improves productivity



- Provides superior filtration
- Increases system productivity



THE DITCH WITCH® VACUUM EXCAVATION SYSTEM INCLUDES:



ELECTRONICS

Before you dig, you must know what's below. After you call 811 to locate buried telephone, CATV, power, gas, or water lines, there's a Ditch Witch locating system to help you verify the locates. From our lightweight, hand-held units to the exceptionally versatile and accurate UtiliGuard™ locating system, Ditch Witch locating systems help improve your efficiency and, more importantly, your safety.



DIRECTIONAL DRILLS

Ditch Witch vacuum excavators provide support for our industry-leading horizontal directional drills. From the compact JT5 to the heavy-duty JT100 Mach 1, there's an unbeatably efficient Ditch Witch directional drill for every type of jobsite and installation size.



PARTS AND SERVICE

Your Ditch Witch dealer is your source for factory-trained service and the genuine Ditch Witch parts you need for your vacuum excavation system, including lawn sweepers, suction tools, extensions, filters, spray nozzles, and other accessories that enable you to complete a wide variety of tasks.

 **Ditch Witch®**
ditchwitch.com



Vermeer
SOUTHEAST

Curt Kopacek curt.k@vermeersoutheast.com

Cell: 678.758.7677

Marietta GA: 770-973-8811 | Buford, GA: 470-238-5900 | Savannah, GA: 912-238-1300

To: City of Villa Rica
From: Curt Kopacek
RE: Quote on VacTron

March 26, 2019

Thank you for allowing us to quote you on a new VacTron CV573GT vacuum excavator. This is a quote on the machine spec'd out exactly as it appeared on our demo to the city on Tuesday March 19. Your specs and pricing are as follows:

VacTron CV573GT Vacuum Excavator (500 gallon – gas engine)
Engine

- 27 HP Kohler gas engine fuel-injected

Vacuum System

- 580 CFM vacuum pump
- Reverse pressure to clean out hose & tank
- 30' of 3" smooth-wall vacuum hose with storage rack on tank
- 4" and 6" PVC di-electric suction nozzles
- Washable reusable vacuum filter
- 500 gallon vacuum tank with electric / hydraulic dump
- Full Hydraulic tank door – hydraulic open & close, lock & unlock, raise & lower
- 6" dump valve
- HDPE liner on bottom of tank for easy removal of spoils (VacTron exclusive)

Water System

- 3 500 psi water pump @ 4 gpm – adjustable pressure regulator
- 200 gallons of fresh water storage (twin 100 gallon tanks)
- 50' of 1/2" high pressure water hose with hose reel
- Antifreeze System and reservoir for winterizing water pump
- 6" Wand with Roto-Nozzle for locating utilities, 3' adjustable spray wand for jobsite and machine cleanup

Trailer

- Tandem axle trailer with pintle hitch, electric brakes, lights, safety chains, 9,995 lbs GVWR (under CDL)
- 6" strobe warning light and two adjustable halogen work lights
- Cone holder with two DOT-approved safety cones, heavy duty drop-leg jack

Miscellaneous

- 2 year parts, 1 year labor warranty
- Delivery and on-site training, operators manuals, 2 sets of keys

Municipal Quote

\$37,615



Sourcewell Government Contract is available on this machine.

VAC-TRON[®]
EQUIPMENT
The Industry Innovator



573 GT
**CYCLONIC SEPARATION
FILTRATION**

**COMPETITIVE
VAC**



CV SERIES: COMPETITIVE VAC

This series offers the performance you have come to expect from Vac-Tron Equipment while keeping the cost of operation to a minimum.

**LOW PROFILE
TRAILER**



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1-888-VAC-TRON

822-8766

VAC-TRON[®]
EQUIPMENT

CV 570/870/1270 GT MODELS:

27HP Kohler EFI gas engine
580cfm @ 14Hg
Wet/dry filtration with cyclonic separation
500, 800 or 1200-gallon debris tank
7 Series Hydraulic Rear Claw Door
Auto engage safety latch (rear door)
200 - 300-gallon water capacities
3500psi @ 4gpm
Water knife and cleanup wand
30" x 3" vacuum hose
Optional Reverse Pressure
GVWR: 9,995lbs (4,534kg) (570 Model)
GVWR: 14,000lbs (6,350kg) (870 Model)
GVWR: 24,000lbs (10,886.2kg) (1270 Model)

CV 570/870/1270 SGT HIGH CFM MODELS:

37HP Kohler gas engine
1000cfm @ 15Hg
Wet/dry filtration with cyclonic separation
500, 800, or 1200-gallon debris tank
7 Series Hydraulic Rear Claw Door
Auto engage safety latch (rear door)
200 - 300-gallon water capacities
3500psi @ 4gpm
Water knife and cleanup wand
30" x 4" vacuum hose
Optional Reverse Pressure
GVWR: 9,995lbs (4,534kg) (570 Model)
GVWR: 14,000lbs (6,350kg) (870 Model)
GVWR: 24,000lbs (10,886.2kg) (1270 Model)

CV GT/SGT High CFM

VAC-TRON
CV SERIES

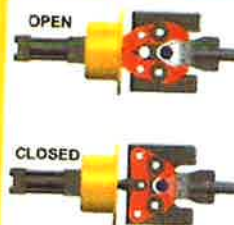


LOW PROFILE TRAILER:

Our low profile trailer keeps the components of the unit easily accessible while making the unit safe to tow.

7 SERIES HYDRAULIC CLAW DOOR:

No fuss, over center hydraulic locking mechanism for positive lock and unlock.



CYCLONIC SEPARATION FILTRATION:

Cyclonic filtration separator combined with a secondary filter to clean the air down to 2 microns.

Vac-Tron Equipment, LLC, reserves the right to make changes in engineering, design and specifications, and improvements, at any time without notice. Diagrams for illustrative purposes only, and may display optional accessories or components. Please contact your local Vac-Tron dealer for more information on machine specifications. Vac-Tron and the Vac-Tron logo are trademarks of Vac-Tron Equipment. © 2017 Vac-Tron Equipment, LLC. All Rights Reserved. Printed in the U.S.A. Please Recycle.

**VAC-TRON
EQUIPMENT**

WWW.VACTRON.COM
1-888-VAC-TRON



Ring-O-Matic 550VX



Trailer Mounted - depicts optional boom

550VX HI CFM - 550 gallon spoils tank, 50Hp CAT industrial diesel, 1,000 CFM Displacement Gardner Denver blower, Pressurized Tank Offload, Pressure Filter Backflush, Reverse Flow Suction Hose Blow-Out, 2x100 gallon poly fresh water tanks, 6.0 gpm @ 4000psi water pump, premium silencer package, hydraulic tank hoist, hydraulic full opening rear door with power door lock, sight-glass for level detection, 50' x 3" suction hose, 50' x 3/8" high pressure hose reel, wash gun, 5' potholing lance, 6' suction tube with lawn sweep, safety strobe and dual LED work lights; 12,000 lb axle capacity (list \$66,255) ***Does Not Include Boom***

Viper - 2-in-1 Pothole Excavator w/ 4" connector

Purchase Price of Unit, Including Delivery & Training - \$59,000.00

1714 Fifield Road
Pella, IA 50219
800.544.2518

RING-O-MATIC.COM

550VX

VACUUM EXCAVATOR SERIES



FEATURES

- » Patented Viper Pothole Tool available – the fastest, cleanest, easiest-to-use pothole gun in its class.
- » Power by CAT – unexcelled performance and reliability
- » Vacuum pump blowers by Gardner Denver – rugged and high performance.
- » Premium silencer package – reduced noise complaints.
- » Compact low profile – good visibility for your driver and stability in rough locations.
- » Rugged construction the way a contractor needs it – heavy duty frames and largest axle capacity in its class.
- » Balanced design with optimum tongue weight – easy on your trucks.
- » Narrowest machine in its class makes it maneuverable and easy to see around.
- » Reverse flow is standard – fast tank emptying, blow obstructions out of vacuum hose and backflush the filters for quick-easy cleaning.
- » Unique single handle door latch design for easier, faster opening and closing, power door lock available

AN IDEAL MACHINE FOR

- » Potholing – safely dig test holes in the ground to locate buried utilities for horizontal directional drills.
- » Safe utility locating and/or daylighting.
- » Clean out storm drains, catch basins and valve boxes.
- » Cleaning up drilling fluids and mud.
- » General construction site cleanup.
- » Keyholing or utility microsurgery.
- » Environmental cleanup – everything from hurricane aftermath to oil spills.
- » Slot trenching

RING-O-MATIC.COM

550VX VACUUM EXCAVATOR SERIES

FEATURES	VL 550	550 STD CFM	550 HI CFM
Mountings	Trailer, truck & skid mounting	Trailer, truck & skid mounting	Trailer, truck & skid mounting
Spoils Capacity (gallons / liters)	550 gallons / 2,082 liters	550 gallons / 2,082 liters	550 gallons / 2,082 liters
Water Capacity (gallons / liters)	2 x 100 gallons / 2 x 378 liters	2 x 100 gallons / 2 x 378 liters	2 x 100 gallons / 2 x 378 liters
Optimum & Balanced Tongue Weight	454 lbs	544 lbs	544 lbs
Engine	31 Hp OHV Twin air-cooled gasoline	50 Hp CAT Industrial diesel, Tier 4i	50 Hp CAT Industrial diesel, Tier 4i
Fuel Tank Capacity (gallons / liters)	8 gallons / 30 liters	29 gallons / 110 liters	29 gallons / 110 liters
Dual LED work lights and strobe	Optional	Standard	Standard
Warranty	One Year	One Year	One Year
OPERATOR CONTROLS			
Controls Location	Front curbside with lockable cabinet	Front curbside with lockable cabinet	Front curbside with lockable cabinet
Hour Meter, Tachometer, Vacuum Gauge	Optional	Standard	Standard
Water Supply Reel	Rear Curbside	Rear Curbside	Rear Curbside
Load Level Indicator and Auto Shutoff	Auto Shutoff	Sight Glass & Auto Shutoff	Sight Glass & Auto Shutoff
Reverse Flow	Available	Standard	Standard
SPOILS TANK DETAILS			
Hydraulic Hoist Unload	Twin cylinder	Twin cylinder	Twin cylinder
Full Opening Rear Door	Hydraulically operated	Hydraulically operated	Hydraulically operated
Rear Door Latch	Manual, power door lock available	Manual, power door lock available	Manual, easy to power door lock available
Inlet Valve Size / Drain Valve Size	4" / 6"	4" / 6"	4" / 6"
TRAILER DETAILS - HEAVY DUTY 6" C-CHANNEL FRAME			
Trailer Hitch Type	Tandem Axle / Pintle	Tandem Axle / Pintle	Tandem Axle / Pintle
Height x Length x Width (feet / inches)	78" x 15'8" x 81"	85" x 19'6" x 81"	85" x 19'6" x 81"
Empty Weight - lbs / kg	5,990 lbs / 2711 kg	6,080 lbs / 2758 kg	6,200 / 2812 kg
Gross Vehicle Weight Rating (lbs / kg)	9,990 lbs / 4531 kg	12,800 lbs / 5806 kg	13,000 lbs / 5898 kg
Axles, Capacity and Suspension Type	2 x 6,000 lbs Torsion	2 x 6,000 lbs Torsion	2 x 6,000 lbs Torsion
Tire Size	ST235/80 R 16 Load Range E	ST235/80 R 16 Load Range E	ST235/80 R 16 Load Range E
Trailer Brakes	Never adjust electric	Never adjust electric	Never adjust electric
VACUUM PUMP / BLOWER DETAILS			
Vacuum Pump/Blower Type	Positive displacement lobe pump	Positive displacement lobe pump	Positive displacement lobe pump
CFM / Max Hg	600 CFM / 15" / Gardner Denver Blower	600 CFM / 15" / Gardner Denver Blower	1000 CFM / 15" / Gardner Denver Blower
Reverse Flow	Available	Standard	Standard
Cyclo-Separator Air Filter	Cyclo-Separator with 3 micron bag	Cyclo-Separator with 3 micron bag	Cyclo-Separator with 3 micron bag
Type / Capacity	type, 12,000 sq in capacity	type, 12,000 sq in capacity	type, 17,000 sq in capacity
WATER SYSTEM DETAILS			
Electronic Low Water Shut-Off	Standard	Standard	Standard
Auto Water Pump Unloader to Reduce Engine Loading & Wear	Standard	Standard	Standard
Water Pump Drive	Belt w/ Electric Clutch	Belt w/ Electric Clutch	Belt w/ Electric Clutch
Water Supply Hose	50' x 3/8" ID	50' x 3/8" ID	50' x 3/8" ID
Easy-to-Use Winterize System	Standard	Standard	Standard
OPTIONS			
Patented Cyclo-Jet Pothole Excavator - Stainless or Dielectric	Available	Recommended	Recommended
Curbside Remote Auxiliary Hydraulics	Optional	Optional	Optional
Full Hydraulic Remote Controlled Boom or Manual Boom	Optional	Optional	Optional
Lighted Arrow Bar to Direct Traffic	Optional	Optional	Optional
Removable Water Heater	Optional	Optional	Optional
4" - 6" Vac Hose Upgrade	Available on HiCFM only	Available on HiCFM only	Optional
In Tank Clean Out System	Optional	Optional	Optional
Spin Doctor Valve Exerciser - Mounted with Required Extenders	Optional	Optional	Optional
Sewer Jetter	Not Available	Optional	Optional

VLX550 Bid Specifications Trailer Mounted Vacuum/Hydro Excavation Unit

DESIGN

Class

Must be a portable, self-contained hydro excavation unit for creating potholes and soil cutting to expose buried utility lines in a variety of soil conditions. Equipped with a fully enclosed power pack and a 550 gallon spoils tank.

Comply

Non-Comply

Controls & Indicators

- Operator's area must be located on the curb side (right side).
- Operator's area must provide an hour meter, water pressure gauge, water pressure regulator, and vacuum gauge.
- Must be equipped with a water pressure control variable from 0 to 4,000 psi.
- Must be equipped with an amber strobe light and dual LED work lights. Lights must be mounted toward the top of the vacuum tank.

Construction

- Blower, water pump, and hydraulic system must be powered by the same engine and contained within an enclosed lockable compartment.
- Standard equipment must include 2 X 100 gal freshwater holding tanks, 200 gallons total plumbed to the pump and equipped with a drain.
- Vacuum tank must have a full-diameter, fully opening rear door with power door locking system.
- Must include an onboard hydraulic system to tilt tank, open rear door and lock rear door.
- Entire system must come trailer-mounted with curbside controls.

Operation



CITY OF VILLA RICA

City Council Packet

SUBJECT: New Villa Rica Sign Ordinance – for Discussion Purposes

CITY COUNCIL AGENDA DATE: May 14, 2019

DATE: May 1, 2019

PREPARED BY: Chris Montesinos AICP
Deputy Director of Community Development

FISCAL IMPACT:
ANNUAL – N/A
CAPITAL – N/A
OTHER – N/A

FUNDING SOURCE: N/A

PURPOSE: It was determined that the Villa Rica’s existing Sign Ordinance is deficient, and does not adequately provide the signage protections needed for the city. Over the past several months, City staff rewrote the entire sign ordinance in-house, saving the City thousands of dollars. Not only does the new Sign Ordinance address sign standards and restrictions across the city, it also provides signage guidelines for the downtown commercial (and historic) district.

BACKGROUND: The existing Villa Rica Sign Ordinance has been problematic for years. Not only does it not effectively regulate all general signage types – such as window signs – where all legislative restrictions are absent – but that it puts an additional burden on the applicants, staff, and City Council by having to grant Variances to the existing code. Since the current code is disjointed, incomplete, substantively ineffective, it was decided early in the process to rewrite the entire code from scratch. Sign codes from other cities were considered for comparison – including Canton, Woodstock, Fayetteville, Hampton, Brookhaven, Chamblee, East Point, and Hapeville. Ultimately, the general structure of the new ordinance is formatted on the Brookhaven ordinance, but includes some of the better parts of ordinances from the other jurisdictions. Following the final drafting of Villa Rica’s new Sign Ordinance, staff did an analysis to see how the last two years of approved sign applications fared against the new code. As a result, 23% of previously approved applications failed to pass the proposed code – demonstrating the new code’s strengthened regulatory controls. Further, the new ordinance provides design guidelines for the Historic Preservation Commission to use when considering Certificates of Appropriateness for new signs downtown. The new Sign Ordinance was distributed to the Mayor and City Council, and Planning Commission in March, and was presented at the Downtown Development Authority meeting on

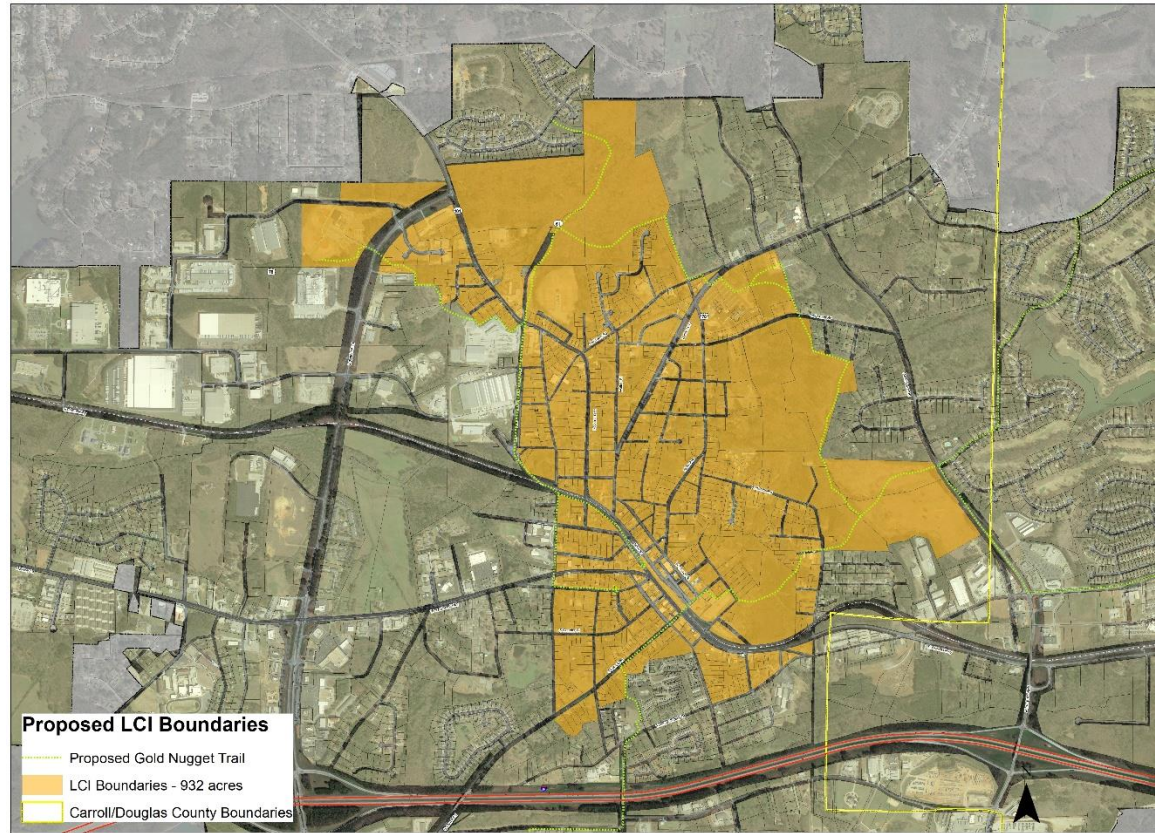
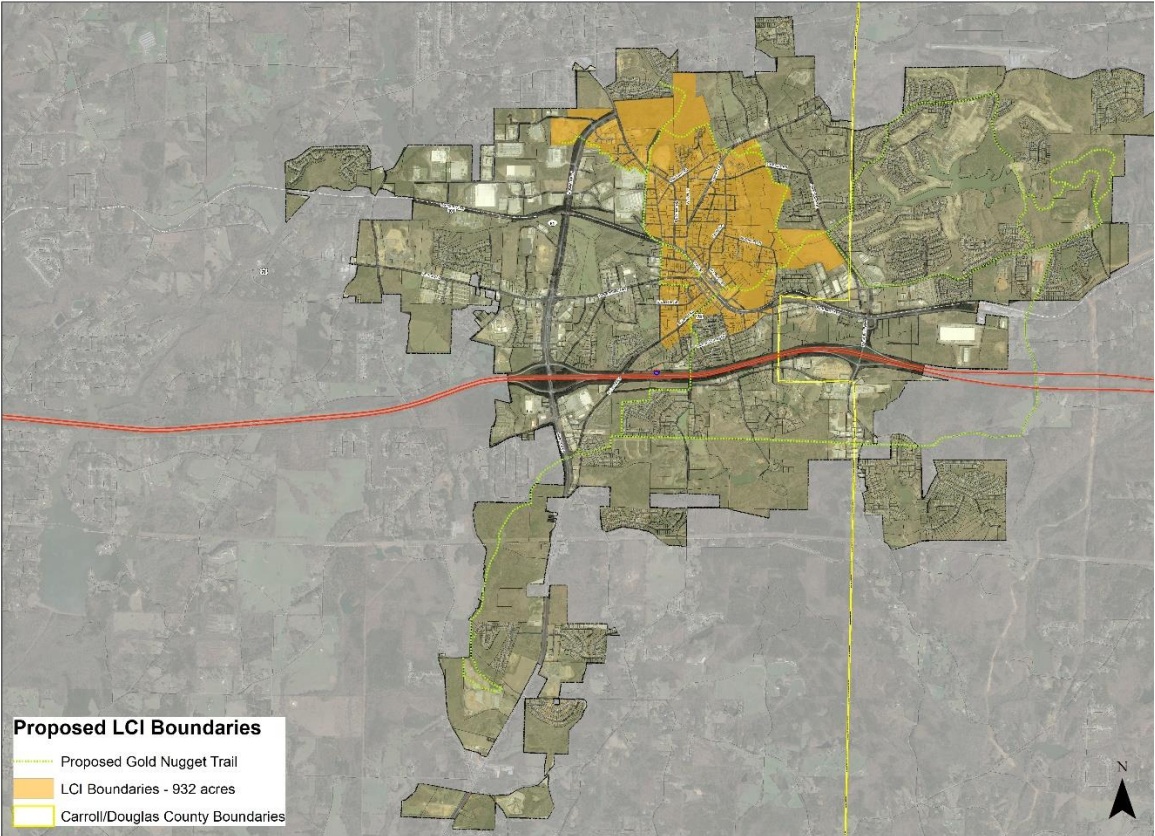
April 22, 2019. Also, the Sign Ordinance was presented at the May 7th Planning Commission meeting.

STAFF RECOMMENDATION: Staff is available to present and respond to questions from the Mayor and City Council and attending public.

IMPACT: The new Sign Ordinance will more effectively control signage erected in the city. It is a more clearly illustrated ordinance that is easier to understand by sign companies, businesses and the interested public. The new ordinance will be more effective and efficient for staff, and cut down on the need to seek a Variance from the Mayor and City Council.

MOTION: Discussion item only.

Preliminary LCI Planning District Map



ARTICLE 9

Sign Ordinance

City of Villa Rica, Georgia

571 W. Bankhead Highway
Villa Rica, GA 30180

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City of Villa Rica, Georgia

Mission Statement

The City of Villa Rica provides a home town charm with a golden history serving its citizens effectively by ensuring quality services and a safe environment.

Vision Statement

Villa Rica will be a thriving city focusing on quality of life and planned growth by blending its past and future.

Sign Ordinance – Intent

This Article is intended to regulate the location, erection, maintenance and use of signs in all land use districts, regardless of type or size, and to insure that no sign shall constitute a safety hazard.

The intent of this Article is to create a balanced system of sign control that accommodates both the needs for a well-maintained, safe and attractive community, and the need for effective business advertising, identification, and communication. This balance will assist in promoting the economic health of the community through increase tourism and property values.

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Sec. 9.01 – PURPOSE AND FINDINGS

- 1) The City Council finds that signs provide an important medium through which persons may convey a variety of noncommercial and commercial messages. However, left completely unregulated, the number, size, design characteristics, and locations of signs in the city can become a threat to public safety as a traffic hazard and a detriment to property values and to the city's general public welfare, as well as create an aesthetic nuisance. The city, further, finds that signs have become excessive and that many signs are distracting and dangerous to motorists and pedestrians, are confusing to the public and substantially detract from the beauty and appearance of the city. The city finds that there is a substantial need directly related to the public health, safety and welfare to comprehensively address these concerns through the adoption of the following regulations. The purpose and intent of the governing authority of the city in enacting the ordinance from which this chapter is derived are as follows:
 - a) To protect the health, safety and general welfare of the citizens of the city, and to implement the policies and objectives of a comprehensive development plan of the city through the enactment of a comprehensive set of regulations governing signs in the city;
 - b) To regulate the erection and placement of signs within the city in order to provide safe operating conditions for pedestrian and vehicular traffic without unnecessary and unsafe distractions to drivers or pedestrians;
 - c) To preserve the value of property on which signs are located and from which signs may be viewed;
 - d) To maintain an aesthetically attractive city in which signs are compatible with the use patterns of established zoning districts;
 - e) To maintain for the city's residents, workers and visitors a safe and aesthetically attractive environment and to advance the aesthetic interest of the city;
 - f) To establish comprehensive sign regulations that effectively balance legitimate business and development needs with a safe and aesthetically attractive environment for residents, workers, and visitors to the city;
 - g) To provide fair and reasonable opportunities for advertisement by the business community located within the city so as to promote the economic vitality of local businesses;
 - h) To ensure the protection of free speech rights under the state constitution and the United States Constitution with the city;
 - i) To establish a permit system to allow specific types of signs in zoning districts consistent with the uses, intent and aesthetic characteristics of those districts;
 - j) To allow certain signs that are small, safe, unobtrusive and incidental to the principal use of the respective lots on which they are located, subject to the substantive requirements of this chapter but without a requirement for permits;
 - k) To provide for temporary signs in limited circumstances;

- l) To place reasonable controls on nonconforming signs that are by definition contrary to the public health, safety and welfare while protecting the constitutional rights of the owners of said nonconforming signs; and
- m) To provide for the enforcement of the provisions of this chapter.

Sec. 9.02 – DEFINITIONS

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

Abandoned sign means any sign that contains or exhibits broken panels, visible rust, visible rot, damaged support structures, or missing letters or which is otherwise dilapidated, unsightly, and for which no person accepts maintenance responsibility. Also, any sign advertising an activity, business, product or service no longer conducted and/or any sign associated with a business or commercial use that has ceased operations for twelve (12) months or more.

Animated sign means a sign that all or any part thereof visibly moves or uses movement or a change of lighting to depict action or to create a special effect or scene. This includes signs that rotate or revolve or signs that display a message in more than one direction. Provided, however, that official traffic control devices and warning signs conforming to the Manual of Uniform Traffic Control Devices are excluded from this definition. Electronic signs are excluded from this definition.

Banner means a sign other than a flag with or without characters, letters, illustrations or ornamentation applied to cloth, paper or fabric that is intended to be hung either with a frame or without a frame. Neither flags nor canopy signs are considered banners. Standard informational signs are excluded from the definition of a banner.

Beacon means any light with one or more beams directed into the atmosphere or directed at one or more points not on the same lot as the light source; also, any light with one or more beams that rotate or move.

Billboard, traditional means a sign which may be supported by a pole structure, with an area of more than seventy-two (72) square feet but not more than six hundred seventy-two (672) square feet. The billboard directs attention to a business, commodity, service, or entertainment conducted, sold or offered at a location other than the premises on which the billboard is located. The billboard may either be illuminated or non-illuminated. This sign type does include dynamic digital billboards as defined by the ordinance.

Business day means any day during which city government offices are open for public business. The term "business day" shall not include any day during which city government offices are closed after a partial business day due to a holiday, emergency, inclement weather, or the like.

Candela means a unit of luminous intensity equal to 1/60 of the luminous intensity per square centimeter of a blackbody radiating at the temperature of solidification of platinum (2,046K).

Canopy sign means a sign affixed to, superimposed upon, or painted on any roof or roof-like structure which is extended over a sidewalk, walkway, or vehicle access area. Canopy sign may also mean awning sign.

Changeable copy sign means any sign that incorporates changing letters or images to form a sign message or messages, whether such changes are accomplished electronically or manually. Changeable copy signs shall not incorporate changing lights or electronic images. (Prohibited, except for a church/place of worship or school)

Commercial message means sign copy which advertises or directs attention to a business, product, service or transaction, whether conducted on- or off-site, whether existing or proposed.

Directional sign means a sign specifically placed to manage and avoid conflicting vehicular movements.

Director means the Director of the Community Development Department, or a designee thereof.

Double-faced sign means a sign which has two display areas placed back to back against each other and the interior angle formed by the display areas is not greater than sixty (60) degrees, where one sign face is designed to be seen from one direction and the other face from another direction.

Electronic sign means a message on a lawfully permitted sign, the electronic portion of which may be changed at intervals by electronic process or by remote control.

Facade means the exterior wall of a building or tenant space.

Flag means any fabric containing colors, patterns, or symbols used as symbol of government or other entity or organization.

Flagpole means a freestanding structure or a structure attached to a building or to the roof of a building on a parcel of record and used for the sole purpose of displaying flags.

Ground sign means any sign supported by structures or supports that are placed on, or anchored in, the ground and that are independent from any building or other structure. A permanently affixed sign which is wholly independent of a building for support with a base of a width not less than the width of the sign face. The base of the sign face shall be flush with the supporting base, and the supporting base shall be flush with the ground and extend the full width of the sign. The term "ground sign" shall not include sidewalk signs.

Historic sign means a sign deemed worthy of preservation because of its value to the city for one or more of the following reasons:

- (1) It is an outstanding example of a sign representative of its era;
- (2) It is one of the few remaining examples of past sign design or style;
- (3) It is a sign associated with an event or person of historic or cultural significance to the city; or
- (4) It is a sign of esthetic interest that is continuing to contribute to the cultural or historical development and heritage of the city.

- (5) Building names, year built, and cornerstones are exempt from sign regulations so long as they are determined to be a part of the architecture of the structure.

Illegal sign means any sign that was erected in violation of the laws, as they existed at the time the sign permit was issued or signs that were not built in conformity with the issued permit or signs requiring a permit that were erected without a permit first having been obtained.

Illuminated sign means a sign that has light cast upon the sign from a source either internal to the sign or from an external light source directed primarily toward such sign.

LED sign means an electronically controlled sign utilizing light-emitting diodes or similar technology to form some or the entire sign message. LED signs are a form of electronic signs.

Luminance means a measure of the brightness of a luminous surface, measured in candelas per unit area.

Monument sign means a ground sign with a base constructed of brick, stone, or other architectural masonry material. The sign shall constitute a solid visual block from the base to the top of the sign.

Multi-faced sign means a sign structure with more than two sign faces situated so that each sign face is facing a different direction.

Nits means a unit of measurement of luminance, or the intensity of visible light, where one nit is equal to one candela per square meter.

Nonconforming sign means any sign, legal at the time of erection, but which does not conform to the provisions of this chapter.

Out of store marketing device is any facility or equipment which is located outside of a primary building on a site zoned for nonresidential uses, which is used for the primary purpose of providing a product or service without the owner's or agent's immediate presence, and which is manufactured to include a color, form, graphic, illumination, symbol, and/or writing thereon to communicate information regarding the product or service provided thereby to the public. Examples of out-of-store marketing devices include: bank ATM units, vending machines, newspaper racks, drink machines, ice boxes, and phone booths.

Pennant, streamer means any lightweight plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire, or string, usually in a series, designed to move in the wind.

Planned commercial center means any commercial, office, industrial or mixed-use development that contains any combination of offices, residences, retail or industrial uses with a common entry from a public street and are managed as a whole and in accordance with all applicable requirements of the zoning ordinance set forth in the Unified Development Code.

Pole Sign means a freestanding sign in excess of six feet in height that is detached from a building and is supported by one or more structural elements that are either: (a) architecturally dissimilar to the design of the sign; or (b) less than 1/4 the width of the sign face.

Portable sign means any sign which is not permanently affixed to the ground or to a structure, including but not limited to signs on trailers or signs mounted or painted or wrapped on vehicles which are parked in such a manner as to serve the purpose of an advertising device, or not routinely parked at the immediate premises of the business or entity indicated, advertised or identified by said sign. Portable signs are prohibited, except for authorized public safety use.

Projecting sign means any sign which is attached perpendicular to a building or other structure and extends more than twelve (12) inches horizontally from the plane of the building wall.

Pump-island sign means a sign located on, affixed to, or under a canopy over pump islands of a service station or convenience store with gas pumps.

Pylon Sign means a freestanding sign in excess of eight feet in height that is detached from a building and is supported by one or more structural elements which are architecturally similar to the design of the sign.

Road, accessible means any road or street that provides a means of ingress and egress to the lot.

Roof sign means a sign attached to or supported by the roof of a building that extends above the immediately adjacent roof line of the building or a sign that is wholly or partially above the roof line of a building.

Rotating sign. See Animated sign.

Sidewalk signs are defined as an A-frame or easel style sign to be placed on or adjacent to the sidewalk in conjunction with a business establishment.

Sign means a device, structure or representation for visual communication which is used for the purpose of bringing the subject thereof to the attention of others. For purposes of this chapter, the term "sign" shall include the structure upon which a sign face is located. Flags and banners shall be included within this definition only as provided elsewhere herein. Seasonal holiday decorations shall not be included within the definition of "sign" and regulated as such.

Special event shall be defined for the purpose of this chapter any organized for profit or nonprofit activity having as its purpose entertainment, recreation, and/or education which takes place on public property or takes place on private property but requires special public services such as the use of parks, public streets, rights-of-way, or sidewalks. Special events may include, but are not limited to, activities such as run/walk events, cycling events, street festivals, parades, triathlon/biathlon, grand openings, concerts, assemblies, block parties, and certain outdoor promotional events.

Standard informational sign means a non-illuminated sign with a rigid sign face made for short term use, containing no reflecting elements, flags or projections and which is mounted on a post, stake or metal frame with a thickness or diameter not greater than 3.5 inches. Banners are not included in the definition of a standard informational sign.

Store front means the exterior wall of a single, undivided unit in a commercial block or located within a planned commercial center or business park.

Street frontage means the lot line that shares a common boundary with any road or street.

Suspended sign means a sign securely suspended above a pedestrian passageway or sidewalk from beneath a canopy or awning and oriented perpendicular to the adjacent building façade.

Tri-vision sign means a sign designed with a series of triangular slats that mechanically rotate in sequence with one another to show three different sign messages in rotation.

Wall sign means a sign fastened, placed or painted upon or parallel to the exterior wall of the structure itself, whether front, rear or side of the structure.

Wayfinding sign means signage used to assist the public in navigating and locating parking, individual tenants, activity centers, ingress/egress points, and other features internal to a site and that is not visible from public rights-of-way. Examples:

Window sign means any sign that is placed inside a window, within two (2) feet of a window, or upon the window panes or glass, either inside or outside the building, and is visible from the exterior of the structure. Window signs shall not cover more than twenty-five (25) percent of the total window area per façade of a business.

Figure 1: Illustration of Sign Types



★ Icon Sign

Sec. 9.03 – PERMITS

- 1) Except as specifically excluded from the requirements for obtaining a permit, it shall be unlawful for any person to post, display, substantially change, or erect a sign in the city without first having obtained a sign permit or any other permit required by this chapter or other ordinances of the city. Notwithstanding the foregoing, signs which are not visible from a public right-of-way or from neighboring properties shall not be subject to the standards of this chapter.
- 2) Sign registration. All nonconforming signs which exceed the maximum height and sign area permitted must be registered with the department within ninety (90) days of notification. The information provided for registration will be the same information required in a permit application under section 9.04. No fee will be required.

Sec. 9.04 – APPLICATION INFORMATION

- 1) Applications for sign permits required by this chapter shall be filed by the sign owner or the owner's agent with the director. The application shall describe and set forth the following:
 - a) The street address of the property upon which sign is to be located and a plat map of the property which bears an indication of the proposed location of the sign;
 - b) The name and address of the owner of the real property upon which the subject sign is to be located;
 - c) Consent of the owner, or the owner's agent, granting permission for the placement or maintenance of the sign;
 - d) Name, address, phone number and occupational tax certificate number of the sign contractor;
 - e) The type of sign to be erected, the area of the sign, the height of the sign, the shape of the sign, how the sign is to be illuminated (if at all) and an explanation of how the sign is to be mounted or erected;
 - f) The payment of a \$25.00 review fee with the balance of the full application fee due upon issuance; and
 - g) Applications for ground signs shall include a site plan drawn to scale, including a closed boundary survey of the property gross acreage, the proposed location of subject sign, location of all ground signs on the property, entrance driveways from public streets, street rights-of-way, public or private easements, and building locations.
- 2) The director shall develop such forms as may be necessary to facilitate the permit application process.
 - a) The applicant shall apply for all other permits or licenses required by city ordinances and state laws and regulations. Obtaining a sign permit does not exempt the permit holder from obtaining and complying with all other permits required for the sign structure.

- b) Each application shall contain an agreement to indemnify and save the city harmless of all damages, demands or expenses of every character which may in any manner be caused by the sign or sign structure. Each applicant shall present to the department, on a request, a certificate of liability insurance prior to the issuance of a sign permit.

Sec. 9.05 – TIME FOR CONSIDERATION AND ISSUANCE

- 1) The director shall process all sign permit applications within forty-five (45) business days of the director's actual receipt of an application and a sign permit fee. The director shall give notice to the applicant of his decision by hand delivery, by electronic mail, or by mailing a notice, by certified mail, return receipt requested, to the address on the permit application on or before the 45th business day after the director's receipt of the application. If mailed, notice shall be deemed to have been given upon the date of mailing in conformity with this section. If the director fails to act within the 45-day period, the permit shall be deemed to have been granted. A sticker or other device bearing the sign permit number shall be affixed to the sign structure.

Sec. 9.06 – DENIAL AND REVOCATION

- 1) Procedure. The director shall deny permits to applicants that submit applications for signs that do not comply with the provisions of this chapter, incomplete applications, and applications containing any false material statements. Should it be determined that a sign permit was issued pursuant to an incomplete application or an application containing a false material statement, or that a permit has been erroneously issued in violation of this chapter, the director shall revoke the permit. Should the director deny or revoke a permit, the reasons for the denial or revocation are to be stated in writing and hand delivered, by electronic mail, or mailed by certified mail, return receipt requested, to the address on the permit application on or before the 45th business day after the director's receipt of the application. Any application denied and later resubmitted shall be deemed to have been submitted on the date of resubmission, instead of the date of the original submission. Violation of any provision of this chapter and any other applicable state laws or city ordinance regulating signage will be grounds for denying a permit or revoking a permit granted by the city for the erection of a sign. No permit shall be denied or revoked, except for due cause as hereinafter defined. "Due cause" is the violation of the provisions of this chapter, other applicable ordinances, state or federal law regulating signage, or the submission of an incomplete application or an application containing false material statements.
- 2) Appeals. The City Council shall have the power and duty to hear and decide appeals where it is alleged that there is an error in the denial or revocation of a sign permit under this chapter. All such appeals shall be heard and decided following the notice requirements of subsection (c) of this section and pursuant to the following criteria and procedural requirements:
 - a) Appeal of decision by administrative officials. A denial or revocation pursuant to this chapter shall be appealable by filing with the City Clerk an application for appeal on the forms provided by the community development department specifying the grounds thereof, within fifteen (15) calendar days after the action appealed from was taken. The application fee for an appeal under this section shall be the same as that established by the City Council for an appeal under Section 6.07 of the Villa Rica Unified Development Code.

- b) Decision of the board. Following the consideration of all testimony, documentary evidence, and matters of record, the board shall make a determination on each appeal. An appeal shall be sustained only upon an expressed finding by the board that the administrative official's action was based on an erroneous finding of a material fact, or that the administrative official acted in an arbitrary manner. In exercising its powers, the board may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed from, and to that end shall have all the powers of the administrative official from whom the appeal was taken and may issue or direct the issuance of a permit provided all requirements imposed by all other applicable laws are met.
 - c) Time for final decision. A final decision will be rendered by the board within 90 days from date an appeal is filed. If a final decision is not rendered within the 90-day period, the decision sought to be appealed shall be reversed.
- 3) Notice of public hearings. Notice of public hearing before the board on any application for appeal or variance shall be provided as follows:
- a) Written notice of the nature of the proposed application, and the date, time, and place of the public hearing before the board shall be mailed by first class mail to all property owners within five-hundred (500) feet of the boundaries of the subject property as measured by use of the official zoning maps, and as such property owners are listed on the tax records of the city, at least fifteen (15) days before the public hearing before the board;
 - b) Public notification signs shall be posted within the public right-of-way or on the subject property at least fifteen (15) days before the hearing before the board. One sign shall be posted for each five-hundred (500) feet of street frontage or fraction thereof along each street on which the subject property has frontage. Signs shall be double-faced and posted so that the face of the sign is at a right angle to the street in order that said signs can be read by the traveling public in both directions. The lettering on the signs shall be printed and at least one inch in size and the sign shall state the nature of the proposed application and the date, time and place of the public hearing before the board; and
 - c) Notice of the nature of the proposed application and the date, time and place of the public hearing before the board shall be published in the newspaper of general circulation within the city in which are carried the legal advertisements of the city at least fifteen (15) days prior to the date of the hearing before the board and not more than forty-five (45) days prior to the date of the hearing before the board.
 - d) The cost of all signs posted, and notice mailings sent, pursuant to this section shall be specifically paid by the applicant in addition to all other applicable application costs.
 - e) Applications may be withdrawn by the applicant or applicant's representative in writing without prejudice at any time before the vote of the City Council on the application. All fees submitted shall be forfeited in any case where the application is withdrawn after it has been advertised for a public hearing in a newspaper of general circulation.
- 4) Certiorari. In the event a person whose permit has been denied or revoked is dissatisfied with the decision of the City Council, a person may petition for writ of certiorari to the superior court of the county as provided by law.

Sec.9.07 – PERMIT EXPIRATION

- 1) A sign permit shall become null and void if the sign for which the permit was issued has not been completed and fully installed within six months after the date of issuance; provided, however, that where an applicant can demonstrate that a contractor was timely engaged to construct the permitted sign, but the fabrication has not yet been completed due to the fault of the contractor, one 60-day extension may be granted by the director or his designee. No refunds will be made for permit fees paid for permits that expired due to failure to erect a permitted sign. If an individual later desires to erect a sign at the same location, a new application must be processed and another fee paid in accordance with the fee schedule applicable at such time.

2) Sec. 9.08 – ENFORCEMENT AND PENALTIES

- a) The director may issue a citation for violation of this chapter by any person, including if applicable, the owner, manager or tenant of the lot upon which a sign is located, for a sign erected, altered, maintained, converted, or used in violation of this chapter or in violation of any other applicable ordinance regulating signage, including, but not limited to the building and electrical codes.
- b) The director shall have the same duties, authority, and obligations regarding access to private property, inspections, including the procurement of inspection warrants provided in Sec. 6.13(f) of the Villa Rica Unified Development Code, regarding the enforcement of this chapter.
- c) Any person violating any provision of this chapter shall be guilty of an offense and upon conviction, shall be subject to the general penalty provided in the Code. Each sign installed, created, erected or maintained in violation of this chapter shall be considered a separate violation. For continued violations, citation for each sign issued on separate days shall be considered a separate violation when applying the penalties authorized in this Code.
- d) The city may seek affirmative equitable relief in a court of competent jurisdiction to cause the removal or repair of any sign in violation of this chapter or other city ordinances.
- e) The director, any city employee who operates an assigned city-owned vehicle, or any person contracting with the city for such purpose may, without notice, remove and dispose of any prohibited sign, signal, device or other structure erected, placed or maintained on the dedicated right-of-way of any public road. Such removal and disposal of a prohibited sign, signal, device or other structure shall not preclude the prosecution of any person for erecting, placing or maintaining such item in the dedicated public right-of-way.

Sec. 9.09 – VARIANCES

- 1) Where a literal application of this chapter, due to special circumstances, would result in an unusual hardship in an individual case, a variance may be granted by the City Council after receiving evidence that the applicant meets all of the following criteria:
 - a) Exceptional conditions pertaining to the property where the sign is to be located because of its size, shape, or topography, which are not applicable to other lands or structures in the area;
 - b) Granting the variance would not confer on the applicant any significant privileges which are denied to others similarly situated;
 - c) The exceptional circumstances are not the result of action by the applicant;
 - d) The requested variance is the minimum variance necessary to allow the applicant to enjoy the rights commonly enjoyed by others similarly situated;
 - e) Granting of the variance would not violate more than one standard of this chapter; and
 - f) Granting the variance would not result in allowing a sign that interferes with road or highway visibility or obstructs or otherwise interferes with the safe and orderly movement of traffic.
- 2) No variance shall be granted to the height of a sign which increases the height of the sign more than twenty (20) percent of that allowed by this chapter.
- 3) No variance shall be granted which increases the size of a sign more than twenty (20) percent of that allowed by this chapter.
- 4) No variance shall be granted to increase the size or height of a banner, sidewalk, wayfinding, construction or standard informational signage.

Sec. 9.10 – Aggregate Sign Area

Aggregate Sign Area.

- 1) Aggregate sign area, where applicable, shall refer to the sum total of all signs on a lot or parcel.
- 2) Exempt signs shall not be included in the aggregate sign area for a lot or parcel.
- 3) Aggregate sign area maximums per parcel.

Use	AG	SFR	MFR	IND	COM
Zoning District	AG	R1, R2, PUD ¹	SFA, MF1, MF2	I1, I2	MF2, CMU, CBD ⁴ , C1,
Aggregate Sign Area (sf)	64	50 ² / 32 ³		300	300
- Multiple Tenant				600	600
¹ PUD - Residential development shall follow residential standards. Commercial development shall follow commercial standards.					
² Institutional uses within residential zoning districts only.					
³ Subdivision entrance signs only.					
⁴ CBD limited to 200 sf.					

Sec. 9.11 – EXEMPTIONS

The following signs shall be exempt from the permit requirements of this chapter; provided, however, that such signs shall be subject to all other provisions of this chapter:

- 1) Window signs;
- 2) Standard informational signs;
- 3) One suspended sign per tenant of a multi-tenant building when the area of the sign is less than six square feet per side and a common design for such signs has been established by the owner and approved by the public authority;
- 4) Signs for the sole purpose of displaying street numbers assigned by the United States Postal Service not exceeding six inches in height for residential uses and twelve (12) inches in height for nonresidential uses;
- 5) Flags on lots in all districts and banners on lots in single family residential zoning districts;
- 6) Nongovernmental traffic control devices in or adjacent to parking areas and driveways and signs located at railroad crossings;
- 7) Historic signs where:
 - a) The property, building or structure where the historic sign is to be located is designated as a historic property by the City Council; and
 - b) A previous sign must have been located on the property. The historic sign's former existence, original design, original size, original colors, original composition and other original aesthetic qualities of the historic sign shall be shown to the director's satisfaction by photographs or other documentation. The new historic sign shall be an exact replica of the original sign located on the property;
- 8) Signs and warning devices meeting the standards of the Manual on Uniform Traffic Control Devices and installed or utilized by governmental authority or by persons and entities duly authorized to work on the public rights-of-way while such work is in progress;
- 9) Sidewalk signs;
- 10) Out-of-store marketing device.
- 11) A-frame or easel style signs, so long as though signs are:
 - a) Sign composition material: Wood or metal (dry erase or chalk board style);
 - b) Setback from right-of-way: Must be situated to allow for clear passage with a minimum accessible sidewalk width of thirty-six (36) inches and compliance with the Americans with Disabilities Act;
 - c) In conjunction to a business establishment authorized on the subject lot; and
 - d) Number of signs allowed: One per establishment;

- e) Maximum height: Three feet;
- f) Sign area: No larger than six square feet;
- g) All sidewalk signs shall be removed daily upon cessation of business hours and shall be stored indoors;
- h) No sidewalk signs shall be lit, contain neon, or contain plastic construction or embellishment;
- i) Evidence of neglect or dilapidation of any sidewalk sign shall provide cause for immediate removal; and
- j) Sidewalk signs shall not require a sign permit or authorization sticker affixed to the subject sign.

12) Wayfinding signs.

Sec. 9.12 – FEES

- 1) The cost of a sign permit shall be established by the City Council and collected by the director.

Sec. 9.13 – OWNER’S CONSENT REQUIRED

- 1) No sign may be permitted or posted on property without the consent of the property's owner or authorized agent. Should it be determined that a sign was erected on a lot pursuant to an alleged agent's incorrect representation that the record owner of the lot in fact gave permission for the erection of a sign, the permit for such sign shall be revoked as provided in Section 9.06.

Sec. 9.14 – PROHIBITED SIGNS

- 1) The following types of signs are prohibited throughout the city:
- a) Signs placed in the dedicated right-of-way of any public road other than publicly owned or maintained signs and signs pertaining to railroad crossings;
 - b) Window signs which exceed twenty-five (25) percent of the total window area per façade of a business;
 - c) Signs that contain words, pictures, or statements which are obscene, as defined by O.C.G.A. § 16-12-80, as amended;
 - d) Signs that simulate an official traffic control device, warning sign, or regulatory sign or which hide from view any traffic control device, signal or public service sign;
 - e) Signs that emit or utilize in any manner any sound capable of being detected on any traveled road or highway by a person with normal hearing abilities;
 - f) Signs that interfere with road or highway visibility or obstruct or otherwise interfere with the safe and orderly movement of traffic or which otherwise pose a hazard to traffic due to structural deficiencies in the structure of such signs;

- g) Signs erected by nailing, fastening or affixing the sign in any manner to any tree, curb, utility pole, natural feature, or other structure except as may be set forth herein;
- h) Animated signs;
- i) Signs that obstruct any fire escape, any means of egress or ventilation or that prevent free passage from one part of a roof to any other part thereof, as well as signs attached to any fire escape;
- j) Signs that do not conform to city building and electrical codes;
- k) Signs for which a permit is required that do not display the sign permit number;
- l) Roof signs;
- m) Multi-faced signs, including:
 - i) Tri-vision signs – Sec. 9.36(2); and
 - ii) LED signs not meeting the standards of Section 9.36(3);
- n) Signs erected after the effective date of adoption of the ordinance from which this chapter is derived that are in violation of the rules and regulations;
- o) Balloons, pennant streamers or air or gas filled figures and any sign constructed of non-durable material including, but not limited to, paper, cardboard or flexible plastic. This provision does not apply to flags, banners, or special event signs;
- p) Portable signs;
- q) Abandoned signs. Signs (including sign structures) shall be deemed abandoned if it does not present a neat and orderly appearance, which may be manifested by the following; rust or holes on or in the sign or sign structure, or broken, missing, loose or bent parts, faded or flaking paint, non-operative or partially non-operative illuminating or mechanical devices or missing letters in sign copy and/or if the business, service or commercial transaction to which it relates has been discontinued for twelve (12) months;
- r) Any sign that is structurally unsound, or is a hazard to traffic or pedestrians;
- s) Illegal signs;
- t) Signs consisting in whole or in part of a series, line, or row of lights, whether supported by cables or other physical means, within one-hundred and fifty (150) feet of a street and visible therefrom. Patio/Bistro lights are exempt from this code section.
- u) Use of string, rope, neon or LED sequenced lighting to outline windows, doors, or other architectural features of a building below the upper cornice of the structure. Notwithstanding the foregoing holiday lights and decorations displayed not more than thirty (30) days before a holiday shall be exempted from this section.

- v) Handheld signs, where:
 - i) a. Handheld Signs are allowed during the time period in which parades, pickets, or processions that are permitted under Section 22-1 et. seq. occurs.
 - ii) b. No Handheld Sign shall be placed or carried that extends beyond the width of the body of the individual holding such Sign or that extends more than 24 inches above the individual's head.
 - iii) c. All individuals carrying any such Signs shall remain at least ten (10) feet apart, shall not stand or loiter in front of any doorway, driveway or street intersection and shall not interfere with the general flow of traffic, whether pedestrian or vehicular.
 - iv) d. All Handheld Signs are exempt from the permitting requirements of Section 9.03.
- w) Pole signs as defined under Sec. 9.02.

Sec. 9.15 – NONCONFORMING SIGNS

- 1) The city finds that nonconforming signs may adversely affect the public health, safety and welfare. Such signs may adversely affect the aesthetic characteristics of the city and may adversely affect public safety due to the visual impact of said signs on motorists and the structural characteristics of said signs.
- 2) Any nonconforming sign that is not used or leased for a continuous period of six months shall not be reused for sign purposes unless and until it fully conforms with the terms and requirements of this chapter.
- 3) Illegal signs must be removed within thirty (30) days of notice from the city.
- 4) No structural repairs, or changes in shape, size or design, to any nonconforming sign shall be permitted except to make a nonconforming sign comply with all requirements of this chapter. Routine maintenance and changing of copy shall be permitted as long as such maintenance or changing of copy does not result in or change the shape, size, or design. Any change from a non-electronic format to an electronic format is considered a change in design and not permitted with respect to a nonconforming sign, unless the sign is brought fully into compliance with all requirements at the time of such change. Signs which are structurally unsound or present a hazard to persons or property must be removed within two days upon notification by the city.
- 5) A nonconforming sign structure may not be replaced by another nonconforming sign structure, except that a nonconforming sign may be rebuilt where the original sign structure has been damaged or destroyed by nature or an act of God. No such replacement structure may have a sign area or height greater than the original structure.

Sec.9.16 – MEASUREMENT OF SIGN AREA AND HEIGHT

- 1) The area of a sign shall be computed as the area within the smallest continuous polygon comprised of not more than eight straight lines enclosing the limits of a sign face, together with any sign face cabinet or frame or material, texture, or color forming an integral part of the sign face used to differentiate the sign face from the structure upon which it is placed. If polygons established around

wall signs located on the same street oriented wall are within twenty-four (24) inches or less of one another, then the area of the sign shall be measured within one continuous polygon. For double-faced signs, the side of the sign with the largest sign area shall be used in computing the sign area.

Figure 2: Area and Height Calculations

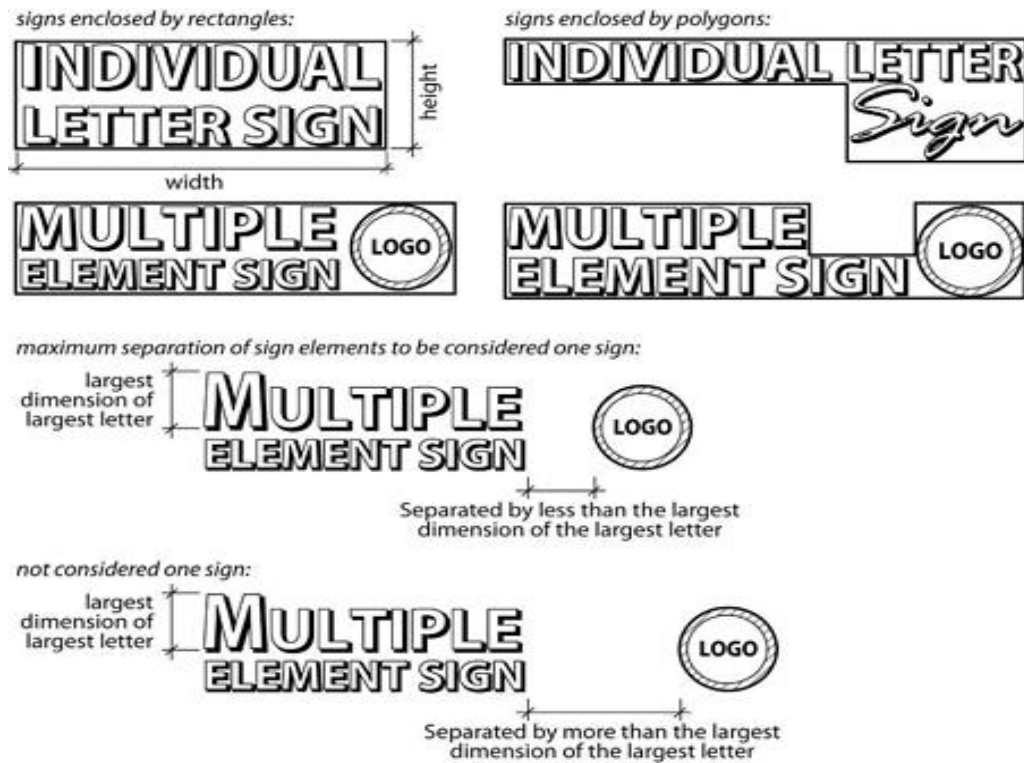
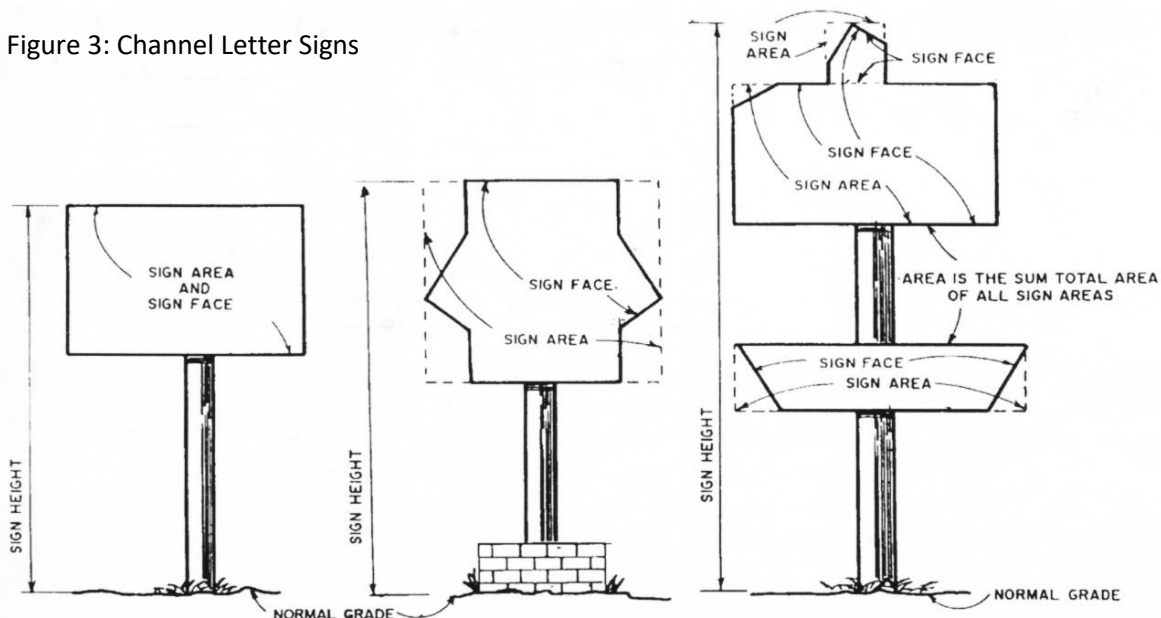


Figure 3: Channel Letter Signs



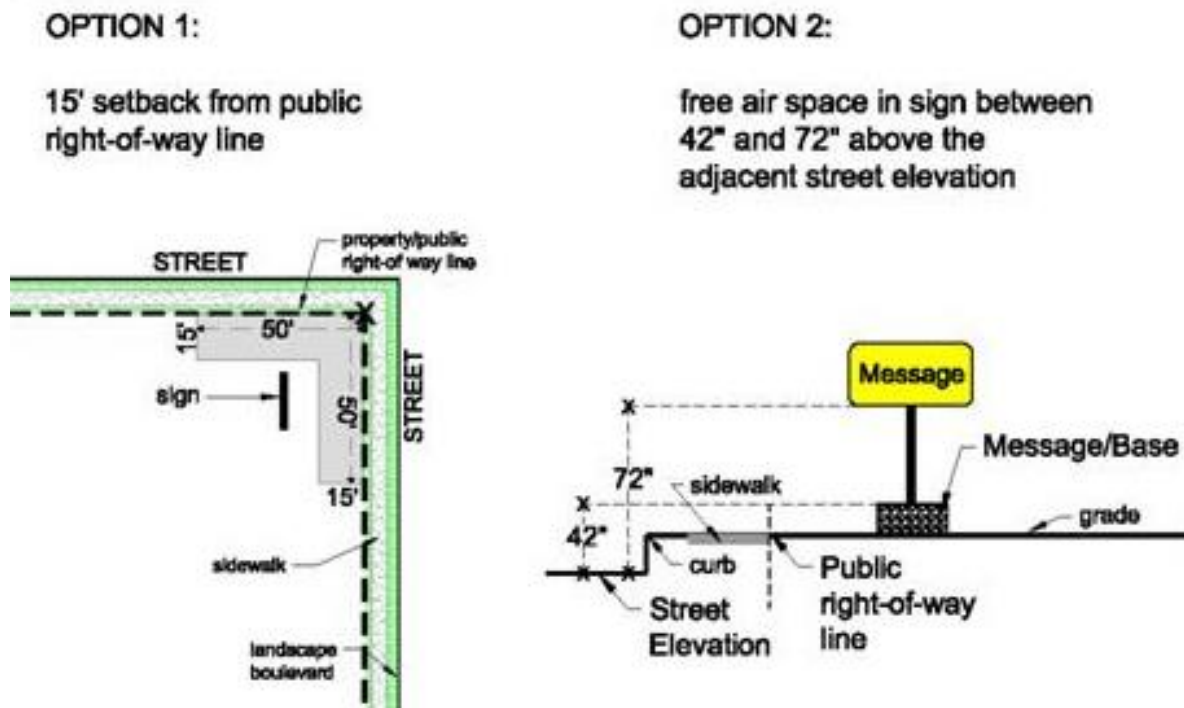
* Calculate area of smallest square, circle, rectangle or combination thereof, that can encompass the sign face.

The height of a sign shall be computed as the distance from the base of the sign structure at normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to be the lower of existing grade prior to construction or the newly established grade after construction, exclusive of any filling, berming, mounding, or excavating solely for locating the sign. In cases in which the normal grade cannot reasonably be determined, sign height shall be computed on the assumption that the elevation of the normal grade at the base of the sign is equal to the elevation of the nearest point of the crown of a public street or the grade of the land at the principal entrance to the principal structure on the zone lot, whichever is greater. Where the normal grade is below the normal grade of a public street, the sign base can be raised to the elevation of the normal grade of the street before the height limitations are applied (surveyor's certificate required).

Sec. 9.17 – HEIGHT AND SETBACK REQUIREMENTS

- 1) All signs shall be set back as follows, unless a more restrictive setback is specified in conditions of zoning or otherwise in this chapter:
 - a) Ten feet from the right-of-way or twenty (20) feet from edge of pavement if a private street and no sign shall project over the right-of-way.
 - b) In the Downtown Overlay District – Chapter IV, Sec.9.44-45, all permanently affixed signs shall be setback at minimum five feet from the right-of-way and outside of the required landscape and pedestrian zones.
 - c) For a residential use, if the distance from the right-of-way to the front of the principal structure is less than ten feet, signs shall be setback two-thirds of the distance between the curb line and the front of the principal structure on the lot on which the sign is located.
 - d) Along all lot lines which are not adjacent to a road all signs shall be within the buildable area of the lot. All signs shall be so located and shall provide such vertical clearance as to provide for safe, convenient and unobstructed passage for pedestrians and vehicles.
 - e) Banners shall be exempt from the setback requirements, but shall not encroach upon the right-of-way.
 - f) Window signs are only allowed on the ground floor of a building.
 - g) Sign Visibility Triangle. No sign or sign structure above a height of three feet shall be maintained within fifteen (15) feet of the intersection of the right-of-way lines extended of two streets (option 1), or of a street intersection with a railroad right-of-way. However, a sign support structure not more than ten inches in diameter may be located within the required corner visibility area if all other requirements of this chapter are met and the lowest elevation of the sign surface is at least 72" above the adjacent street elevation, with a maximum distance of 42" from the street elevation to the top of the message base (option 2). See Figure 4 below.

Figure 4: Visibility Triangle and Sign Heights



Sec. 9.18 – PERMANENT SIGNS

- 1) General Provision. The signs specified in the permanent signs table (Table 9.01) are permitted to be erected or maintained upon any structure, building lot, plot, or parcel of land, subject to the standards listed in Table 9.01, the limitations of this Chapter, and the issuance of the appropriate permit, unless specifically required to obtain additional approval, with the exception of signs installed in the Central Business District (CBD), which are subject to regulations under Chapter IV, Sec. 9.44-45. If it is possible to define a sign using more than one of the definitions found in Sec. 9.02 – Definitions, and one of the corresponding sign types is referenced in Table 9.01, then the sign type that provides the most restrictive standard shall apply. In any instance where the provisions of Table 9.01 conflict with the textual provisions of this section, the textual provisions shall govern.
- 2) Setback. No sign shall encroach into the right-of-way of any public or private street and shall be located outside of the Sight Visibility Triangle per Section 9.17(1)(g) Sight Visibility Triangle. Entry signs placed in the right-of-way, such as in the median of a boulevard, shall be prohibited unless approved by the City Engineer. All signs other than subdivision entry signs and directional/incidental signs shall be set back at least ten (10) feet from all public right-of-way or by actual right-of-way width, whichever is greater. Subdivision entry signs and directional/incidental signs shall be set back at least two (2) feet from all public right-of-way or by the actual right-of-way width, whichever is greater.
- 3) Address Identification. On-site non-residential use identification signs shall contain an address plate identifying the property. Characters shall be a minimum of six (6) inches in height and shall be

clearly visible from the public right-of-way day and night. Address plates shall not be calculated against the allowed sign area.

- 4) Illuminated Signs. In addition to standards in this Chapter, all illuminated signs, outside of the Downtown Overlay District, are subject to the following regulations:
 - a) No sign shall give off light that glares, blinds or has any other such adverse effect on traffic or adjacent properties. The light from an illuminated sign shall be established in such a way that adjacent properties and roadways are not adversely affected and that no direct light is cast upon adjacent properties and roadways.
 - b) Signs in non-residential districts or for non-residential uses may be internally or externally illuminated. Signs in residential districts or for residential uses, shall only be externally illuminated. Signs for non-residential uses may also be illuminated through the use of indirect lighting such as backlighting a reverse channel sign.
 - c) The light from an illuminated sign shall not be of an intensity or brightness or directed in a manner that will create a negative impact on residential properties in direct line of sight to the sign.
 - d) Lighted signs shall not be located within seventy-five (75) feet of a residential use.
 - e) In agricultural districts, signs for residential and non-residential uses shall follow the respective illumination standards for each development type.
- 5) Landscaping. Landscaping, consisting of shrubs and perennial groundcover, shall be provided for ground-mounted freestanding signs, as indicated in Table 9.1, at a rate of two (2) square feet of landscaping per one (1) square foot of total sign area.
 - a) All landscape materials shall be installed and maintained according to accepted nursery industry procedures.
 - b) The owner of the property shall be responsible for the continued property maintenance of all landscaping materials and buffer yards, and shall keep them in a proper, neat and orderly appearance, free from refuse and debris at all times.
 - c) All unhealthy or dead plant material shall be replaced within one (1) year, or by the next planting period, whichever comes first.
 - d) Violation of these installation and maintenance provisions shall be grounds for the Community Development Department to: fine the owner of the property in violation of the conditions of the Improvement Location Permit; require replacement of the landscape material; or institute legal proceedings to enforce the provisions of this section.
 - e) Landscape materials are intended to grow, spread and mature over time. Landscaping materials used to fulfill requirements of this chapter may not be topped or otherwise treated so as to

reduce overall height. Pruning, limbing-up, topping, and other inhibiting measures including removal may only be practiced to insure the public safety or to preserve the relative health of the material involved. The use of native or drought-tolerant plantings, and the application of stone, mulch or other water-conserving materials are encouraged.

6) Permanent Sign Table Zoning References (Table 9.1 – Chart of Dimensional Requirements)

Zoning Districts: New (and Old)	
AGR	AG (RD)
RES	R1, R2, SFA, MF1, MF2, PUD (R-20, R-14, RT, PD*)
COM	CBD, CMU, C1, C2, OMI, PUD (DT, NC, GC, HC, OI, PD*)
IND	I1, I2 (LI, GI)
(*)	In PUD zoned parcels, Residential Uses shall follow the RES regulations, and Commercial Uses shall follow the COM regulations.
NOTE: Zoning districts are subject to change – this ordinance was drafted the same time the zoning ordinance was being revised. References within this ordinance may include the current zoning districts as well as those from the new zoning ordinance. Interpretation is at the discretion of the Community Development Director. However, the requirement of this sign ordinance supersede the prior edition upon adoption.	

Table 9.01

Permanent Signs

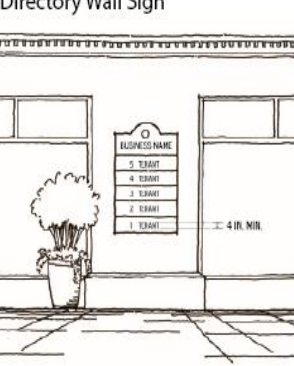
	AGR	IND	RES	COM	Specifications	
Awning 					a. Quantity (max.) b. Sign Face Area c. Height d. Depth/Projection e. Clearance f. Setback g. Time of Display h. Landscaping/Illumination i. Electronic Message Center j. Other	1 per Awning 50% of Awning NA 8 ft 8.5 ft 9.21(6), 3 ft from edge of pavement or curb NA NA/9.21(7) No 9.21
Canopy 					a. Quantity (max.) b. Sign Face Area c. Height d. Depth/Projection e. Clearance f. Setback g. Time of Display h. Landscaping/Illumination i. Electronic Message Center j. Other	1 6 sf NA NA 8.5 ft NA NA NA/Internal Only, 9.18(4) No NA
Directory Wall Sign 					a. Quantity (max.) b. Sign Face Area c. Height d. Depth/Projection e. Clearance f. Setback g. Time of Display h. Landscaping/Illumination i. Electronic Message Center j. Other	2 8 sf NA NA NA NA NA No/Yes, 9.18(4) No 4" Letters Minimum
Wall, Single Tenant 					a. Quantity (max.) b. Sign Face Area c. Height d. Depth/Projection e. Clearance f. Setback g. Time of Display h. Landscaping/Illumination i. Electronic Message Center j. Other	1 Sign per Frontage 2:1 Primary, 1:1 Secondary (Square Feet: Linear Feet) 9.29(1) 12 inches from wall (max) NA NA NA No/Yes, 9.18(4), 9.29(1)(d) No 9.29(1)

Table 9.01**Permanent Signs**

	AGR	IND	RES	COM	Specifications	
Wall, Multiple Tenant 					a. Quantity (max.) b. Sign Face Area c. Height d. Depth/Projection e. Clearance f. Setback g. Time of Display h. Landscaping/Illumination i. Electronic Message Center j. Other	1 per Tenant Frontage 9.29(2) 9.29(2) 12 inches from wall (max) NA NA NA No/Yes, 9.18(4) No 9.29(2)
Projecting 					a. Quantity (max.) b. Sign Face Area c. Height d. Depth/Projection e. Clearance f. Setback g. Time of Display h. Landscaping/Illumination i. Electronic Message Center j. Other	1 per Frontage 12 sf (primary frontage), 8 sf (secondary frontage) NA 4 ft 8.5 ft NA NA No/Yes, 9.18(4) No 9.27
Suspended 					a. Quantity (max.) b. Sign Face Area c. Height d. Depth/Projection e. Clearance f. Setback g. Time of Display h. Landscaping/Illumination i. Electronic Message Center j. Other	1 per Frontage 12 sf (primary frontage), 8 sf (secondary frontage) NA 4 ft 8.5 ft NA NA No/Yes, 9.18(4) No 9.27
Window 					a. Quantity (max.) b. Sign Face Area c. Height d. Depth/Projection e. Clearance f. Setback g. Time of Display h. Landscaping/Illumination i. Electronic Message Center j. Other	1 per Tenant Frontage 25% of window area NA NA NA NA NA NA No 9.32

Table 9.01**Permanent Signs**

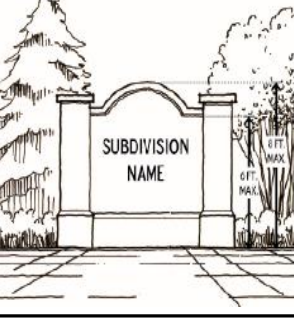
	AGR	IND	RES	COM	Specifications	
Time & Temperature (Digital) 					a. Quantity (max.) 1 b. Sign Face Area 9.39(3), Within allowable sign area c. Height 9.39(3) d. Depth/Projection NA e. Clearance NA f. Setback 10 ft g. Time of Display NA h. Landscaping/Illumination NA/9.18(4) i. Electronic Message Center No j. Other Permitted on Monument and Wall Signs Only	
Monument, Directory 					a. Quantity (max.) 1 Sign per Frontage b. Sign Face Area 24 sf c. Height 6 ft d. Depth/Projection NA e. Clearance NA f. Setback 10 ft, 50 ft from residentially zoned properties g. Time of Display NA h. Landscaping/Illumination Yes, 9.18(5)/Yes, 9.18(4) i. Electronic Message Center No j. Other 9.23	
Monument, Agricultural 					a. Quantity (max.) 1 (Entrance Sign Only) b. Sign Face Area 32 sf c. Height 6 ft sign, 8 ft w/ decorative elements d. Depth/Projection NA e. Clearance NA f. Setback 10 sf g. Time of Display NA h. Landscaping/Illumination Yes, 9.18(5)/Yes, 9.18(4) i. Electronic Message Center No j. Other NA	
Monument, Subdivision Entry 					a. Quantity (max.) 1 Sign per Entrance b. Sign Face Area 32 sf c. Height 6 ft sign, 8 ft w/ decorative elements d. Depth/Projection NA e. Clearance NA f. Setback 10 ft g. Time of Display NA h. Landscaping/Illumination Yes, 9.18(5)/External, 9.18(4) i. Electronic Message Center No j. Other NA	

Table 9.01**Permanent Signs**

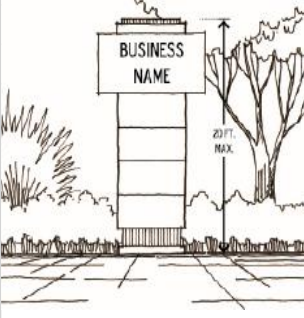
	AGR	IND	RES	COM	Specifications	
Monument, Commercial 					a. Quantity (max.) b. Sign Face Area c. Height d. Depth/Projection e. Clearance f. Setback g. Time of Display h. Landscaping/Illumination i. Electronic Message Center j. Other	1 Sign per Frontage 50 sf (primary frontage), 24 sf (secondary frontage) 6 ft sign, 8 ft w/ decorative elements NA NA 10 ft, 50 ft from residentially zoned properties NA Yes, 9.18(5)/Yes, 9.18(4) Yes 9.23, Multi-tenant allowed 25% more face area
Monument, Institutional 					a. Quantity (max.) b. Sign Face Area c. Height d. Depth/Projection e. Clearance f. Setback g. Time of Display h. Landscaping/Illumination i. Electronic Message Center j. Other	1 50 sf 6 ft sign, 8 ft w/ decorative elements NA NA 10 ft, 50 ft from residentially zoned properties NA Yes, 9.18(5)/Yes, 9.18(4) Yes 9.23, EMC regulated by 9.39
Pylon, Single Tenant 					a. Quantity (max.) b. Sign Face Area c. Height d. Depth/Projection e. Clearance f. Setback g. Time of Display h. Landscaping/Illumination i. Electronic Message Center j. Other	1 (Nonpermissible in CBD and DMU) 100 sf 20 ft NA NA 10 ft NA No/Yes, 9.18(4) Yes 9.25, 2 ft minimum width
Pylon, Multiple Tenant 					a. Quantity (max.) b. Sign Face Area c. Height d. Depth/Projection e. Clearance f. Setback g. Time of Display h. Landscaping/Illumination i. Electronic Message Center j. Other	1 (Nonpermissible in CBD) 150 sf 20 ft NA NA 10 ft NA No/Yes, 9.18(4) Yes 9.25, 2 ft minimum width

Table 9.01**Permanent Signs**

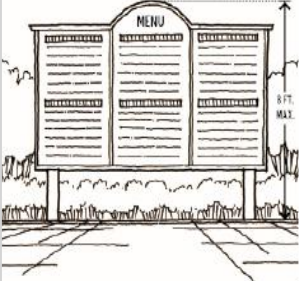
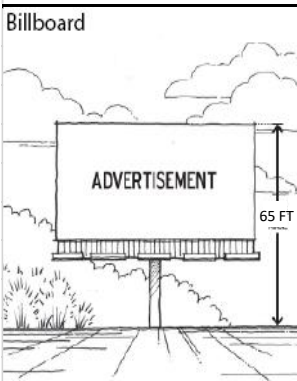
	AGR	IND	RES	COM	Specifications	
Menu Board 					a. Quantity (max.) 2 b. Sign Face Area 72 sf c. Height 8 ft d. Depth/Projection NA e. Clearance NA f. Setback 10 ft g. Time of Display NA h. Landscaping/Illumination Yes, 9.18(5)/Yes, 9.18(4) i. Electronic Message Center Yes j. Other NA	
Service Station Canopy 					a. Quantity (max.) 1 per Frontage b. Sign Face Area 16 sf c. Height NA d. Depth/Projection NA e. Clearance NA f. Setback NA g. Time of Display NA h. Landscaping/Illumination No/Yes, 9.18(4) i. Electronic Message Center No j. Other 9.27	
Home Business 					a. Quantity (max.) 1 b. Sign Face Area 6 sf c. Height NA d. Depth/Projection NA e. Clearance NA f. Setback 10 ft g. Time of Display NA h. Landscaping/Illumination NA/No i. Electronic Message Center No j. Other 9.24	
Post 					a. Quantity (max.) 1 per Frontage b. Sign Face Area 20 sf c. Height 5 ft d. Depth/Projection NA e. Clearance NA f. Setback 10 ft g. Time of Display NA h. Landscaping/Illumination Yes, 9.18(5)/No i. Electronic Message Center No j. Other NA	

Table 9.01**Permanent Signs**

	AGR	IND	RES	COM	Specifications	
Directional/Incidental 					a. Quantity (max.)	NA
					b. Sign Face Area	6 ft (logo plus text)
					c. Height	4 ft
					d. Depth/Projection	NA
					e. Clearance	NA
					f. Setback	2 ft
					g. Time of Display	NA
					h. Landscaping/Illumination	N/A, 9.18(4)
					i. Electronic Message Center	No
					j. Other	NA
Wayfinding 					a. Quantity (max.)	Planning Commission Approval, 9.30
					b. Sign Face Area	Planning Commission Approval, 9.30
					c. Height	Planning Commission Approval, 9.30
					d. Depth/Projection	NA
					e. Clearance	NA
					f. Setback	2 ft
					g. Time of Display	NA
					h. Landscaping/Illumination	Planning Commission Approval/No
					i. Electronic Message Center	No
					j. Other	9.3
Billboard 					a. Quantity (max.)	1 Sign with 2 Faces
					b. Sign Face Area	672 sf
					c. Height	65 ft
					d. Depth/Projection	NA
					e. Clearance	NA
					f. Setback	100 ft from Interstate ROW; 300 ft from Residential
					g. Time of Display	NA
					h. Landscaping/Illumination	No/Yes, 9.18(4)
					i. Electronic Message Center	No
					j. Other	9.38

Section 9.19 Master or Common Signage Plan

- 1) Purpose. The purpose of a master signage plan is to ensure that signage for multi-tenant properties is coordinated and consistent with the standards of this code.
- 2) Applicability. All applications for new construction or reconstruction of shopping centers, business and industrial parks and other multi-tenant developments shall be accompanied by a master signage or common signage plan or amendments thereto. The owner of the property shall be responsible for allocating sign area to tenants of the property. The plan shall be approved the Community Development Director or his designee.
- 3) Master Signage Plan Contents. Any site plan application for applicable development projects shall include a master signage plan, signed by the property owners or their authorized agents, that includes the following information:
 - a) Plot lot plan at scale;
 - b) Location of buildings, parking lots, driveways and landscaped areas;
 - c) Computation of the total frontage of the lot, parcel or tract and maximum total sign area, maximum area of individual signs, heights of signs, and number of pole/post signs;
 - d) Location and placement of all signs;
 - e) Setbacks and sign dimensions; and
 - f) Landscaping and other site improvements to be coordinated with the sign placement.
- 4) Sign Area Bonus for Master Signage Plans. The maximum total sign area allowed for a multi-tenant development may be increased by ten (10%) percent if the Master Signage Plan demonstrates the use of uniform wall signage, graphics, lettering, sizes, colors, materials, and placement. The plan may provide for design variations for colors and lettering that are part of a corporate logo or identification scheme. A single menu sign that incorporates and coordinates with these methods of signage shall be used rather than multiple signs for the property.

Section 9.20 – Special Sign Standards by Commercial Highway Corridor

- 1) Purpose. The purpose of this section is to allow for an increase sign height and signable area for mixed use, commercial and/or industrial developments along the described highway corridor. These corridor standards shall supersede any regulations by zoning district except the Downtown Overlay.
- 2) Highway 61 Corridor. The location of the corridor shall be from the intersection of U.S. Highway 78 and S.R. 61 south to the city limits. A development must have road frontage along Highway 61 or frontage road to be considered in this corridor.
 - a) Height. Monument signs shall be no taller than twenty-five (25) feet in height, measured from the level of the crown of the adjacent road to the highest point on the sign structure.
 - b) Setback. Signs shall be setback at least five (5) feet from any property line.
 - c) Signable Area:
 - i) Single developments – 100 square feet
 - ii) Multi-tenant developments with less than three (3) suites/units – 125 square feet
 - iii) Multi-tenant developments with more than three (3) suites/units – 200 square feet

- 3) Highway 78 Corridor. The location of the corridor shall be along Highway 78 in the City Limits of Villa Rica, excluding the downtown overlay district. A development must have road frontage along Highway 78 to be considered within this corridor.
 - a) Height. Monument signs shall be no taller than ten (10) feet in height, measured from the level of the crown of the adjacent road to the highest point on the sign structure.
 - b) Setback. Signs shall be setback at least five (5) feet from any property line.
 - c) Signable Area:
 - i) Single developments – 75 square feet
 - ii) Multi-tenant developments with less than three (3) suites/units – 100 square feet
 - iii) Multi-tenant developments with more than three (3) suites/units – 150 square feet
- 4) Mirror Lake Boulevard. The location of the corridor shall be along Mirror Lake Boulevard in the City Limits of Villa Rica, from the Hwy.78 overpass to Shoreline Parkway. A development must have road frontage along Mirror Lake Boulevard to be considered within this corridor.
 - a) Height. Monument signs shall be no taller than ten (10) feet in height, measured from the level of the crown of the adjacent road to the highest point on the sign structure.
 - b) Setback. Signs shall be setback at least five (5) feet from any property line.
 - c) Signable Area:
 - iv) Single developments – 75 square feet
 - v) Multi-tenant developments with less than three (3) suites/units – 100 square feet
 - vi) Multi-tenant developments with more than three (3) suites/units – 150 square feet

Sec. 9.21 – AWNING SIGNS

- 1) Lettering, logos, symbols, and graphics are allowed on a shed (slope) portion of the awning and valance portion of the awning.
- 2) Signs shall be applied flat against the awning surface.
- 3) The sign area shall not exceed fifty (50) percent of the shed plus valance.
- 4) The lowest point of the awning shall not be closer than eight and one-half (8.5) feet above the adjacent grade.
- 5) Only permanent signs that are an integral part of the awning shall be allowed. Temporary signs shall not be placed on awnings.
- 6) The maximum projection of an awning shall not exceed eight (8) feet from the building facade nor be any closer to an imaginary perpendicular vertical plane located at the street edge of pavement, curb or outside edge of a sidewalk than three (3) feet.
- 7) In the DMU and CBD zoning district, awnings shall not be lighted from under the awning (backlit awning) so that the awning appears internally illuminated. External lighting directed downwards is allowed.

Sec. 9.22 – CANOPY SIGNS

- 1) Canopy signs shall be no less than eight (8) feet above the ground when erected over pedestrian walkways and fourteen (14) feet above areas of vehicle service access at the lowest extremity of the sign.

- 2) No canopy sign shall extend above the parapet wall.
- 3) The area of the canopy sign shall not exceed ten percent of the area of the canopy. For canopy signs located above flat canopies, the height shall not exceed two feet and the length shall not exceed fifty (50) percent of the length of the canopy.
- 4) The area of a canopy sign shall be deducted from the allowable area of a wall sign.
- 5) This section shall not apply to service station canopies otherwise regulated under Sec. 9.26.

Sec. 9.23 – MONUMENT SIGNS

- 1) Shall not exceed eight (8) feet in height. Within DMU and OIM zoning districts ground signs shall not exceed six (6) feet in height.
- 2) Shall be set back a minimum of ten (10) feet from a street right-of-way as designated in the Thoroughfare Plan or actual right-of-way, whichever is greater, and ten (10) feet from all side and rear property lines.
- 3) Shall be a minimum of one hundred (100) feet between freestanding signs on adjoining sites to ensure adequate visibility for all signs.
- 4) Shall be constructed of decorative brick, stone, or other masonry, wood or metal.

Sec. 9.24 – HOME BUSINESS SIGN

- 1) Home Businesses are eligible for a post sign of up to six (6) square feet in size. No other displays, signs, or advertisements associated with a Home Business shall be permitted. Home Occupations are not eligible for signage of any kind.

Sec. 9.25 – PYLON SIGN, SINGLE TENANT

- 1) Pylon signs are permitted by right on lots or parcels zoned GC or I2, or with primary building frontage on Highway 61/101 from Highway 78 south to the City Limit, and on Mirror Lake Boulevard not zoned for a residential use, and by special exception on all other lots or parcels.
- 2) The height of all ground signs at their highest point above the level of the ground shall not exceed twenty (20) feet for nonresidential uses; however, when the ground level is lower than the level of the adjoining street pavement, then a sign may be raised so as to be no more than twenty (20) feet above the level of the pavement. The height of any directional sign shall not be more than three feet above the ground.
- 3) The base and support structure, when exposed, shall be no less than seventy-five (75) percent of the width of the message face of the sign.
- 4) Have a message area not to exceed one hundred (100) square feet.
- 5) Be set back in minimum of ten (10) feet from all public right-of-way or by actual right-of-way width, whichever is greater.
- 6) All ground signs in the DMU, CBD, and OIM zoning districts shall be monument signs. Unless otherwise indicated during adoption of a PUD, ground signs shall follow the RES for residential uses, and COM standards for commercial uses.

Sec. 9.26 – PYLON SIGN, MULTIPLE TENANT

- 1) Pylon signs are permitted on lots or parcels zoned GC or I2, with primary building frontage on Highway-61 from Highway-78 south to the City Limit, and on Mirror Lake Boulevard not zoned for a residential use, and by special exception on all other lots or parcels. Structures and/ or centers under one ownership containing multiple businesses may be allowed one (1) monument or pylon sign for the structure or center for the joint use of all tenants for which the facility is designed, including any outparcels. These signs are permitted if the following criteria apply and are met:
 - a) Signs shall be allowed only for parcels with at least one-hundred fifty (150) feet of frontage adjoining a public street. In addition, pylon signs are only allowed when a building is set back from the right-of-way a minimum of seventy-five (75) feet.
 - b) The sign shall be setback a minimum of ten (10) feet from all public right-of way or by actual right-of-way width, whichever is greater.
 - c) The supporting structure of a pylon sign shall not include exposed metal pole(s), but shall be surrounded by a decorative cover that is architecturally compatible with the sign cabinet and the architectural character of buildings on the site.
 - d) The height of all ground signs at their highest point above the level of the ground shall not exceed twenty (20) feet for nonresidential uses; however, when the ground level is lower than the level of the adjoining street pavement, then a sign may be raised so as to be no more than ten feet above the level of the pavement. The height of any directional sign shall not be more than three feet above the ground.
 - e) There shall be a minimum of one hundred (100) feet between freestanding signs on adjoining sites to ensure adequate visibility for all signs.
 - f) Freestanding signs shall be a minimum of fifty (50) feet from a lot line of any residentially zoned or used property.
 - g) These signs shall not count towards the aggregate signage for an individual tenant.
 - h) Sign Area. Multi-tenant pylon and pole signs shall have a message area not to exceed one-hundred fifty (150) square feet.
 - i) All ground signs on parcels or lots zoned PUD, DMU, or CBD (Downtown Overlay District) shall be monument signs.

Sec. 9.27 – PROJECTING AND SUSPENDING SIGNS

- 1) A maximum of one (1) sign per frontage on a public or private street shall be permitted per business.
- 2) Projecting signs shall be securely fastened to the building surface.
- 3) No projecting sign shall extend above the parapet wall.
- 4) No projecting or suspended sign shall, at its lowest point, be less than eight and one-half (8.5) feet above grade level.
- 5) Projecting and suspended sign area shall not exceed twelve (12) square feet for the primary frontage and eight (8) square feet for a secondary frontage.
- 6) Projecting signs shall extend no more than four (4) feet from the facade of the building. Proof of insurance may be required.

- 7) Projecting signs shall not project into an alley or parking area more than three (3) feet and shall not be less than fourteen (14) feet above the surface where vehicles are allowed.
- 8) Projecting signs shall not be closer than ten (10) feet to another projecting sign or to a freestanding sign or five (5) feet from an interior property line or line dividing two (2) separate business frontages.
- 9) Exterior walls that are horizontally inset or offset from other wall faces along the same side of a building shall only allow affixed sign structures which maintain a minimum distance of one-foot from the vertical side edges and the horizontal top edge of the wall face.

Sec. 9.28 – SERVICE STATION SIGNS

- 1) Monument Signs. See Section 9.21.
- 2) Pylon Signs. See Section 9.23.
- 3) Wall Signs. One (1) wall sign is permitted per building frontage.
 - a) The area of a wall sign shall not exceed one (1) square foot for each linear foot of building frontage.
 - b) Accessory car wash, if a separate drive-through car wash building is on site, one additional wall sign per street facing wall, not to exceed five square feet, may be permitted.
- 4) Service Station Canopy Signs.
 - a) Number. One (1) canopy sign per street frontage.
 - b) Area. The area of a canopy sign shall not exceed sixteen (16) square feet per frontage.
 - c) Additional Regulations. Canopy signs shall not extend beyond the gable or fascia board of the canopy.
 - d) Color branding shall be permitted and shall not count towards the aggregate sign total.
- 5) Within the limits of the canopy covering the pump islands, pump-island signs shall be limited to no more than two signs per island, not to exceed four square feet per sign. However, total square footage of all pump island signs shall not exceed 24 square feet.

Sec. 9.29 – WALL SIGNS

- 1) One (1) sign shall be permitted per building frontage on a public or private street.
 - a) Wall signs shall be securely fastened to the building surface.
 - b) Shall not extend above an eave or parapet, or above or below a fascia on which they are located. Sign length shall not exceed eighty percent (80%) of the length of the fascia.
 - c) Shall not project more than twelve (12) inches from the wall.
 - d) May be either internally or externally illuminated in all districts with the exception of the CBD and RD zoning district or unless as otherwise noted in this Ordinance. Signs in the CBD and RD districts may be externally illuminated, or halo-lit provided that the sign surface is not opaque and the lighting element is concealed.
 - e) Shall be a maximum area of two (2) square feet per one (1) linear foot of the primary tenant frontage and signs for secondary frontages shall be calculated at a rate of one (1) square foot per one (1) linear foot of the tenant façade, not to exceed three-hundred (300) sf per sign, except under Sec.9.18. In the DMU zoning district or the CBD zoning district, sign area shall be

based on one and one-half (1½) square feet per one (1) linear foot. Sign area shall be subject to aggregate sign area per lot/parcel as specified in Table 9.1: Permanent Signs.

- 2) For multi-store and upper-floor uses, if the upper-floors of any structure are occupied by a use that is separate and distinct from any that is located on the ground floor, that use shall be permitted a wall sign. The upper wall sign:
 - a) shall not exceed one (1) square foot of sign area for every one (1) linear foot of tenant frontage, with a maximum square footage of fifty (50) square feet.
 - b) shall be located on the structure between the eaves, cornices, or other roof elements and the top of windows on the uppermost floor.
 - i. Exterior walls that are horizontally inset or offset from other wall faces along the same side of a building shall only allow affixed sign structures which maintain a minimum distance of one-foot from the vertical side edges and the horizontal top edge of the wall face.

Sec. 9.30 – WAYFINDING SIGNS

- 1) Non-illuminated signs displayed strictly for direction, safety or convenience of the public including signs which identify rest room, parks, parking area entrances, shopping/entertainment districts shall be permitted upon presentation to, and approval of, the Planning Commission.
- 2) Wayfinding signs shall not be affixed or otherwise attached to trees, traffic signals, benches, street signs, or fencing, and shall be subject to the following regulations:
 - a) Signs must allow for a minimum five-foot-wide clear pedestrian pathway to and from all building entrances and exits.
 - i. Wayfinding Signs for courtyard entries shall be limited to one sign for all businesses located within the courtyard, utilizing the same common entry. Signs shall be located within ten feet of the courtyard entrance.
 - ii. Wayfinding signs shall be a maximum of sixteen (16) square feet in area and ten feet in height.
 - iii. Wayfinding signs shall have a compatible design, be constructed of durable materials with a substantial base and landscape plantings, and colors that complement the existing allowable signage for the center subject to the approval of the director or his designee.
 - iv. Signs shall not be internally illuminated.

Sec. 9.31 – STANDARD INFORMATIONAL SIGNS

- 1) One sign per lot not to exceed sixteen (16) square feet in area, or up to four signs not to exceed an aggregate sign area of sixteen (16) square feet.
- 2) All standard informational signs shall be erected to a height not greater than six feet above ground level.

Sec. 9.32 – WINDOW SIGNS

- 1) Window signs shall not exceed twenty-five percent (25%) of the window area. For the purpose of this requirement, a window is any glazed area, including glass curtain walls.
- 2) Signs shall be allowed only on windows located on the ground floor of either a designated primary or secondary building frontage.

Sec. 9.33 – SIDEWALK SIGNS

- 1) Sign composition material: Wood or metal (dry erase or chalk board style).
- 2) Placement: Must be situated to allow for clear passage with a minimum accessible sidewalk width of thirty-six (36) inches and compliance with the Americans with Disabilities Act.
- 3) Number of signs allowed: One per establishment.
- 4) Maximum height: Three feet.
- 5) Sign area: No larger than six (6) square feet.
- 6) Sign placement per establishment shall not be placed beyond the exterior wall façade per tenant space.
- 7) All sidewalk signs shall be removed daily upon cessation of business hours and shall be stored indoors.
- 8) No sidewalk signs shall be lit, contain neon, or contain plastic construction or embellishment.
- 9) Evidence of neglect or dilapidation of any sidewalk sign shall provide cause for immediate removal.
- 10) Sidewalk signs shall not require a sign permit or authorization sticker affixed to the subject sign.

Sec. 9.34 - FLAGS

- 1) All flags greater than two square feet shall be displayed on flagpoles, which may be vertical or mast arm flagpoles. In nonresidential districts, flagpoles shall not exceed the height allowed in the applicable zoning district, or sixty (60) feet, whichever is less. Flagpoles in single family residential districts shall not exceed twenty-five (25) feet in height or the height of the primary structure on the lot, whichever is less.
- 2) The maximum dimensions of any flag shall be proportional to the flagpole height. The hoist side of the flag shall not exceed twenty (20) percent of the vertical height of the flagpole. In addition, flags are subject to the following limitations:
 - a) Each lot shall be allowed a maximum of two flagpoles.
 - b) A maximum of two flags shall be allowed per flagpole.
 - c) A vertical flagpole must be set back from all property boundaries a distance which is at least equal to the height of the flagpole.
 - d) Flags and flagpoles shall be maintained in good repair, and to the extent applicable shall be in compliance with the building code. Flagpoles with broken halyards shall not be used and flags which are torn or frayed shall not be displayed.
- 3) On officially designated city, state, or federal holidays, there shall be no maximum flag size or number or other limitations on display.

- 4) This section shall not be construed to restrict the right to display eligible flags as banners or noncommercial signage as provided elsewhere in this chapter.

Sec. 9.35 - BANNERS

- 1) Each banner shall not exceed twenty-four (24) square feet in size and no banner shall be mounted so as to extend above the horizontal plane of the roof where the building wall and roof meet or shall not extend more than eight feet above grade when on the ground;
- 2) Each banner must be individually attached to poles, mast arms, or other structures;
- 3) No more than one banner shall be displayed per street frontage;
- 4) Banners shall be allowed for a period not exceeding fourteen (14) days with no more than three such 14-day periods being permitted per calendar year per business;
- 5) Each residential use may display one banner not exceeding twenty-four (24) square feet, without receiving a permit. No banner shall be displayed longer than 14 days. However, this 14-day period shall begin on the date when a notice is provided by the city in response to a complaint filed with the city or observed by code enforcement;
- 6) Subsection 4) of this section shall not apply to private schools and places of worship located in residential zoning districts. For the identified land uses, banners shall be allowed for a period not exceeding twenty (20) days with no more than eight such 20-day periods permitted per calendar year per lot; and
- 7) All banners must be maintained in good condition as provided for flags in section 9.32.

Sec. 9.36 – OUT-OF-STORE MARKETING DEVICE

- 1) Out-of-store marketing devices shall be allowed for nonresidential uses.
- 2) The marketing device shall not exceed eight feet in height and shall not be illuminated except for illumination intrinsic to the device.
- 3) The marketing device shall be located on a property with an existing principal use.
- 4) The marketing device shall not be located within the minimum setback, landscape areas, or transitional buffers.
- 5) If located within a parking lot, the marketing device shall not reduce the number of parking spaces beyond the minimum required within the zoning district for the subject property.

Sec. 9.37 – CONSTRUCTION SIGNS

- 1) The following regulations apply to construction signs:
- 2) One additional sign shall be allowed during construction on all zoning districts;
- 3) The sign shall not be illuminated, not exceed 16 square feet in area and six feet in height above ground level; and
- 4) The sign shall be allowed beginning with the commencement of construction and ending with the issuance of a certificate of occupancy or installation of a permanent sign, whichever occurs first.

Sec. 9.38 – BILLBOARD SIGNS

- 1) Billboards
 - a) The regulation and design of all billboard signs shall be governed by this section, subject to the following standards:
 - b) Billboard signs are permitted on any property having frontage on an interstate and located in any of the following zoning districts: GC and I2.
 - c) A billboard sign shall not be located more than one-hundred (100) feet from an interstate right-of-way.
 - d) In addition to the other information required in Article 9, Chapter II, a permit issued by the state department of transportation authorizing the installation of the proposed billboard sign shall be submitted to the director simultaneously with the application for a permit to erect said sign.
 - e) No billboard sign shall be located within three-hundred (300) feet of a residentially zoned property as measured from the outermost edge of the sign to the closest point of the residential property.
 - f) A billboard sign shall meet the setback standards of the zoning district, provided the structure setback from any interstate right-of-way shall be a minimum of twenty-five (25) feet.
 - g) No billboard sign shall exceed a height of sixty-five (65) feet as measured from the ground to the top of the sign.
 - h) A billboard sign shall have a maximum width of forty-eight (48) feet and a maximum sign face area of six-hundred seventy-two (672) square feet.
 - i) No billboard sign shall be located within five-hundred (500) linear feet of any other billboard sign on the same side of the street, road or highway, including any such sign located outside of the city limits, as measured along the right-of-way.
 - j) The sign area of a billboard sign located adjacent to an interstate right-of-way shall not be used in calculating "aggregate sign area."
- 2) Tri-Vision or Multiple Message Billboard Signs
 - a) In addition to the regulations outlined in Sec. 9.36, Tri-Vision, or multiple message billboard signs shall not be located within five-hundred (500) feet of the nearest residentially zoned property, park, playground, recreation area, scenic area or cemetery, as measured from the outermost edge of such sign to the closest point of the above-referenced property line.
 - b) When a message is changed mechanically, the transition shall be accomplished in three seconds or less.
 - c) No multiple message billboard sign shall be placed within five-thousand (5,000) feet of another multiple message billboard sign on the same side of the street, road, or highway.
- 3) LED/Digital Billboard Signs
 - a) As light-emitting diode (LED) billboard signs, also known as digital billboards, present a different set of circumstances regarding their impact on the community, such signs shall be governed by the following additional standards:

- b) Digital billboards shall be limited to parcels fronting on interstate highways only, and shall be positioned for viewing from such interstate highways.
- c) No digital billboard shall be located within five-hundred (500) feet of another billboard on the same side of the interstate highway. Billboard signs located outside the city limits shall be included in determining this distance.
- d) No digital billboard shall be located within five-thousand (5,000) feet of another multiple message billboard, including any other digital billboard, on the same side of the highway. Billboard signs located outside the city limits shall be included in determining this distance.
- e) Digital billboards shall not be located within five-hundred (500) feet of the nearest residentially zoned property, park, playground, recreation area, scenic area or cemetery, as measured from the outermost edge of the sign to the closest point of the above-referenced property line.
- f) All digital billboard images must remain stationary and not contain any visible moving parts, alternating, "crawling" or other moving messages or have the appearance of having moving parts or messages.
- g) The display, background or other message medium on a digital billboard shall not change more often than once every ten seconds, with a transition period of one second or less.
- h) No digital billboard shall be placed within five-thousand (5,000) feet of another digital billboard on the same side of the street, road, or highway.
- i) A digital billboard shall contain a default design that will freeze the sign in one position should a malfunction occurs.
- j) Any maximum size limitations shall apply to the side of the multiple message sign with the greater area.
- k) The owner of a digital billboard shall arrange for an annual certification of the foot-candle intensity measured in foot-candles by an independent contractor showing compliance and provide such certification to the code enforcement officer.
- l) All digital billboards shall have installed an ambient light monitor that will continuously monitor and automatically adjust the brightness of the display based on ambient light conditions. Maximum brightness levels for digital billboards shall not exceed three-tenths foot-candles over ambient light levels measured as prescribed in a "Recommended Night-time Brightness Levels for On-Premise Electronic Message Centers (EMC's)" published by the International Sign Association, August 2016. Certification that the sign has been preset to automatically adjust the brightness to this level or lower must be provided to the code enforcement officer.
- m) Digital billboards shall meet the same installation and permitting requirements and inspections as adopted for electrified signs and all other signs.
- n) The owner or permittee of a digital billboard shall coordinate with the city in displaying, when appropriate, emergency information important to the travelling public including, but not limited to, Amber Alerts or alerts concerning terrorist attacks or natural disasters. Emergency information messages shall remain in the advertising rotation according to the protocols of the agency that issues such information.

- o) The owner of a digital billboard shall provide contact information to the code enforcement officer for an individual who is available at any time and who is capable of turning off said sign promptly following a malfunction.
- p) At any time more than five percent of the LED display lights on a digital billboard malfunction or are no longer working, the owner or billboard permittee shall repair said sign within sixty (60) calendar days or the sign will be subject to removal.
- q) In the event the code enforcement officer finds that a digital billboard causes glare, impairs the vision of a motorist, or otherwise poses a traffic safety hazard to motorists or pedestrians, the owner of said sign shall reduce the intensity of lighting on such sign to a level acceptable to the city within twenty-four (24) hours of receipt of written notice by the code enforcement officer.
- r) Each digital billboard must comply with all state department of transportation rules and regulations applicable to electronic changeable message signs where not in conflict with this section.

Sec. 9.39 – ELECTRONIC SIGNS

- 1) Electronic signs shall be allowed as part of a lawfully permitted sign only in GC and I2 zoning districts, but only if the electronic sign complies with all of the following requirements:
 - a) No message may be displayed for less than six seconds;
 - b) No message may be repeated at intervals less than three seconds;
 - c) No segmented message may last longer than ten seconds;
 - d) No traveling message may travel at a rate slower than 16 light columns per second or faster than thirty-two (32) light columns per second;
 - e) Electronic signs shall not exceed a maximum illumination of six-thousand three-hundred (6,300) nits during the daylight hours and a maximum illumination of five-hundred (500) nits between dusk to dawn, as measured from the sign's face at maximum brightness; and
 - f) The electronic sign shall be limited to twenty-five (25) percent of the sign area of the lawfully permitted sign.
- 2) One electronic sign as part of a lawfully permitted sign shall be allowed for places of worship or for public or private elementary, middle, or high schools, and for other institutional uses so long as the electronic sign complies with all of the following requirements:
 - a) Electronic ground signs shall be limited to a maximum height of fifteen (15) feet, and sign copy area shall be limited to one-hundred (100) square feet;
 - b) Electronic signs may only be located along a major or minor thoroughfare;
 - c) Electronic signs shall not exceed a maximum illumination of six-thousand three-hundred (6,300) during the daylight hours and a maximum illumination of five-hundred (500) nits between dusk to dawn, as measured from the sign's face at maximum brightness;
 - d) Electronic signs shall contain a default of an electronic freeze and a black screen in the event of a sign malfunction; and
 - e) The electronic message portion of the sign shall be limited to twenty-five (25) percent of the one hundred (100) square foot sign area of the lawfully permitted sign.

- i. No electronic sign shall be illuminated by blinking, scrolling, intermittent, or flashing lights simulating movement.
 - ii. The owner of any electronic sign or the holder of a sign permit for an electronic sign shall be required to submit annual certification to the director by an electrical engineer licensed in the state that the lighting on the electronic sign meets the standards in effect. The annual certification must be submitted to the director no later than January 31 for each year.
- 3) Time and Temperature Display (Digital) Signs
- a) Time and temperature displays shall be included within the allowable sign area of permitted monument and wall signs.

Sec. 9.40 – TEMPORARY SIGNS

- 1) General Provisions. Temporary signs are allowed in addition to the number of permanent signs allowed for the property. However, combinations of permanent and temporary window signs shall not cover more than twenty-five percent (25%) of any window. In the case of an inconsistency between regulations provided in the sign table and regulations provided for general or specific sign types, the general regulations or regulations for specific sign types shall take precedence.
- 2) Illumination. The sign may not be illuminated.
- 3) Setback. The sign shall be placed a minimum of ten (10) feet from any public right-of-way and any other property line.
- 4) Temporary Sign Table Zoning References (Table 9.2 – Chart of Dimensional Requirements)

Zoning Districts: New (and Old)	
AGR	AG (RD)
RES	R1, R2, SFA, MF1, MF2, PUD (R-20, R-14, RT, PD*)
COM	CBD, CMU, C1, C2, OMI, PUD (DT, NC, GC, HC, OI, PD*)
IND	I1, I2 (LI, GI)
(*)	In PUD zoned parcels, Residential Uses shall follow the RES regulations, and Commercial Uses shall follow the COM regulations.
NOTE: Zoning districts are subject to change – this ordinance was drafted the same time the zoning ordinance was being revised. References within this ordinance may include the current zoning districts as well as those from the new zoning ordinance. Interpretation is at the discretion of the Community Development Director. However, the requirement of this sign ordinance supersede the prior edition upon adoption.	

Table 9.02
Temporary Signs

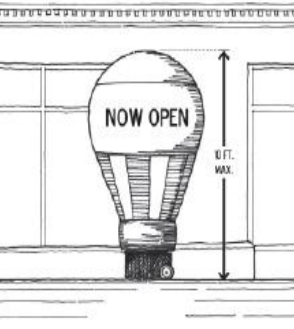
	AGR	IND	RES	COM	Specifications	
Banner 					a. Quantity (max.) b. Sign Face Area c. Height d. Depth/Projection e. Clearance f. Setback g. Time of Display h. Landscaping/Illumination i. Permit j. Other	1 24 sf NA NA NA NA 30 days per calendar year NA/No Required 9.40(1)
Construction 					a. Quantity (max.) b. Sign Face Area c. Height d. Depth/Projection e. Clearance f. Setback g. Time of Display h. Landscaping/Illumination i. Permit j. Other	2 per Property 32 sf NA NA NA 10 ft Removed when Certificate of Occupancy Obtained NA/No Required 9.40(2)
Inflatable Objects 					a. Quantity (max.) b. Sign Face Area c. Height d. Depth/Projection e. Clearance f. Setback g. Time of Display h. Landscaping/Illumination i. Permit j. Other	1 NA 10 ft NA NA 10 ft 7 consecutive days, twice per year, 9.41(3)(c) NA/No Required 9.41(3)
Model Home/Temp. Sales 					a. Quantity (max.) b. Sign Face Area c. Height d. Depth/Projection e. Clearance f. Setback g. Time of Display h. Landscaping/Illumination i. Permit j. Other	1 per Model Home (4sf max.), 9.41(4) 32 sf aggregate sign area for all model homes NA NA NA 10 ft NA NA/No Required 9.41(4)

Table 9.02**Temporary Signs**

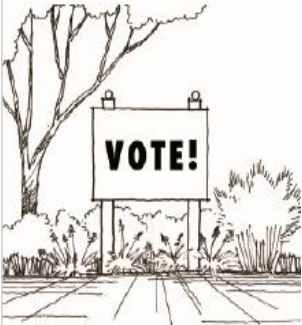
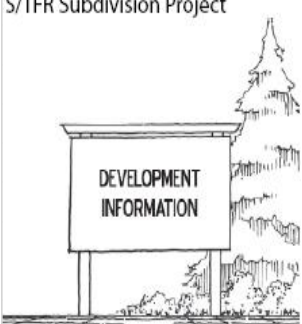
	AGR	IND	RES	COM	Specifications	
Ornamental, Seasonal, Special Event Banners 					a. Quantity (max.) b. Sign Face Area c. Height d. Depth/Projection e. Clearance f. Setback g. Time of Display h. Landscaping/Illumination i. Permit j. Other	1 24 sf NA NA NA 10 ft 14 consecutive days, twice per year, 9.41(5)(c) NA/No No 9.41(5)
Political Signs 					a. Quantity (max.) b. Sign Face Area c. Height d. Depth/Projection e. Clearance f. Setback g. Time of Display h. Landscaping/Illumination i. Permit j. Other	1 per Frontage 32 sf 5 ft NA NA 10 ft NA NA/No Not Required NA
Real Estate 					a. Quantity (max.) b. Sign Face Area c. Height d. Depth/Projection e. Clearance f. Setback g. Time of Display h. Landscaping/Illumination i. Permit j. Other	2 16 sf residential. 32sf commercial/industrial NA NA NA 10 ft Removed 7 days after Sale/Rent/Lease, 9.41(6) NA/No Not Required 9.41(6)
S/TFR Subdivision Project 					a. Quantity (max.) b. Sign Face Area c. Height d. Depth/Projection e. Clearance f. Setback g. Time of Display h. Landscaping/Illumination i. Permit j. Other	1 per Frontage 32 sf NA NA NA 10 ft 9.41(7)(d) NA/No Required 9.41(7)

Table 9.02**Temporary Signs**

	AGR	IND	RES	COM	Specifications	
Temporary Signs Displaying Non-Commercial Speech 					a. Quantity (max.) 9.41(8)(c) b. Sign Face Area 6 sf c. Height NA d. Depth/Projection NA e. Clearance NA f. Setback 10 ft g. Time of Display 45 days, 9.41(8)(c) h. Landscaping/Illumination NA/No i. Permit Not Required j. Other 9.41(8)	
Window Signs, Temporary 					a. Quantity (max.) 1 per Window b. Sign Face Area 40% of window c. Height NA d. Depth/Projection NA e. Clearance NA f. Setback NA g. Time of Display 9.41(9)(c) h. Landscaping/Illumination NA/No i. Permit Not Required j. Other 9.41(9)	
Yard Sale 					a. Quantity (max.) 2 b. Sign Face Area 6 sf c. Height 3 ft d. Depth/Projection NA e. Clearance NA f. Setback 10 ft g. Time of Display 3 days prior; removed 1 day after event, 9.41(10) h. Landscaping/Illumination NA/No i. Permit Not Required j. Other 9.41(10)	

Sec. 9.41 – TEMPORARY SIGN STANDARDS (SUPPLEMENT TO TABLE 9.2)

In no instance shall this provision be interpreted as temporarily or permanently permitting any sign prohibited by Section 9.13 Prohibited Signs of this Chapter. The following types of signs are permitted as temporary signs and may require a sign permit.

- 1) Banners. One (1) banner shall be permitted per business that meets the following provisions:
 - a) Banners shall not exceed twenty-four (24) square feet in area and shall be limited to thirty (30) days total per one-year (365-day) period.
 - b) The banner shall be affixed by all four (4) corners to the building (excluding the roof) where the use associated with the banner is located.
 - c) Banners shall be associated with non-residential uses only.
 - d) To ensure compliance with the regulations contained in this Chapter, a sign permit shall be required in order to erect, move, alter, change copy on, or reconstruct any banner.
- 2) Construction Signs. Construction signs shall be permitted on construction sites, provided that they meet the following provisions:
 - a) Construction signs shall not exceed more than two (2) per Planned Unit Development or residential subdivision, and shall not exceed thirty-two (32) square feet per sign in all zoning districts.
 - b) Construction signs shall be removed when a Certificate of Occupancy is obtained.
 - c) To ensure compliance with the regulations contained in this chapter, a sign permit shall be required in order to erect, move, alter, change copy on, or reconstruct any development construction sign.
- 3) Inflatable Objects. Inflatable objects shall be permitted, provided that they meet the following provisions:
 - a) Inflatable objects shall not exceed more than one (1) per property or business use (whichever is greater) at any time.
 - b) No single inflatable object shall exceed ten (10) feet in height.
 - c) No property or business use (whichever is greater) shall make use of any inflatable sign or signs more than seven (7) consecutive days two (2) times per calendar year.
 - d) Inflatable objects shall be associated with non-residential uses only.
 - e) To ensure compliance with the regulations contained in this Chapter, a sign permit shall be required in order to erect, move, alter, change copy on, or reconstruct any inflatable object.
- 4) Model Home/Temporary Sales Facility Signs.
 - a) Wall, awning, or ground signs shall be permitted on the lot of the sales facility and limited to an aggregate square footage not exceeding thirty-two (32) square feet of sign area.
 - b) Individual model homes may have one (1) sign not to exceed four (4) square feet.
 - c) Signs shall be placed in a manner consistent with Sec. 9.17(1)(g) – Sign Visibility.
 - d) Model home/temporary sales facility signs require a sign permit.
- 5) Ornamental, Seasonal, or Special Event Banners.
 - a) Ornamental, seasonal, or special event banners do not require a sign permit.
 - b) Signs that are installed by local governments and mounted to light standards or placed on public property shall be permitted.

- c) Non-residential special event signs, such as grand opening, fair, carnival, circus, festival, or similar event signs shall be permitted on the lot where the special event is to occur. These signs shall be permitted for no more than fourteen (14) consecutive days, no more than twice (2) per year.
- 6) Real Estate Signs. Real estate signs shall be permitted, provided they meet the following provisions:
 - a) Real estate signs do not require a sign permit.
 - b) Real estate signs shall not exceed more than two (2) per property, and shall not exceed a sign area of sixteen (16) square feet per sign in single-family residential zoning districts and thirty-two (32) square feet per sign in all other zoning districts.
 - c) Real estate signs associated with commercial or individual home sales shall be removed within seven (7) days from the time the premises is sold, rented, or leased.
 - d) Real estate signs associated with residential subdivision sales shall be removed when fifty percent (50%) of the planned subdivision has been occupied.
 - e) An extension of four (4) months may be approved at the discretion of the Community Development Director.
- 7) Single or Two Family Dwelling Subdivision or Multi-Family Dwelling Project Signs. One (1) Project Sign, which may include the name of the subdivision or project, owner, developer, engineer, homebuilder, lender, or other professional involved in the design and construction of the subdivision or project, shall be permitted per single or two family dwelling subdivision or multi-family dwelling project on each exterior street frontage after the issuance of Preliminary Plat approval for a single or two family dwelling subdivision or for a multi-family dwelling project, provided that such sign:
 - a) Shall not be illuminated;
 - b) Shall maintain a minimum setback of ten (10) feet from the proposed right-of way and shall be outside of any required sight triangle;
 - c) Shall not exceed thirty-two (32) square feet in sign surface area;
 - d) Shall be removed not later than ten (10) days after having sold or leased eighty percent (80%) of the single, two family lots or multi-family development; and,
 - e) To ensure compliance with the regulations contained in this chapter, a sign permit shall be required in order to erect, move, alter, change copy on, or reconstruct any construction sign.
- 8) Temporary signs displaying non-commercial speech in residential zoning districts.
 - a) Temporary signs displaying non-commercial speech in residential zoning districts do not require a sign permit.
 - b) Temporary signs displaying non-commercial speech shall be no more than six (6) square feet in area.
 - c) One (1) temporary sign displaying non-commercial speech may be displayed per residential property for a maximum period of forty-five (45) calendar days.
- 9) Window Signs.
 - a) Window signs do not require a sign permit.

- b) Signs and decorations painted on or applied to windows pertaining to holidays and seasonal events where the signs contain no reference to the goods or services sold or provided by the establishment, and that are less than forty percent (40%) of the window area, shall be permitted.
 - c) All signs and/or decorations shall be removed within ten (10) days following the applicable holiday.
- 10) Garage Sale/Yard Sale Signs.
- a) Garage sale/yard sale signs shall be no more than six (6) square feet in surface area and shall be no higher than three (3) feet above adjacent grade.
 - b) Garage sale/yard sale signs may be erected no more than three (3) days prior to the event and shall be removed within one (1) day after the event.
 - c) Garage sale/yard sale signs do not require a sign permit.

Sec. 9.42 – CONVERSION TO A PERMANENT SIGN

- 1) No sign manufactured, designed, and otherwise intended for use as a temporary sign shall be used as a permanent sign.

Sec. 9.43 – ENFORCEMENT

- 1) The enforcement of violations of the provisions of this Chapter shall be controlled by Chapter II: Administration and Enforcement.

ARTICLE 9

Sign Ordinance

Chapter IV

Downtown Overlay District Sign Regulations

City of Villa Rica, Georgia

571 W. Bankhead Highway
Villa Rica, GA 30180

Phone: (770) 459-7000
Email: info@villarica.org



City of Villa Rica, Georgia

Mission Statement

The City of Villa Rica provides a home town charm with a golden history serving its citizens effectively by ensuring quality services and a safe environment.

Vision Statement

Villa Rica will be a thriving city focusing on quality of life and planned growth by blending its past and future.

Sign Ordinance – Intent

This Article is intended to regulate the location, erection, maintenance and use of signs in all land use districts, regardless of type or size, and to insure that no sign shall constitute a safety hazard.

The intent of this Article is to create a balanced system of sign control that accommodates both the needs for a well-maintained, safe and attractive community, and the need for effective business advertising, identification, and communication. This balance will assist in promoting the economic health of the community through increase tourism and property values.

Sec. 9.44 – SIGN GUIDELINES FOR THE DOWNTOWN OVERLAY DISTRICT (CBD)

In evaluating applications for signs and awnings, the Historic Preservation Commission considers and evaluates a sign in terms of the quality of its design, materials, and relationship to the surrounding business district. A sign should harmonize with and support a district's unique character and foster design quality that compliments the architectural and historic heritage of Villa Rica. Furthermore, a sign must be consistent with the Zoning Code and the following Sign Standards.

1) Style and Design

- a) Sign style and design should begin with a determination as to whether there is adequate space on the building where a sign would look appropriate. Many commercial buildings are designed with a space for a sign; whether it is a horizontal space (lintel) across the top of the storefront, or a wide space (mullion) separating the storefront window and transom window above.
- b) A building's proportions, as well as the street character and architectural character of neighboring buildings, are relevant to determining the proper size and style of a sign. Where insufficient "sign space" exists on a building, a wall sign with a vertical format, or a projecting sign may be appropriate.
 - i) The sign should be coordinated with the overall facade composition, including ornamental details and other signs.
 - ii) The scale of the signs should be in proportion to the building, so they do not dominate the building appearance.
 - iii) Signage should be designed and placed in order to avoid a sense of clutter or chaos on the building facade.
 - iv) A sign should be located on a building so it emphasizes and fits within the architectural features of the facade.
 - v) Signs or letters that obscure significant architectural features of a building are inappropriate. Simple designs which are subordinate to the building are appropriate.

Signage style and type should be harmonious with the character of the building with which it is associated in terms of form, design, scale, and proportion.



- c) Signage style and type should be harmonious with the character of the building with which it is associated in terms of form, design, scale, and proportion.
 - i) Custom signs are preferable to mass-produced, standardized signs.
 - ii) The use of symbolic, three dimensional signs, such as the red and white barbers pole, is encouraged.
 - iii) Use of changeable copy signs is strongly discouraged. Where there is a need for changing advertising, portable signage may be a good solution.
 - iv) Electronic message signs are highly inappropriate in a historic district, and are usually not approved.
- d) Use directory signs on multi-tenant buildings to reduce the visual clutter of many signs.
- e) Where several businesses share a building, signs should be coordinated. Align several smaller signs, or group them into a single panel to make them easier to locate.
- f) Similar forms or backgrounds should be used for the signs to visually identify them as serving the same building and make them easier to read.
- g) The individual nameplates on the sign should match each other in size, colors, letter size, case and styles.

Use directory signs on multi-tenant buildings to reduce the visual clutter of many signs.



- 2) Size
 - a) Awnings that contain signs will have the sign area of the awning sign deducted from the maximum aggregate sign area allowed for the front facade.
 - b) Signs within the historic district should be significantly smaller than those situated on commercial corridors. They should be scaled and oriented to relate to pedestrians, as well as passing motorists.
 - c) Size should be determined by the scale of the building.
 - d) Generally, freestanding signs should not exceed ten square feet. Smaller signs are preferable.
- 3) Placement
 - a) Signs that are illegible when viewed from the sidewalk, or are located too high upon a building are not encouraged.

- b) A sign should be located on a building so that it draws an individual's attention toward the building or the use that it is intended to support.
- c) The majority of signs should be concentrated at the street level close to the entrance of the building or storefront.

Signs should be sized to the scale of the building, the storefront, and the street.



- d) The use of signs placed on upper levels of a building should be limited since they will be visible over an extended distance and may not be related to the street or entrance level of the premises.
 - i) Generally, signs shall not extend above the fascia line or coping line of a one-story building, or above the bottom of the second-story windowsills of a multi-story building.
 - ii) Roofs signs are highly inappropriate, except on one story buildings where there are few other good locations for signage and the roof sign is especially well crafted to integrate effectively into the design of the roof.
 - e) A sign should be installed in a manner that is appropriate for the building.
 - i) Damage to architectural detail when attaching the sign should be avoided.
 - ii) Wherever possible, avoid drilling new holes or creating new fixing positions on historic facades, by using existing holes and fixing positions.
 - iii) On masonry buildings, it is preferable that bolts extend through mortar joints rather than through masonry units.
- 4) Colors
- a) The number of colors used on a sign should be limited. In general, no more than three colors should be used, although additional accent colors may be appropriate. Generally, two colors may be used for all lettering, wording, and accompanying designs and symbols, plus one additional background color.
 - b) Sign colors should complement and be coordinated with the overall building colors. The use of subdued, muted, earth tone or primary colors is encouraged.
 - c)

Color should be used both to accentuate the sign design and message, and also to integrate the sign or lettering with the building and its context.



- d) Sign panels should avoid significant areas of white or cream, which have the effect of visually detaching the sign from the building.
- e) Colors generally best limited to accent areas are bright colors, primary colors and metallic colors.
- f) Use of high intensity colors, fluorescent colors and "day glow" colors is discouraged.
- g) Dark or medium colors are preferred for the main, background part of the sign and light colors for the lettering.

5) Materials

- a) Sign material should be high quality and limited to painted wood, metal, stone, architectural glass and canvas. Other materials may be considered on a case-by-case basis through review and approval by the Historic Preservation Commission.
- b) Solid wood is recommended over plywood since plywood tends to delaminate with age. "Medium Density Overlay" plywood or marine plywood may be used, but it must be edge banded.

Sign materials should be compatible with those of the historic building and the district. Materials characteristic of the building's age and style, when used in contemporary designs, can form effective new signs.



- c) Brushed bronze, antique bronze, aluminum, stainless steel or painted cast iron are appropriate and should have a matt finish and not be reflective nor translucent.
 - d) Unfinished materials should be designed and used carefully due to weathering.
 - e) Highly reflective materials that will be difficult to read are not appropriate.
- 6) Lighting
- a) Use of internal illumination is strongly discouraged. The plastic feel of internally illuminated signs is inappropriate in a historic district. In rare cases, where the wattage is low and the sign is quite dark, internal illumination can be effective and would be acceptable.
 - b) Where internal illumination is considered it should be limited to individual cut out letters with only the letter face illuminated, or letters routed out of the face of an opaque cabinet sign.
 - c) The light source for internally illuminated signs should be white.
 - d) The sign illumination source should be shielded and directed only toward the sign to minimize glare.
 - e) Light intensity should not overpower the building or street edge.

Illumination of a sign should be done with the objective of achieving a balance between the architecture, the historic district and the sign. Internally illuminated signs are not generally permitted in the downtown historic district.



Consider halo illumination as an alternative to other types of internally illuminated signs.



- f) Small and discreet modern light fittings may provide an unobtrusive alternative to traditionally styled lamp units.
 - g) Illumination of signs on upper levels should be limited to the brightness of lower level signs.
 - h) Reversed pan-channel letters with an internal light source reflecting off the building may be used for "halo" illumination.
 - i) The light source should not be visible.
 - j) Neon should be used in limited volume to ensure that it does not become visually obtrusive and dominate the street frontage.
 - k) In certain cases, neon may be more appropriate when framed and shielded.
 - l) Wiring conduit for sign lighting should be carefully routed to avoid damage to architectural details and concealed as much as possible.
 - m) Copper or colored sheathing should be used for wiring to minimize visibility.
 - n) The wiring should be placed between the brick coursing and recesses to reduce its visibility.
- 1) Historic Signs
- a) Keeping a historic sign is encouraged, even if the business or product promoted is no longer on site. Retaining the sign can exploit the recognition value of the old name and play upon the public's fondness for the old sign, especially when the sign is a community landmark.
 - b) Historic signs add to the overall appearance and character of historic commercial buildings and should be treated as significant features of the property.
 - c) Painted wall signs on a building facade should be left intact and not painted over or removed.
 - d) Preserve signs that: reflect the history of a building or district; are characteristic of a particular historic period or style; are associated with events, people, or places; are evidence of the history of a product or business; display excellent craftsmanship, use of materials, or design; are incorporated into the buildings design or physical fabric.

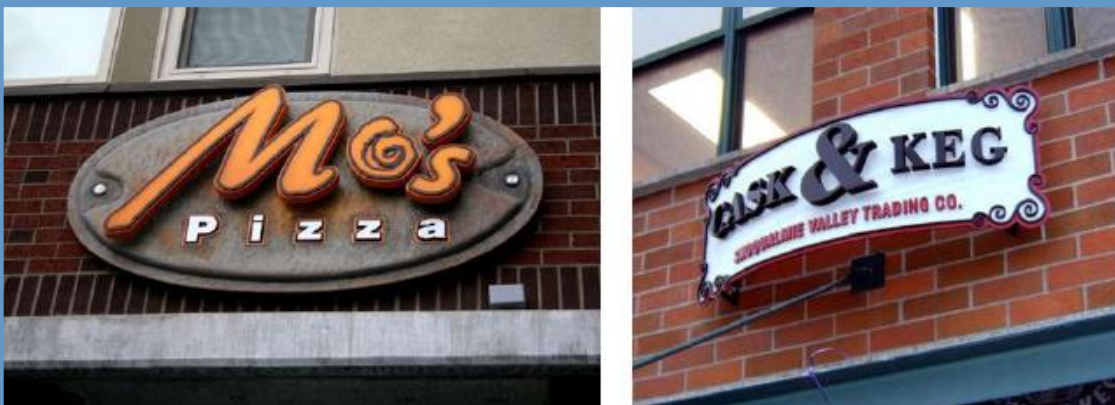


Sec. 9.45 – DESIGN GUIDELINES FOR SPECIFIC SIGN & AWNING TYPES

In addition to the General Guidelines for all signs and awnings in Chapter IV, Sec. 9.42, the following guidelines apply to specific sign and awning types. These guidelines and those in Sec. 9.42 are intended to encourage strong design and to provide direction on how to achieve that goal. These guidelines are not intended to limit creativity or restrict imagination, innovations, or variety of sign styles, but they seek to preserve and enhance the unique historic and architectural character of the downtown district.

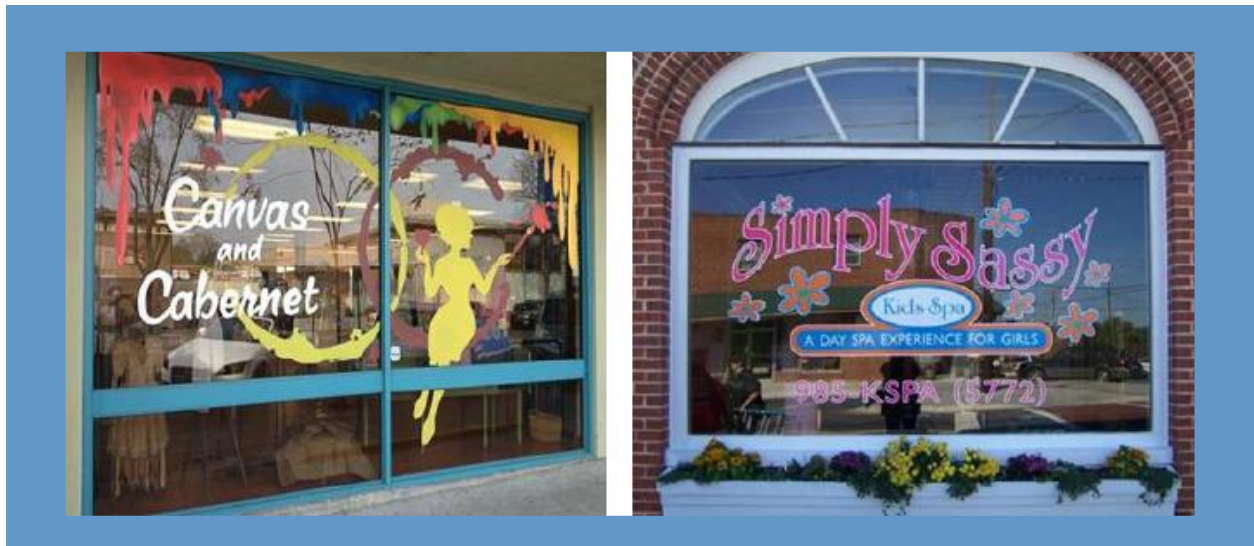
1) Wall Signs.

- a) When planning a wall sign, determine if a horizontal sign board exists on the building. If so, locate flush-mounted signs such that they fit within panels formed by moldings or transom panels on the facade.
- b) Wall signs should be generally oriented toward the pedestrian, and thus placed on a lower section of the building.
- c) Placing or dimensioning a wall sign so that it spans the pilasters or detailing of a building should be avoided.
- d) The projection of a wall sign should be minimized to the depth of the sign panel or letter so that it is relatively flush with the building façade.
- e) A wall sign should be designed to sit within, rather than forward of, the fascia or other architectural details of the building.
- f) In the case of a restaurant, a menu board is essential and will usually be considered appropriate. The board should be positioned near the main restaurant entrance.
- g) It may be appropriate to place an understated wall sign identifying a building on the band under the cornice (uppermost crown) at the top of a multistory building.
- h) A wall sign should be placed so that it is framed by the architectural details of the building and so that it reflects the fenestration pattern of the building.



2) Window Signs.

- a) Window signs may be either paint or vinyl applied directly to the surface of the glass or any signage on the inside of the building that is visible through a window or door on a permanent basis and is placed within eighteen inches of the glass.
- b) Only a minimal area should be covered so that the signage does not block the view into the establishment nor appear to be cluttered or chaotic.
- c) Window signage on upper stories, which advertises businesses on the upper stories, is appropriate provided it is not unduly prominent.



Projecting Signs.

- a) Projecting signs should be placed perpendicular to the building, either projecting outward from a building wall or hanging from an architectural support, and should have two faces.
- b) Signs hung from a support should usually be centered on that support.
- c) The lowest point of a projecting sign or bracket shall not be less than eight feet above the sidewalk.
- d) Projecting signs may be illuminated.
- e) A projecting sign should be positioned where it will not damage or visually intrude upon architectural details, and where it will not obscure a wall sign.
- f) Brackets or other suspension devices should match the sign style and should be designed as a decorative or complementary part of the sign. Brackets are not included as part of the size of the sign.
- g) Sign brackets should be made of painted wood or prefinished, pre-painted metal. Guy wires, if needed, should be as inconspicuous as possible.
- h) A projecting sign should be attuned to the mass and scale of the building to which it is attached. A large projecting sign on a small building would compete with the architectural feel of the structure and therefore would not be encouraged.

- i) Generally, the appropriate area for projecting signs is above the storefront windows and below the sills under the second floor windows.
- j) A projecting sign should be located at or near the public entrance to the storefront or building.



3) Awnings and Awning Signs

- a) The awning design should be compatible with the architecture of the building and should not obscure architectural details of the building. Further, awnings should serve as an accent to the building's design but should not be the dominant architectural feature.
- b) Awnings and canopy signs should be located in a traditional manner above doors and windows, and should conform to the general shape of the opening.
- c) Awnings may be fixed or retractable, and may have open or closed end panels. Awning valances should be loose.
- d) Nylon, canvas or other similar materials are suitable for awnings. Material should be high quality, colorfast and sun fade resistant. Vinyl or plastic materials are not appropriate.
- e) Fixed awnings should have concealed rigid metal frames.
- f) Awning fabric may be solid or striped.
- g) The length of the awning should be restricted to the length of the storefront opening. Awnings should not continue over masonry piers.
- h) The vertical and horizontal dimensions of the awning should be proportional to the overall projection of the awning.
- i) Awnings shall be constructed and erected so that the lowest portion of the projecting frame shall not be less than eight feet, and the lowest portion of the descending valance shall not be less than 6'-8", above the level of the sidewalk or public thoroughfare.
- j) On masonry buildings, awnings should be anchored through mortar joints rather than directly into the masonry unit itself.

- k) Awning signage is only permitted for first floor businesses, and may occupy a maximum of twenty percent of the valance (vertical surface) area on each face of an awning.
- l) Illuminated/back-lit translucent awnings or translucent letters on opaque backgrounds are discouraged.



- 4) Freestanding Signs.
 - a) Freestanding signs are only appropriate for properties where the building is well set back from the street and there are no other means of appropriate signage.
 - b) Freestanding signs within a historic district should be carefully designed, located, and scaled in order that they not undermine the scale and character of the district.
 - c) Monument signs are a generally less obtrusive alternative to a pole sign.
 - d) Lighting of freestanding signs is permitted, provided that the lighting is shielded and directed only toward the sign. Internally illuminated monument signs should be avoided.
 - e) Freestanding signs should be small in area and low in height to reinforce the pedestrian character of the district. Larger signs should be further set back from the sidewalk in order not to overwhelm the pedestrian.





CITY OF VILLA RICA

City Council Packet

SUBJECT: O-6-2019- Ordinance to Designate the Baptismal Font at 727 Spring Street (Parcel Number V06 0030010), Landlot 159, District 06 as a Local Historical Site

CITY COUNCIL AGENDA DATE: May 14, 2019

DATE: April 30, 2019

PREPARED BY: Ronald Johnson, Planning & Zoning Specialist

FISCAL IMPACT: None; **ANNUAL –** N/A; **CAPITAL –** N/A; **OTHER –** N/A; **FUNDING SOURCE:** N/A

PURPOSE: The purpose of this ordinance is to designate the Baptismal Font as a local historic site for preservation purposes.

BACKGROUND: The Villa Rica Historic Preservation Commission identified several sites for possible designation as a local historic site in its quest to protect the historic resources within the city. The Baptismal Font is one of two outdoor baptismal fonts known in the State of Georgia and is unique because of the size and depth of the font. Designation of a local historic site will require the site to be granted a Certificate of Appropriateness by the Historic Preservation Commission prior to any changes or demolition of the structure to move forward. Changes to the site will need to follow the Architectural Design Guidelines for Historic Districts and Places upon adoption. Letters advising of the designation were successfully sent to the property owner at the address listed above. No written objections were voiced by the property owners or neighbors, however questions were raised by the property owner on the future viability of selling the property, zoning and the Certificate of Appropriateness process which were answered by the staff. The state Historic Preservation Division has not recommended this site for local designation as further historical information is pending.

STAFF RECOMMENDATION: In connection with the Historic Preservation Commission's approval of the site as a locally designated historic site at a Special Meeting held April 24th, staff is recommending approval of this designation with the following condition:

- Only the Baptismal Font structure is to be designated, and all other landscapes and structures be exempt from Architectural Review Guidelines and all Certificate of Appropriateness requirements.

MOTION: I make a motion to approve this ordinance with the condition that only the Baptismal Font be designated as a local historic site and not any other structure or landscapes on the property as presented.

BOARD DOCUMENT NO. _____

ORDINANCE NO. _____

CITY OF VILLA RICA

INDIVIDUALLY LISTED HISTORIC SITE DESIGNATION ORDINANCE

AN ORDINANCE TO DESIGNATE THE BAPTISMAL FONT A LOCALLY DESIGNATED HISTORIC SITE WITHIN THE CITY OF VILLA RICA, TO LIST THE PROPERTY TO REQUIRE A CERTIFICATE OF APPROPRIATENESS FROM THE CITY HISTORIC PRESERVATION COMMISSION PRIOR TO ANY MATERIAL CHANGE IN APPEARANCE TO SUCH PROPERTY AND/OR STRUCTURES, TO SHOW THE PROPERTY ON THE OFFICIAL ZONING MAP OF THE CITY OF VILLA RICA AND FOR OTHER PURPOSES.

The Mayor and Council have established the City of Villa Rica Historic Preservation Commission in and for the city by its Ordinance of 6 May 2008.

NOW, THEREFORE, the Mayor and Council of the City of Villa Rica hereby ordain that:

Section I: In support and furtherance of its findings and determination that the historical, cultural and aesthetic heritage of the city is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the people; and,

In accordance with the ordinance to establish a Historic Preservation Commission in the city; to provide for the designation of historic properties of historic districts; to provide for issuance of certificates of appropriateness; to provide for an appeals procedure; to repeal conflicting ordinances; and for other purposes (Villa Rica Code, Chapter 5.29—Historic Preservation);

The Mayor and Council hereby declares it to be the purpose and intent of this ordinance to designate the Baptismal Font at 727 Spring Street as a site which has special historic and aesthetic value or interest in representing early religious proceedings and architectural style in the history of the City of Villa Rica, Carroll and Douglas Counties, Georgia;

The Baptismal Font has a unique history that exemplifies with significance, life within the City of Villa Rica from a historical context. The Baptismal Font is a unique property not only within the City of Villa Rica, but also the State of Georgia as one of two known outdoor baptismal fonts and is further rendered unique by its depth at 4 feet for full immersion.

Section II: There is hereby created and designated in and for the City of Villa Rica the Baptismal Font with boundaries as follows:

The Baptismal Font designation will consist of the font structure only and no other structures or landscapes on said property. The font is located in the front yard area of 727 Spring Street (Parcel Number V06 0030010) Landlot 159, District 06, approximately 5-15 feet from the Spring Street public right-of-way. The font structure is 4 feet in depth and 12.5 feet by 13 feet in area and has four stairs to the bottom of the pool.

Section III: The attached lists of properties are to be individually-listed historic properties as created in Section I hereof and the owner thereof is set forth under the name of each property:

Baptismal Font
727 Spring Street, Villa Rica, GA 30180
Owner: Gary Dean
Owner Address: Same

Section IV: Upon designation the above individually-listed, locally designated historic sites shall be shown on the Official Zoning Map of the city and kept as a public record to provide notice of such designation.

Section V: Certificate of Appropriateness—Upon the effective date of this Ordinance no material change in the appearance of any structure, site, object, or work of art at the above individually-listed, locally designated historic sites shall be made or be permitted to be made by the owner of occupant thereof, unless or until the application for a Certificate of Appropriateness has been submitted to and approved by the City of Villa Rica Historic Preservation Commission.

Section VI: This Ordinance shall become effective upon a first reading, publication and second reading, which shall be certified by the Clerk of the City of Villa Rica, Carroll and Douglas Counties County, Georgia.

Section VII: Property owners of the above individually-listed, locally designated historic sites shall be notified by United States mail upon approval of said district by the Mayor and City Council of the City of Villa Rica.

Section VIII: Upon Designation City of Villa Rica officials and agencies shall be notified of the designation of the above individually-listed, locally designated historic sites.

So ordained this day of _____, 2019.

Date of Implentation: _____ day of _____, 2019.

APPROVED:

CITY COUNCIL

BY: _____

Mayor, City of Villa Rica



Planning & Zoning

Community Development Department

O-6-2019
O-7-2019
O-8-2019
O-9-2019
O-10-2019
O-11-2019
O-12-2019
O-13-2019
O-14-2019
O-15-2019

Staff Report

Council Ward: City-wide

Planning Board Members:

Willie Marchman, Ward 1
Kurt Kraft, Chairman, Ward 2
Tom Flowers, Ward 3
John Hannabach, Ward 4
Christina Tidaback, Ward 5

City Council Member:

Shirley Marchman, Ward 1
Matthew Momtahan, Ward 2
Leslie McPherson, Ward 3
Mayor Pro Tem Gil McDougal, Ward 4
Danny Carter, Ward 5

Historic Preservation Commission member:

Dr. Nancy Mims, Chairwoman
Larry Cohrs
Renee Hooks
Kim Poer
Alan White
Ken Norton

Public Hearing Date

Historic Preservation Commission: April 24th, 2019

City Council: May 14th, 2019

Request: Designation of ten sites as local historic sites for preservation purposes.

Baptismal Font

Parcel Number: V06 0030010

Location: 727 Spring Street



Connally-Marchman House

Parcel Number: V06 0030010

Location: 605 Dallas Highway/614 Magnolia Street

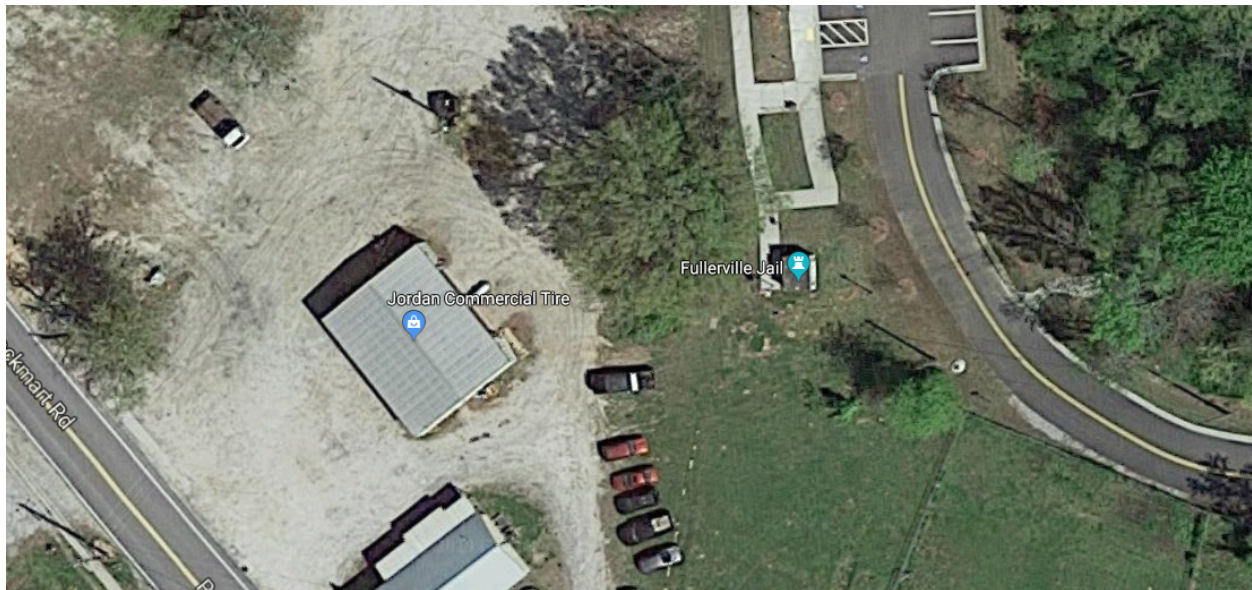


First Presbyterian Church
Parcel Number: V05 0020001
Location: 521 Main Street



Fullerville Jail
Parcel Number: V04 0080013

Location: 121 Fullerville Ballpark Drive



Hillcrest Cemetery

Parcel Number: V07 0090005

Location: 121 Fullerville Ballpark Drive



New Hope Primitive Baptist Cemetery

Parcel Number: V05 0110055

Location: 200 Old Liberty Road



Old Villa Rica Cemetery Cemetery

Parcel Number: V05 0110055

Location: Punkintown Road



Powell-Marchman House

Parcel Number: V07 0040001

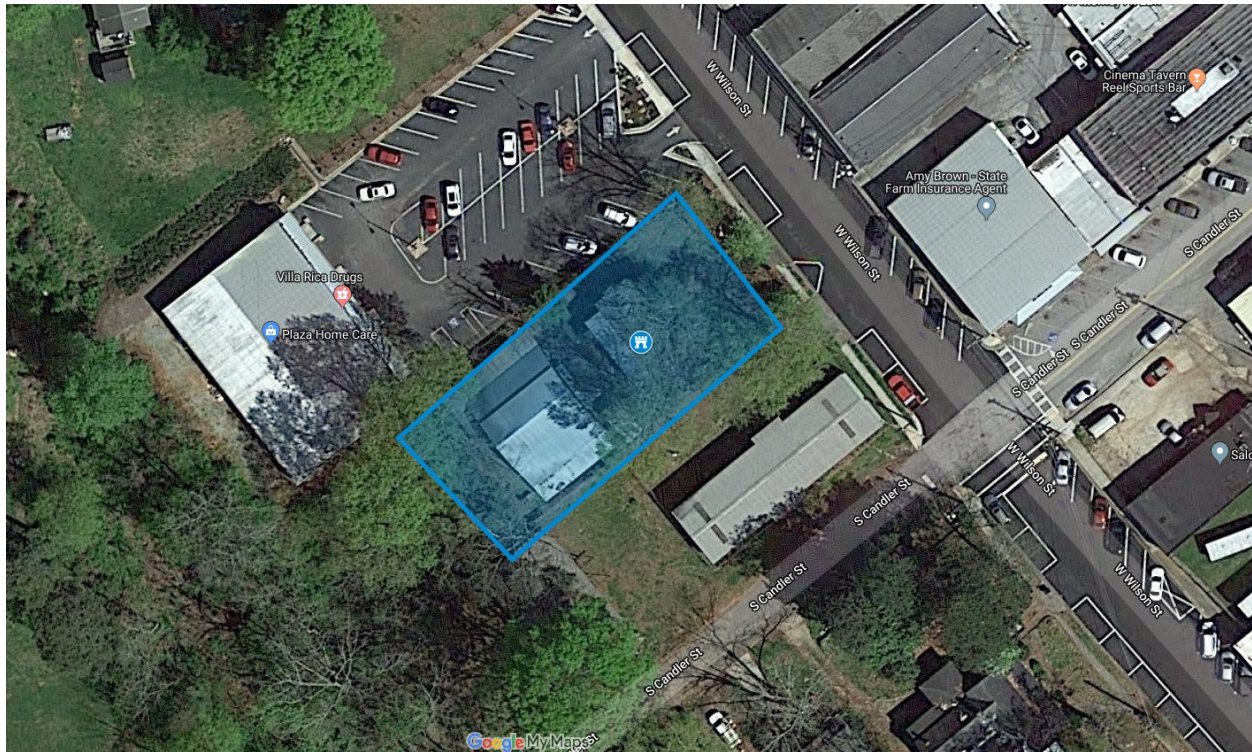
Location: 318 Westview Drive



Villa Rica City Hospital
Parcel Number: V07 0040001
Location: 631 Spring Street



Wicks Tavern
Parcel Number: V07 0050011
Location: 212 W. Wilson Street



Project Description:

The Historic Preservation Commission (HPC) has proposed to designate 10 sites within the city limits as local historical sites that would require owners to acquire a Certificate of Appropriateness prior to any material changes in appearance. These sites have historical value to the city that the HPC has deemed important to protect and preserve. The sites range from cemeteries, churches, homes, public buildings and previous public buildings. Villa Rica currently only has one designated historic district, the North Villa Rica Commercial Historic District, and these sites are proposed to join those properties as needing HPC approval through the Certificate of Appropriateness process on exterior changes.

The State of Georgia Historic Preservation Division (HPD) has a stringent set of procedures on designating properties that includes all property owners being notified of this change both prior to the HPC and governing body voting on designation as well as post designation. The Community Development Department has sent letters to all property owners and can confirm receipt. In addition, the state requires a designation report to be filed with the HPD that includes the history of the site, description of the property and structures, photos and maps. The city has filed 10 designations for the 10 sites (which are attached). The HPD has responded to 8 of the sites (no response letter was received for Wicks Tavern or the Villa Rica City Hospital). While the state requires the city to file a designation report and they respond with a letter recommending designation or not recommending designation, the opinion is purely a recommendation and the city has the authority to move forward with designation regardless.

Designation has several important qualities that would be beneficial to the city through designation:

- The properties can be governed by the Architectural Review Guidelines for Historic Districts and Sites that guide renovations and demolitions of structures and/or surrounding landscapes on the properties. This is the primary tool for preservation initiatives.

- The properties can be developed as attractions through the help of those property owners.
 - The Community Development Department can apply for grants, such as the Georgia Heritage Grant, for different projects concerning preservation of these sites if they are eligible to be on the Georgia Register of Historic Places.
 - The city can apply for the sites to move forward onto the state and national Register of Historic Places.
-

Staff Comments:

Should the City Council be prepared to affirm the Historic Preservation Commission's proposed designations, the following actions must take place:

1. The official zoning map and tax map of the city would need to be updated to reflect the designations.
2. Within 30 days following the adoption of the Designation Ordinance, the owners and occupants must receive written notification of the designation and the notice should tell them that a COA must be obtained from the HPC prior to any material change in appearance.

Recommendation:

Staff recommendation: **APPROVAL**

Public Notifications:

As required by *the Georgia Historic Preservation Division*, the public has been notified in *Times-Georgian* on April 10th, 11th, and 12th and all property owners were mailed notices at least 10-20 days prior to the meeting.

Public Response:

In response to the public notifications, only one property owner has come forward and has voiced their concern with the designation and asked questions regarding the future viability of a sale of the site and the HPC requirements after designation. All questions were answered by staff members.

Office of Community Development

Attachments:

1. Cover letters for each site (10)
2. Designation Report
3. State Historic Preservation Division reaction letters (8)

**Baptismal Font Spring Street
727 Spring Street
Villa Rica, GA 30180**

**Department of Community Development
Villa Rica Historic Preservation Commission
Statement of Significance**

A rediscovered historic baptismal pool located in the city of Villa Rica, Georgia, is located near a dry creek bed at the bottom of a hill on Spring Street and is deep enough to be used for full-immersion baptisms. The date of construction is unknown. This outdoor baptismal pool is square and significantly deeper than most used at the turn of the century: length and width at 12 ½ feet by 13 feet, and around 4 feet deep.

The pool, baptismal font, in Villa Rica is no longer in use and has not been used for many years— possibly decades.

The origin of the outside baptistery is unknown explores the practice of outdoor baptism and attempt to provide a connection between the ritual of full-immersion baptism, folk life, and material culture.

Prior to the advent of indoor plumbing, congregants were most likely baptized in the nearest body of water, usually a creek, lake, river, or a man-made baptismal pool fed by a stream. In the early twentieth century, access to electricity galvanized the installation of indoor plumbing in rural areas such as Villa Rica. The luxury of indoor plumbing allowed churches to begin moving their baptismal pools inside the sanctuary. Today, most churches baptize indoors; however, many continue to practice the ritual outdoors. Church doctrine and the belief that outdoor, full-immersion baptism is the proper way, tradition and/or convenience, and the economic health of the congregation are common factors in continuing this traditional form of baptism.

In 1955, the rear of the 1.43-acre site was developed and a non-contributing ranch home was constructed according to county tax records.

-Research provided by April Boatwright

Physical Description

The Baptismal font is a concrete (or slate) 12 ½ feet by 13 feet, and around 4 feet deep. With four 4 stairs to the bottom of the site. The non-contributing ranch home is 1,799 square feet and one-story with aluminum siding. A total of six (6) new construction homes with vinyl siding was constructed in 2004 directly across Spring Street from the site. The area is completely residential in nature with no commercial properties on Spring Street.

Location Map



Baptismal Font Site



Baptismal Font Site (Parcel outlined, Site marker shows approximate location on the lot)



Baptismal Font Site (Parcel outlined, Site Marker shows approximate location on the lot)



Baptismal Font Site (Google Streetview Image from July 2013; Baptismal Font shown in the foreground, 1950s ranch residence in background)

Photos of Site



Baptismal Font Site- Image 1



Baptismal Font Site – Image 2



HISTORIC PRESERVATION DIVISION

MARK WILLIAMS
COMMISSIONER

DR. DAVID CRASS
DIVISION DIRECTOR

March 25, 2019

Mr. Ronald Johnson
Planning and Zoning Specialist
571 West Bankhead Highway
Villa Rica, GA 30180

RE: Spring Street Baptismal Font Designation Report Review and Comments

Dear Mr. Johnson:

Thank you for the opportunity to review the designation report for the Spring Street Baptismal Font. In accordance with the Georgia Historic Preservation Act § 44-10-26 (b)(1), the local historic preservation commission must prepare an investigation report should a local historic property be proposed. Additionally, the Historic Preservation Division must be given the opportunity to comment on the commission's report. Our comments below are based on the provisions of your ordinance, the Georgia Historic Preservation Act, and our knowledge of the resources in your community.

We support your community's commitment to preservation planning and appreciate the opportunity to review the Spring Street Baptismal Font's designation. We appreciate the maps, representative photos, and the additional historical context that you were able to assemble.

At this time, HPD is unable to make a recommendation regarding the designation of this site as an individual landmark due to a lack of information and historic context. We believe that the Baptismal Font is potentially an extremely significant resource; there are very few outdoor, full immersion baptismal fonts in the state that have been identified. However, being that this is such a rare resource, there are very limited resources available to assist in placing this baptismal font in its historic context.

As such, we encourage the HPC and City Council to consider the long-term effects of designation and to articulate the local planning goals that would be achieved with this designation. We recognize and support your local priorities and authority to make this decision on the local level.

We will keep the report on file here for public record and would further ask that the HPC offer a downloadable PDF of the report on the Villa Rica website. If you, the HPC, or any community members have questions or concerns, please do not hesitate to contact me directly at 770.389.7869 or by email at sarah.rogers@dnr.ga.gov.

Sincerely,

Sarah Rogers
Certified Local Government Coordinator

cc: Paul Jarrell, Three Rivers Regional Commission



CITY OF VILLA RICA

City Council Packet

SUBJECT: O-7-2019- Ordinance to Designate the Connally-Marchman House at 605 Dallas Highway/614 Magnolia Street (Parcel Number: V04 0010001), Landlot 162, District 06 as a Local Historical Site

CITY COUNCIL AGENDA DATE: May 14, 2019

DATE: April 30, 2019

PREPARED BY: Ronald Johnson, Planning & Zoning Specialist

FISCAL IMPACT: None; **ANNUAL –** N/A; **CAPITAL –** N/A; **OTHER –** N/A; **FUNDING SOURCE:** N/A

PURPOSE: The purpose of this ordinance is to designate the Connally-Marchman House as a local historic site for preservation purposes.

BACKGROUND: The Villa Rica Historic Preservation Commission identified several sites for possible designation as a local historic site in its quest to protect the historic resources within the city. The Connally-Marchman House was the first brick structure in Villa Rica and constructed in 1915. The home was constructed by Dr. Henry Ryan Marchman, Villa Rica's first doctor to treat both black and white patients and housed its first doctor's office on the 2nd floor. Designation of a local historic site will require the site to be granted a Certificate of Appropriateness by the Historic Preservation Commission prior to any changes or demolition of the structure to move forward. Changes to the site will need to follow the Architectural Design Guidelines for Historic Districts and Places upon adoption. Letters advising of the designation were successfully sent to the property owner at the address listed above along with an address supplied by the Carroll County Tax Assessor (which was returned in the mail). No objections were voiced by the property owners or neighbors. The state Historic Preservation Division has recommended this site for local designation.

STAFF RECOMMENDATION: In connection with the Historic Preservation Commission's approval of the site as a locally designated historic site at a Special Meeting held April 24th, staff is recommending approval of this designation with the following condition:

- Only the Connally-Marchman structure is to be designated, and all other landscapes and structures be exempt from Architectural Review Guidelines and all Certificate of Appropriateness requirements.

MOTION: I make a motion to approve this ordinance with the condition that only the Connally-Marchman House be designated as a local historic site and not any other structure or landscapes on the property as presented.

BOARD DOCUMENT NO. _____

ORDINANCE NO. _____

CITY OF VILLA RICA

INDIVIDUALLY LISTED HISTORIC SITE DESIGNATION ORDINANCE

AN ORDINANCE TO DESIGNATE THE CONNALLY-MARCHMAN HOUSE A LOCALLY DESIGNATED HISTORIC SITE WITHIN THE CITY OF VILLA RICA, TO LIST THE PROPERTY TO REQUIRE A CERTIFICATE OF APPROPRIATENESS FROM THE CITY HISTORIC PRESERVATION COMMISSION PRIOR TO ANY MATERIAL CHANGE IN APPEARANCE TO SUCH PROPERTY AND/OR STRUCTURES, TO SHOW THE PROPERTY ON THE OFFICIAL ZONING MAP OF THE CITY OF VILLA RICA AND FOR OTHER PURPOSES.

The Mayor and Council have established the City of Villa Rica Historic Preservation Commission in and for the city by its Ordinance of 6 May 2008.

NOW, THEREFORE, the Mayor and Council of the City of Villa Rica hereby ordain that:

Section I: In support and furtherance of its findings and determination that the historical, cultural and aesthetic heritage of the city is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the people; and,

In accordance with the ordinance to establish a Historic Preservation Commission in the city; to provide for the designation of historic properties of historic districts; to provide for issuance of certificates of appropriateness; to provide for an appeals procedure; to repeal conflicting ordinances; and for other purposes (Villa Rica Code, Chapter 5.29—Historic Preservation);

The Mayor and Council hereby declares it to be the purpose and intent of this ordinance to designate the Connally-Marchman House as a building which has special historic and aesthetic value or interest in representing early architectural style in the history of the City of Villa Rica, Carroll and Douglas Counties, Georgia;

The Connally-Marchman House has a unique history that exemplifies with significance, life within the City of Villa Rica from a historical context. The Connally-Marchman has a storied local history as the

home of prominent leaders of their time within the early local healthcare industry along with a grandeur Neoclassical Revival architecture.

Section II: There is hereby created and designated in and for the City of Villa Rica the Connally-Marchman House with boundaries as follows:

The Connally-Marchman House designation will consist of the house structure only and no other structures or landscapes on said property. The house is located at the northeasterly corner of parcel number V04 0010001, Landlot 162, District 06 at 605 Dallas Highway/614 Magnolia Street. The building is a 4,400 square foot, 2.5 story structure with a central hall floorplan and a two-story stretcher bond brick and English bond brick double portico porches.

Section III: The attached lists of properties are to be individually-listed historic properties as created in Section I hereof and the owner thereof is set forth under the name of each property:

Connally-Marchman House
605 Dallas Highway/614 Magnolia Street, Villa Rica, GA 30180
Owner: Happy Valley Ministries
Owner Address: Same

Section IV: Upon designation the above individually-listed, locally designated historic sites shall be shown on the Official Zoning Map of the city and kept as a public record to provide notice of such designation.

Section V: Certificate of Appropriateness—Upon the effective date of this Ordinance no material change in the appearance of any structure, site, object, or work of art at the above individually-listed, locally designated historic sites shall be made or be permitted to be made by the owner of occupant thereof, unless or until the application for a Certificate of Appropriateness has been submitted to and approved by the City of Villa Rica Historic Preservation Commission.

Section VI: This Ordinance shall become effective upon a first reading, publication and second reading, which shall be certified by the Clerk of the City of Villa Rica, Carroll and Douglas Counties County, Georgia.

Section VII: Property owners of the above individually-listed, locally designated historic sites shall be notified by United States mail upon approval of said district by the Mayor and City Council of the City of Villa Rica.

Section VIII: Upon Designation City of Villa Rica officials and agencies shall be notified of the designation of the above individually-listed, locally designated historic sites.

So ordained this day of _____, 2019.

Date of Implentation: _____ day of _____, 2019.

APPROVED:

CITY COUNCIL

BY: _____

Mayor, City of Villa Rica



Planning & Zoning

Community Development Department

O-6-2019
O-7-2019
O-8-2019
O-9-2019
O-10-2019
O-11-2019
O-12-2019
O-13-2019
O-14-2019
O-15-2019

Staff Report

Council Ward: City-wide

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Kurt Kraft, Chairman, Ward 2
Tom Flowers, Ward 3
John Hannabach, Ward 4
Christina Tidaback, Ward 5

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Shirley Marchman, Ward 1
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Leslie McPherson, Ward 3
Mayor Pro Tem Gil McDougal, Ward 4
Danny Carter, Ward 5

Historic Preservation Commission member:

Dr. Nancy Mims, Chairwoman
Larry Cohrs
Renee Hooks
Kim Poer
Alan White
Ken Norton

Public Hearing Date

Historic Preservation Commission: April 24th, 2019

City Council: May 14th, 2019

Request: Designation of ten sites as local historic sites for preservation purposes.

Baptismal Font

Parcel Number: V06 0030010

Location: 727 Spring Street



Connally-Marchman House

Parcel Number: V06 0030010

Location: 605 Dallas Highway/614 Magnolia Street

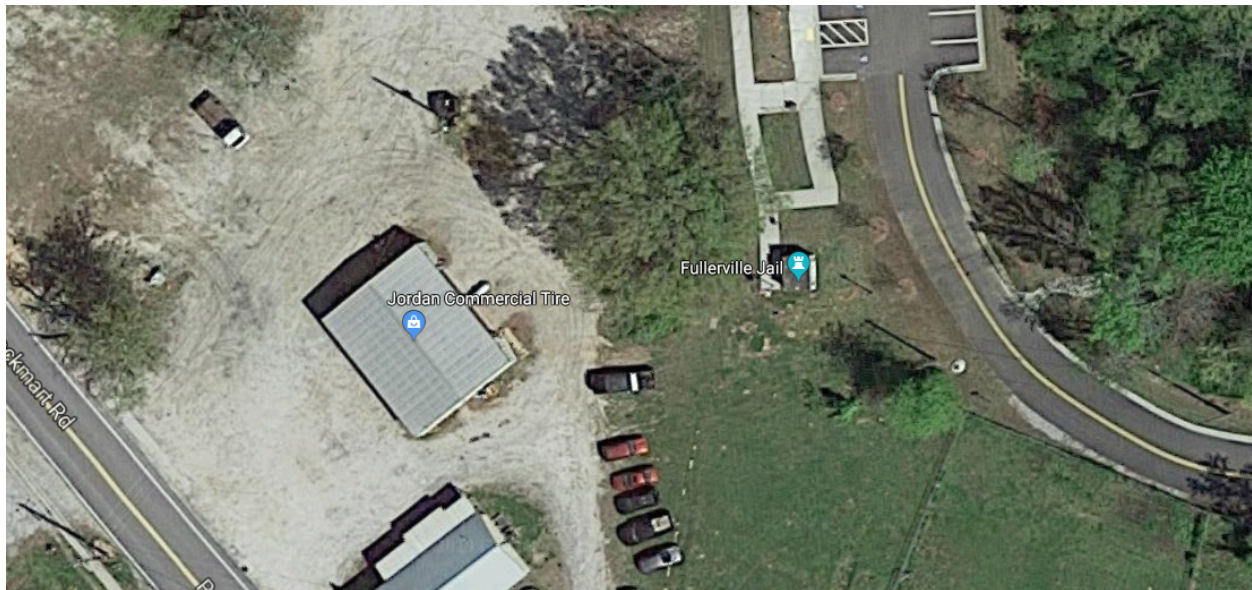


First Presbyterian Church
Parcel Number: V05 0020001
Location: 521 Main Street



Fullerville Jail
Parcel Number: V04 0080013

Location: 121 Fullerville Ballpark Drive



Hillcrest Cemetery

Parcel Number: V07 0090005

Location: 121 Fullerville Ballpark Drive



New Hope Primitive Baptist Cemetery

Parcel Number: V05 0110055

Location: 200 Old Liberty Road



Old Villa Rica Cemetery Cemetery

Parcel Number: V05 0110055

Location: Punkintown Road



Powell-Marchman House

Parcel Number: V07 0040001

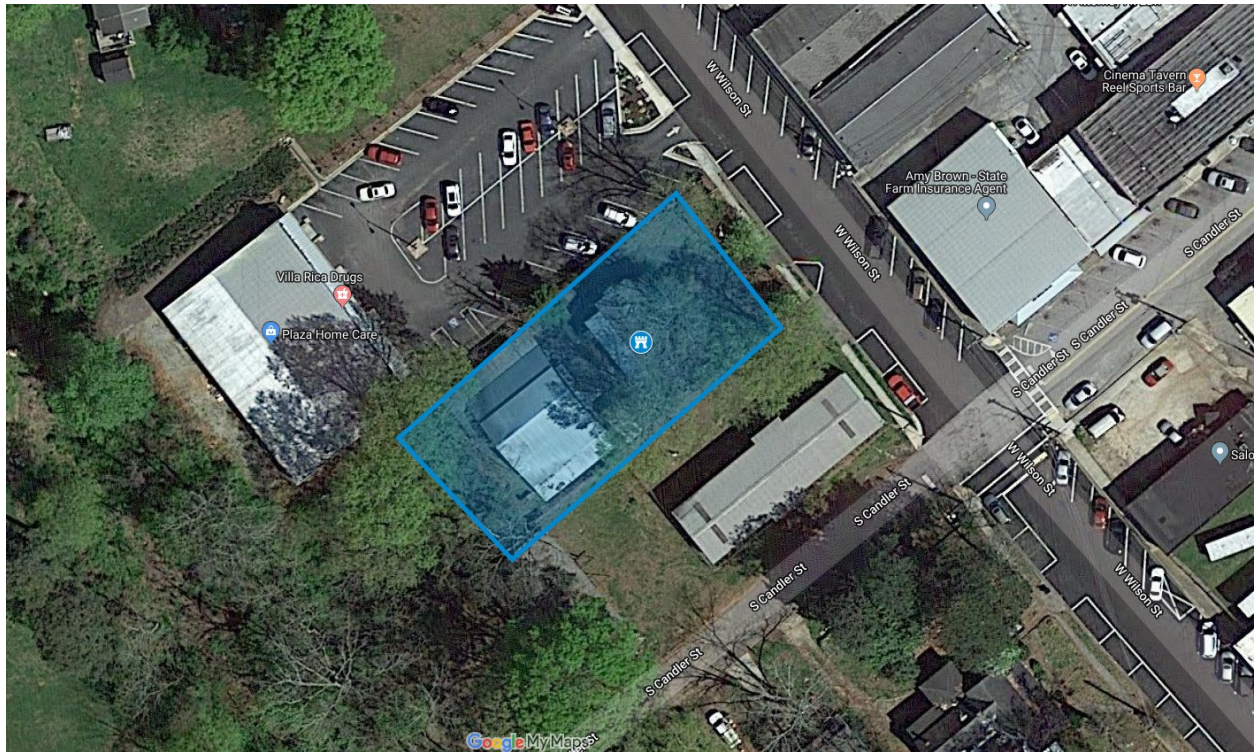
Location: 318 Westview Drive



Villa Rica City Hospital
Parcel Number: V07 0040001
Location: 631 Spring Street



Wicks Tavern
Parcel Number: V07 0050011
Location: 212 W. Wilson Street



Project Description:

The Historic Preservation Commission (HPC) has proposed to designate 10 sites within the city limits as local historical sites that would require owners to acquire a Certificate of Appropriateness prior to any material changes in appearance. These sites have historical value to the city that the HPC has deemed important to protect and preserve. The sites range from cemeteries, churches, homes, public buildings and previous public buildings. Villa Rica currently only has one designated historic district, the North Villa Rica Commercial Historic District, and these sites are proposed to join those properties as needing HPC approval through the Certificate of Appropriateness process on exterior changes.

The State of Georgia Historic Preservation Division (HPD) has a stringent set of procedures on designating properties that includes all property owners being notified of this change both prior to the HPC and governing body voting on designation as well as post designation. The Community Development Department has sent letters to all property owners and can confirm receipt. In addition, the state requires a designation report to be filed with the HPD that includes the history of the site, description of the property and structures, photos and maps. The city has filed 10 designations for the 10 sites (which are attached). The HPD has responded to 8 of the sites (no response letter was received for Wicks Tavern or the Villa Rica City Hospital). While the state requires the city to file a designation report and they respond with a letter recommending designation or not recommending designation, the opinion is purely a recommendation and the city has the authority to move forward with designation regardless.

Designation has several important qualities that would be beneficial to the city through designation:

- The properties can be governed by the Architectural Review Guidelines for Historic Districts and Sites that guide renovations and demolitions of structures and/or surrounding landscapes on the properties. This is the primary tool for preservation initiatives.

- The properties can be developed as attractions through the help of those property owners.
 - The Community Development Department can apply for grants, such as the Georgia Heritage Grant, for different projects concerning preservation of these sites if they are eligible to be on the Georgia Register of Historic Places.
 - The city can apply for the sites to move forward onto the state and national Register of Historic Places.
-

Staff Comments:

Should the City Council be prepared to affirm the Historic Preservation Commission's proposed designations, the following actions must take place:

1. The official zoning map and tax map of the city would need to be updated to reflect the designations.
2. Within 30 days following the adoption of the Designation Ordinance, the owners and occupants must receive written notification of the designation and the notice should tell them that a COA must be obtained from the HPC prior to any material change in appearance.

Recommendation:

Staff recommendation: **APPROVAL**

Public Notifications:

As required by *the Georgia Historic Preservation Division*, the public has been notified in *Times-Georgian* on April 10th, 11th, and 12th and all property owners were mailed notices at least 10-20 days prior to the meeting.

Public Response:

In response to the public notifications, only one property owner has come forward and has voiced their concern with the designation and asked questions regarding the future viability of a sale of the site and the HPC requirements after designation. All questions were answered by staff members.

Office of Community Development

Attachments:

1. Cover letters for each site (10)
2. Designation Report
3. State Historic Preservation Division reaction letters (8)

Connally-Marchman House
614 Magnolia Street (per historical records)
605 Dallas Highway (Carroll County Tax Records)
Parcel Number: V04 0010001
Villa Rica, GA 30180

Department of Community Development
Villa Rica Historic Preservation Commission
Statement of Significance

The Connally-Marchman home was the first brick structure constructed in Villa Rica in 1915 (according to tax records). The home is named after Dr. Henry Ryan Marchman, which was the first doctor in Villa Rica to treat both black and white patients. His father and mother (Henry Taylor Marchman and Mary Pittman) moved to Villa Rica in 1881 and Henry attended Villa Rica School before attending Atlanta Medical College in Atlanta, where he graduated in 1898. Before medical school, he entered the drug business with Dr. Powell and had a Pharmacy in town called Marchman-Powell Pharmacy in a building his brother Irby Marchman constructed. Dr. Marchman was a charter member, secretary and treasurer of the Wesley Chapel Methodist Church in 1885 and a member of the church since he was 14 years old. Dr. Marchman was a leading physician in Carroll County at the time and made house calls out of his horse in buggy. In the winter months, he rode with a lantern between his feet under a blanket.

The Connally-Marchman home was the first home to have a working telephone in Villa Rica. The daughter of Dr. Marchman married Sharon Cornelius Connally, of Dallas GA, thus the name of the home being "Connally-Marchman". Eventually, Dr. Marchman's daughter and her family moved into the home and Joyce Connally became the only female mayor of Villa Rica, serving from January 1976 until December 1979. The family sold the house to First Baptist church in 1978, which in turn sold the house to Happy Valley Baptist Church in 1998.

The house has recently been designated to the list of Houses in Peril by the Georgia Trust for Historic Places for 2014. In order to make this list, properties must be salvageable and eligible for the state or national register of historic places.

Physical Description

The Marchman home was constructed in 1915 (according to tax records) on land lot #162. By that time all building supplies came by train to the Villa Rica train depot then delivered by cart to 614 Magnolia Street, rumored to have been built by his brother Irby. The house was a 4,400 square foot home, built with a central hall floor plan, the room symmetrically situated on each side of the hallway, a staircase in the hallway leading to upstairs rooms, exterior built in the 20th century Neoclassical Revival Style with two-story stretcher bond brick and English bond brick double portico porches. The home has leaded glass, columns with brick bases, original paint under the front porch, polygonal bay windows, a single side dormer and palladium front dormer doors. The home has cornice bands with bases below the windows.

Dr. Marchman's office was the room to the right on the first floor. His sign hung on the outside wall by the side door next to Rockmart Road. Behind the home was a very spacious barn and later years a maze-like rose and flower garden. Viewed and awed by many, it extended along all of the walkways that traveled around the entire house, a spring house with a circular driveway, and the walkways had detailed borders along the sides. Pecan, black walnut, apple, fig and large oak trees surrounded the grounds along with a large magnolia tree and one sweet gum tree. A large goldfish pond also graced the property and walkways fitted with black iron fencing with gates.

The home also has Colonial Revival era glass, ionic columns, and a square projection that was added on in the northwest corner. Fire escape projections on the west side were completed at an unknown date. Water damages are also on the west face and can be seen from Rockmart Road. A back porch was added and appear to be a carport. The South side of the building has siding added. The city does not have any records of these additions and/or modifications or the date of such.

The side porches were torn down and the columns were replaced at a later date by different owners, and a pool was installed in the mid-1970s according to local historian Sarah Pitts. The home was sold in 1979 to First Baptist church, which owned the adjacent lot at 605 Dallas Highway. The church (also constructed in 1915 according to county tax records and of a Colonial Revival style with front gable) consolidated the lots and demolished the old barn and removed the rose/flower gardens in favor of a parking lot. They used the home as a school, food pantry and

later storage before selling the home and church to Happy Valley Baptist Church in 1998 according to county tax records.

The home, located on 3.71 acres, is located at the corner of Dallas Highway and Magnolia Street, and for the most part, Magnolia has maintained its historic fabric as the current owners have maintained the homes. Many of the homes date to the late nineteenth and early twentieth centuries. The street itself is a prime example of the rich historic architecture in Villa Rica, as there are examples of Queen Anne, Bungalows, and New South Cottages.

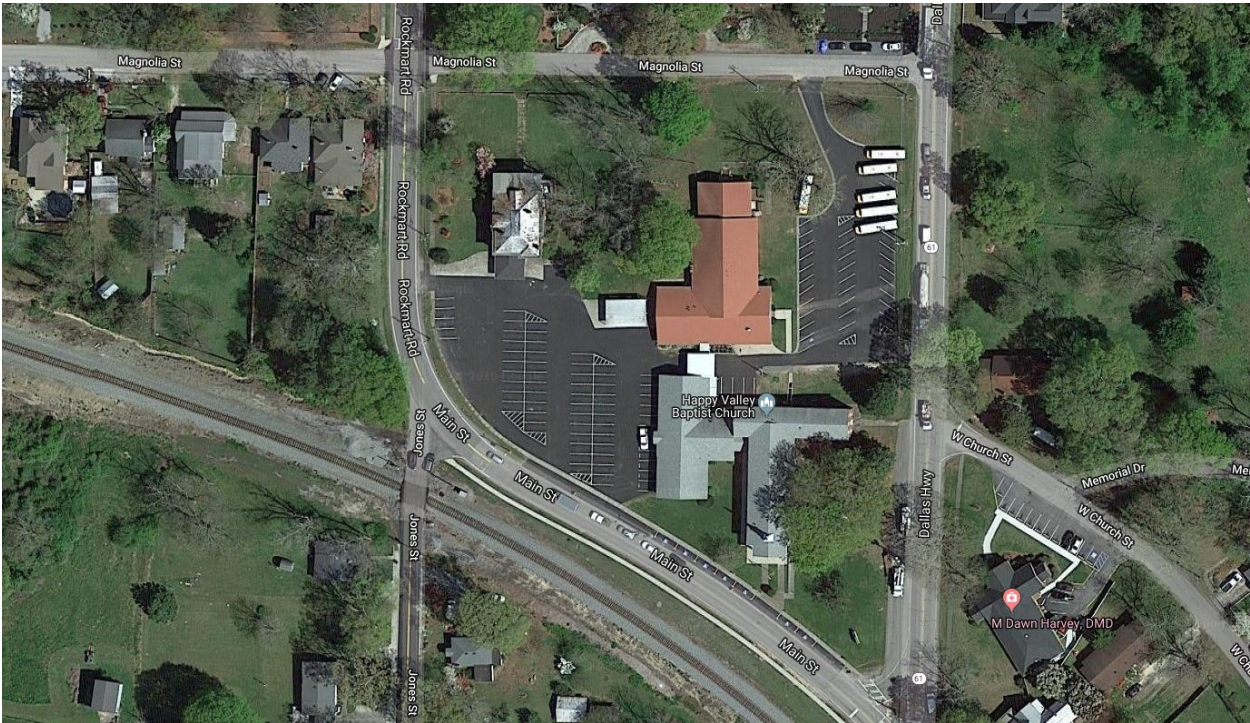
According to tax records, the property has two structures on it, the home and Happy Valley Baptist Church. Happy Valley Baptist Church has been expanded several times (dates unknown) and is listed as being a 1 ½ story church with 24,575 square feet. The brick church has a gable roof with asphalt shingles; full front portico with wooden Doric columns; broken-scroll pediment surrounding double door; brick corner quoins; wooden bracketed cornice along the sides; lancet arch windows along the sides with sixteen over sixteen sash wooden steeple. The current colonial revival façade and steeple were added and the front lancet arch windows were bricked ca. 1965, according to the cornerstone of the sanctuary. Several additions have been made to the church including a two-story Sunday School wing to the rear. A one-story, brick-veneer, gable-roof building covered with metal was added to the rear and is connected by a carport. It has fluted Doric columns on its entrance and a wooden dentil cornice. According to the historic survey of the area in 2010, the church and the home are contributing properties and a good example of an early twentieth century church.

Information provided by Sarah Pitts, local historian

Location Map:



Connally-Marchman Home



Connally-Marchman Home



Connally-Marchman Home (Parcel Outlined; blue marker shows home on site)



Connally-Marchman Home (Parcel Outlined; blue marker shows home on site)

Photos of Site







Church on the site:





HISTORIC PRESERVATION DIVISION

MARK WILLIAMS
COMMISSIONER

DR. DAVID CRASS
DIVISION DIRECTOR

March 15, 2019

Mr. Ronald Johnson
Planning and Zoning Specialist
571 West Bankhead Highway
Villa Rica, GA 30180

RE: Connally-Marchman House Designation Report Review and Comments

Dear Mr. Johnson:

Thank you for the opportunity to review the designation report for the Connally-Marchman House. In accordance with the Georgia Historic Preservation Act § 44-10-26 (b)(1), the local historic preservation commission must prepare an investigation report should a local historic property be proposed. Additionally, the Historic Preservation Division must be given the opportunity to comment on the commission's report. Our comments below are based on the provisions of your ordinance, the Georgia Historic Preservation Act, and our knowledge of the resources in your community.

We support your community's commitment to preservation planning and appreciate the opportunity to review the Connally-Marchman House's designation. We appreciate the maps, representative photos, and the additional historical context that were so well assembled.

In review of the submitted report, we support the designation of the Connally-Marchman House because of its significance as an outstanding example of a Neoclassical Revival-style house in Villa Rica and encourage the Mayor and Council's designation.

We will keep the report on file here for public record and would further ask that the HPC offer a downloadable PDF of the report on the Villa Rica website. If you, the HPC, or any community members have questions or concerns, please do not hesitate to contact me directly at 770.389.7869 or by email at sarah.rogers@dnr.ga.gov

Sincerely,

Sarah Rogers
Certified Local Government Coordinator

cc: Paul Jarrell, Three River Regional Commission



CITY OF VILLA RICA

City Council Packet

SUBJECT: O-8-2019- Ordinance to Designate the First Presbyterian Church at 519 Main Street (Parcel Number: V05 0020001), Landlot 161, District 06 as a Local Historical Site

CITY COUNCIL AGENDA DATE: May 14, 2019

DATE: April 30, 2019

PREPARED BY: Ronald Johnson, Planning & Zoning Specialist

FISCAL IMPACT: None; **ANNUAL –** N/A; **CAPITAL –** N/A; **OTHER –** N/A; **FUNDING SOURCE:** N/A

PURPOSE: The purpose of this ordinance is to designate the First Presbyterian Church as a local historic site for preservation purposes.

BACKGROUND: The Villa Rica Historic Preservation Commission identified several sites for possible designation as a local historic site in its quest to protect the historic resources within the city. The First Presbyterian Church dates back to 1930 in its current location, on land donated by W. B. Candler as a wooden structure. The wooden structure was covered with a brick veneer at a later date (making a church within a church) and the church added mahogany pews, a pulpit and stained glass windows by 1965. The stained glass windows were rescued from Wesley Memorial Church in Atlanta upon its demolition. Designation of a local historic site will require the site to be granted a Certificate of Appropriateness by the Historic Preservation Commission prior to any changes or demolition of the structure to move forward. Changes to the site will need to follow the Architectural Design Guidelines for Historic Districts and Places upon adoption. Letters advising of the designation were successfully sent to the property owner at an address supplied by the Carroll County Tax Assessor. No objections were voiced by the property owners or neighbors. The state Historic Preservation Division has not recommended this site for designation at this time.

STAFF RECOMMENDATION: In connection with the Historic Preservation Commission's approval of the site as a locally designated historic site at a Special Meeting held April 24th, staff is recommending approval of this designation.

MOTION: I make a motion to approve this ordinance that the First Presbyterian Church be designated as a local historic site as presented.

BOARD DOCUMENT NO. _____

ORDINANCE NO. _____

CITY OF VILLA RICA

INDIVIDUALLY LISTED HISTORIC SITE DESIGNATION ORDINANCE

AN ORDINANCE TO DESIGNATE THE FIRST PRESBYTERIAN CHURCH A LOCALLY DESIGNATED HISTORIC SITE WITHIN THE CITY OF VILLA RICA, TO LIST THE PROPERTY TO REQUIRE A CERTIFICATE OF APPROPRIATENESS FROM THE CITY HISTORIC PRESERVATION COMMISSION PRIOR TO ANY MATERIAL CHANGE IN APPEARANCE TO SUCH PROPERTY AND/OR STRUCTURES, TO SHOW THE PROPERTY ON THE OFFICIAL ZONING MAP OF THE CITY OF VILLA RICA AND FOR OTHER PURPOSES.

The Mayor and Council have established the City of Villa Rica Historic Preservation Commission in and for the city by its Ordinance of 6 May 2008.

NOW, THEREFORE, the Mayor and Council of the City of Villa Rica hereby ordain that:

Section I: In support and furtherance of its findings and determination that the historical, cultural and aesthetic heritage of the city is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the people; and,

In accordance with the ordinance to establish a Historic Preservation Commission in the city; to provide for the designation of historic properties of historic districts; to provide for issuance of certificates of appropriateness; to provide for an appeals procedure; to repeal conflicting ordinances; and for other purposes (Villa Rica Code, Chapter 5.29—Historic Preservation);

The Mayor and Council hereby declares it to be the purpose and intent of this ordinance to designate the First Presbyterian Church as a building which has special historic and aesthetic value or interest in representing various architectural styles and types in the history of the City of Villa Rica, Carroll and Douglas Counties, Georgia;

The First Presbyterian Church has a unique history that exemplifies with significance, life within the City of Villa Rica from a historical context. The First Presbyterian Church is significant because of its architecture as a “church within a church” by having a historic brick veneer architecture with the original

wooden church façade underneath. In addition, stained glass windows dating back to 1907 from the demolished Wesley Memorial Chapel in Atlanta, GA have been present on the church since 1965.

Section II: There is hereby created and designated in and for the City of Villa Rica the First Presbyterian Church with boundaries as follows:

The First Baptist Church designation will consist of the main church building on the 0.74-acre property. The main church building fronts on Main Street and is on parcel number V05 0020001, Landlot 161, District 06 at 519 Main Street. The building is a 1.5 story structure that covers the original wooden church with sheathing under the brick façade. The wooden church dates back to 1885 and the brick veneer was added in 1930.

Section III: The attached lists of properties are to be individually-listed historic properties as created in Section I hereof and the owner thereof is set forth under the name of each property:

First Presbyterian Church
519 Main Street, Villa Rica, GA 30180
Owner: Presbyterian Church
Owner Address: PO BOX 1856, VILLA RICA, GA 30180

Section IV: Upon designation the above individually-listed, locally designated historic sites shall be shown on the Official Zoning Map of the city and kept as a public record to provide notice of such designation.

Section V: Certificate of Appropriateness—Upon the effective date of this Ordinance no material change in the appearance of any structure, site, object, or work of art at the above individually-listed, locally designated historic sites shall be made or be permitted to be made by the owner or occupant thereof, unless or until the application for a Certificate of Appropriateness has been submitted to and approved by the City of Villa Rica Historic Preservation Commission.

Section VI: This Ordinance shall become effective upon a first reading, publication and second reading, which shall be certified by the Clerk of the City of Villa Rica, Carroll and Douglas Counties County, Georgia.

Section VII: Property owners of the above individually-listed, locally designated historic sites shall be notified by United States mail upon approval of said district by the Mayor and City Council of the City of Villa Rica.

Section VIII: Upon Designation City of Villa Rica officials and agencies shall be notified of the designation of the above individually-listed, locally designated historic sites.

So ordained this day of _____, 2019.

Date of Implementation: _____ day of _____, 2019.

APPROVED:

CITY COUNCIL

BY: _____

Mayor, City of Villa Rica



Planning & Zoning

Community Development Department

O-6-2019
O-7-2019
O-8-2019
O-9-2019
O-10-2019
O-11-2019
O-12-2019
O-13-2019
O-14-2019
O-15-2019

Staff Report

Council Ward: City-wide

Planning Board Members:

Willie Marchman, Ward 1
Kurt Kraft, Chairman, Ward 2
Tom Flowers, Ward 3
John Hannabach, Ward 4
Christina Tidaback, Ward 5

City Council Member:

Shirley Marchman, Ward 1
Matthew Momtahan, Ward 2
Leslie McPherson, Ward 3
Mayor Pro Tem Gil McDougal, Ward 4
Danny Carter, Ward 5

Historic Preservation Commission member:

Dr. Nancy Mims, Chairwoman
Larry Cohrs
Renee Hooks
Kim Poer
Alan White
Ken Norton

Public Hearing Date

Historic Preservation Commission: April 24th, 2019

City Council: May 14th, 2019

Request: Designation of ten sites as local historic sites for preservation purposes.

Baptismal Font

Parcel Number: V06 0030010

Location: 727 Spring Street



Connally-Marchman House

Parcel Number: V06 0030010

Location: 605 Dallas Highway/614 Magnolia Street

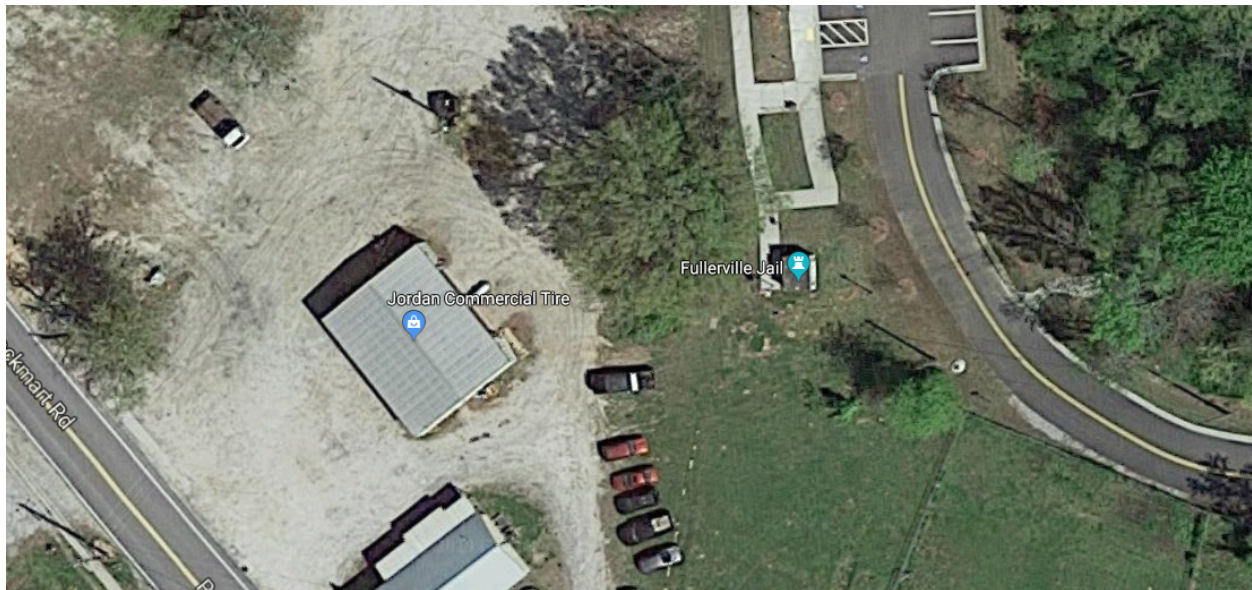


First Presbyterian Church
Parcel Number: V05 0020001
Location: 521 Main Street



Fullerville Jail
Parcel Number: V04 0080013

Location: 121 Fullerville Ballpark Drive



Hillcrest Cemetery

Parcel Number: V07 0090005

Location: 121 Fullerville Ballpark Drive



New Hope Primitive Baptist Cemetery

Parcel Number: V05 0110055

Location: 200 Old Liberty Road



Old Villa Rica Cemetery Cemetery

Parcel Number: V05 0110055

Location: Punkintown Road



Powell-Marchman House

Parcel Number: V07 0040001

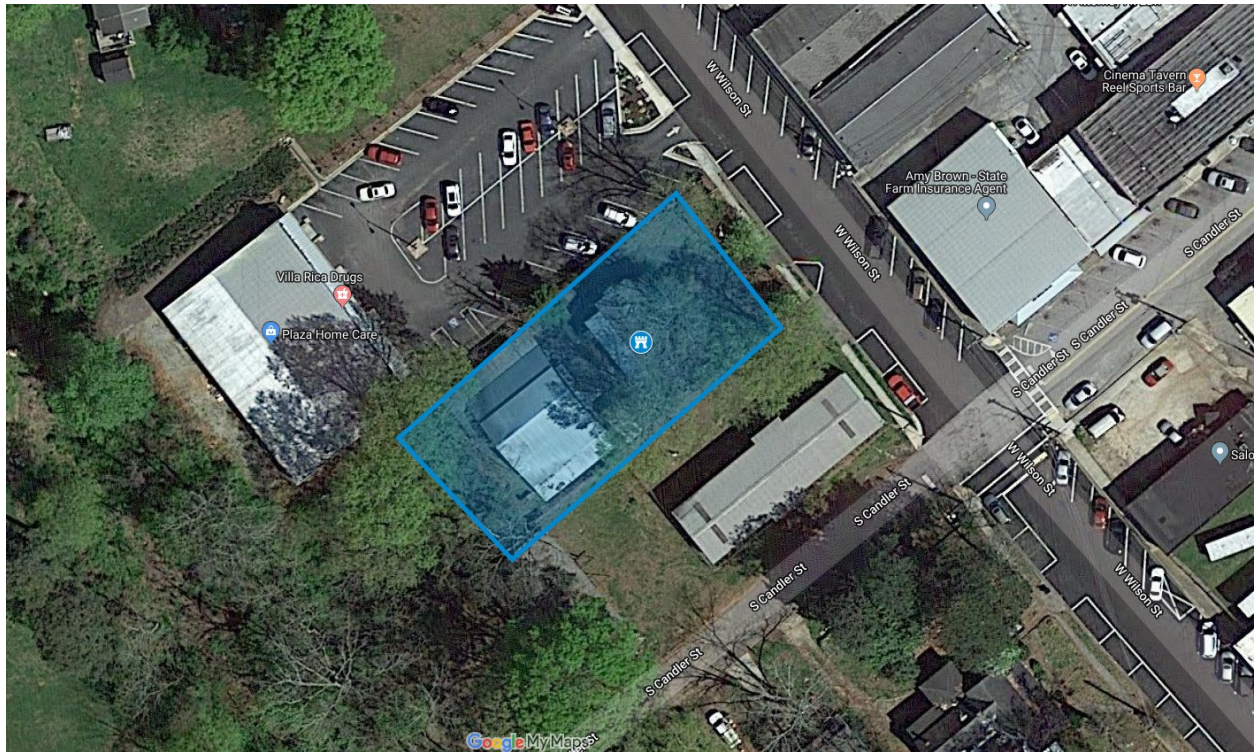
Location: 318 Westview Drive



Villa Rica City Hospital
Parcel Number: V07 0040001
Location: 631 Spring Street



Wicks Tavern
Parcel Number: V07 0050011
Location: 212 W. Wilson Street



Project Description:

The Historic Preservation Commission (HPC) has proposed to designate 10 sites within the city limits as local historical sites that would require owners to acquire a Certificate of Appropriateness prior to any material changes in appearance. These sites have historical value to the city that the HPC has deemed important to protect and preserve. The sites range from cemeteries, churches, homes, public buildings and previous public buildings. Villa Rica currently only has one designated historic district, the North Villa Rica Commercial Historic District, and these sites are proposed to join those properties as needing HPC approval through the Certificate of Appropriateness process on exterior changes.

The State of Georgia Historic Preservation Division (HPD) has a stringent set of procedures on designating properties that includes all property owners being notified of this change both prior to the HPC and governing body voting on designation as well as post designation. The Community Development Department has sent letters to all property owners and can confirm receipt. In addition, the state requires a designation report to be filed with the HPD that includes the history of the site, description of the property and structures, photos and maps. The city has filed 10 designations for the 10 sites (which are attached). The HPD has responded to 8 of the sites (no response letter was received for Wicks Tavern or the Villa Rica City Hospital). While the state requires the city to file a designation report and they respond with a letter recommending designation or not recommending designation, the opinion is purely a recommendation and the city has the authority to move forward with designation regardless.

Designation has several important qualities that would be beneficial to the city through designation:

- The properties can be governed by the Architectural Review Guidelines for Historic Districts and Sites that guide renovations and demolitions of structures and/or surrounding landscapes on the properties. This is the primary tool for preservation initiatives.

- The properties can be developed as attractions through the help of those property owners.
 - The Community Development Department can apply for grants, such as the Georgia Heritage Grant, for different projects concerning preservation of these sites if they are eligible to be on the Georgia Register of Historic Places.
 - The city can apply for the sites to move forward onto the state and national Register of Historic Places.
-

Staff Comments:

Should the City Council be prepared to affirm the Historic Preservation Commission's proposed designations, the following actions must take place:

1. The official zoning map and tax map of the city would need to be updated to reflect the designations.
2. Within 30 days following the adoption of the Designation Ordinance, the owners and occupants must receive written notification of the designation and the notice should tell them that a COA must be obtained from the HPC prior to any material change in appearance.

Recommendation:

Staff recommendation: **APPROVAL**

Public Notifications:

As required by *the Georgia Historic Preservation Division*, the public has been notified in *Times-Georgian* on April 10th, 11th, and 12th and all property owners were mailed notices at least 10-20 days prior to the meeting.

Public Response:

In response to the public notifications, only one property owner has come forward and has voiced their concern with the designation and asked questions regarding the future viability of a sale of the site and the HPC requirements after designation. All questions were answered by staff members.

Office of Community Development

Attachments:

1. Cover letters for each site (10)
2. Designation Report
3. State Historic Preservation Division reaction letters (8)

**First Presbyterian Church
519 Main Street
Villa Rica, GA 30180**

**Department of Community Development
Villa Rica Historic Preservation Commission
Statement of Significance**

The Villa Rica Presbyterian Church building has a long history which includes the history of three buildings. Locally, the structure is significant and fascinating in itself, however, more interestingly is some of the history behind some parts of the church.

The Villa Rica Presbyterian Church was organized in 1855. [1] It was not until 1885 that a small white church was built on the northeast corner of Candler Street and Sweetwater Street (now Church Street). This is the lot occupied by the 1956 warehouse at 105 Church Street (formally 310 Sweetwater).[2] This land was presented by J. N. Wilson.[3] This small wood structure was heated by stoves and had electric lights.[4] Construction was completed with the efforts of W.B. Candler among others including J.N. Wilson.[5] The site of this church is surrounded by a Villa Rica Lumber which appears in property deeds in February 1890.[6] The lumberyard in 1923 and in the 1933 shows its expansion into the old church property.[7]

In 1930 the wooden structure was moved to 519 Main Street. The land was donated by W.B. Candler, Clerk of Session from 1888-1921, to the church upon his death. The property transfer was filed 18 June 1930 in consideration of the sum "as memorial to W. B. Candler, Sr. and Mrs. Elizabeth Slaughter Candler, deceased, and other considerations." [8] Candler's former house served as the Manse and Sunday school from 1930 to 1998. It later was used for Sunday school and fellowship activities. It was demolished in 1998 for a few fellowship halls. [9] In 1975 the church built a new Manse as Twin Lakes. [10]

The slope of the lot was used to create basement for Sunday school rooms.

One of the more fascinating aspects of the Villa Rica Presbyterian Church is the connection to Atlanta.

In late 1964 or early 1965, the church added the mahogany pews, pulpit, and the stained glass windows. These date back to 1907-1910 and were originally parts of the Wesley Memorial Church in Atlanta. In 1963, the Wesley Memorial Church was in

disrepair so the property was sold for development. [15] These were purchased from Wesley Memorial Church which was demolished in September 1964 for 30 story office building. [16] The stained glass windows are irreplaceable since the formula has been lost. [17] Other stained glass windows were placed in the chapel at Young Harris College, a small Methodist school in Young Harris, Georgia. The seats and the pipe organ were installed at the new Young Harris College auditorium under construction in 1964. [18]

The Wesley Memorial Church was a four story building located on Auburn Avenue and Ivy Street. When Emory University moved to Atlanta, they used the church's facilities for establishing the School of Theology in 1914 with Bishop Warren A. Candler as chancellor. [19] Among those that spoke at Wesley Chapel were Will Rogers, Judith Anderson, Franklin Delano Roosevelt, and Winston Churchill as well as Emory's 1915 commencement used the 2,800 seat auditorium. [20] Asa Candler with his younger brother Bishop Warren A. Candler founded the Wesley Memorial Enterprises. [21] Asa and Warren A. Candler were uncles to W.B. Candler. [22] Asa G. Candler assisted with donating \$50,000. Later Wesley Memorial Chapel served as Wesley Memorial Hospital and later Emory Hospital. [23] Interestingly enough, the site of the original wooden Wesley Memorial Chapel (which was organized in 1903) on Peachtree Street is the site of the 1904-1906 Candler Building, built by Asa Candler. [24]

Besides money, windows, and furnishings from Wesley Memorial Chapel, there is another Candler family connection. At least three weddings at Villa Rica Presbyterian are known to be officiated by Warren A. Candler. [25]

In 2005, as the congregation celebrates its 150th anniversary, the first building will pass its 120th anniversary and the visible building will celebrate its 75th anniversary. The building is a true historical gem of Villa Rica history and its connections to the rest of Georgia.

Physical Description

The 0.74-acre site has three different buildings on it, however only one is of historical value (the main church building). The church is a 1.5 story brick structure that covers the original wooden church with sheathing under the brick. Significantly, the 1885 wooden structure was retained. This original sheathing was covered with brick. This brickwork enclosed the basement and created a unified brick look. Corner buttresses add a modernized yet classical feel to the building especially when viewing the eastern façade, the chimneys register to the eye as central buttresses. A cornerstone was placed dating the church as “rebuilt” in 1930. [11] The portico is a post move addition as no portico appears on the Sanborn Map of 1923. [12] In 2000-2001 the basement and the sanctuary were renovated. [13] In 2002 the front steps were replaced and the parking lot was paved. The ghost of the street which extends Cheeves appears on the 1933 Sanborn map is still visible in the lining of the parking lot and property tax maps. [14] Property records do not reveal the hidden 1885 building. The church has a steeple on top that was added at a later date (not

The main church building has stained glass windows that were installed in 1964 and 1965 from a church that was set for demolition in Atlanta, Wesley Memorial Church, and date back to 1910.

[1] First Presbyterian Church History, supplied to Historic Preservation Committee, May 2005, copied from book probably produced by the Church.

“First Presbyterian Church of Villa Rica, PCA: A Brief History of Our Church,”
<http://www.firstpcavillarica.org/history.htm> (accessed 21 July 2005)

[2] Villa Rica Sanborn Map, 1923 and 1933

Carroll County Tax Assessor Records, property number V05 0160001 (11 August 2005).

[3] Carroll County Deed Book Y, p. 230.

Mary Talley Anderson, The History of Villa Rica [City of Gold], Villa Rica, Georgia: Villa Rica, Georgia Bicentennial Committee, 1976, reprint: Carrollton, Georgia: Carroll County Genealogical Society, 2000), 96.

[4] First Presbyterian Church History, supplied to Historic Preservation Committee, May 2005, copied from book probably produced by the Church, Sanborn Maps: Villa Rica, sheet 4.

[5] Mary Talley Anderson, The History of Villa Rica [City of Gold], Villa Rica, Georgia: Villa Rica, Georgia Bicentennial Committee, 1976, reprint: Carrollton, Georgia: Carroll County Genealogical Society, 2000), 96.

[6] Carroll County Deed Book Y, p. 230.

[7] Villa Rica Sanborn Map, 1923, 1933

[8] Carroll County Deed book 36, p. 212

[9] First Presbyterian Church History, supplied to Historic Preservation Committee, May 2005, copied from book probably produced by the Church.

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[10] Mary Talley Anderson, The History of Villa Rica [City of Gold], Villa Rica, Georgia: Villa Rica, Georgia Bicentennial Committee, 1976, reprint: Carrollton, Georgia: Carroll County Genealogical Society, 2000), 98.

[11] Examination of the structure revealed the original façade under loose bricks as well as other locations that revealed the original material.

Cornerstone on southwest façade corner.

First Presbyterian Church History, supplied to Historic Preservation Committee, May 2005, copied from book probably produced by the Church.

[12] Villa Rica Sanborn Map 1923, Sheet 4.

[13] First Presbyterian Church History, supplied to Historic Preservation Committee, May 2005, copied from book probably produced by the Church.

First Presbyterian Church of Villa Rica, PCA: A Brief History of Our Church,"
<http://www.firstpcavillarica.org/history.htm> (accessed 21 July 2005)

[14] First Presbyterian Church of Villa Rica, PCA: A Brief History of Our Church,"
<http://www.firstpcavillarica.org/history.htm> (accessed 21 July 2005)

Sanborn Map, Villa Rica, sheet 4.

Carroll County Tax Assessor's Office, Property V05 0020001 (accessed 11 August 2005)

[15] Ronald Musselwhite, "Wesley Memorial Chapel: Methodist Landmark to Fall," Atlanta Journal, 15 August 1964, n.p. (Wesley Memorial Chapel Vertical File, Atlanta History Center).

[16] Ronald Musselwhite, "Wesley Memorial Chapel: Methodist Landmark to Fall," Atlanta Journal, 15 August 1964, n.p. (Wesley Memorial Chapel Vertical File, Atlanta History Center).

[17] First Presbyterian Church History, supplied to Historic Preservation Committee, May 2005, copied from book probably produced by the Church.

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<http://www.firstpcavillarica.org/history.htm> (accessed 21 July 2005)

Ronald Musselwhite, "Wesley Memorial Chapel: Methodist Landmark to Fall," Atlanta Journal, 15 August 1964, n.p. (Wesley Memorial Chapel Vertical File, Atlanta History Center).

[18] Ronald Musselwhite, "Wesley Memorial Chapel: Methodist Landmark to Fall," Atlanta Journal, 15 August 1964, n.p. (Wesley Memorial Chapel Vertical File, Atlanta History Center).

[19] Ronald Musselwhite, "Wesley Memorial Chapel: Methodist Landmark to Fall," *Atlanta Journal*, 15 August 1964, n.p. (Wesley Memorial Chapel Vertical File, Atlanta History Center).

[20]Allison O. Adams, "A Celebration of the Intellect: At Emory's Sesquicentennial Commencement, literary scholar Henry Louis Gates Jr. exhorts graduates to 'invent yourself',"

http://www.emory.edu/EMORY_MAGAZINE/summer95/commencement.html

(accessed 21 July 2005).

Ronald Musselwhite, "Wesley Memorial Chapel: Methodist Landmark to Fall," *Atlanta Journal*, 15 August 1964, n.p. (Wesley Memorial Chapel Vertical File, Atlanta History Center).

[21] "Candler Building, "

http://www.atlantaga.gov/governemnt/ubarndesign_candlerbldg.asps (accessed 21 July 2005).

[22] Mary Talley Anderson, *The History of Villa Rica [City of Gold]*, Villa Rica, Georgia: Villa Rica, Georgia Bicentennial Committee, 1976, reprint: Carrollton, Georgia: Carroll County Genealogical Society, 2000), 135.

[23] "Candler Building, "

http://www.atlantaga.gov/governemnt/ubarndesign_candlerbldg.asps (accessed 21 July 2005).

[24] "Wesley Memorial Church,"

<http://www.rootsweb.com/~gafulton/wesleymemorialchurch.html> (accessed 21 July 2001).

"Candler Building, "

http://www.atlantaga.gov/governemnt/ubarndesign_candlerbldg.asps (accessed 21 July 2005).

[25] Mary Talley Anderson, *The History of Villa Rica [City of Gold]*, Villa Rica, Georgia: Villa Rica, Georgia Bicentennial Committee, 1976, reprint: Carrollton, Georgia: Carroll County Genealogical Society, 2000), 96.

Sources

Blevins, Ernest Everett, "First Presbyterian Church: Two Buildings in One," *The Villa Rican*, Vol. 73, No. 21 (12 June 2008), 10.

First Presbyterian Church History, supplied to Historic Preservation Committee, May 2005, copied from book probably produced by the Church.

"First Presbyterian Church of Villa Rica, PCA: A Brief History of Our Church,"
<http://www.firstpcavillarica.org/history.htm> (accessed 21 July 2005)

Villa Rica Sanborn Map, 1923 and 1933

Carroll County Tax Assessor Records, property number V05 0160001 (11 August 2005).

Carroll County Deed Book Y, p. 230

Mary Talley Anderson, The History of Villa Rica [City of Gold], Villa Rica, Georgia: Villa Rica, Georgia Bicentennial Committee, 1976, reprint: Carrollton, Georgia: Carroll County Genealogical Society, 2000), 96.

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Cornerstone on southwest façade corner

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Allison O. Adams, "A Celebration of the Intellect: At Emory's Sesquicentennial Commencement, literary scholar Henry Louis Gates Jr. exhorts graduates to 'invent yourself'," http://www.emory.edu/EMORY_MAGAZINE/summer95/commencement.html (accessed 21 July 2005).

"Candler Building, "
http://www.atlantaga.gov/governemnt/ubarndesign_candlerbldg.asps (accessed 21 July 2005).

-Write-up provided by Ernest Everett Blevins on 4-07-2017 and retrieved from
<https://www.theclio.com/web/entry?id=36119>

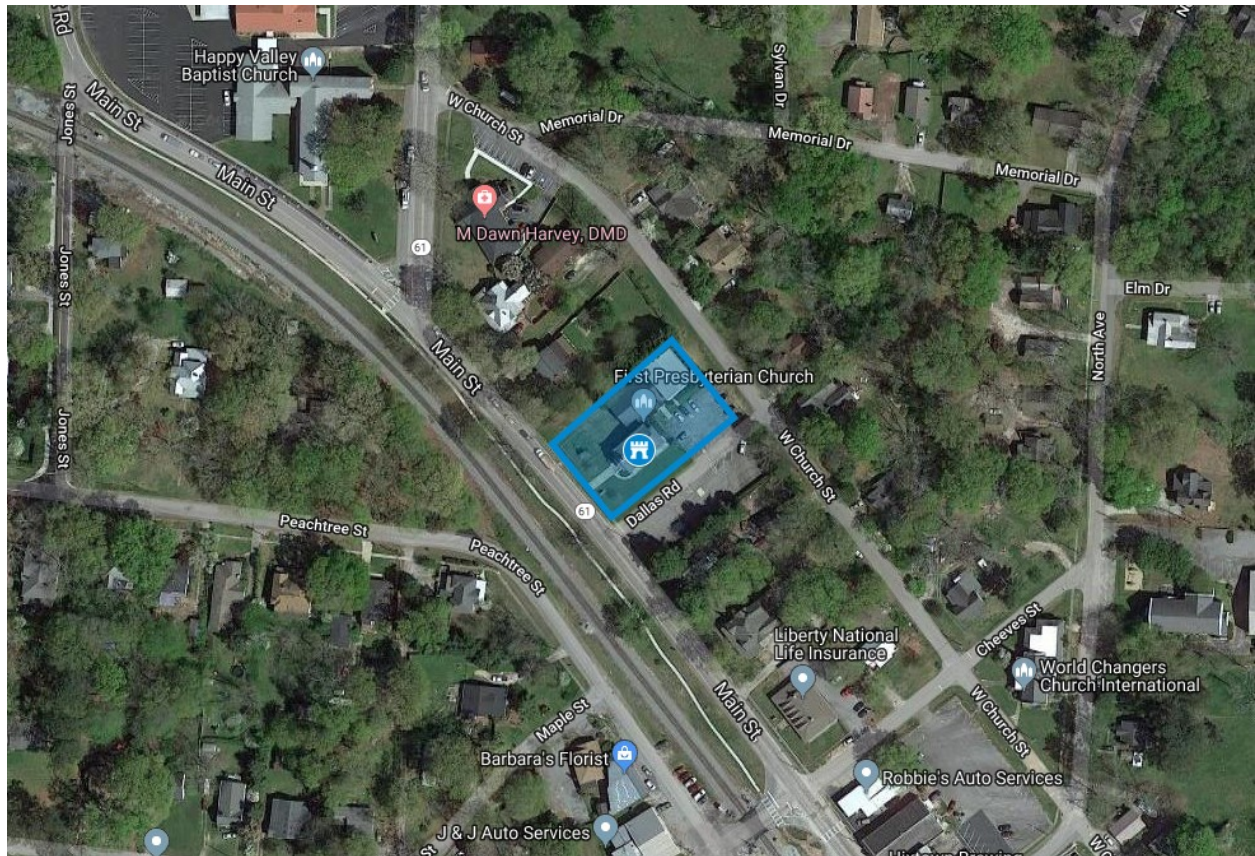
Location Map



First Presbyterian Church



First Presbyterian Church (Parcel outlined, Site marker shows approximate location on the lot)

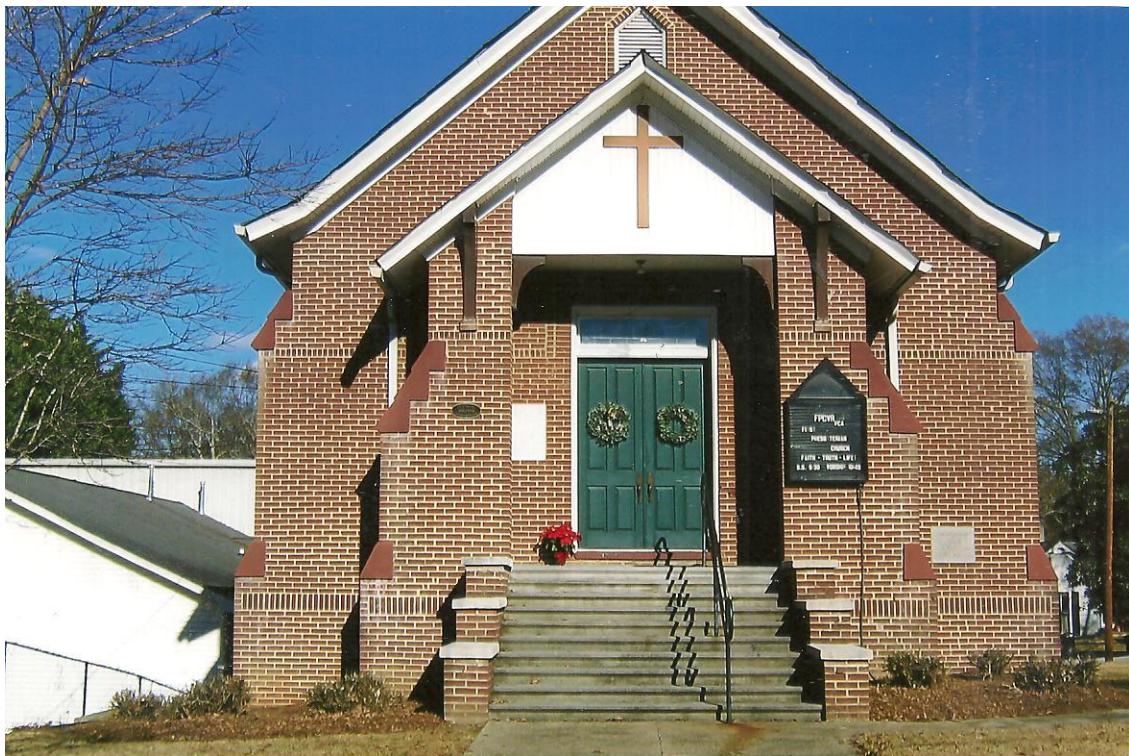


First Presbyterian Church (Parcel outlined, Site marker shows approximate location on the lot)

Photos of Site



First Presbyterian Church Image 1 (Photo by Ernest Everett Blevins; waymarking.com –retrieved 2-22-19)



First Presbyterian Church Image 2 (Photo by Ernest Everett Blevins; waymarking.com –retrieved 2-22-19)



First Presbyterian Church Image 3 (Photo by Ernest Everett Blevins; waymarking.com –retrieved 2-22-19)



First Presbyterian Church Image 4 (Photo by Ernest Everett Blevins; waymarking.com –retrieved 2-22-19)



First Presbyterian Church Image 5 (Photo by Ernest Everett Blevins; waymarking.com –retrieved 2-22-19)



First Presbyterian Church Image 6 showing the 1885 wood sheathing under the 1930 brick sheathing (Photo by Ernest Everett Blevins; waymarking.com –retrieved 2-22-19)



First Presbyterian Church Image 7 showing the City of Villa Rica Historic Preservation Committee plaque using both dates for the church (Photo by Ernest Everett Blevins; waymarking.com –retrieved 2-22-19)



First Presbyterian Church Image 8 showing the interior of the church (Photo by Ernest Everett Blevins; waymarking.com – retrieved 2-22-19)



First Presbyterian Church Image 9 showing some of the stained glass windows original to Wesley Memorial Church in Atlanta and installed in First Presbyterian Villa Rica ca. 1964-1965 (Photo by Ernest Everett Blevins; waymarking.com –retrieved 2-22-19)



First Presbyterian Church Image 10 showing church interior ((Photo by Devan Gladden; First Presbyterian Church Facebook—retrieved 2-22-19)



HISTORIC PRESERVATION DIVISION

MARK WILLIAMS
COMMISSIONER

DR. DAVID CRASS
DIVISION DIRECTOR

March 15, 2019

Mr. Ronald Johnson
Planning and Zoning Specialist
571 West Bankhead Highway
Villa Rica, GA 30180

RE: First Presbyterian Church Designation Report Review and Comments

Dear Mr. Johnson:

Thank you for the opportunity to review the designation report for the First Presbyterian Church. In accordance with the Georgia Historic Preservation Act § 44-10-26 (b)(1), the local historic preservation commission must prepare an investigation report should a local property be proposed for historic designation. Additionally, the Historic Preservation Division must be given the opportunity to comment on the commission's report. Our comments below are based on the provisions of your ordinance, the Georgia Historic Preservation Act, and our knowledge of the resources in your community. These comments are advisory in nature.

The Villa Rica Historic Preservation Commission should be commended for pursuing designation of a local historic property. At this time, HPD does not recommend the designation of this property as an individual landmark due to its low level of historic integrity. The designation report indicates that the property is significant as an outstanding example of a structure representative of its era. However, previous alterations have obscured the building's character-defining features.

As such, we would encourage the HPC and County Commission to consider the long-term effects and to articulate the local planning goals that would be achieved with this designation. We recognize and support your local priorities and authority to make this decision to on the local level.

We will keep the report on file here for public record and would further ask that the HPC offer a downloadable PDF of the report on the Villa Rica website. If you, the HPC, or any community members have questions or concerns, please do not hesitate to contact me directly at 770.389.7869 or by email at sarah.rogers@dnr.ga.gov.

Sincerely,

Sarah Rogers
Certified Local Government Coordinator

cc: Paul Jarrell, Three River Regional Commission



CITY OF VILLA RICA

City Council Packet

SUBJECT: O-9-19- Ordinance to Designate the Fullerville Jail at 121 Fullerville Ballpark Dr (Parcel Number: V04 0080013), Landlot 196, District 06 as a Local Historical Site

CITY COUNCIL AGENDA DATE: May 14, 2019

DATE: April 30, 2019

PREPARED BY: Ronald Johnson, Planning & Zoning Specialist

FISCAL IMPACT: None; **ANNUAL –** N/A; **CAPITAL –** N/A; **OTHER –** N/A; **FUNDING SOURCE:** N/A

PURPOSE: The purpose of this ordinance is to designate the Fullerville Jail as a local historic site for preservation purposes.

BACKGROUND: The Villa Rica Historic Preservation Commission identified several sites for possible designation as a local historic site in its quest to protect the historic resources within the city. The original Fullerville Jail was a wooden structure constructed by the City of Fullerville in 1828 and was subsequently destroyed by fire by a prisoner in the late 1920s. A new jail was constructed out of concrete in the 1930s using funds from the City of Fullerville Mayor and Council. In 2009, the PBB Fullerville Jail committee raised funds to preserve the historical Fullerville Jail. Designation of a local historic site will require the site to be granted a Certificate of Appropriateness by the Historic Preservation Commission prior to any changes or demolition of the structure to move forward. Changes to the site will need to follow the Architectural Design Guidelines for Historic Districts and Places upon adoption. Letters advising of the designation were successfully sent to the property owner at an address supplied by the Carroll County Tax Assessor. No objections were voiced by the property owners or neighbors. The state Historic Preservation Division has recommended this site for local designation.

STAFF RECOMMENDATION: In connection with the Historic Preservation Commission's approval of the site as a locally designated historic site at a Special Meeting held April 24th, staff is recommending approval of this designation with the following condition:

- Only the Fullerville Jail structure is to be designated, and all other landscapes and structures be exempt from Architectural Review Guidelines and all Certificate of Appropriateness requirements.

MOTION: I make a motion to approve this ordinance with the condition that only the Fullerville Jail be designated as a local historic site and not any other structure or landscapes on the property as presented.

BOARD DOCUMENT NO. _____

ORDINANCE NO. _____

CITY OF VILLA RICA

INDIVIDUALLY LISTED HISTORIC SITE DESIGNATION ORDINANCE

AN ORDINANCE TO DESIGNATE THE FULLERVILLE JAIL A LOCALLY DESIGNATED HISTORIC SITE WITHIN THE CITY OF VILLA RICA, TO LIST THE PROPERTY TO REQUIRE A CERTIFICATE OF APPROPRIATENESS FROM THE CITY HISTORIC PRESERVATION COMMISSION PRIOR TO ANY MATERIAL CHANGE IN APPEARANCE TO SUCH PROPERTY AND/OR STRUCTURES, TO SHOW THE PROPERTY ON THE OFFICIAL ZONING MAP OF THE CITY OF VILLA RICA AND FOR OTHER PURPOSES.

The Mayor and Council have established the City of Villa Rica Historic Preservation Commission in and for the city by its Ordinance of 6 May 2008.

NOW, THEREFORE, the Mayor and Council of the City of Villa Rica hereby ordain that:

Section I: In support and furtherance of its findings and determination that the historical, cultural and aesthetic heritage of the city is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the people; and,

In accordance with the ordinance to establish a Historic Preservation Commission in the city; to provide for the designation of historic properties of historic districts; to provide for issuance of certificates of appropriateness; to provide for an appeals procedure; to repeal conflicting ordinances; and for other purposes (Villa Rica Code, Chapter 5.29—Historic Preservation);

The Mayor and Council hereby declares it to be the purpose and intent of this ordinance to designate the Fullerville Jail as a building which has special historic and aesthetic value or interest in representing local history of the defunct City of Fullerville, GA now within the City of Villa Rica, Carroll and Douglas Counties, Georgia;

The Fullerville Jail served the City of Fullerville, GA from 1916 to 1956, however county records indicate it dates to 1828. The current structure is a replacement for the original wooden jail that was burned by a prisoner that escaped in the 1920s/1930s. The Fullerville Jail was rebuilt as a concrete structure.

Section II: There is hereby created and designated in and for the City of Villa Rica the Fullerville Jail with boundaries as follows:

The Fullerville Jail designation will consist of only the jail building on the 20.39-acre property. The site also hosts the Fullerville Park and soccer complex. The jail is located in the southwesterly section of the parcel on parcel number V04 0080013, Landlot 196, District 06 at 121 Fullerville Ballpark Drive. The building is a 1 story concrete structure with one window with metal bars.

Section III: The attached lists of properties are to be individually-listed historic properties as created in Section I hereof and the owner thereof is set forth under the name of each property:

Fullerville Jail
121 Fullerville Ballpark Drive, Villa Rica, GA 30180
Owner: City of Villa Rica
Owner Address: 571 WEST HWY 78 VILLA RICA, GA 30180

Section IV: Upon designation the above individually-listed, locally designated historic sites shall be shown on the Official Zoning Map of the city and kept as a public record to provide notice of such designation.

Section V: Certificate of Appropriateness—Upon the effective date of this Ordinance no material change in the appearance of any structure, site, object, or work of art at the above individually-listed, locally designated historic sites shall be made or be permitted to be made by the owner of occupant thereof, unless or until the application for a Certificate of Appropriateness has been submitted to and approved by the City of Villa Rica Historic Preservation Commission.

Section VI: This Ordinance shall become effective upon a first reading, publication and second reading, which shall be certified by the Clerk of the City of Villa Rica, Carroll and Douglas Counties County, Georgia.

Section VII: Property owners of the above individually-listed, locally designated historic sites shall be notified by United States mail upon approval of said district by the Mayor and City Council of the City of Villa Rica.

Section VIII: Upon Designation City of Villa Rica officials and agencies shall be notified of the designation of the above individually-listed, locally designated historic sites.

So ordained this day of _____, 2019.

Date of Implementation: _____ day of _____, 2019.

APPROVED:

CITY COUNCIL

BY: _____

Mayor, City of Villa Rica



Planning & Zoning

Community Development Department

O-6-2019
O-7-2019
O-8-2019
O-9-2019
O-10-2019
O-11-2019
O-12-2019
O-13-2019
O-14-2019
O-15-2019

Staff Report

Council Ward: City-wide

Planning Board Members:

Willie Marchman, Ward 1
Kurt Kraft, Chairman, Ward 2
Tom Flowers, Ward 3
John Hannabach, Ward 4
Christina Tidaback, Ward 5

City Council Member:

Shirley Marchman, Ward 1
Matthew Momtahan, Ward 2
Leslie McPherson, Ward 3
Mayor Pro Tem Gil McDougal, Ward 4
Danny Carter, Ward 5

Historic Preservation Commission member:

Dr. Nancy Mims, Chairwoman
Larry Cohrs
Renee Hooks
Kim Poer
Alan White
Ken Norton

Public Hearing Date

Historic Preservation Commission: April 24th, 2019

City Council: May 14th, 2019

Request: Designation of ten sites as local historic sites for preservation purposes.

Baptismal Font

Parcel Number: V06 0030010

Location: 727 Spring Street



Connally-Marchman House

Parcel Number: V06 0030010

Location: 605 Dallas Highway/614 Magnolia Street

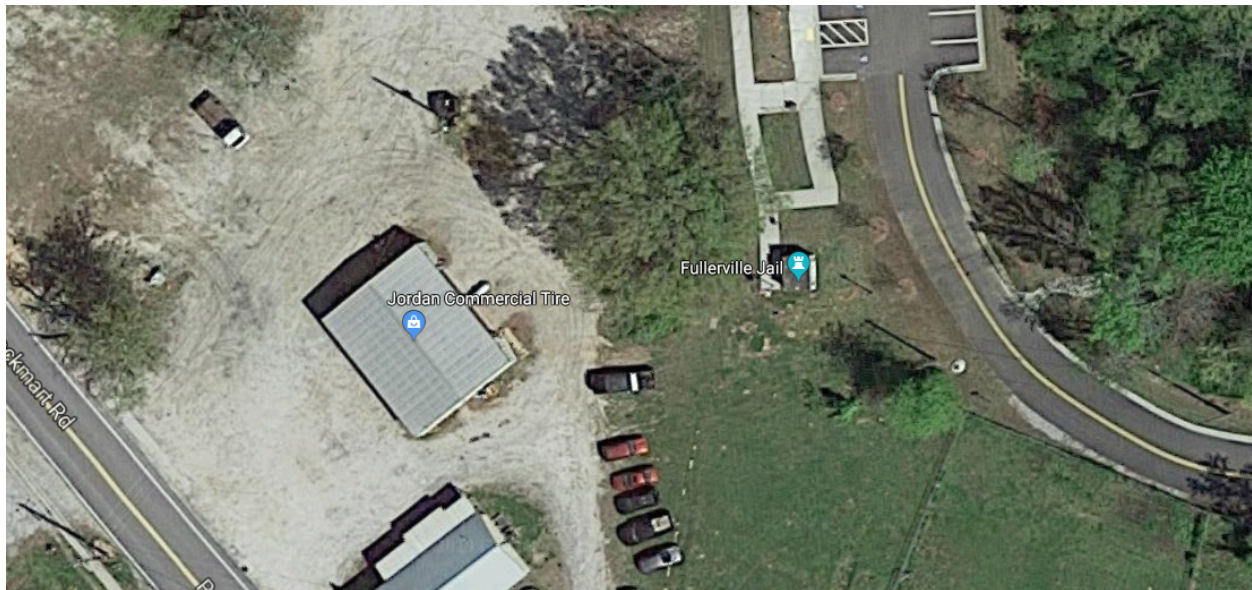


First Presbyterian Church
Parcel Number: V05 0020001
Location: 521 Main Street



Fullerville Jail
Parcel Number: V04 0080013

Location: 121 Fullerville Ballpark Drive



Hillcrest Cemetery

Parcel Number: V07 0090005

Location: 121 Fullerville Ballpark Drive



New Hope Primitive Baptist Cemetery

Parcel Number: V05 0110055

Location: 200 Old Liberty Road



Old Villa Rica Cemetery Cemetery

Parcel Number: V05 0110055

Location: Punkintown Road



Powell-Marchman House

Parcel Number: V07 0040001

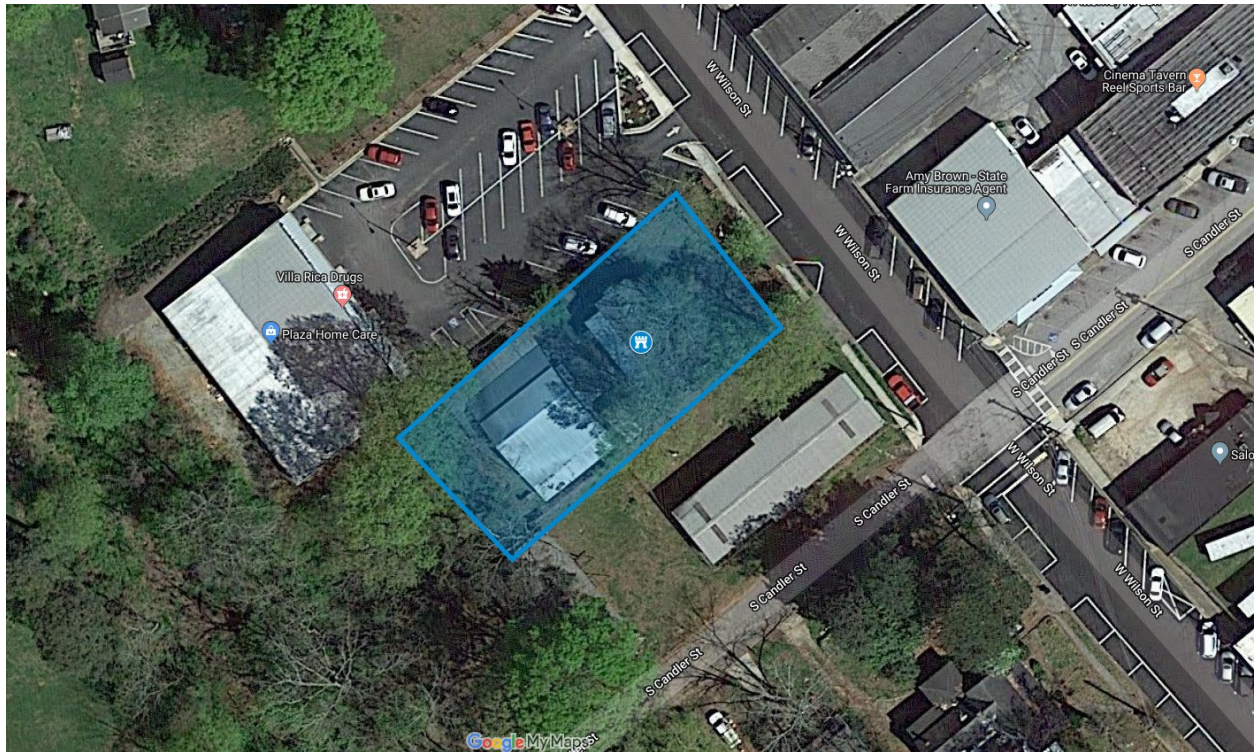
Location: 318 Westview Drive



Villa Rica City Hospital
Parcel Number: V07 0040001
Location: 631 Spring Street



Wicks Tavern
Parcel Number: V07 0050011
Location: 212 W. Wilson Street



Project Description:

The Historic Preservation Commission (HPC) has proposed to designate 10 sites within the city limits as local historical sites that would require owners to acquire a Certificate of Appropriateness prior to any material changes in appearance. These sites have historical value to the city that the HPC has deemed important to protect and preserve. The sites range from cemeteries, churches, homes, public buildings and previous public buildings. Villa Rica currently only has one designated historic district, the North Villa Rica Commercial Historic District, and these sites are proposed to join those properties as needing HPC approval through the Certificate of Appropriateness process on exterior changes.

The State of Georgia Historic Preservation Division (HPD) has a stringent set of procedures on designating properties that includes all property owners being notified of this change both prior to the HPC and governing body voting on designation as well as post designation. The Community Development Department has sent letters to all property owners and can confirm receipt. In addition, the state requires a designation report to be filed with the HPD that includes the history of the site, description of the property and structures, photos and maps. The city has filed 10 designations for the 10 sites (which are attached). The HPD has responded to 8 of the sites (no response letter was received for Wicks Tavern or the Villa Rica City Hospital). While the state requires the city to file a designation report and they respond with a letter recommending designation or not recommending designation, the opinion is purely a recommendation and the city has the authority to move forward with designation regardless.

Designation has several important qualities that would be beneficial to the city through designation:

- The properties can be governed by the Architectural Review Guidelines for Historic Districts and Sites that guide renovations and demolitions of structures and/or surrounding landscapes on the properties. This is the primary tool for preservation initiatives.

- The properties can be developed as attractions through the help of those property owners.
 - The Community Development Department can apply for grants, such as the Georgia Heritage Grant, for different projects concerning preservation of these sites if they are eligible to be on the Georgia Register of Historic Places.
 - The city can apply for the sites to move forward onto the state and national Register of Historic Places.
-

Staff Comments:

Should the City Council be prepared to affirm the Historic Preservation Commission's proposed designations, the following actions must take place:

1. The official zoning map and tax map of the city would need to be updated to reflect the designations.
2. Within 30 days following the adoption of the Designation Ordinance, the owners and occupants must receive written notification of the designation and the notice should tell them that a COA must be obtained from the HPC prior to any material change in appearance.

Recommendation:

Staff recommendation: **APPROVAL**

Public Notifications:

As required by *the Georgia Historic Preservation Division*, the public has been notified in *Times-Georgian* on April 10th, 11th, and 12th and all property owners were mailed notices at least 10-20 days prior to the meeting.

Public Response:

In response to the public notifications, only one property owner has come forward and has voiced their concern with the designation and asked questions regarding the future viability of a sale of the site and the HPC requirements after designation. All questions were answered by staff members.

Office of Community Development

Attachments:

1. Cover letters for each site (10)
2. Designation Report
3. State Historic Preservation Division reaction letters (8)

Fullerville Jail

121 Fullerville Ballpark Dr Villa Rica, GA 30180

**Department of Community Development
Villa Rica Historic Preservation Commission
Statement of Significance**

The Fullerville Jail served the city of Fullerville, Ga. from 1916 to 1956, however county Records indicate it dates to 1828. The building features one window with iron bars and a single opening that is missing a door. According to Fullervillians, the city's first jail was made of wood and burned to the ground. According to former Fullervillians who witnessed the burning of the first jail, the prisoner arrested for public drunkenness set the wooden jail on fire and tried to escape. The prisoner escaped from the fire and was not seriously hurt. Based on a former Fullervillian's age at the time she witnessed the fire, the jail burned sometime in the late 1920's or early 1930's. It is estimated that the concrete jail was built immediately after the wooden jail burned making the concrete jail ready to serve prisoners in the early to mid-1930s. Funds for the concrete jail were being sought from the Mayor and city council of Fullerville, Georgia, immediately after the destruction of the wooden jail caused by fire.

The Fullerville community has a proud and rich background made up of hard-working people who saw the mills as a step up from the sharecropper labor. Fullerville was granted a charter from the state of Georgia in 1916. Before Fullerville, Georgia was annexed into Villa Rica, Georgia in 1956, Fullerville existed as its own town for 45 years with a bustling industry that included a cotton mill, a hosiery mill, a company store, local eateries, a lumber yard and a casket company.

The PBB Fullerville Jail committee was founded by Perry Bill Bailey who is a former Fullervillian himself from 1958 until 1969. He and his committee set up fundraisers to preserve the historical Fullerville jail in 2009. The committee was successful in getting the flags and the Fullerville Jail recognized as a place of history in this town which was once known as Fullerville, Georgia. Fullerville is now recognized as a community of Villa Rica, Georgia.

"What started off as a dream from a Fullerville child, became a reality"

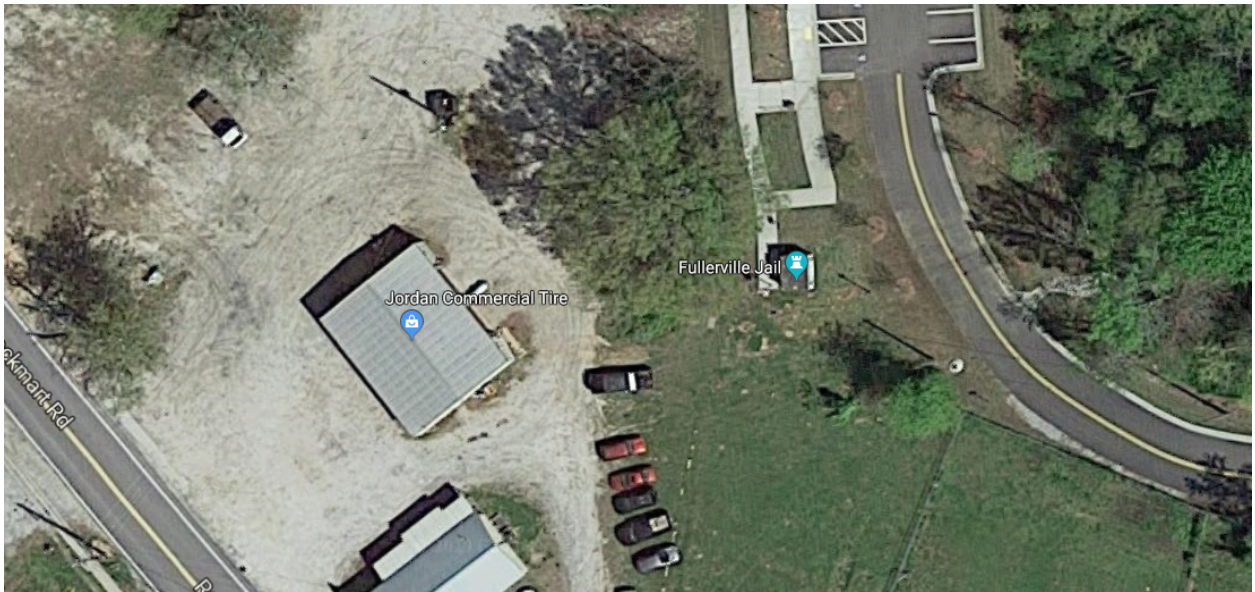
Physical Description

The jail consists of a concrete, one story structure with iron bars on the single window. The doorway does not have a door, however historically the door was of steel construction as well. The jail sits on the site of the new 20.39 acre Fullerville Park, which was recently constructed as a soccer complex within the last 8-10 years. The city has plans to construct a multi-use trail, called the Golden Nugget Trail, that will have a stop at Fullerville Jail and the park as a way to promote the site. A plaque has been placed at the site to commemorate the history and importance of the location to the city.

Location Map



Fullerville Jail Site (Middle, right; green site marker)



Fullerville Jail Site (Middle, right; green site marker)

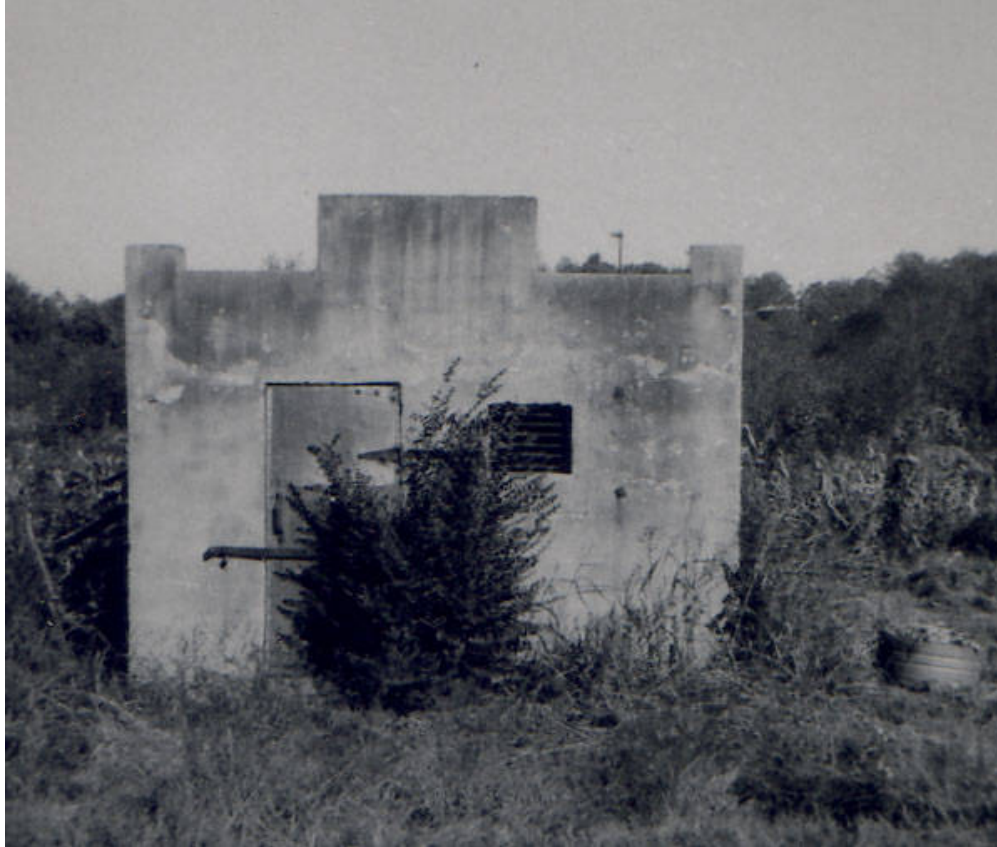
Photos of Site



Fullerville Jail Image 1 (Photo by Bill Bailey taken 5-6-2011; retrieved from City-data.com on 2-22-2019)



Fullerville Jail Image 2 (Photo by CarrollCountyhistory.org- retrieved 2-22-2019)



*Fullerville Jail Image 3 showing the jail when it still had its steel door (Photo by Georgia Archives of University System of Georgia
—retrieved 2-22-2019)*



Fullerville Jail Image 4 showing the plaque installed at the site (Photo by lat34north.com –retrieved on 2-22-2019)



HISTORIC PRESERVATION DIVISION

MARK WILLIAMS
COMMISSIONER

DR. DAVID CRASS
DIVISION DIRECTOR

March 15, 2019

Mr. Ronald Johnson
Planning and Zoning Specialist
571 West Bankhead Highway
Villa Rica, GA 30180

RE: Fullerville Jail Designation Report Review and Comments

Dear Mr. Johnson:

Thank you for the opportunity to review the designation report for the Fullerville Jail. In accordance with the Georgia Historic Preservation Act § 44-10-26 (b)(1), the local historic preservation commission must prepare an investigation report should a local historic property be proposed. Additionally, the Historic Preservation Division must be given the opportunity to comment on the commission's report. Our comments below are based on the provisions of your ordinance, the Georgia Historic Preservation Act, and our knowledge of the resources in your community.

We support your community's commitment to preservation planning and appreciate the opportunity to review the Fullerville Jail's designation. We appreciate the maps, representative photos, and the additional historical context that were so well assembled.

In review of the submitted report, we support the designation of the Fullerville Jail because of its significance as an outstanding example of an early-twentieth-century rural jail. We encourage the Mayor and Council's designation.

We will keep the report on file here for public record and would further ask that the HPC offer a downloadable PDF of the report on the Villa Rica website. If you, the HPC, or any community members have questions or concerns, please do not hesitate to contact me directly at 770.389.7869 or by email at sarah.rogers@dnr.ga.gov

Sincerely,

Sarah Rogers
Certified Local Government Coordinator

cc: Paul Jarrell, Three River Regional Commission



CITY OF VILLA RICA

City Council Packet

SUBJECT: O-10-2019- Ordinance to Designate the Chambers Burial Ground of the Hillcrest Cemetery (Parcel Number: V07 0090005), Landlot 162, District 06 as a Local Historical Site

CITY COUNCIL AGENDA DATE: May 14, 2019

DATE: April 30, 2019

PREPARED BY: Ronald Johnson, Planning & Zoning Specialist

FISCAL IMPACT: None; **ANNUAL –** N/A; **CAPITAL –** N/A; **OTHER –** N/A; **FUNDING SOURCE:** N/A

PURPOSE: The purpose of this ordinance is to designate the Chambers Burial Ground of the Hillcrest Cemetery as a local historic site for preservation purposes.

BACKGROUND: The Villa Rica Historic Preservation Commission identified several sites for possible designation as a local historic site in its quest to protect the historic resources within the city. The Chambers Burial Ground of the Hillcrest Cemetery is a section in the SE corner of the site with approximately 25 above ground, box-shaped burial tombs that represent the original section of the cemetery and belong to the Chambers family. The graves date back to the 1600s and have several of Villa Rica's original frontiersmen and founders buried in this section. The section of the cemetery is also believed to have unmarked Native American graves, as the original occupiers of this lot were Creek and Cherokee Indians that operated a spring in this area. Designation of a local historic site will require the site to be granted a Certificate of Appropriateness by the Historic Preservation Commission prior to any changes or demolition of the structure to move forward. Changes to the site will need to follow the Architectural Design Guidelines for Historic Districts and Places upon adoption. Letters advising of the designation were successfully sent to the property owner at an address supplied by the Carroll County Tax Assessor. No objections were voiced by the property owners or neighbors. The state Historic Preservation Division has recommended this site for local designation.

STAFF RECOMMENDATION: In connection with the Historic Preservation Commission's approval of the site as a locally designated historic site at a Special Meeting held April 24th, staff is recommending approval of this designation with the following condition:

- Only the Chambers Burial Ground section of the Hillcrest Cemetery is to be designated, and all other landscapes and structures be exempt from Architectural Review Guidelines and all Certificate of Appropriateness requirements.

IMPACT: As the Chambers Burial Ground is full and cannot host any new burials, there will be no impact to the operations of the cemetery.

MOTION: I make a motion to approve this ordinance with the condition that only the Chambers Burial Ground section of the Hillcrest Cemetery be designated as a local historic site and not any other structure, landscapes or sections of the cemetery as presented.

BOARD DOCUMENT NO. _____

ORDINANCE NO. _____

CITY OF VILLA RICA

INDIVIDUALLY LISTED HISTORIC SITE DESIGNATION ORDINANCE

AN ORDINANCE TO DESIGNATE THE CHAMBERS BURIAL GROUND OF THE HILLCREST CEMETERY A LOCALLY DESIGNATED HISTORIC SITE WITHIN THE CITY OF VILLA RICA, TO LIST THE PROPERTY TO REQUIRE A CERTIFICATE OF APPROPRIATENESS FROM THE CITY HISTORIC PRESERVATION COMMISSION PRIOR TO ANY MATERIAL CHANGE IN APPEARANCE TO SUCH PROPERTY AND/OR STRUCTURES, TO SHOW THE PROPERTY ON THE OFFICIAL ZONING MAP OF THE CITY OF VILLA RICA AND FOR OTHER PURPOSES.

The Mayor and Council have established the City of Villa Rica Historic Preservation Commission in and for the city by its Ordinance of 6 May 2008.

NOW, THEREFORE, the Mayor and Council of the City of Villa Rica hereby ordain that:

Section I: In support and furtherance of its findings and determination that the historical, cultural and aesthetic heritage of the city is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the people; and,

In accordance with the ordinance to establish a Historic Preservation Commission in the city; to provide for the designation of historic properties of historic districts; to provide for issuance of certificates of appropriateness; to provide for an appeals procedure; to repeal conflicting ordinances; and for other purposes (Villa Rica Code, Chapter 5.29—Historic Preservation);

The Mayor and Council hereby declares it to be the purpose and intent of this ordinance to designate the Chambers Burial Ground of the Hillcrest Cemetery as a site which has special historic and aesthetic value or interest in representing local history of the City of Villa Rica, Carroll and Douglas Counties, Georgia;

The Chambers Burial Ground of the Hillcrest Cemetery dates back to the late 1700s as an encampment for the Creek Indians. Joseph Chambers, an early frontiersman, buried his family at the site and placed heavy granite stones in a box-shaped device to mark the graves of his loved ones. Several early leaders of the city, including the city's first mayor was also buried in this section.

Section II: There is hereby created and designated in and for the City of Villa Rica the Chambers Burial Ground of the Hillcrest Cemetery with boundaries as follows:

The Chambers Burial Ground of the Hillcrest Cemetery designation will consist of only the Chambers Burial Ground as outlined on the attached map and in the Staff Report dated April 30, 2019. The burial grounds have an area of approximately 0.76-acres and fronts on Hillcrest Drive. The Chambers Burial Grounds is located in the southeasterly section of the parcel on parcel number V07 0090005, Landlot 162, District 06 at W. Bankhead Highway. The burial grounds have approximately 24 above ground grave sites.

Section III: The attached lists of properties are to be individually-listed historic properties as created in Section I hereof and the owner thereof is set forth under the name of each property:

Chambers Burial Grounds of Hillcrest Cemetery
W. Bankhead Highway (Parcel #: V07 0090005), Villa Rica, GA 30180
Owner: City of Villa Rica
Owner Address: 571 West Bankhead Highway, Villa Rica, GA 30180

Section IV: Upon designation the above individually-listed, locally designated historic sites shall be shown on the Official Zoning Map of the city and kept as a public record to provide notice of such designation.

Section V: Certificate of Appropriateness—Upon the effective date of this Ordinance no material change in the appearance of any structure, site, object, or work of art at the above individually-listed, locally designated historic sites shall be made or be permitted to be made by the owner or occupant thereof, unless or until the application for a Certificate of Appropriateness has been submitted to and approved by the City of Villa Rica Historic Preservation Commission.

Section VI: This Ordinance shall become effective upon a first reading, publication and second reading, which shall be certified by the Clerk of the City of Villa Rica, Carroll and Douglas Counties County, Georgia.

Section VII: Property owners of the above individually-listed, locally designated historic sites shall be notified by United States mail upon approval of said district by the Mayor and City Council of the City of Villa Rica.

Section VIII: Upon Designation City of Villa Rica officials and agencies shall be notified of the designation of the above individually-listed, locally designated historic sites.

So ordained this day of _____, 2019.

Date of Implementation: _____ day of _____, 2019.

APPROVED:

CITY COUNCIL

BY: _____

Mayor, City of Villa Rica



Planning & Zoning

Community Development Department

O-6-2019
O-7-2019
O-8-2019
O-9-2019
O-10-2019
O-11-2019
O-12-2019
O-13-2019
O-14-2019
O-15-2019

Staff Report

Council Ward: City-wide

Planning Board Members:

Willie Marchman, Ward 1
Kurt Kraft, Chairman, Ward 2
Tom Flowers, Ward 3
John Hannabach, Ward 4
Christina Tidaback, Ward 5

City Council Member:

Shirley Marchman, Ward 1
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Leslie McPherson, Ward 3
Mayor Pro Tem Gil McDougal, Ward 4
Danny Carter, Ward 5

Historic Preservation Commission member:

Dr. Nancy Mims, Chairwoman
Larry Cohrs
Renee Hooks
Kim Poer
Alan White
Ken Norton

Public Hearing Date

Historic Preservation Commission: April 24th, 2019

City Council: May 14th, 2019

Request: Designation of ten sites as local historic sites for preservation purposes.

Baptismal Font

Parcel Number: V06 0030010

Location: 727 Spring Street



Connally-Marchman House

Parcel Number: V06 0030010

Location: 605 Dallas Highway/614 Magnolia Street

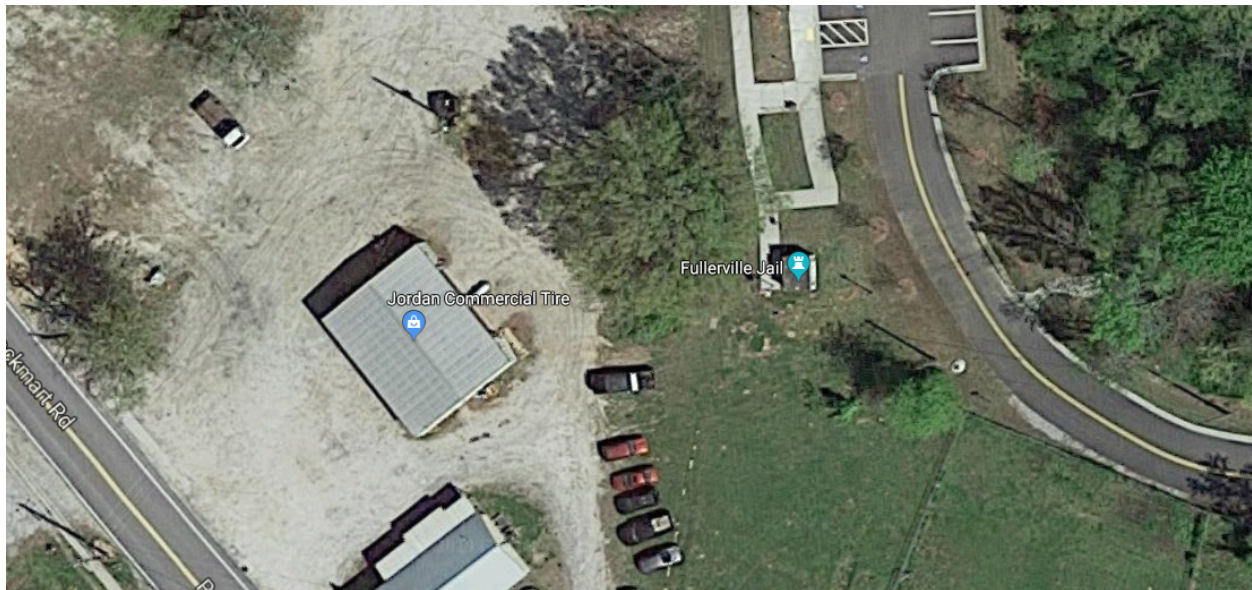


First Presbyterian Church
Parcel Number: V05 0020001
Location: 521 Main Street



Fullerville Jail
Parcel Number: V04 0080013

Location: 121 Fullerville Ballpark Drive



Hillcrest Cemetery

Parcel Number: V07 0090005

Location: 121 Fullerville Ballpark Drive



New Hope Primitive Baptist Cemetery

Parcel Number: V05 0110055

Location: 200 Old Liberty Road



Old Villa Rica Cemetery Cemetery

Parcel Number: V05 0110055

Location: Punkintown Road



Powell-Marchman House

Parcel Number: V07 0040001

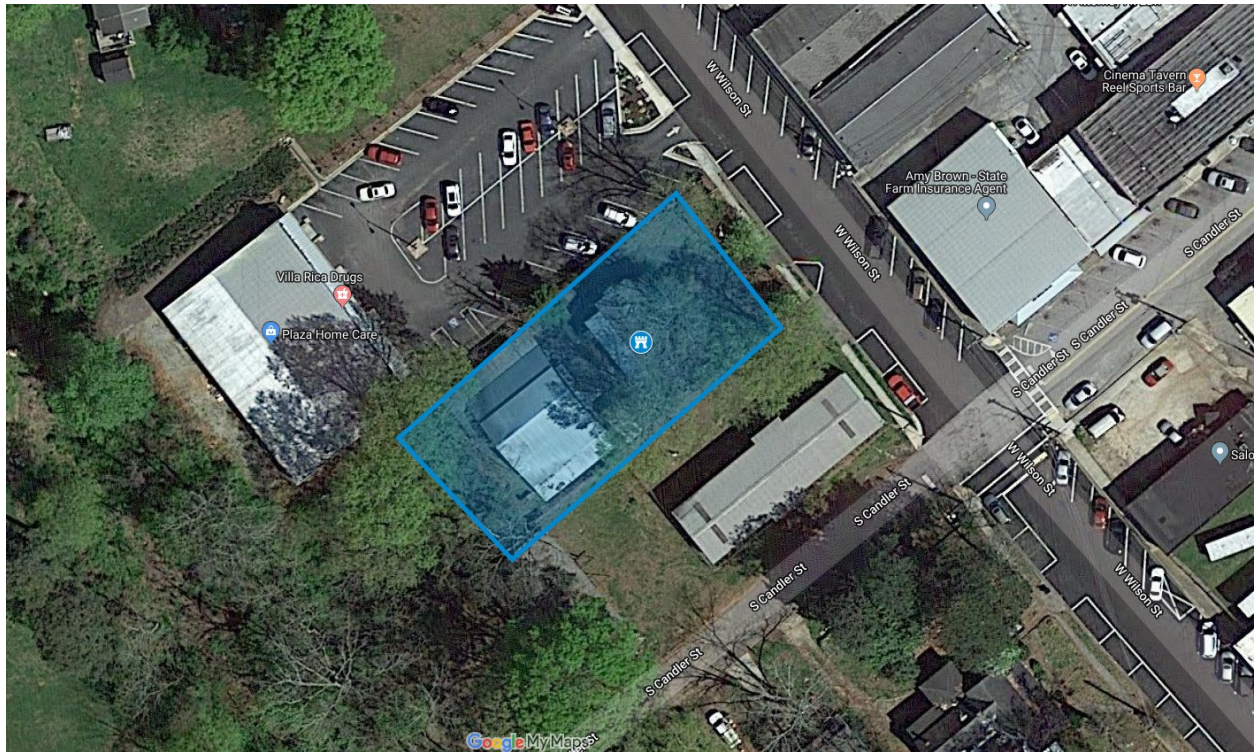
Location: 318 Westview Drive



Villa Rica City Hospital
Parcel Number: V07 0040001
Location: 631 Spring Street



Wicks Tavern
Parcel Number: V07 0050011
Location: 212 W. Wilson Street



Project Description:

The Historic Preservation Commission (HPC) has proposed to designate 10 sites within the city limits as local historical sites that would require owners to acquire a Certificate of Appropriateness prior to any material changes in appearance. These sites have historical value to the city that the HPC has deemed important to protect and preserve. The sites range from cemeteries, churches, homes, public buildings and previous public buildings. Villa Rica currently only has one designated historic district, the North Villa Rica Commercial Historic District, and these sites are proposed to join those properties as needing HPC approval through the Certificate of Appropriateness process on exterior changes.

The State of Georgia Historic Preservation Division (HPD) has a stringent set of procedures on designating properties that includes all property owners being notified of this change both prior to the HPC and governing body voting on designation as well as post designation. The Community Development Department has sent letters to all property owners and can confirm receipt. In addition, the state requires a designation report to be filed with the HPD that includes the history of the site, description of the property and structures, photos and maps. The city has filed 10 designations for the 10 sites (which are attached). The HPD has responded to 8 of the sites (no response letter was received for Wicks Tavern or the Villa Rica City Hospital). While the state requires the city to file a designation report and they respond with a letter recommending designation or not recommending designation, the opinion is purely a recommendation and the city has the authority to move forward with designation regardless.

Designation has several important qualities that would be beneficial to the city through designation:

- The properties can be governed by the Architectural Review Guidelines for Historic Districts and Sites that guide renovations and demolitions of structures and/or surrounding landscapes on the properties. This is the primary tool for preservation initiatives.

- The properties can be developed as attractions through the help of those property owners.
 - The Community Development Department can apply for grants, such as the Georgia Heritage Grant, for different projects concerning preservation of these sites if they are eligible to be on the Georgia Register of Historic Places.
 - The city can apply for the sites to move forward onto the state and national Register of Historic Places.
-

Staff Comments:

Should the City Council be prepared to affirm the Historic Preservation Commission's proposed designations, the following actions must take place:

1. The official zoning map and tax map of the city would need to be updated to reflect the designations.
2. Within 30 days following the adoption of the Designation Ordinance, the owners and occupants must receive written notification of the designation and the notice should tell them that a COA must be obtained from the HPC prior to any material change in appearance.

Recommendation:

Staff recommendation: **APPROVAL**

Public Notifications:

As required by *the Georgia Historic Preservation Division*, the public has been notified in *Times-Georgian* on April 10th, 11th, and 12th and all property owners were mailed notices at least 10-20 days prior to the meeting.

Public Response:

In response to the public notifications, only one property owner has come forward and has voiced their concern with the designation and asked questions regarding the future viability of a sale of the site and the HPC requirements after designation. All questions were answered by staff members.

Office of Community Development

Attachments:

1. Cover letters for each site (10)
2. Designation Report
3. State Historic Preservation Division reaction letters (8)

Hillcrest Cemetery
W. Bankhead Hwy (no address number assigned) Landlot 162/ District 6
Parcel Number: V07 0090005
Villa Rica, GA 30180

Department of Community Development
Villa Rica Historic Preservation Commission
Statement of Significance

In the late 1700s the Creek Indians occupied an encampment along the springs of what is now known as Leslie Drive. It was at this time that a white man named Joseph Chambers built a log cabin in the same area. Many of the oldest graves are Cherokee Native Americans buried in the 1600s as well as the Chambers family. In the southern section of the current Hillcrest Cemetery, the Chambers family buried their dead, placing heavy granite stones in a box-shaped device to mark the graves of their loved ones. This was known as the "Chambers Burying Ground".

In 1883 Capt. Nathaniel H. Humphries moved to Villa Rica, becoming the first mayor in 1884. It was while he was serving as mayor in 1887 that he and the first council bought Lots 159 and 162 for our present Hillcrest Cemetery, surrounding the Chambers Cemetery. The Hillcrest Cemetery (which faces Highway 78) brick entrance columns were built in 1934 (according to the column cornerstones). It is a well landscaped and well-kept cemetery under the direction of the local Garden Club, earning the Carroll County Silver Award for beautification. More recently the cemetery has an erected plaque for being a member of the Blue Star Memorial By-Way. Hillcrest Cemetery burial grounds includes 10.79 acres, and has a perpetual care program. Many of the earliest residents of Villa Rica and their families are buried in the cemetery, and burials in the cemetery continue today. Several soldiers of the Confederate Army, Spanish American War, WWI, WWII and the Korean War are buried in the cemetery.

Information provided by Connie Meeks Duffey, Villa Rica historical sources.

Physical Description

The 10.79-acre site has tombs that are made primarily of granite block in the Chambers family plot, and are unique in their design as they have a flat top and a “bed” shape to them. The tops of the tombs have flat tombstones as well as tombstones on the rear of the tombs. Many of the tombstones state the person(s) buried in the location were in the 17th century (see photos below). Other tombstones in the cemetery are made of limestone, sandstone and granite and have a wide range of styles and shapes. The cemetery has a tremendous amount of plots, which cover the majority of the land area.

There are a mix of surrounding uses near the cemetery, and the cemetery is located on State Route 78, or Bankhead Highway, (which turns into Villa Rica’s main street in the downtown area). To the immediate east and south of the site is a residential neighborhood, to the north and west is commercial property on Bankhead Highway.

Location Map:



Hillcrest Cemetery

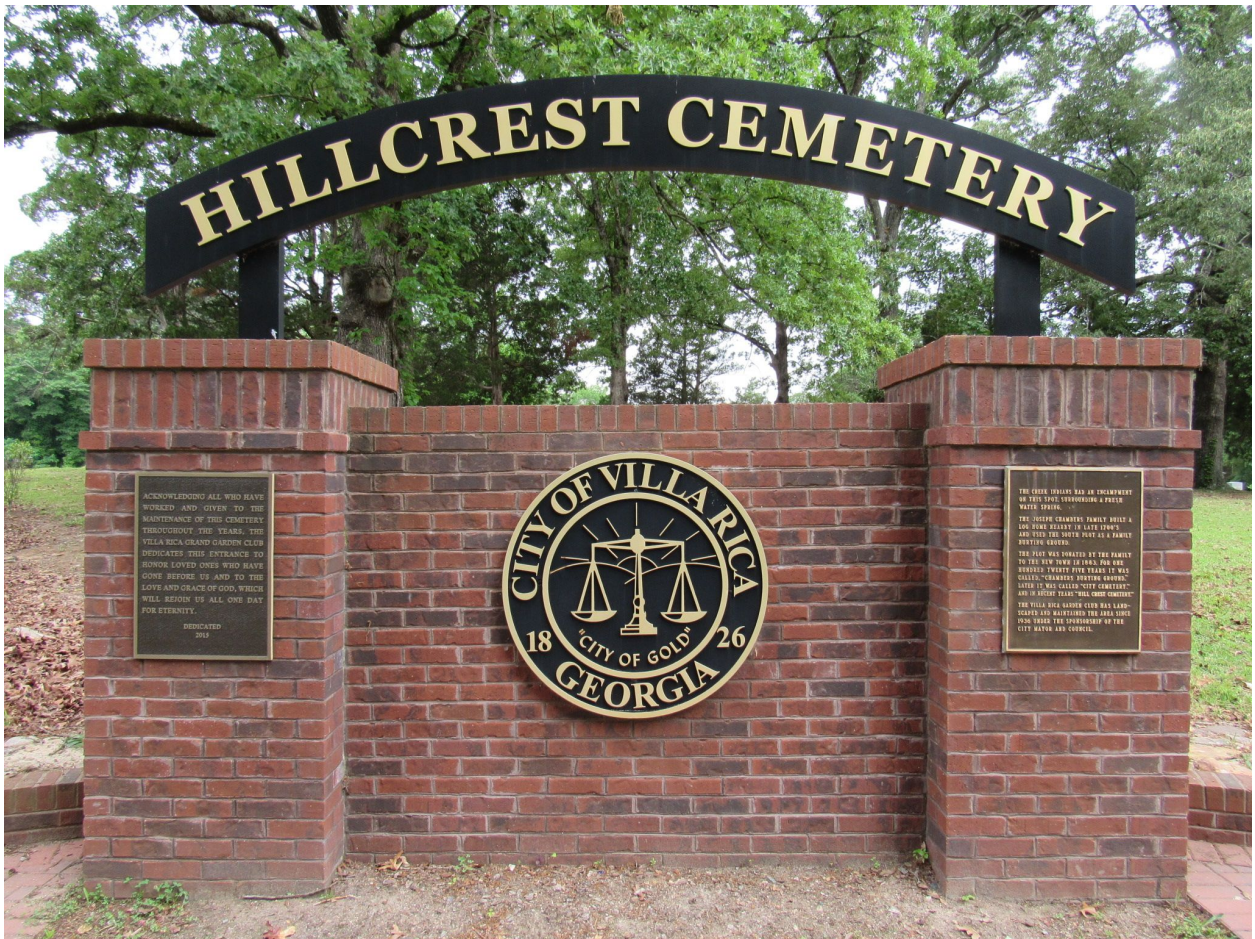


Hillcrest Cemetery (Parcel Outlined)

Photos of Site:



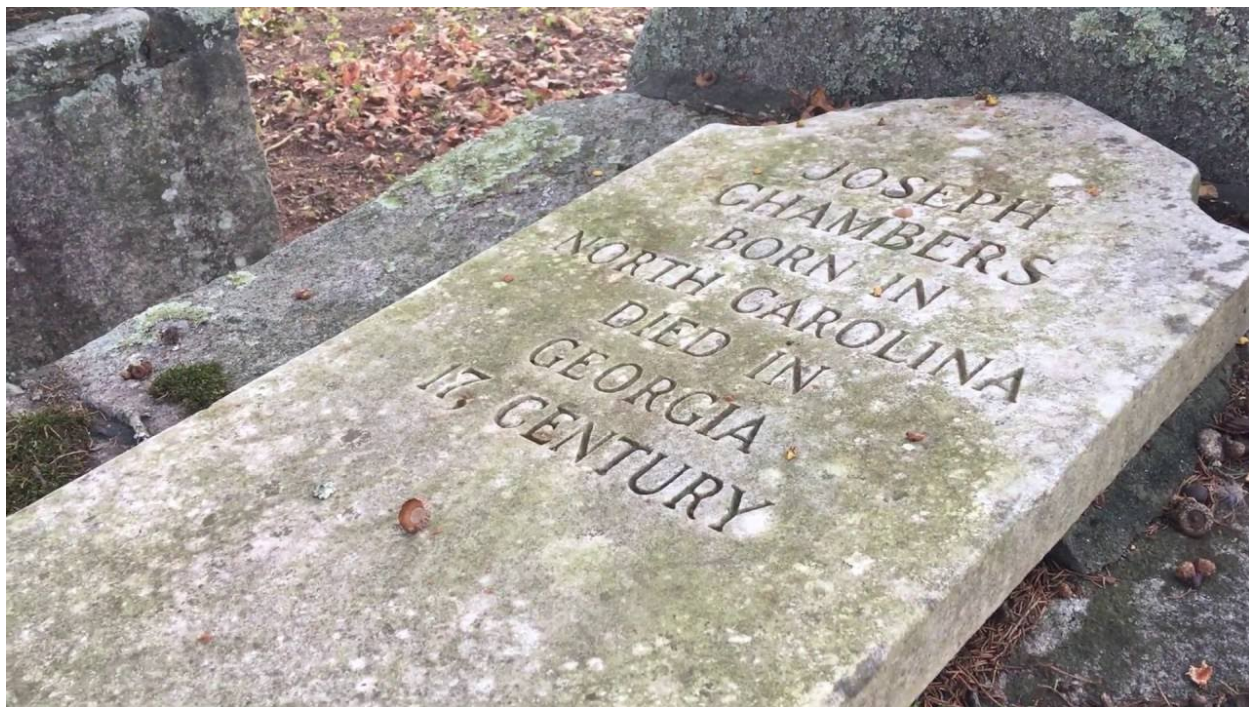
Hillcrest Cemetery Image 1 showing Chambers Family Burying Ground granite box-shaped tombs



Hillcrest Cemetery Image 2 showing cemetery sign and plaques



Hillcrest Cemetery Image 3 showing grave site



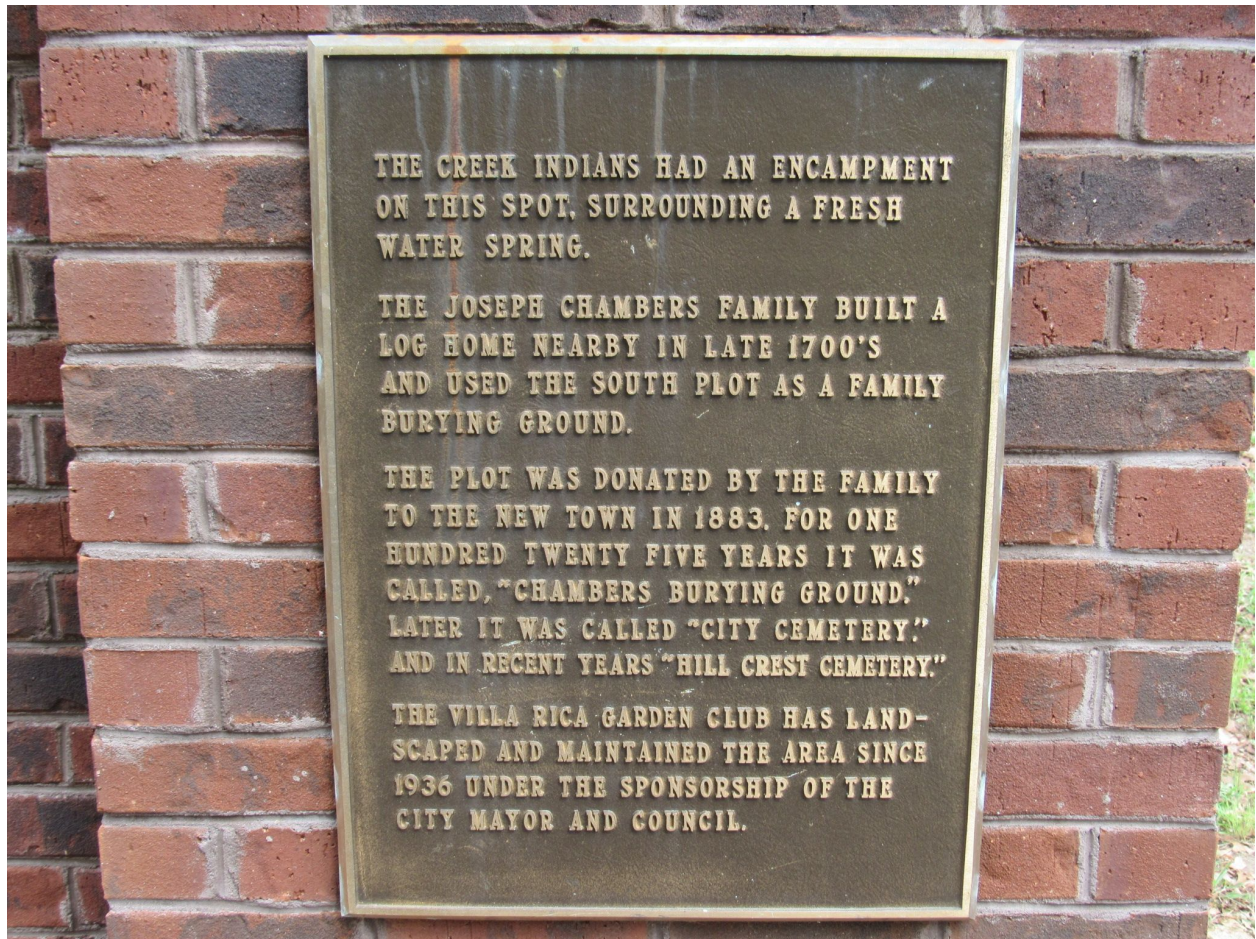
Hillcrest Cemetery Image 4 showing tomb site of Joseph Chambers 17th century



Hillcrest Cemetery Image 5 showing cemetery marker



Hillcrest Cemetery Image 6 showing cemetery plaza (Photo by: findagrave.com –retrieved on 2-22-2019)



Hillcrest Cemetery Image 7 showing cemetery plaque (Photo by John Church –retrieved 2-22-2019)



HISTORIC PRESERVATION DIVISION

MARK WILLIAMS
COMMISSIONER

DR. DAVID CRASS
DIVISION DIRECTOR

March 25, 2019

Mr. Ronald Johnson
Planning and Zoning Specialist
571 West Bankhead Highway
Villa Rica, GA 30180

RE: Hillcrest Cemetery Designation

Dear Mr. Johnson:

Thank you for the opportunity to review the designation report for the Hillcrest Cemetery. In accordance with the Georgia Historic Preservation Act § 44-10-26 (b)(1), the local historic preservation commission must prepare an investigation report should a local property be proposed for historic designation. Additionally, the Historic Preservation Division must be given the opportunity to comment on the commission's report. Our comments below are based on the provisions of your ordinance, the Georgia Historic Preservation Act, and our knowledge of the resources in your community. These comments are advisory in nature.

The Villa Rica Historic Preservation Commission should be commended for pursuing designation of a local historic cemetery. We support your community's commitment to preservation planning and appreciate the opportunity to review the Hillcrest Cemetery's designation. We appreciate the maps, representative photos, and the additional historical context that were so well assembled.

In review of the submitted report, we support the designation of the Hillcrest Cemetery's because of its significance as a place associated with persons of historic significance to the City of Villa Rica. We encourage the Mayor and Council's designation.

We will keep the report on file here for public record and would further ask that the HPC offer a downloadable PDF of the report on the Villa Rica website. If you, the HPC, or any community members have questions or concerns, please do not hesitate to contact me directly at 770.389.7869 or by email at sarah.rogers@dnr.ga.gov.

Sincerely,

Sarah Rogers
Certified Local Government Coordinator

cc: Paul Jarrell, Three River Regional Commission



CITY OF VILLA RICA

City Council Packet

SUBJECT: O-11-2019- Ordinance to Designate the New Hope Primitive Baptist Cemetery, (Parcel Number: 01460250012), Landlot 208, District 2 as a Local Historical Site

CITY COUNCIL AGENDA DATE: May 14, 2019

DATE: April 30, 2019

PREPARED BY: Ronald Johnson, Planning & Zoning Specialist

FISCAL IMPACT: None; **ANNUAL – N/A; CAPITAL – N/A; OTHER – N/A;**
FUNDING SOURCE: N/A

PURPOSE: The purpose of this ordinance is to designate the New Hope Primitive Baptist Cemetery as a local historic site for preservation purposes.

BACKGROUND: The Villa Rica Historic Preservation Commission identified several sites for possible designation as a local historic site in its quest to protect the historic resources within the city. New Hope Primitive Baptist Cemetery was established in the 1830s and is one of the oldest cemeteries on record in the City of Villa Rica. The Cemetery is a part of New Hope Baptist church and has at least two American Revolutionary War heroes along with soldiers from almost all American conflicts up to the Vietnam War. At least 31 soldiers are buried at the site. The cemetery has several different styles of tombstones and plots that are constructed of various materials including granite, limestone, handmade brick and granite block. The cemetery also has at least five above ground grave sites. Designation of a local historic site will require the site to be granted a Certificate of Appropriateness by the Historic Preservation Commission prior to any changes or demolition of tombstones or plots to move forward. Changes to the site will need to follow the Architectural Design Guidelines for Historic Districts and Places upon adoption. Letters advising of the designation were successfully sent to the property owner at an address supplied by the Douglas County Tax Assessor. The designee for the cemetery's nonprofit commission recommends that the site be designated as historic. The state Historic Preservation Division has recommended this site for local designation.

STAFF RECOMMENDATION: In connection with the Historic Preservation Commission's approval of the site as a locally designated historic site at a Special Meeting held April 24th, staff is recommending approval of this designation. As the cemetery is full and no new burial sites are proposed, this designation will not have an impact on the operation of the cemetery.

MOTION: I make a motion to approve this ordinance that the New Hope Primitive Baptist Cemetery be designated as a local historic site.

BOARD DOCUMENT NO. _____

ORDINANCE NO. _____

CITY OF VILLA RICA

INDIVIDUALLY LISTED HISTORIC SITE DESIGNATION ORDINANCE

AN ORDINANCE TO DESIGNATE THE NEW HOPE PRIMITIVE BAPTIST CEMETERY A LOCALLY DESIGNATED HISTORIC SITE WITHIN THE CITY OF VILLA RICA, TO LIST THE PROPERTY TO REQUIRE A CERTIFICATE OF APPROPRIATENESS FROM THE CITY HISTORIC PRESERVATION COMMISSION PRIOR TO ANY MATERIAL CHANGE IN APPEARANCE TO SUCH PROPERTY AND/OR STRUCTURES, TO SHOW THE PROPERTY ON THE OFFICIAL ZONING MAP OF THE CITY OF VILLA RICA AND FOR OTHER PURPOSES.

The Mayor and Council have established the City of Villa Rica Historic Preservation Commission in and for the city by its Ordinance of 6 May 2008.

NOW, THEREFORE, the Mayor and Council of the City of Villa Rica hereby ordain that:

Section I: In support and furtherance of its findings and determination that the historical, cultural and aesthetic heritage of the city is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the people; and,

In accordance with the ordinance to establish a Historic Preservation Commission in the city; to provide for the designation of historic properties of historic districts; to provide for issuance of certificates of appropriateness; to provide for an appeals procedure; to repeal conflicting ordinances; and for other purposes (Villa Rica Code, Chapter 5.29—Historic Preservation);

The Mayor and Council hereby declares it to be the purpose and intent of this ordinance to designate the New Hope Primitive Baptist Cemetery as a site which has special historic and aesthetic value or interest in representing local history of the City of Villa Rica, Carroll and Douglas Counties, Georgia;

The New Hope Primitive Baptist Cemetery has a diverse array of cemetery headstones and plots with many different styles and materials and several above ground grave sites throughout the cemetery. In addition, the cemetery has at least 31 soldiers buried from numerous wars and conflicts in American history ranging from the American Revolutionary War to the Vietnam War.

Section II: There is hereby created and designated in and for the City of Villa Rica the New Hope Primitive Baptist Cemetery with boundaries as follows:

The New Hope Primitive Baptist Cemetery designation will consist of the entire property. The property has an area of approximately 2.27-acres and fronts on Old Liberty Road on parcel number 01460250012, Landlot 208, District 2.

Section III: The attached lists of properties are to be individually-listed historic properties as created in Section I hereof and the owner thereof is set forth under the name of each property:

New Hope Primitive Baptist Cemetery:
200 Old Liberty Road, Villa Rica, GA 30180
Owner: New Hope Primitive Baptist Cemetery
Owner Address: PO Box 1828, Villa Rica, GA 30180

Section IV: Upon designation the above individually-listed, locally designated historic sites shall be shown on the Official Zoning Map of the city and kept as a public record to provide notice of such designation.

Section V: Certificate of Appropriateness—Upon the effective date of this Ordinance no material change in the appearance of any structure, site, object, or work of art at the above individually-listed, locally designated historic sites shall be made or be permitted to be made by the owner or occupant thereof, unless or until the application for a Certificate of Appropriateness has been submitted to and approved by the City of Villa Rica Historic Preservation Commission.

Section VI: This Ordinance shall become effective upon a first reading, publication and second reading, which shall be certified by the Clerk of the City of Villa Rica, Carroll and Douglas Counties County, Georgia.

Section VII: Property owners of the above individually-listed, locally designated historic sites shall be notified by United States mail upon approval of said district by the Mayor and City Council of the City of Villa Rica.

Section VIII: Upon Designation City of Villa Rica officials and agencies shall be notified of the designation of the above individually-listed, locally designated historic sites.

So ordained this day of _____, 2019.

Date of Implementation: _____ day of _____, 2019.

APPROVED:

CITY COUNCIL

BY: _____

Mayor, City of Villa Rica



Planning & Zoning

Community Development Department

O-6-2019
O-7-2019
O-8-2019
O-9-2019
O-10-2019
O-11-2019
O-12-2019
O-13-2019
O-14-2019
O-15-2019

Staff Report

Council Ward: City-wide

Planning Board Members:

Willie Marchman, Ward 1
Kurt Kraft, Chairman, Ward 2
Tom Flowers, Ward 3
John Hannabach, Ward 4
Christina Tidaback, Ward 5

City Council Member:

Shirley Marchman, Ward 1
Matthew Momtahan, Ward 2
Leslie McPherson, Ward 3
Mayor Pro Tem Gil McDougal, Ward 4
Danny Carter, Ward 5

Historic Preservation Commission member:

Dr. Nancy Mims, Chairwoman
Larry Cohrs
Renee Hooks
Kim Poer
Alan White
Ken Norton

Public Hearing Date

Historic Preservation Commission: April 24th, 2019

City Council: May 14th, 2019

Request: Designation of ten sites as local historic sites for preservation purposes.

Baptismal Font

Parcel Number: V06 0030010

Location: 727 Spring Street



Connally-Marchman House

Parcel Number: V06 0030010

Location: 605 Dallas Highway/614 Magnolia Street

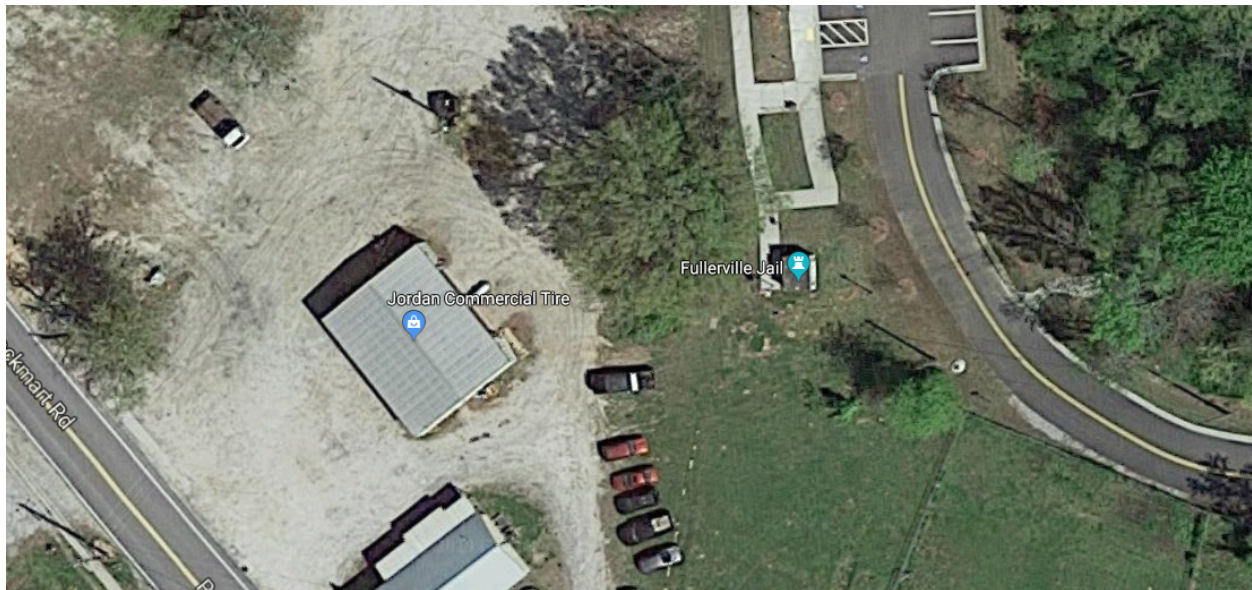


First Presbyterian Church
Parcel Number: V05 0020001
Location: 521 Main Street



Fullerville Jail
Parcel Number: V04 0080013

Location: 121 Fullerville Ballpark Drive



Hillcrest Cemetery

Parcel Number: V07 0090005

Location: 121 Fullerville Ballpark Drive



New Hope Primitive Baptist Cemetery

Parcel Number: V05 0110055

Location: 200 Old Liberty Road



Old Villa Rica Cemetery Cemetery

Parcel Number: V05 0110055

Location: Punkintown Road



Powell-Marchman House

Parcel Number: V07 0040001

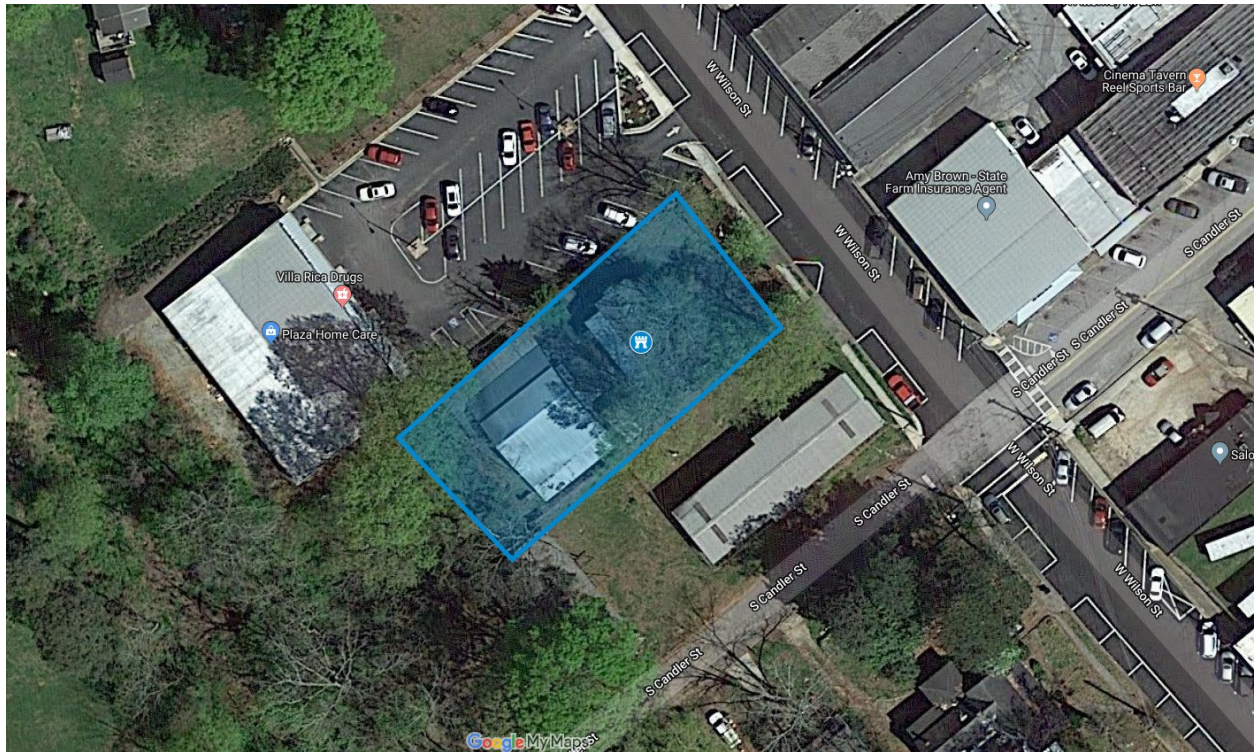
Location: 318 Westview Drive



Villa Rica City Hospital
Parcel Number: V07 0040001
Location: 631 Spring Street



Wicks Tavern
Parcel Number: V07 0050011
Location: 212 W. Wilson Street



Project Description:

The Historic Preservation Commission (HPC) has proposed to designate 10 sites within the city limits as local historical sites that would require owners to acquire a Certificate of Appropriateness prior to any material changes in appearance. These sites have historical value to the city that the HPC has deemed important to protect and preserve. The sites range from cemeteries, churches, homes, public buildings and previous public buildings. Villa Rica currently only has one designated historic district, the North Villa Rica Commercial Historic District, and these sites are proposed to join those properties as needing HPC approval through the Certificate of Appropriateness process on exterior changes.

The State of Georgia Historic Preservation Division (HPD) has a stringent set of procedures on designating properties that includes all property owners being notified of this change both prior to the HPC and governing body voting on designation as well as post designation. The Community Development Department has sent letters to all property owners and can confirm receipt. In addition, the state requires a designation report to be filed with the HPD that includes the history of the site, description of the property and structures, photos and maps. The city has filed 10 designations for the 10 sites (which are attached). The HPD has responded to 8 of the sites (no response letter was received for Wicks Tavern or the Villa Rica City Hospital). While the state requires the city to file a designation report and they respond with a letter recommending designation or not recommending designation, the opinion is purely a recommendation and the city has the authority to move forward with designation regardless.

Designation has several important qualities that would be beneficial to the city through designation:

- The properties can be governed by the Architectural Review Guidelines for Historic Districts and Sites that guide renovations and demolitions of structures and/or surrounding landscapes on the properties. This is the primary tool for preservation initiatives.

- The properties can be developed as attractions through the help of those property owners.
 - The Community Development Department can apply for grants, such as the Georgia Heritage Grant, for different projects concerning preservation of these sites if they are eligible to be on the Georgia Register of Historic Places.
 - The city can apply for the sites to move forward onto the state and national Register of Historic Places.
-

Staff Comments:

Should the City Council be prepared to affirm the Historic Preservation Commission's proposed designations, the following actions must take place:

1. The official zoning map and tax map of the city would need to be updated to reflect the designations.
2. Within 30 days following the adoption of the Designation Ordinance, the owners and occupants must receive written notification of the designation and the notice should tell them that a COA must be obtained from the HPC prior to any material change in appearance.

Recommendation:

Staff recommendation: **APPROVAL**

Public Notifications:

As required by *the Georgia Historic Preservation Division*, the public has been notified in *Times-Georgian* on April 10th, 11th, and 12th and all property owners were mailed notices at least 10-20 days prior to the meeting.

Public Response:

In response to the public notifications, only one property owner has come forward and has voiced their concern with the designation and asked questions regarding the future viability of a sale of the site and the HPC requirements after designation. All questions were answered by staff members.

Office of Community Development

Attachments:

1. Cover letters for each site (10)
2. Designation Report
3. State Historic Preservation Division reaction letters (8)

New Hope Primitive Baptist Cemetery
200 Old Liberty Road
Villa Rica, GA 30180

Department of Community Development
Villa Rica Historic Preservation Commission
Statement of Significance

New Hope Primitive Baptist Cemetery was established in 1841 (although it may have dated back to c.1830 according to the Douglas County Cemetery Preservation Commission) in Villa Rica and has three war heroes spanning three different wars buried at the site. The New Hope Cemetery is important to history not just locally, but state and nationally as it has war heroes from almost all major American conflicts ranging from the American Revolutionary War to the Vietnam War. Villa Rica's military families choose New Hope as their burial site because of this legacy. The site also has several more soldiers that were not included in the below list (they did not fight in a war, but were soldiers in the military at points throughout their lives).

The cemetery is amongst the oldest in Villa Rica. The known 31 war soldiers in the cemetery are as follows:

Name	War	Birth and Death Dates	Notes
Captain William Clinton	American Revolutionary War	1754-1847 (92-93 years old)	
Pvt. Christopher C. Clinton	American Civil War (Confederacy)	June 27, 1832- May 25, 1911	
Pvt. Thomas A. Henslee	World War I	Feb. 14, 1888- June 29, 1948	Georgia, Pvt 162 Inf. 41 Div. World War I.
W. Wells Kilgore	World War II	Jan. 7, 1926- Jan. 15, 1994	US Navy
Pvt. W. J. Kilgore	American Civil War (Confederacy)	July 20, 1838- Oct. 7, 1884	35 th Regiment, Georgia Infantry
Pvt. Jodie Morris	World War II	April 1, 1914- Dec. 26, 1973	
Cpl. Earl R. Hudson	World War I	Mar. 17, 1896- Dec. 27, 1960	CPL. Quartermaster Corp. World War I.
Pfc. Ralph Morris	World War II	Feb. 15, 1922- July 13, 1944	PFC Infantry World War II.
Sgt. William Morris	World War II	Jan. 29, 1916- June 21, 1945	Staff Sgt. 63 Inf. World War II.
Elmer B. Thurman	World War II	Feb. 21, 1926- July 17, 1954	Tennessee S1 USNR World War II.

William L. Hogan	American Civil War (Confederacy)	1833-1878	Pvt. Co. C. 1st GA Regulars CSA
Pvt. Felix Marvin Jordan	World War II	Oct. 31, 1897- Jan. 25, 1978	
Pfc. Clyde E. Gable	World War II	Apr. 14, 1914- Nov. 5, 1991	
Brooks H. Harper	American Civil War (Confederacy)	Jun 1833- Mar. 1903	Co. I. 56 GA Inf. CSA
Pfc. James Edgar Carnes	World War II	Dec. 9, 1921- June 19, 1981	
Pfc. Ollie M. Watkins	World War II	Nov. 22, 1908- Apr. 4, 1990	
Cpl. Earl Harper	World War I	July 15, 1895 Aug. 1, 1968	US marine Corp.
H. T. Harper	American Civil War (Confederacy)	Aug. 20, 1831- Oct. 9, 1923	11th Regiment, South Carolina Infantry (9th Volunteers)
Pfc. Harvey B. Strickland	World War II	Jan. 29, 1920 Nov. 6, 1956	PFC US Army, World War II.
Pvt. Joseph Carnes	American Revolutionary War	1753-1838	Virginia Militia
James Herman Nunis Jr.	Korean War	Oct. 17, 1929- Oct. 3, 2001	
Cecil Ray Harper	World War II	May 10, 1925- July 4, 1963	Alabama SK3 US Navy World War II.
T.D. Harper	American Civil War (Confederacy)	Jan. 31, 1845- Unknown	
Lt. Col. Andrew J. Wilson	American Civil War (Confederacy)	Jan. 7, 1836 - Jan. 9, 1927	LT. Col., CO. A, 43 Regt. GA VOL INF, CSA; 28th Battalion, Georgia Siege Artillery
Peyton Noland	War of 1812	1793-1838	GA Militia
Pvt. Co. Seaborn W. Noland	American Civil War (Confederacy)	Mar. 27, 1830- Oct. 12, 1899	Pvt. CO. D. 10 GA Cav. State Guards
Roy Lester Fuller	World War II	Dec. 17, 1926- March 5, 1971	TEC5 363 Truck Co. TC (Georgia)
Hoyt Thomas Snow	Korean War	Oct. 9, 1935- Mar. 17, 1970	38 th Air Police SQ, US Air Force
Earl Lee Rainwater	World War II	Dec. 5, 1921- Mar. 2, 1996	1st Sgt US Army
Pvt. Terry W. Rainwater	Vietnam War	Aug. 17, 1951 Apr. 7, 1973	
1 st Lt. Henry T. Noland	American Civil War (Confederacy)	1825-1896	Co. I. 41 GA. Inf.

Physical Description

The cemetery is 2.27 acres and is completely cleared of trees. The cemetery has a tremendous amount of ornate limestone, granite and sandstone tombstones of various sizes and detail. The cemetery is made up of mostly large family plots with granite, handmade brick, or granite block surrounding it. This cemetery has a large amount of above ground graves in it with most made of granite/rock and at least one made of a flat white granite top. Many of the graves have a white tint to the rock that brings uniformity to the cemetery.

The topology of the site is hilly, with steep inclines in the front and southern side of the cemetery. The cemetery is close to the Norfolk Southern line and I-20 that runs through the city. The surrounding uses are light industrial/warehousing and retail uses.

Location Map:



New Hope Primitive Baptist Cemetery



New Hope Primitive Baptist Cemetery (Parcel outlined)



New Hope Primitive Baptist Cemetery (Parcel outlined)

Photos of Site:



New Hope Primitive Baptist Cemetery Image 1 showing landscape of the cemetery (Photo by: findagrave.com; retrieved 2-22-2019)



New Hope Primitive Baptist Cemetery Image 2 showing marker placed by Douglas County Historic Cemetery Commission (Photo by: findagrave.com –retrieved on 2-22-2019)



New Hope Primitive Baptist Cemetery Image 3 showing Cemetery tombstone marker



*New Hope Primitive Baptist Cemetery Image 4 showing grave site of American Revolutionary War soldier Pvt. Joseph Carnes
(Photo by: findagrave.com –retrieved on 2-22-2019)*



*New Hope Primitive Baptist Cemetery Image 5 showing grave site of American Revolutionary War soldier Pvt. Joseph Carnes
(Photo by: findagrave.com –retrieved on 2-22-2019)*



New Hope Primitive Baptist Cemetery Image 6 showing gravesite of American Revolutionary War soldier Cpt. William Clinton of the South Carolina Militia (photo by: findagrave.com –retrieved on 2-22-2019)



New Hope Primitive Baptist Cemetery Image 7 showing gravesite of American Revolutionary War soldier Cpt. William Clinton of the South Carolina Militia (photo by: findagrave.com –retrieved on 2-22-2019)



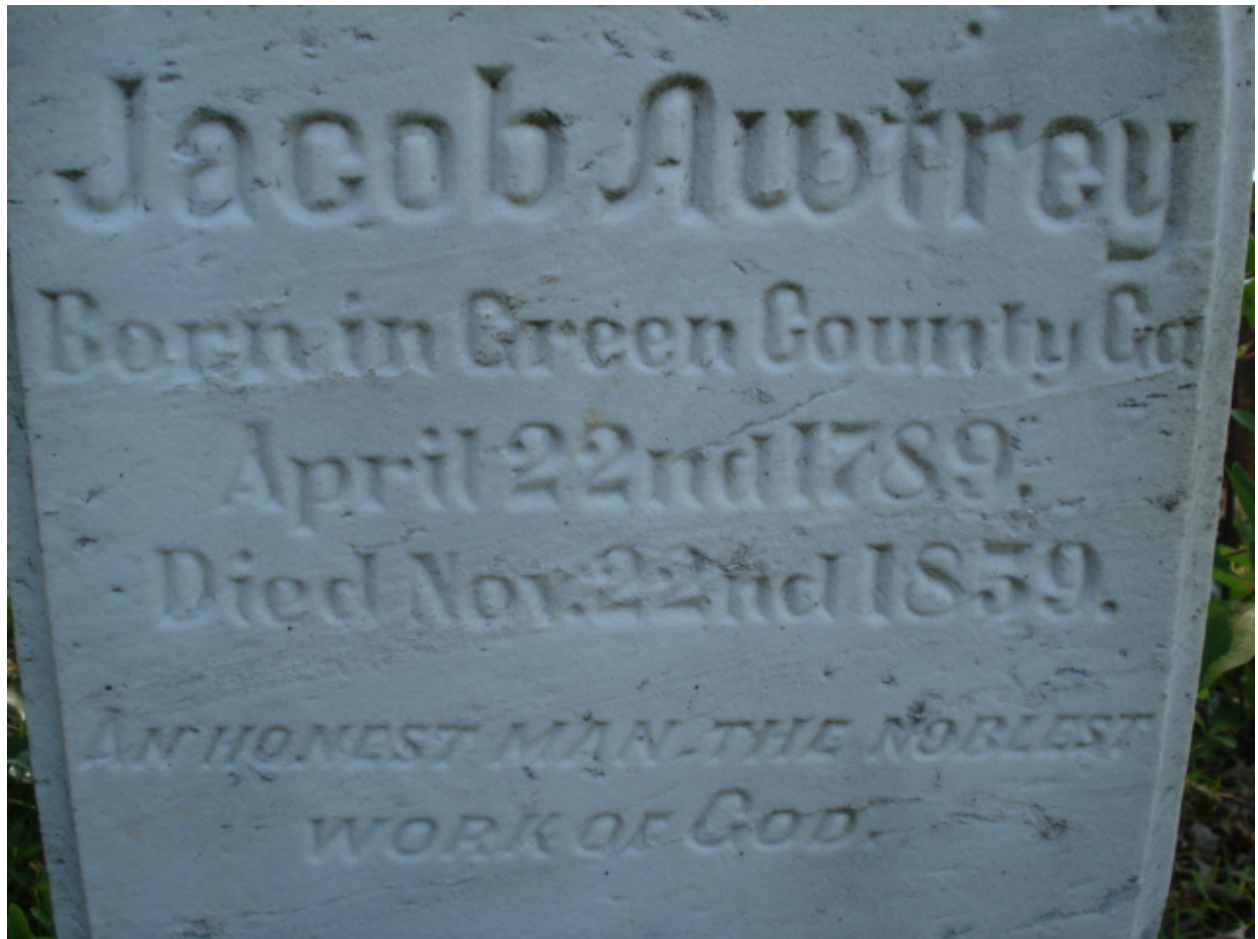
New Hope Primitive Baptist Cemetery Image 8 showing gravesites of Awtrey family, some dating back to the 1700s (of local importance) (photo by: findagrave.com –retrieved on 2-22-2019)



New Hope Primitive Baptist Cemetery Image 9 showing the gravesite of Jacob Awtrey (photo by: findagrave.com –retrieved on 2-22-19)



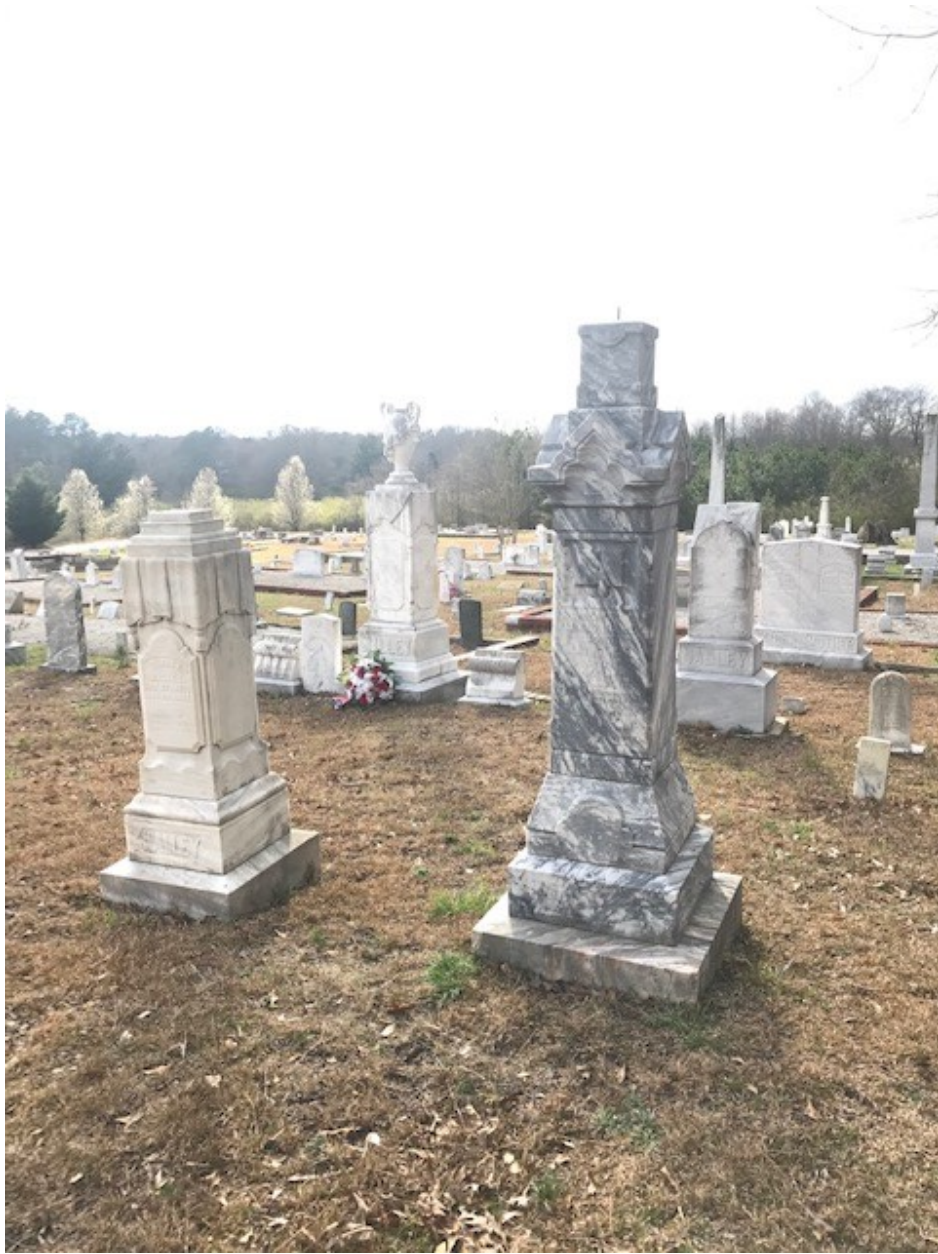
New Hope Primitive Baptist Cemetery Image 10 showing the gravesite of Jacob Awtrey (photo by: findagrave.com –retrieved on 2-22-19)



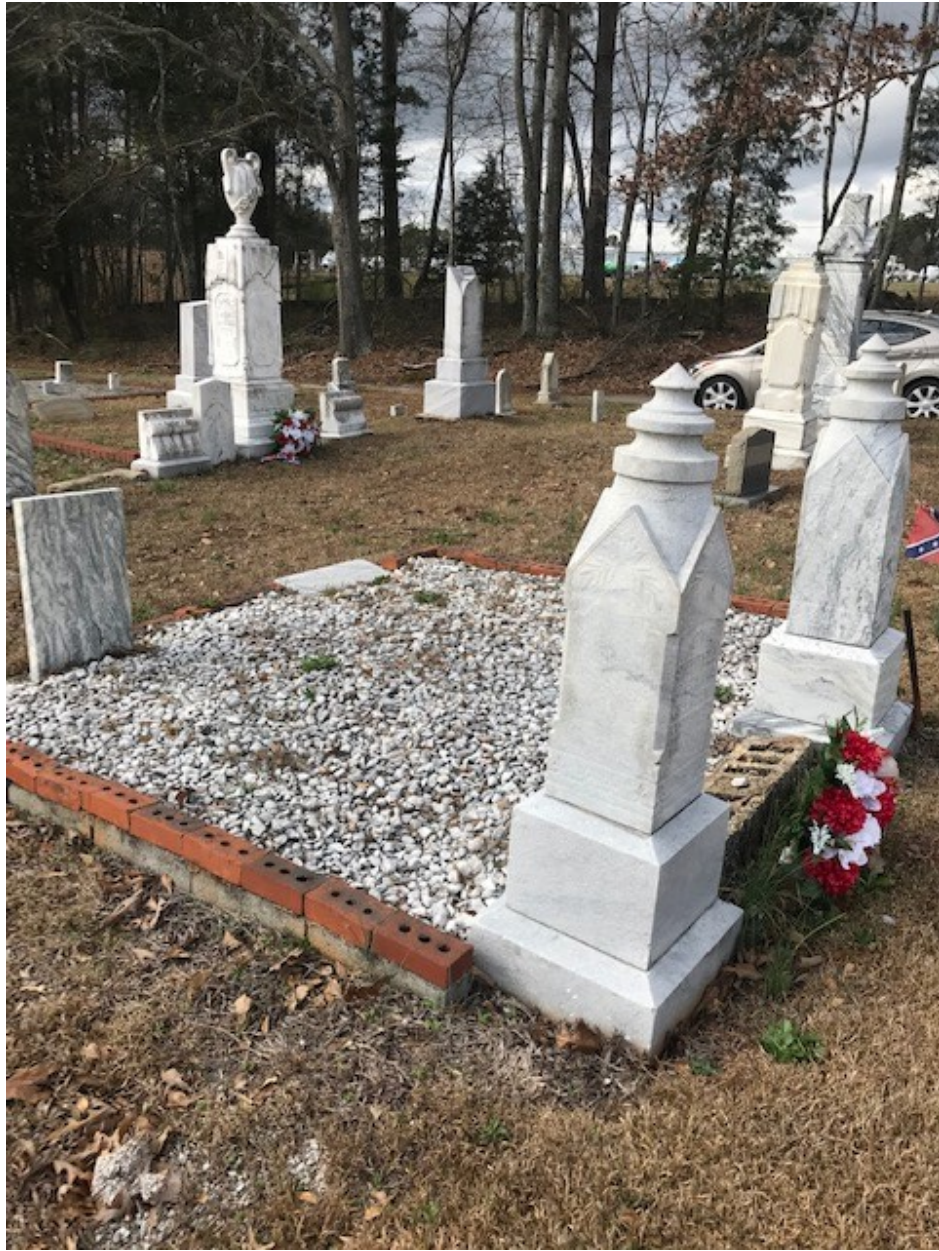
New Hope Primitive Baptist Cemetery Image 11 showing the gravesite of Jacob Awtrey (photo by: findagrave.com —retrieved on 2-22-19)



New Hope Primitive Baptist Cemetery Image 12 showing landscape and different styles of tombstones



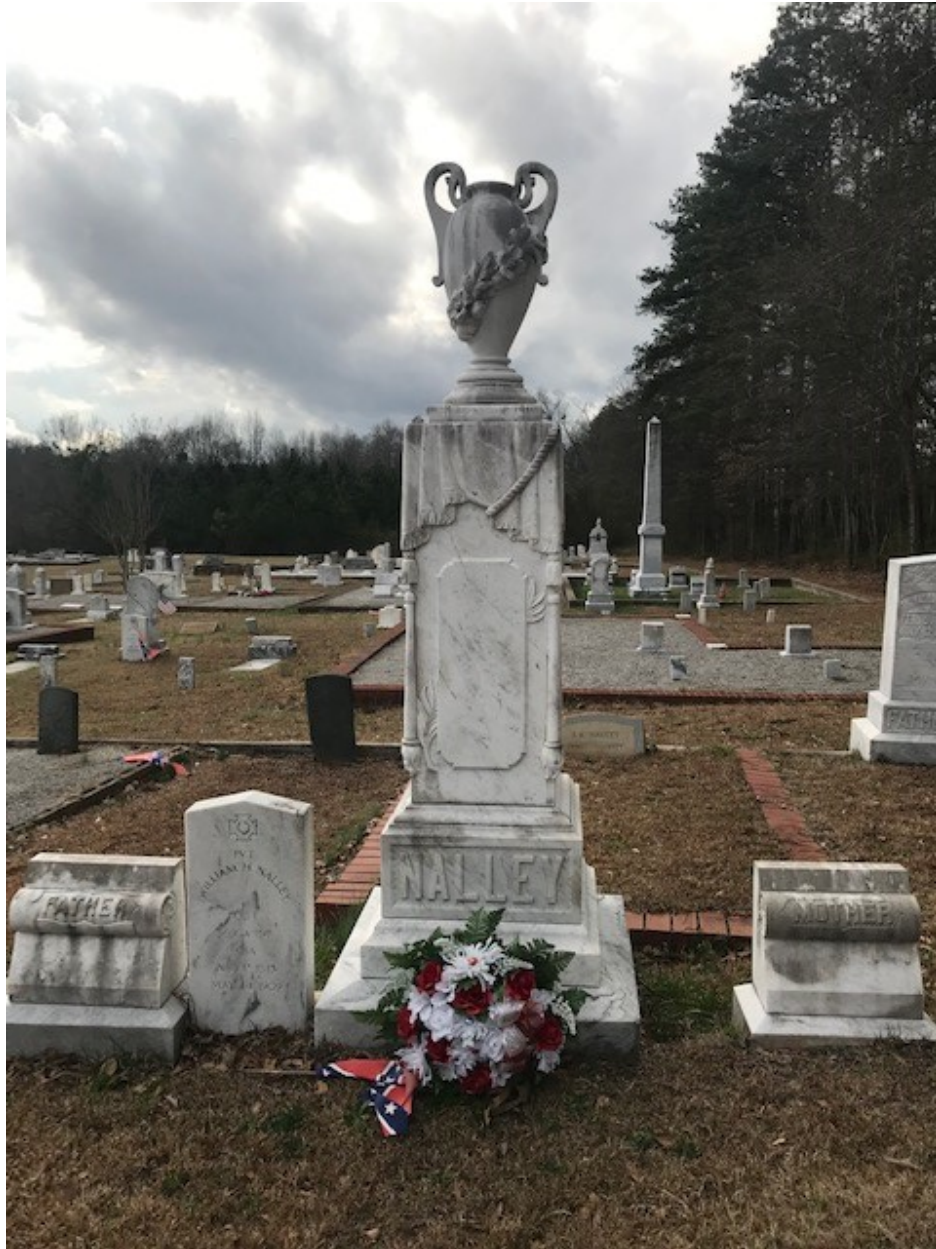
New Hope Primitive Baptist Cemetery Image 13 showing landscape and different styles of tombstones



New Hope Primitive Baptist Cemetery Image 14 showing grave plot



New Hope Primitive Baptist Cemetery Image 15 showing unique tombstone and plot



New Hope Primitive Baptist Cemetery Image 16 showing ornate tombstone



New Hope Primitive Baptist Cemetery Image 17 showing ornate tombstone



New Hope Primitive Baptist Cemetery Image 18 showing ornate tombstone



New Hope Primitive Baptist Cemetery Image 19 showing above ground graves



New Hope Primitive Baptist Cemetery Image 20 showing ornate family plot with wire fence and an above ground grave nearby



New Hope Primitive Baptist Cemetery Image 21 showing ornate tombstone



New Hope Primitive Baptist Cemetery Image 22 showing above ground graves



New Hope Primitive Baptist Cemetery Image 23 showing above ground grave



New Hope Primitive Baptist Cemetery Image 24 showing above ground graves



New Hope Primitive Baptist Cemetery Image 25 showing granite surround plot



New Hope Primitive Baptist Cemetery Image 26 showing above ground graves



New Hope Primitive Baptist Cemetery Image 27 showing elaborate grave for Villa Rica Lodge member



New Hope Primitive Baptist Cemetery Image 28 showing above ground grave



New Hope Primitive Baptist Cemetery Image 29 showing old granite plot



New Hope Primitive Baptist Cemetery Image 30 showing handmade brick plot



New Hope Primitive Baptist Cemetery Image 26 showing grave in plot with photo



HISTORIC PRESERVATION DIVISION

MARK WILLIAMS
COMMISSIONER

DR. DAVID CRASS
DIVISION DIRECTOR

March 25, 2019

Mr. Ronald Johnson
Planning and Zoning Specialist
571 West Bankhead Highway
Villa Rica, GA 30180

RE: New Hope Primitive Baptist Cemetery Designation Letter

Dear Mr. Johnson:

Thank you for the opportunity to review the designation report for the New Hope Primitive Baptist Cemetery. In accordance with the Georgia Historic Preservation Act § 44-10-26 (b)(1), the local historic preservation commission must prepare an investigation report should a local property be proposed for historic designation. Additionally, the Historic Preservation Division must be given the opportunity to comment on the commission's report. Our comments below are based on the provisions of your ordinance, the Georgia Historic Preservation Act, and our knowledge of the resources in your community. These comments are advisory in nature.

The Villa Rica Historic Preservation Commission should be commended for pursuing designation of a local historic cemetery. We support your community's commitment to preservation planning and appreciate the opportunity to review the New Hope Primitive Baptist Cemetery's designation. We appreciate the maps, representative photos, and the additional historical context that were so well assembled.

In review of the submitted report, we support the designation of the New Hope Primitive Baptist Cemetery's because of its significance as a place associated with persons of historic significance to the City of Villa Rica. We encourage the Mayor and Council's designation.

As this is still an active burial site, we would encourage the HPC and City Council to consider the effects and to articulate the local planning goals that would be achieved with this designation prior to action on the matter. Any material changes in appearance, including the erection of new headstones or monuments, would be reviewed by the HPC through the Certificate of Appropriateness process if this designation is approved.

We will keep the report on file here for public record and would further ask that the HPC offer a downloadable PDF of the report on the Villa Rica website. If you, the HPC, or any community members have questions or concerns, please do not hesitate to contact me directly at 770.389.7869 or by email at sarah.rogers@dnr.ga.gov.

Sincerely,

Sarah Rogers
Certified Local Government Coordinator

cc: Paul Jarrell, Three River Regional Commission



CITY OF VILLA RICA

City Council Packet

SUBJECT: O-12-2019- Ordinance to Designate the Old Villa Rica Cemetery, (Parcel Number: V05 0110055), Landlot 208, District 2 as a Local Historical Site

CITY COUNCIL AGENDA DATE: May 14, 2019

DATE: April 30, 2019

PREPARED BY: Ronald Johnson, Planning & Zoning Specialist

FISCAL IMPACT: None; **ANNUAL –** N/A; **CAPITAL –** N/A; **OTHER –** N/A; **FUNDING SOURCE:** N/A

FUNDING SOURCE: N/A

PURPOSE: The purpose of this ordinance is to designate the Old Villa Rica Cemetery as a local historic site for preservation purposes.

BACKGROUND: The Villa Rica Historic Preservation Commission identified several sites for possible designation as a local historic site in its quest to protect the historic resources within the city. Old Villa Rica Cemetery was established in 1835 and is one of the oldest cemeteries on record in the City of Villa Rica. The Cemetery has a handful of above ground tombs and several tombstones and plots made of different styles and materials including granite, limestone, handmade brick and granite block. The cemetery hosts the graves of mostly Confederate soldiers and their families along with the Conner family, which were early settlers and closely involved in Villa Rica's government. Many graves date back to the 1800s. The second City Manager, J.W. Conner is buried in the cemetery and is known for negotiating with the gold miners for tax payments and improving Villa Rica economically. Designation of a local historic site will require the site to be granted a Certificate of Appropriateness by the Historic Preservation Commission prior to any changes or demolition of tombstones or plots to move forward. Changes to the site will need to follow the Architectural Design Guidelines for Historic Districts and Places upon adoption. Letters advising of the designation were successfully sent to the property owner at an address supplied by the Carroll County Tax Assessor. The designee for the cemetery's nonprofit commission recommends that the site be designated as historic. The state Historic Preservation Division has recommended this site for local designation.

STAFF RECOMMENDATION: In connection with the Historic Preservation Commission's approval of the site as a locally designated historic site at a Special Meeting held April 24th, staff is recommending approval of this designation. As the cemetery is no longer active and no new burial sites are proposed, this designation will not have an impact on the operation of the cemetery.

MOTION: I make a motion to approve this ordinance that the Old Villa Rica Cemetery be designated as a local historic site.

BOARD DOCUMENT NO. _____

ORDINANCE NO. _____

CITY OF VILLA RICA

INDIVIDUALLY LISTED HISTORIC SITE DESIGNATION ORDINANCE

AN ORDINANCE TO DESIGNATE THE OLD VILLA RICA CEMETERY A LOCALLY DESIGNATED HISTORIC SITE WITHIN THE CITY OF VILLA RICA, TO LIST THE PROPERTY TO REQUIRE A CERTIFICATE OF APPROPRIATENESS FROM THE CITY HISTORIC PRESERVATION COMMISSION PRIOR TO ANY MATERIAL CHANGE IN APPEARANCE TO SUCH PROPERTY AND/OR STRUCTURES, TO SHOW THE PROPERTY ON THE OFFICIAL ZONING MAP OF THE CITY OF VILLA RICA AND FOR OTHER PURPOSES.

The Mayor and Council have established the City of Villa Rica Historic Preservation Commission in and for the city by its Ordinance of 6 May 2008.

NOW, THEREFORE, the Mayor and Council of the City of Villa Rica hereby ordain that:

Section I: In support and furtherance of its findings and determination that the historical, cultural and aesthetic heritage of the city is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the people; and,

In accordance with the ordinance to establish a Historic Preservation Commission in the city; to provide for the designation of historic properties of historic districts; to provide for issuance of certificates of appropriateness; to provide for an appeals procedure; to repeal conflicting ordinances; and for other purposes (Villa Rica Code, Chapter 5.29—Historic Preservation);

The Mayor and Council hereby declares it to be the purpose and intent of this ordinance to designate the Old Villa Rica Cemetery as a site which has special historic and aesthetic value or interest in representing local history of the City of Villa Rica, Carroll and Douglas Counties, Georgia;

The Old Villa Rica Cemetery is a common burial place for several civil war soldiers and early community leaders that was established in 1835. The cemetery is in the area where the original residents of Villa Rica lived before the railroad was constructed in the 1880s. Those buried in this cemetery contributed to the growth and development of early Villa Rica.

Section II: There is hereby created and designated in and for the City of Villa Rica the Old Villa Rica Cemetery with boundaries as follows:

The Old Villa Rica Cemetery designation will consist of the entire property. The property has an area of approximately 6.3-acres and fronts on Punkintown Road on parcel number V05 0110055, Landlot 208, District 2.

Section III: The attached lists of properties are to be individually-listed historic properties as created in Section I hereof and the owner thereof is set forth under the name of each property:

Old Villa Rica Cemetery:
Punkintown Road, Villa Rica, GA 30180
Owner: Woodall Phyllis Brown
Owner Address: 686 Punkintown Rd, Villa Rica, GA 30180

Section IV: Upon designation the above individually-listed, locally designated historic sites shall be shown on the Official Zoning Map of the city and kept as a public record to provide notice of such designation.

Section V: Certificate of Appropriateness—Upon the effective date of this Ordinance no material change in the appearance of any structure, site, object, or work of art at the above individually-listed, locally designated historic sites shall be made or be permitted to be made by the owner or occupant thereof, unless or until the application for a Certificate of Appropriateness has been submitted to and approved by the City of Villa Rica Historic Preservation Commission.

Section VI: This Ordinance shall become effective upon a first reading, publication and second reading, which shall be certified by the Clerk of the City of Villa Rica, Carroll and Douglas Counties County, Georgia.

Section VII: Property owners of the above individually-listed, locally designated historic sites shall be notified by United States mail upon approval of said district by the Mayor and City Council of the City of Villa Rica.

Section VIII: Upon Designation City of Villa Rica officials and agencies shall be notified of the designation of the above individually-listed, locally designated historic sites.

So ordained this day of _____, 2019.

Date of Implementation: _____ day of _____, 2019.

APPROVED:

CITY COUNCIL

BY: _____

Mayor, City of Villa Rica



Planning & Zoning

Community Development Department

O-6-2019
O-7-2019
O-8-2019
O-9-2019
O-10-2019
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Staff Report

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Kurt Kraft, Chairman, Ward 2
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Public Hearing Date

Historic Preservation Commission: April 24th, 2019

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Request: Designation of ten sites as local historic sites for preservation purposes.

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Location: 727 Spring Street



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Location: 605 Dallas Highway/614 Magnolia Street

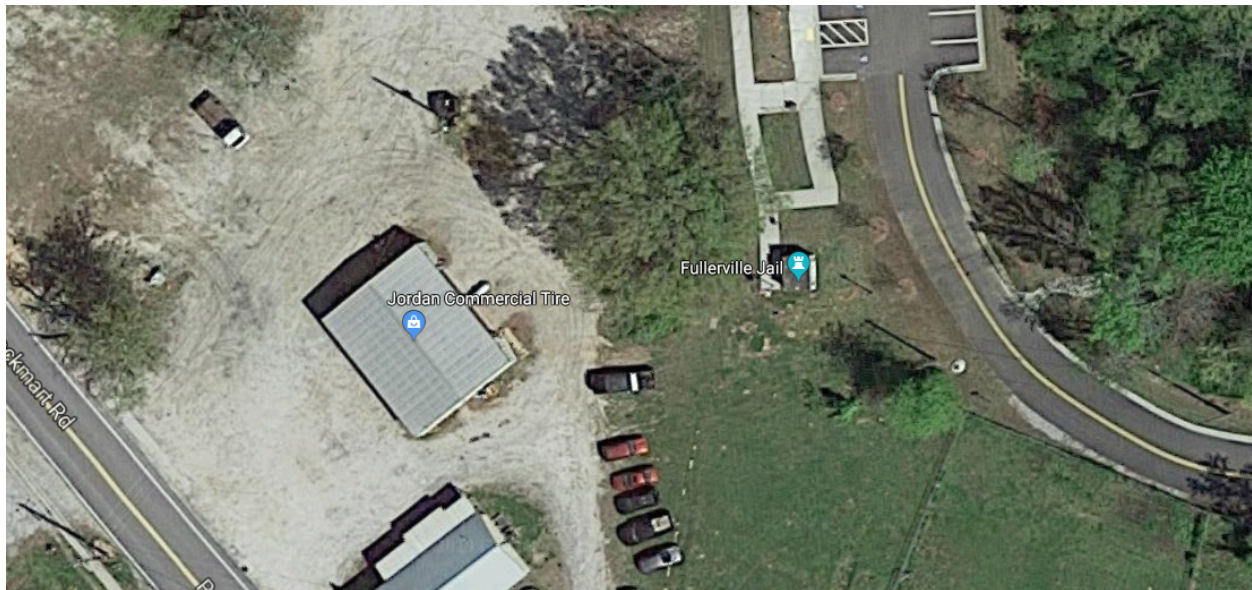


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Parcel Number: V05 0020001
Location: 521 Main Street



Fullerville Jail
Parcel Number: V04 0080013

Location: 121 Fullerville Ballpark Drive



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Parcel Number: V07 0090005

Location: 121 Fullerville Ballpark Drive



New Hope Primitive Baptist Cemetery

Parcel Number: V05 0110055

Location: 200 Old Liberty Road



Old Villa Rica Cemetery Cemetery

Parcel Number: V05 0110055

Location: Punkintown Road



Powell-Marchman House

Parcel Number: V07 0040001

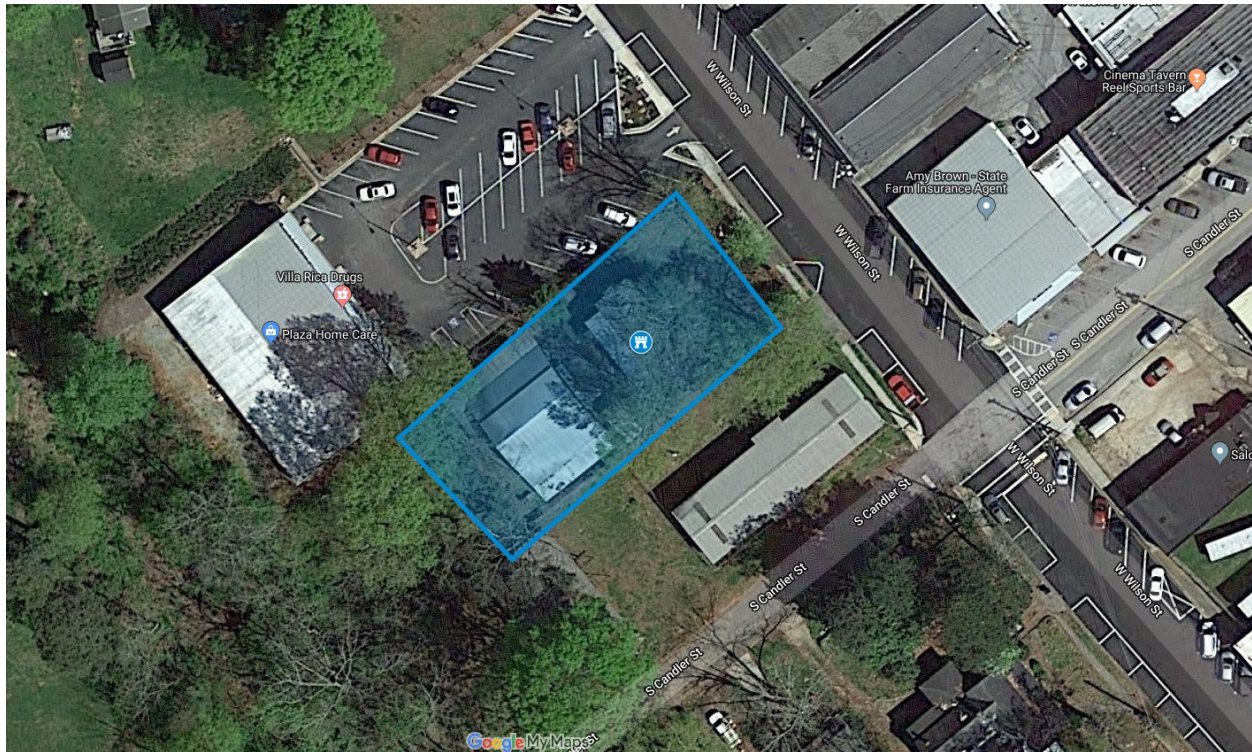
Location: 318 Westview Drive



Villa Rica City Hospital
Parcel Number: V07 0040001
Location: 631 Spring Street



Wicks Tavern
Parcel Number: V07 0050011
Location: 212 W. Wilson Street



Project Description:

The Historic Preservation Commission (HPC) has proposed to designate 10 sites within the city limits as local historical sites that would require owners to acquire a Certificate of Appropriateness prior to any material changes in appearance. These sites have historical value to the city that the HPC has deemed important to protect and preserve. The sites range from cemeteries, churches, homes, public buildings and previous public buildings. Villa Rica currently only has one designated historic district, the North Villa Rica Commercial Historic District, and these sites are proposed to join those properties as needing HPC approval through the Certificate of Appropriateness process on exterior changes.

The State of Georgia Historic Preservation Division (HPD) has a stringent set of procedures on designating properties that includes all property owners being notified of this change both prior to the HPC and governing body voting on designation as well as post designation. The Community Development Department has sent letters to all property owners and can confirm receipt. In addition, the state requires a designation report to be filed with the HPD that includes the history of the site, description of the property and structures, photos and maps. The city has filed 10 designations for the 10 sites (which are attached). The HPD has responded to 8 of the sites (no response letter was received for Wicks Tavern or the Villa Rica City Hospital). While the state requires the city to file a designation report and they respond with a letter recommending designation or not recommending designation, the opinion is purely a recommendation and the city has the authority to move forward with designation regardless.

Designation has several important qualities that would be beneficial to the city through designation:

- The properties can be governed by the Architectural Review Guidelines for Historic Districts and Sites that guide renovations and demolitions of structures and/or surrounding landscapes on the properties. This is the primary tool for preservation initiatives.

- The properties can be developed as attractions through the help of those property owners.
 - The Community Development Department can apply for grants, such as the Georgia Heritage Grant, for different projects concerning preservation of these sites if they are eligible to be on the Georgia Register of Historic Places.
 - The city can apply for the sites to move forward onto the state and national Register of Historic Places.
-

Staff Comments:

Should the City Council be prepared to affirm the Historic Preservation Commission's proposed designations, the following actions must take place:

1. The official zoning map and tax map of the city would need to be updated to reflect the designations.
2. Within 30 days following the adoption of the Designation Ordinance, the owners and occupants must receive written notification of the designation and the notice should tell them that a COA must be obtained from the HPC prior to any material change in appearance.

Recommendation:

Staff recommendation: **APPROVAL**

Public Notifications:

As required by *the Georgia Historic Preservation Division*, the public has been notified in *Times-Georgian* on April 10th, 11th, and 12th and all property owners were mailed notices at least 10-20 days prior to the meeting.

Public Response:

In response to the public notifications, only one property owner has come forward and has voiced their concern with the designation and asked questions regarding the future viability of a sale of the site and the HPC requirements after designation. All questions were answered by staff members.

Office of Community Development

Attachments:

1. Cover letters for each site (10)
2. Designation Report
3. State Historic Preservation Division reaction letters (8)

Old Villa Rica Cemetery
Dallas Road (no address number assigned) Landlot 208/District 2
Parcel Number: V05 0110055
Villa Rica, GA 30180

Department of Community Development
Villa Rica Historic Preservation Commission
Statement of Significance

Old Villa Rica Cemetery is a common burial place for several civil war soldiers and early community leaders that was established in 1835. The cemetery is in the area where the original residents of Villa Rica lived before the railroad was constructed in the 1880s. Those buried in this cemetery contributed to the growth and development of early Villa Rica. This cemetery is in very poor condition, and with the overgrowth of trees and bushes, it is difficult to tell what the exact borders of the cemetery are. This cemetery could potentially be in danger of displacement if commercial developments in the area begin to interfere with the property.

The Conner family, which were early settlers and closely involved in Villa Rica's government, are buried in the cemetery as well as several graves from the early 19th century. The second city manager, J.W. Conner is also buried in the cemetery and is known for negotiating with the gold miners for tax payments and improving Villa Rica economically.

Physical Description

The cemetery has a wide variety of tombstones and grave sites. The graves are scattered throughout the site and wooded areas. A small portion of the front of the cemetery is "cleared", and has less density of trees to where the graves are located. The tombstones consist of limestone and/or sandstone and are mostly modest with many shape variations. The tombstones range from a brick in the ground to a 5' tall monument. Many tombstones have been broken and have fallen over through time, and lay beside or in front of their bases. There are several tombs that are above ground and partially above ground.

In addition, some families have added an additional tombstone once the original becomes illegible. Several family plats are located in the cemetery and are built in rectangular or square patterns, lined with rock or wood. The cemetery consists of 6.3 acres. A short asphalt driveway, less than 50' in length, is at the front center of the property and empties onto Punkintown Road.

Location Map:

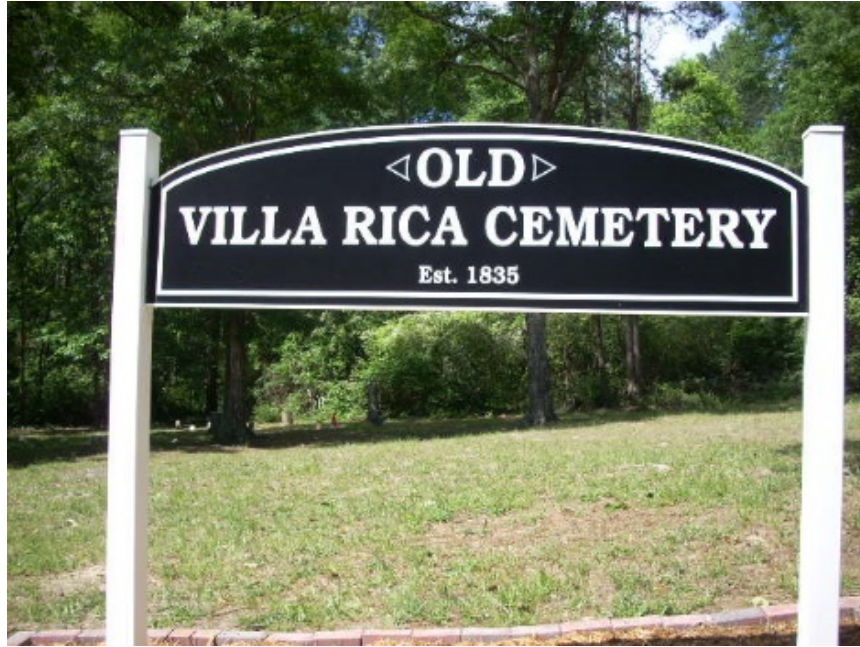


Old Villa Rica Cemetery



Old Villa Rica Cemetery (Parcel outlined)

Photos of Site:



Old Villa Rica Cemetery Image 1 showing the cemetery sign on site (Photos by findagrave.com –retrieved 2-22-19)



Old Villa Rica Cemetery Image 2 showing Confederate soldier sites (Photos by findagrave.com –retrieved 2-22-19)



Old Villa Rica Cemetery Image 3 showing grave sites (Photos by findagrave.com –retrieved 2-22-19)



Old Villa Rica Cemetery Image 4 showing grave sites (Photos by findagrave.com –retrieved 2-22-19)



Old Villa Rica Cemetery Image 5 showing grave sites (Photos by Kevin Slatten on findagrave.com –retrieved 2-22-19)



Old Villa Rica Cemetery Image 6 showing grave site of Anderson Conner (Photos by Jackson Tavegia from justalittletalk.com – retrieved 2-22-19)



Old Villa Rica Cemetery Image 7 showing family plot and graves in distance



Old Villa Rica Cemetery Image 8 showing above ground tomb and damage to graveyard in the background



Old Villa Rica Cemetery Image 9 showing broken Tombstone



Old Villa Rica Cemetery Image 10 showing tombstone with dates



Old Villa Rica Cemetery Image 12 showing tombstone replacement in front of an old illegible tombstone



Old Villa Rica Cemetery Image 13 showing broken Tombstone



Old Villa Rica Cemetery Image 14 showing uniquely shaped Tombstone



Old Villa Rica Cemetery Image 15 showing uniquely shaped tombstone



Old Villa Rica Cemetery Image 16 showing grave sites of different shapes and sizes



Old Villa Rica Cemetery Image 17 showing tall tombstone with Masonic design



Old Villa Rica Cemetery Image 18 showing confederate grave site



Old Villa Rica Cemetery Image 19 showing tombstone for Nancy C. Conner of the Conner Family



Old Villa Rica Cemetery Image 20 showing tombstone for Martha E. Conner of the Conner Family



Old Villa Rica Cemetery Image 21 showing tombstone for Anderson Conner of the Conner Family



HISTORIC PRESERVATION DIVISION

MARK WILLIAMS
COMMISSIONER

DR. DAVID CRASS
DIVISION DIRECTOR

March 15, 2019

Mr. Ronald Johnson
Planning and Zoning Specialist
571 West Bankhead Highway
Villa Rica, GA 30180

RE: Old Villa Rica Cemetery Designation Report Review and Comments

Dear Mr. Johnson:

Thank you for the opportunity to review the designation report for the Old Villa Rica Cemetery. In accordance with the Georgia Historic Preservation Act § 44-10-26 (b)(1), the local historic preservation commission must prepare an investigation report should a local historic property be proposed. Additionally, the Historic Preservation Division must be given the opportunity to comment on the commission's report. Our comments below are based on the provisions of your ordinance, the Georgia Historic Preservation Act, and our knowledge of the resources in your community.

We support your community's commitment to preservation planning and appreciate the opportunity to review the Old Villa Rica Cemetery's designation. We appreciate the maps, representative photos, and the additional historical context that were so well assembled.

In review of the submitted report, we support the designation of the Old Villa Rica Cemetery because of its significance as a place associated with persons of historic significance to the City of Villa Rica. We encourage the Mayor and Council's designation.

We will keep the report on file here for public record and would further ask that the HPC offer a downloadable PDF of the report on the Villa Rica website. If you, the HPC, or any community members have questions or concerns, please do not hesitate to contact me directly at 770.389.7869 or by email at sarah.rogers@dnr.ga.gov

Sincerely,

Sarah Rogers
Certified Local Government Coordinator

cc: Paul Jarrell, Three River Regional Commission



CITY OF VILLA RICA

City Council Packet

SUBJECT: O-13-2019- Ordinance to Designate the Powell-Marchman House at 318 Westview Drive (Parcel Number: V07 0040001), Landlot 162, District 06 as a Local Historical Site

CITY COUNCIL AGENDA DATE: May 14, 2019

DATE: April 30, 2019

PREPARED BY: Ronald Johnson, Planning & Zoning Specialist

FISCAL IMPACT: None; **ANNUAL –** N/A; **CAPITAL –** N/A; **OTHER –** N/A; **FUNDING SOURCE:** N/A

PURPOSE: The purpose of this ordinance is to designate the Powell-Marchman House as a local historic site for preservation purposes.

BACKGROUND: The Villa Rica Historic Preservation Commission identified several sites for possible designation as a local historic site in its quest to protect the historic resources within the city. The Powell-Marchman house was constructed in 1928 and fully restored in the late 2000s. The house was home to Dr. B.C. Powell, a local businessman and Villa Rica's first doctor. Dr. Powell owned the first pharmacy and ice company in Villa Rica. He was responsible for the founding of the Villa Rica First United Methodist Church and Villa Rica's first Hospital. The mansion is of a Greek Revival (Neoclassical Revival) mansion. Designation of a local historic site will require the site to be granted a Certificate of Appropriateness by the Historic Preservation Commission prior to any changes or demolition of the structure to move forward. Changes to the site will need to follow the Architectural Design Guidelines for Historic Districts and Places upon adoption. Letters advising of the designation were successfully sent to the property owner at the address supplied by the Carroll County Tax Assessor. No objections were voiced by the property owners or neighbors. The state Historic Preservation Division has recommended this site for local designation.

STAFF RECOMMENDATION: In connection with the Historic Preservation Commission's approval of the site as a locally designated historic site at a Special Meeting held April 24th, staff is recommending approval of this designation.

MOTION: I make a motion to approve this ordinance that the Powell-Marchman House be designated as a local historic site.

BOARD DOCUMENT NO. _____

ORDINANCE NO. _____

CITY OF VILLA RICA

INDIVIDUALLY LISTED HISTORIC SITE DESIGNATION ORDINANCE

AN ORDINANCE TO DESIGNATE THE POWELL-MARCHMAN HOUSE A LOCALLY DESIGNATED HISTORIC SITE WITHIN THE CITY OF VILLA RICA, TO LIST THE PROPERTY TO REQUIRE A CERTIFICATE OF APPROPRIATENESS FROM THE CITY HISTORIC PRESERVATION COMMISSION PRIOR TO ANY MATERIAL CHANGE IN APPEARANCE TO SUCH PROPERTY AND/OR STRUCTURES, TO SHOW THE PROPERTY ON THE OFFICIAL ZONING MAP OF THE CITY OF VILLA RICA AND FOR OTHER PURPOSES.

The Mayor and Council have established the City of Villa Rica Historic Preservation Commission in and for the city by its Ordinance of 6 May 2008.

NOW, THEREFORE, the Mayor and Council of the City of Villa Rica hereby ordain that:

Section I: In support and furtherance of its findings and determination that the historical, cultural and aesthetic heritage of the city is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the people; and,

In accordance with the ordinance to establish a Historic Preservation Commission in the city; to provide for the designation of historic properties of historic districts; to provide for issuance of certificates of appropriateness; to provide for an appeals procedure; to repeal conflicting ordinances; and for other purposes (Villa Rica Code, Chapter 5.29—Historic Preservation);

The Mayor and Council hereby declares it to be the purpose and intent of this ordinance to designate the Powell-Marchman House as a site which has special historic, architectural and aesthetic value or interest in representing local history of the City of Villa Rica, Carroll and Douglas Counties, Georgia;

Built in 1928, The Powell-Marchman House was the home of Dr. B.C. Powell, a local business man and Villa Rica's first doctor. Dr. Powell owned the first pharmacy and ice company in Villa Rica. The home has immense architectural value as an example of Neoclassical Revival and a Georgian House plan type.

The home is four-sided brick with a wood frame and ten Corinthian columns that dominate the front of the structure.

Section II: There is hereby created and designated in and for the City of Villa Rica the Powell-Marchman House with boundaries as follows:

The Powell-Marchman House designation will consist of the entire property. The property has an area of approximately 2.71-acres and fronts on both Westview Drive and South Dogwood Street on parcel number V07 0040001, Landlot 162, District 2 and is a corner lot.

Section III: The attached lists of properties are to be individually-listed historic properties as created in Section I hereof and the owner thereof is set forth under the name of each property:

Powell-Marchman House :
318 Westview Drive, Villa Rica, GA 30180
Owner: Razor Properties, LLC
Owner Address: P.O. Box 21, Mableton, GA 30126

Section IV: Upon designation the above individually-listed, locally designated historic sites shall be shown on the Official Zoning Map of the city and kept as a public record to provide notice of such designation.

Section V: Certificate of Appropriateness—Upon the effective date of this Ordinance no material change in the appearance of any structure, site, object, or work of art at the above individually-listed, locally designated historic sites shall be made or be permitted to be made by the owner of occupant thereof, unless or until the application for a Certificate of Appropriateness has been submitted to and approved by the City of Villa Rica Historic Preservation Commission.

Section VI: This Ordinance shall become effective upon a first reading, publication and second reading, which shall be certified by the Clerk of the City of Villa Rica, Carroll and Douglas Counties County, Georgia.

Section VII: Property owners of the above individually-listed, locally designated historic sites shall be notified by United States mail upon approval of said district by the Mayor and City Council of the City of Villa Rica.

Section VIII: Upon Designation City of Villa Rica officials and agencies shall be notified of the designation of the above individually-listed, locally designated historic sites.

So ordained this day of _____, 2019.

Date of Implementation: _____ day of _____, 2019.

APPROVED:

CITY COUNCIL

BY: _____

Mayor, City of Villa Rica



Planning & Zoning

Community Development Department

O-6-2019
O-7-2019
O-8-2019
O-9-2019
O-10-2019
O-11-2019
O-12-2019
O-13-2019
O-14-2019
O-15-2019

Staff Report

Council Ward: City-wide

Planning Board Members:

Willie Marchman, Ward 1
Kurt Kraft, Chairman, Ward 2
Tom Flowers, Ward 3
John Hannabach, Ward 4
Christina Tidaback, Ward 5

City Council Member:

Shirley Marchman, Ward 1
Matthew Momtahan, Ward 2
Leslie McPherson, Ward 3
Mayor Pro Tem Gil McDougal, Ward 4
Danny Carter, Ward 5

Historic Preservation Commission member:

Dr. Nancy Mims, Chairwoman
Larry Cohrs
Renee Hooks
Kim Poer
Alan White
Ken Norton

Public Hearing Date

Historic Preservation Commission: April 24th, 2019

City Council: May 14th, 2019

Request: Designation of ten sites as local historic sites for preservation purposes.

Baptismal Font

Parcel Number: V06 0030010

Location: 727 Spring Street



Connally-Marchman House

Parcel Number: V06 0030010

Location: 605 Dallas Highway/614 Magnolia Street

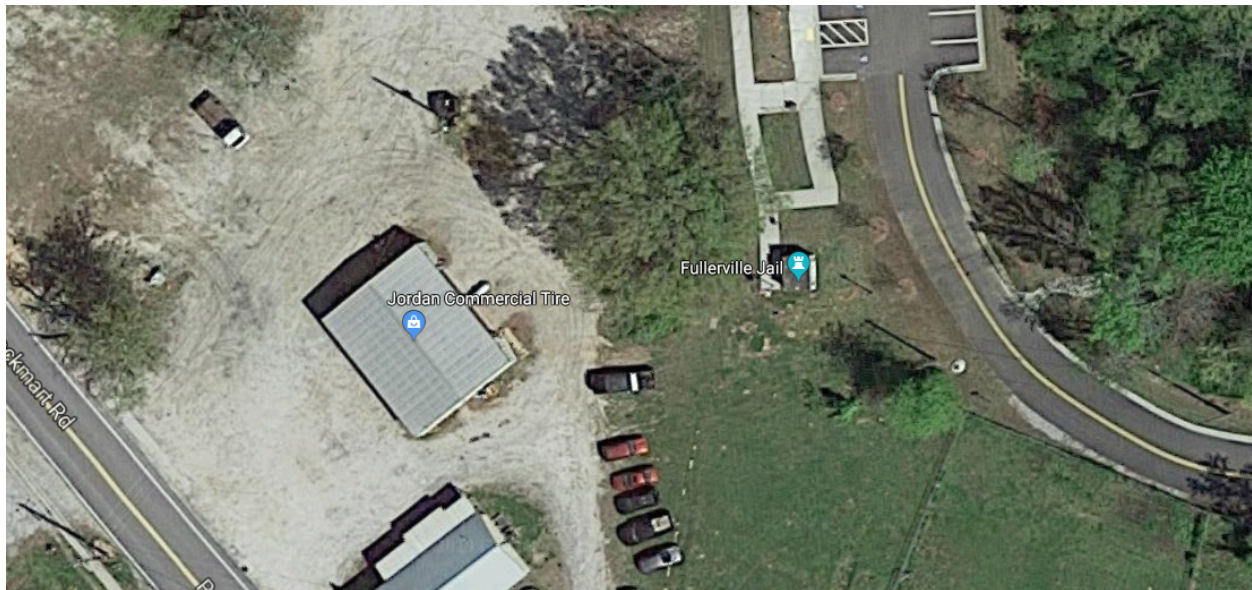


First Presbyterian Church
Parcel Number: V05 0020001
Location: 521 Main Street



Fullerville Jail
Parcel Number: V04 0080013

Location: 121 Fullerville Ballpark Drive



Hillcrest Cemetery

Parcel Number: V07 0090005

Location: 121 Fullerville Ballpark Drive



New Hope Primitive Baptist Cemetery

Parcel Number: V05 0110055

Location: 200 Old Liberty Road



Old Villa Rica Cemetery Cemetery

Parcel Number: V05 0110055

Location: Punkintown Road



Powell-Marchman House

Parcel Number: V07 0040001

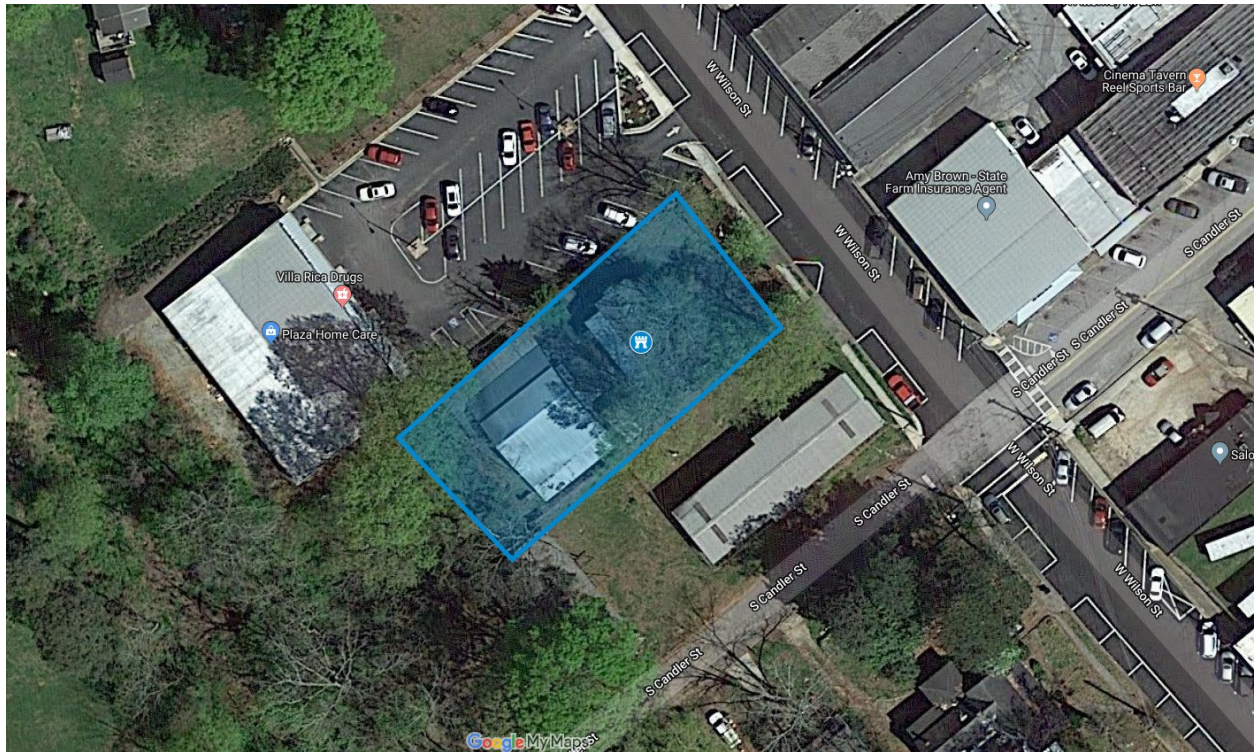
Location: 318 Westview Drive



Villa Rica City Hospital
Parcel Number: V07 0040001
Location: 631 Spring Street



Wicks Tavern
Parcel Number: V07 0050011
Location: 212 W. Wilson Street



Project Description:

The Historic Preservation Commission (HPC) has proposed to designate 10 sites within the city limits as local historical sites that would require owners to acquire a Certificate of Appropriateness prior to any material changes in appearance. These sites have historical value to the city that the HPC has deemed important to protect and preserve. The sites range from cemeteries, churches, homes, public buildings and previous public buildings. Villa Rica currently only has one designated historic district, the North Villa Rica Commercial Historic District, and these sites are proposed to join those properties as needing HPC approval through the Certificate of Appropriateness process on exterior changes.

The State of Georgia Historic Preservation Division (HPD) has a stringent set of procedures on designating properties that includes all property owners being notified of this change both prior to the HPC and governing body voting on designation as well as post designation. The Community Development Department has sent letters to all property owners and can confirm receipt. In addition, the state requires a designation report to be filed with the HPD that includes the history of the site, description of the property and structures, photos and maps. The city has filed 10 designations for the 10 sites (which are attached). The HPD has responded to 8 of the sites (no response letter was received for Wicks Tavern or the Villa Rica City Hospital). While the state requires the city to file a designation report and they respond with a letter recommending designation or not recommending designation, the opinion is purely a recommendation and the city has the authority to move forward with designation regardless.

Designation has several important qualities that would be beneficial to the city through designation:

- The properties can be governed by the Architectural Review Guidelines for Historic Districts and Sites that guide renovations and demolitions of structures and/or surrounding landscapes on the properties. This is the primary tool for preservation initiatives.

- The properties can be developed as attractions through the help of those property owners.
 - The Community Development Department can apply for grants, such as the Georgia Heritage Grant, for different projects concerning preservation of these sites if they are eligible to be on the Georgia Register of Historic Places.
 - The city can apply for the sites to move forward onto the state and national Register of Historic Places.
-

Staff Comments:

Should the City Council be prepared to affirm the Historic Preservation Commission's proposed designations, the following actions must take place:

1. The official zoning map and tax map of the city would need to be updated to reflect the designations.
2. Within 30 days following the adoption of the Designation Ordinance, the owners and occupants must receive written notification of the designation and the notice should tell them that a COA must be obtained from the HPC prior to any material change in appearance.

Recommendation:

Staff recommendation: **APPROVAL**

Public Notifications:

As required by *the Georgia Historic Preservation Division*, the public has been notified in *Times-Georgian* on April 10th, 11th, and 12th and all property owners were mailed notices at least 10-20 days prior to the meeting.

Public Response:

In response to the public notifications, only one property owner has come forward and has voiced their concern with the designation and asked questions regarding the future viability of a sale of the site and the HPC requirements after designation. All questions were answered by staff members.

Office of Community Development

Attachments:

1. Cover letters for each site (10)
2. Designation Report
3. State Historic Preservation Division reaction letters (8)

**Powell-Marchman House
318 Westview Dr.
Villa Rica, GA 30180**

**Department of Community Development
Villa Rica Historic Preservation Commission
Statement of Significance**

Built in 1928 (as per tax records), The Powell House was the home of Dr. B.C. Powell, a local business man and Villa Rica's first doctor. Dr. Powell owned the first pharmacy and ice company in Villa Rica. He befriended Asa Candler, founder of the Coca Cola Company, and was responsible for the founding of Villa Rica's first hospital and the Villa Rica First United Methodist Church. The Powell-Marchman house has ten Corinthian columns that dominate the front of the structure. Perched atop a hill on three wooded acres, this gorgeous Greek Revival mansion has a fascinating and sometimes colorful history that includes a stretch as a traveler's rest (a modern day bed and breakfast). The house is now used as a law office.

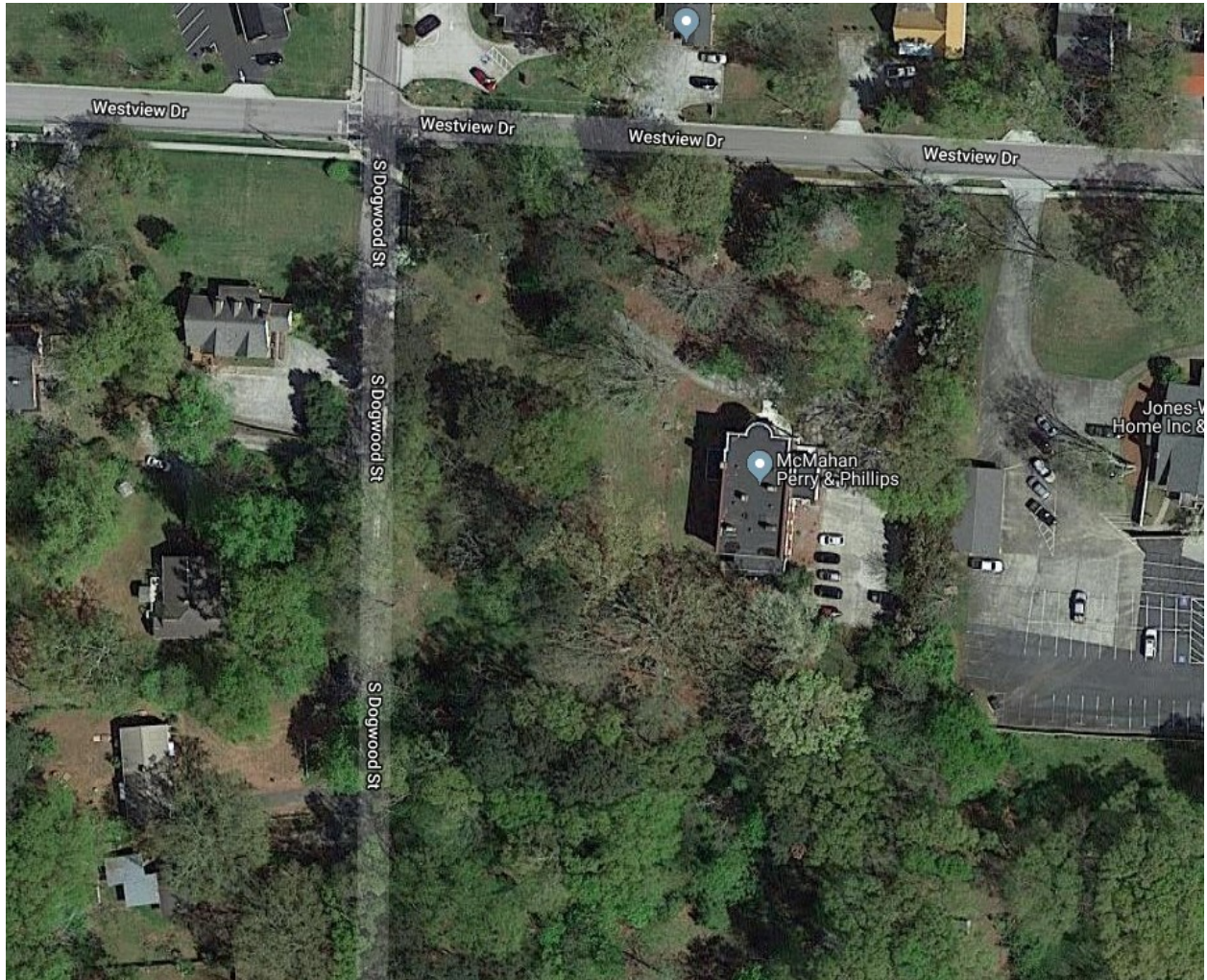
Physical Description

The Powell-Marchman home is built in the Neoclassical Revival style with a Georgian House plan type. The home has a flat roof and four-sided brick veneer exterior and a wood frame. The two-story house has a two-story portico with columns, multi-paned front door, railings around the top of the portico, and roofline, and at least one brick chimney. The house also has 6-over-6 widows with two-by-two transom windows over the front windows.

Only two additions to the exterior of the home are known, which was the enclosing of a carport on the left of the structure and a ramp with metal railings was added to the front. According to the Villa Rica Historical Survey in 2010, the enclosed carport does not detract from its integrity.

The property is surrounded by residential properties and in an area proposed to be the South Villa Rica Residential Historic District, just south of the downtown area.

Location Map:



Powell-Marchman House



Powell-Marchman House (Parcel Outlined)



Powell-Marchman House (Parcel Outlined)

Photos of Site



Powell-Marchman House Image 1 (Photo By: betweennapsontheporch.net; retrieved 2-22-2019)



Powell-Marchman House Image 2 (Photo By: betweennapsontheporch.net; retrieved 2-22-2019)



Powell-Marchman House Image 3 (Photo By: betweennapsontheporch.net; retrieved 2-22-2019)



Powell-Marchman House Image 4 (Photo By: betweennapsontheporch.net; retrieved 2-22-2019)



Powell-Marchman House Image 5 showing interior details (Photo By: betweennapsontheporch.net; retrieved 2-22-2019)



Powell-Marchman House Image 6 (Photo By: betweennapsontheporch.net; retrieved 2-22-2019)



Powell-Marchman House Image 7 showing interior details (Photo By: betweennapsontheporch.net; retrieved 2-22-2019)



Powell-Marchman House Image 8 showing interior details (Photo By: betweennapsontheporch.net; retrieved 2-22-2019)



Powell-Marchman House Image 9 showing interior details (Photo By: betweennapsontheporch.net; retrieved 2-22-2019)



Powell-Marchman House Image 10 showing interior details (Photo By: betweennapsontheporch.net; retrieved 2-22-2019)



Powell-Marchman House Image 11 showing interior details (Photo By: betweennapsontheporch.net; retrieved 2-22-2019)



Powell-Marchman House Image 12 showing interior details (Photo By: betweennapsontheporch.net; retrieved 2-22-2019)



Powell-Marchman House Image 13 showing interior details (Photo By: betweennapsontheporch.net; retrieved 2-22-2019)



HISTORIC PRESERVATION DIVISION

MARK WILLIAMS
COMMISSIONER

DR. DAVID CRASS
DIVISION DIRECTOR

March 15, 2019

Mr. Ronald Johnson
Planning and Zoning Specialist
571 West Bankhead Highway
Villa Rica, GA 30180

RE: Powell-Marchman House Designation Report Review and Comments

Dear Mr. Johnson:

Thank you for the opportunity to review the designation report for the Powell-Marchman House. In accordance with the Georgia Historic Preservation Act § 44-10-26 (b)(1), the local historic preservation commission must prepare an investigation report should a local historic property be proposed. Additionally, the Historic Preservation Division must be given the opportunity to comment on the commission's report. Our comments below are based on the provisions of your ordinance, the Georgia Historic Preservation Act, and our knowledge of the resources in your community.

We support your community's commitment to preservation planning and appreciate the opportunity to review the Powell-Marchman House's designation. We appreciate the maps, representative photos, and the additional historical context that were so well assembled.

In review of the submitted report, we support the designation of the Powell-Marchman House because of its significance as an outstanding example of a Neoclassical Revival-style house in Villa Rica and for its association with Dr. B. C. Powell. We encourage the Mayor and Council's designation.

We will keep the report on file here for public record and would further ask that the HPC offer a downloadable PDF of the report on the Villa Rica website. If you, the HPC, or any community members have questions or concerns, please do not hesitate to contact me directly at 770.389.7869 or by email at sarah.rogers@dnr.ga.gov

Sincerely,

Sarah Rogers
Certified Local Government Coordinator

cc: Paul Jarrell, Three River Regional Commission



CITY OF VILLA RICA

City Council Packet

SUBJECT: O-14-2019- Ordinance to Designate the Villa Rica City Hospital at 631 Spring Street (Parcel Number: V07 0070016), Landlot 159, District 06 as a Local Historical Site

CITY COUNCIL AGENDA DATE: May 14, 2019

DATE: April 30, 2019

PREPARED BY: Ronald Johnson, Planning & Zoning Specialist

FISCAL IMPACT: None; **ANNUAL –** N/A; **CAPITAL –** N/A; **OTHER –** N/A; **FUNDING SOURCE:** N/A

PURPOSE: The purpose of this ordinance is to designate the Villa Rica City Hospital as a local historic site for preservation purposes.

BACKGROUND: The Villa Rica Historic Preservation Commission identified several sites for possible designation as a local historic site in its quest to protect the historic resources within the city. The Villa Rica City Hospital was established in 1930 and is currently used by the Westside Baptist Church. The hospital served both black and white patients at the time and was established as a corporation with the help of the local Stockmar family. The first doctor in Villa Rica, Dr. B.C. Powell, helped establish the hospital. The Stockmars were one of the wealthiest families in Villa Rica at the time and owned the many Pine Mountain gold mines. Mrs. Stockmar was the first administrator of the hospital and was one of the leading local female industrialist of her time in Georgia. Previous to the hospital being built, babies were born via midwife in private homes. Designation of a local historic site will require the site to be granted a Certificate of Appropriateness by the Historic Preservation Commission prior to any changes or demolition of the structure to move forward. Changes to the site will need to follow the Architectural Design Guidelines for Historic Districts and Places upon adoption. Letters advising of the designation were successfully sent to the property owner at the address supplied by the Carroll County Tax Assessor. No objections were voiced by the property owners or neighbors. The state Historic Preservation Division has not recommended this site for local designation.

STAFF RECOMMENDATION: In connection with the Historic Preservation Commission's approval of the site as a locally designated historic site at a Special Meeting held April 24th, staff is recommending approval of this designation.

IMPACT: N/A

MOTION: I make a motion to approve this ordinance that the Villa Rica City Hospital be designated as a local historic site.

BOARD DOCUMENT NO. _____

ORDINANCE NO. _____

CITY OF VILLA RICA

INDIVIDUALLY LISTED HISTORIC SITE DESIGNATION ORDINANCE

AN ORDINANCE TO DESIGNATE THE VILLA RICA CITY HOSPITAL A LOCALLY DESIGNATED HISTORIC SITE WITHIN THE CITY OF VILLA RICA, TO LIST THE PROPERTY TO REQUIRE A CERTIFICATE OF APPROPRIATENESS FROM THE CITY HISTORIC PRESERVATION COMMISSION PRIOR TO ANY MATERIAL CHANGE IN APPEARANCE TO SUCH PROPERTY AND/OR STRUCTURES, TO SHOW THE PROPERTY ON THE OFFICIAL ZONING MAP OF THE CITY OF VILLA RICA AND FOR OTHER PURPOSES.

The Mayor and Council have established the City of Villa Rica Historic Preservation Commission in and for the city by its Ordinance of 6 May 2008.

NOW, THEREFORE, the Mayor and Council of the City of Villa Rica hereby ordain that:

Section I: In support and furtherance of its findings and determination that the historical, cultural and aesthetic heritage of the city is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the people; and,

In accordance with the ordinance to establish a Historic Preservation Commission in the city; to provide for the designation of historic properties of historic districts; to provide for issuance of certificates of appropriateness; to provide for an appeals procedure; to repeal conflicting ordinances; and for other purposes (Villa Rica Code, Chapter 5.29—Historic Preservation);

The Mayor and Council hereby declares it to be the purpose and intent of this ordinance to designate the Villa Rica City Hospital as a site which has special historic and aesthetic value or interest in representing local history of the City of Villa Rica, Carroll and Douglas Counties, Georgia;

The Villa Rica City Hospital was established in 1930 and is currently used by the Westside Baptist Church. The hospital served both black and white patients at the time and was established as a corporation with the help of the local Stockmar family. The first doctor in Villa Rica, Dr. B.C. Powell, helped establish the hospital. The Stockmars were one of the wealthiest families in Villa Rica at the time and

owned the many Pine Mountain gold mines. Mrs. Stockmar was the first administrator of the hospital and was one of the leading local female industrialist of her time in Georgia. Previous to the hospital being built, babies were born via midwife in private homes.

Section II: There is hereby created and designated in and for the City of Villa Rica the Villa Rica City Hospital with boundaries as follows:

The Villa Rica City Hospital designation will consist of the entire property. The property has an area of approximately 2.66-acres and is a corner lot fronting on both South Carroll Road and Spring Street. The parcel number is V07 0070016, Landlot 159, District 6.

Section III: The attached lists of properties are to be individually-listed historic properties as created in Section I hereof and the owner thereof is set forth under the name of each property:

Villa Rica City Hospital:
631 Spring Street, Villa Rica, GA 30180
Owner: Westside Baptist Church
Owner Address: Same

Section IV: Upon designation the above individually-listed, locally designated historic sites shall be shown on the Official Zoning Map of the city and kept as a public record to provide notice of such designation.

Section V: Certificate of Appropriateness—Upon the effective date of this Ordinance no material change in the appearance of any structure, site, object, or work of art at the above individually-listed, locally designated historic sites shall be made or be permitted to be made by the owner or occupant thereof, unless or until the application for a Certificate of Appropriateness has been submitted to and approved by the City of Villa Rica Historic Preservation Commission.

Section VI: This Ordinance shall become effective upon a first reading, publication and second reading, which shall be certified by the Clerk of the City of Villa Rica, Carroll and Douglas Counties County, Georgia.

Section VII: Property owners of the above individually-listed, locally designated historic sites shall be notified by United States mail upon approval of said district by the Mayor and City Council of the City of Villa Rica.

Section VIII: Upon Designation City of Villa Rica officials and agencies shall be notified of the designation of the above individually-listed, locally designated historic sites.

So ordained this day of _____, 2019.

Date of Implementation: _____ day of _____, 2019.

APPROVED:

CITY COUNCIL

BY: _____

Mayor, City of Villa Rica



Planning & Zoning

Community Development Department

O-6-2019
O-7-2019
O-8-2019
O-9-2019
O-10-2019
O-11-2019
O-12-2019
O-13-2019
O-14-2019
O-15-2019

Staff Report

Council Ward: City-wide

Planning Board Members:

Willie Marchman, Ward 1
Kurt Kraft, Chairman, Ward 2
Tom Flowers, Ward 3
John Hannabach, Ward 4
Christina Tidaback, Ward 5

City Council Member:

Shirley Marchman, Ward 1
Matthew Momtahan, Ward 2
Leslie McPherson, Ward 3
Mayor Pro Tem Gil McDougal, Ward 4
Danny Carter, Ward 5

Historic Preservation Commission member:

Dr. Nancy Mims, Chairwoman
Larry Cohrs
Renee Hooks
Kim Poer
Alan White
Ken Norton

Public Hearing Date

Historic Preservation Commission: April 24th, 2019

City Council: May 14th, 2019

Request: Designation of ten sites as local historic sites for preservation purposes.

Baptismal Font

Parcel Number: V06 0030010

Location: 727 Spring Street



Connally-Marchman House

Parcel Number: V06 0030010

Location: 605 Dallas Highway/614 Magnolia Street

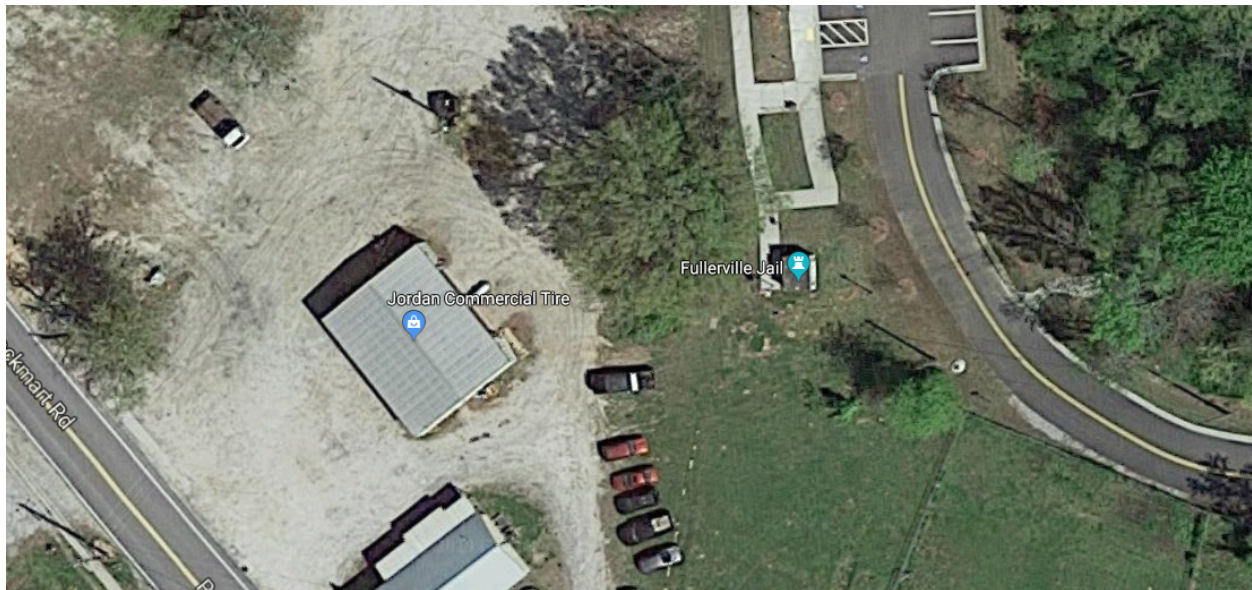


First Presbyterian Church
Parcel Number: V05 0020001
Location: 521 Main Street



Fullerville Jail
Parcel Number: V04 0080013

Location: 121 Fullerville Ballpark Drive



Hillcrest Cemetery

Parcel Number: V07 0090005

Location: 121 Fullerville Ballpark Drive



New Hope Primitive Baptist Cemetery

Parcel Number: V05 0110055

Location: 200 Old Liberty Road



Old Villa Rica Cemetery Cemetery

Parcel Number: V05 0110055

Location: Punkintown Road



Powell-Marchman House

Parcel Number: V07 0040001

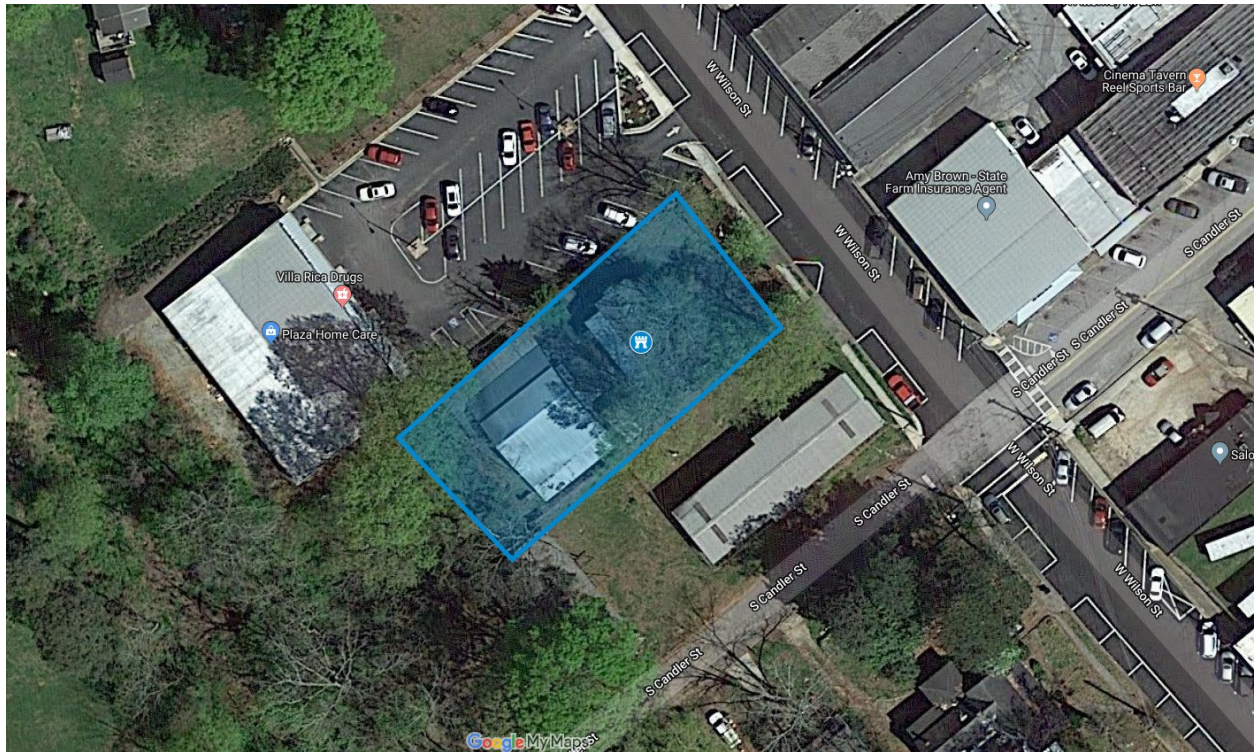
Location: 318 Westview Drive



Villa Rica City Hospital
Parcel Number: V07 0040001
Location: 631 Spring Street



Wicks Tavern
Parcel Number: V07 0050011
Location: 212 W. Wilson Street



Project Description:

The Historic Preservation Commission (HPC) has proposed to designate 10 sites within the city limits as local historical sites that would require owners to acquire a Certificate of Appropriateness prior to any material changes in appearance. These sites have historical value to the city that the HPC has deemed important to protect and preserve. The sites range from cemeteries, churches, homes, public buildings and previous public buildings. Villa Rica currently only has one designated historic district, the North Villa Rica Commercial Historic District, and these sites are proposed to join those properties as needing HPC approval through the Certificate of Appropriateness process on exterior changes.

The State of Georgia Historic Preservation Division (HPD) has a stringent set of procedures on designating properties that includes all property owners being notified of this change both prior to the HPC and governing body voting on designation as well as post designation. The Community Development Department has sent letters to all property owners and can confirm receipt. In addition, the state requires a designation report to be filed with the HPD that includes the history of the site, description of the property and structures, photos and maps. The city has filed 10 designations for the 10 sites (which are attached). The HPD has responded to 8 of the sites (no response letter was received for Wicks Tavern or the Villa Rica City Hospital). While the state requires the city to file a designation report and they respond with a letter recommending designation or not recommending designation, the opinion is purely a recommendation and the city has the authority to move forward with designation regardless.

Designation has several important qualities that would be beneficial to the city through designation:

- The properties can be governed by the Architectural Review Guidelines for Historic Districts and Sites that guide renovations and demolitions of structures and/or surrounding landscapes on the properties. This is the primary tool for preservation initiatives.

- The properties can be developed as attractions through the help of those property owners.
 - The Community Development Department can apply for grants, such as the Georgia Heritage Grant, for different projects concerning preservation of these sites if they are eligible to be on the Georgia Register of Historic Places.
 - The city can apply for the sites to move forward onto the state and national Register of Historic Places.
-

Staff Comments:

Should the City Council be prepared to affirm the Historic Preservation Commission's proposed designations, the following actions must take place:

1. The official zoning map and tax map of the city would need to be updated to reflect the designations.
2. Within 30 days following the adoption of the Designation Ordinance, the owners and occupants must receive written notification of the designation and the notice should tell them that a COA must be obtained from the HPC prior to any material change in appearance.

Recommendation:

Staff recommendation: **APPROVAL**

Public Notifications:

As required by *the Georgia Historic Preservation Division*, the public has been notified in *Times-Georgian* on April 10th, 11th, and 12th and all property owners were mailed notices at least 10-20 days prior to the meeting.

Public Response:

In response to the public notifications, only one property owner has come forward and has voiced their concern with the designation and asked questions regarding the future viability of a sale of the site and the HPC requirements after designation. All questions were answered by staff members.

Office of Community Development

Attachments:

1. Cover letters for each site (10)
2. Designation Report
3. State Historic Preservation Division reaction letters (8)

**Villa Rica City Hospital
631 Spring Street
Villa Rica, GA 30180**

**Department of Community Development
Villa Rica Historic Preservation Commission
Statement of Significance**

Villa Rica City Hospital was established in 1930 and is currently used as Westside Baptist Church. Prior to Villa Rica having a hospital, babies were born via midwife in private homes. The hospital also made local history by serving both black and white patients. In 1930, Villa Rica needed a hospital and formed a corporation with the help of the local Stockmar family, which in turn sold stock to establish the hospital. The first doctor in Villa Rica, which also helped establish the hospital was Dr. B.C. Powell. The Stockmars were one of the wealthiest families in Villa Rica at the time and owned the many Pine Mountain gold mines that give Villa Rica its name “City of Gold”. Pine Mountain is now a historic site, and was the first gold rush of its kind in the United States, and the first gold rush in Georgia. The family also owned several industrial firms in Ohio and other states to which made them very wealthy. Mrs. Stockmar was the first administrator of the hospital and was one of the leading local female industrialist of her time in Georgia.

The hospital was built on South Carroll Road and served Villa Rica from 1930 to 1954 until a new hospital was built on Dallas Highway, upon affiliating with Tanner Medical Center in Carrollton, GA. The new affiliation extended a wide range of services to the Villa Rica area. Upon closing the first hospital, it was converted to a nursing home and then a mission church started by the First Baptist Church of Villa Rica until it was sold to Westside Baptist Church.

The hospital formally joined Tanner Medical Center in 1985. In 1982, the hospital had a staff of 186 people.

In October 2003, Tanner Medical Center/Villa Rica moved patients from the hospital facility that opened in 1954 to a new, 40-bed hospital built just across the street. The Dallas Highway facility was then demolished in 2007.

Physical Description

The hospital building is a one story brick veneer, wood frame structure with 6-over-1 window and 2-over-2 windows on the front porch, with some single paned, stained glass windows. According to tax records the building was constructed in 1930 and has a front gable plan type. The Villa Rica Historical Resource Survey, completed in 2010, indicates no particular style of the structure, but notes that it is a “good example of an early twentieth century, small town church”, despite its original purpose as a hospital.

The structure had an addition that consisted of the front porch being rebuilt with concrete block foundation and vinyl siding. The building is still on its original brick piers with concrete block infill, exposed rafters and a center church steeple. The 2010 survey considers the property as contributing to the future South Villa Rica Residential Historic District.

The property is located on 2.66 acres and is on the corner of Spring Street and South Carroll Road. The surrounding land uses are all residential one-story single-family homes with a New South Cottage Style, to be included in the proposed historic district. A commercial car wash is located in the rear of the property along South Carroll Road.

Location Map:



Villa Rica City Hospital (now Westside Baptist Church)



Villa Rica City Hospital (Parcel Outlined)



Villa Rica City Hospital (Parcel Outlined)

Photos of Site



Villa Rica City Hospital Image 1 showing front view (taken 2-22-2019)



Villa Rica City Hospital 2 showing front view (taken 2-22-2019)



Villa Rica City Hospital 3 showing front/side (taken 2-22-2019)



CITY OF VILLA RICA

City Council Packet

SUBJECT: O-15-2019- Ordinance to Designate the Wicks Tavern at 212 West Wilson Street (Parcel Number: V07 0050011), Landlot 161, District 06 as a Local Historical Site

CITY COUNCIL AGENDA DATE: May 14, 2019

DATE: April 30, 2019

PREPARED BY: Ronald Johnson, Planning & Zoning Specialist

FISCAL IMPACT: None; **ANNUAL – N/A; CAPITAL – N/A; OTHER – N/A;**
FUNDING SOURCE: N/A

PURPOSE: The purpose of this ordinance is to designate the Villa Rica City Hospital as a local historic site for preservation purposes.

BACKGROUND: The Villa Rica Historic Preservation Commission identified several sites for possible designation as a local historic site in its quest to protect the historic resources within the city. The Wicks Tavern was constructed in approximately 1830 in Hixtown (which merged with Cheevestown to create Villa Rica). It is the oldest commercial structure in West Georgia and Carroll County. Wicks Tavern was moved from its previous site in Hixtown to Downtown Villa Rica in 1998 by the Friends of Wick's Tavern. The building is a classic example of the "Dutch" –style timber framing method. The tavern was a local gathering place for gold miners working area mines in the early 19th century. The tavern now serves as a living museum and home of Forrest Escort SCV and Friends of Wicks Tavern. John Wick started the tavern after coming to Georgia in 1822 and was a successful merchant in Savannah prior to coming to Villa Rica. Designation of a local historic site will require the site to be granted a Certificate of Appropriateness by the Historic Preservation Commission prior to any changes or demolition of the structure to move forward. Changes to the site will need to follow the Architectural Design Guidelines for Historic Districts and Places upon adoption. Letters advising of the designation were successfully sent to the property owner at the address cited above, however the address supplied by the Carroll County Tax Assessor was not successfully delivered. No objections were voiced by the property owners or neighbors. The state Historic Preservation Division has not issued a correspondence concerning this site for local designation.

STAFF RECOMMENDATION: In connection with the Historic Preservation Commission's approval of the site as a locally designated historic site at a Special Meeting held April 24th, staff is recommending approval of this designation with the following condition:

- All of the property should be designated except the detached barn structure in the rear.

MOTION: I make a motion to approve this ordinance with the condition that only Wicks Tavern and the grounds it is located be designated as a local historic site with exception to the rear barn structure.

BOARD DOCUMENT NO. _____

ORDINANCE NO. _____

CITY OF VILLA RICA

INDIVIDUALLY LISTED HISTORIC SITE DESIGNATION ORDINANCE

AN ORDINANCE TO DESIGNATE THE WICKS TAVERN AS A LOCALLY DESIGNATED HISTORIC SITE WITHIN THE CITY OF VILLA RICA, TO LIST THE PROPERTY TO REQUIRE A CERTIFICATE OF APPROPRIATENESS FROM THE CITY HISTORIC PRESERVATION COMMISSION PRIOR TO ANY MATERIAL CHANGE IN APPEARANCE TO SUCH PROPERTY AND/OR STRUCTURES, TO SHOW THE PROPERTY ON THE OFFICIAL ZONING MAP OF THE CITY OF VILLA RICA AND FOR OTHER PURPOSES.

The Mayor and Council have established the City of Villa Rica Historic Preservation Commission in and for the city by its Ordinance of 6 May 2008.

NOW, THEREFORE, the Mayor and Council of the City of Villa Rica hereby ordain that:

Section I: In support and furtherance of its findings and determination that the historical, cultural and aesthetic heritage of the city is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the people; and,

In accordance with the ordinance to establish a Historic Preservation Commission in the city; to provide for the designation of historic properties of historic districts; to provide for issuance of certificates of appropriateness; to provide for an appeals procedure; to repeal conflicting ordinances; and for other purposes (Villa Rica Code, Chapter 5.29—Historic Preservation);

The Mayor and Council hereby declares it to be the purpose and intent of this ordinance to designate the Wicks Tavern as a site which has special historic, architectural and aesthetic value or interest in representing local history of the City of Villa Rica, Carroll and Douglas Counties, Georgia;

The Wicks Tavern was constructed in approximately 1830 in Hixtown (which merged with Cheevestown to create Villa Rica). It is the oldest commercial structure in West Georgia and Carroll County. Wicks Tavern was moved from its previous site in Hixtown to Downtown Villa Rica in 1998 by the Friends of Wick's Tavern. The building is a classic example of the "Dutch" –style timber framing method. The tavern was a local gathering place for gold miners working area mines in the early 19th century. The

tavern now serves as a living museum and home of Forrest Escort SCV and Friends of Wicks Tavern. John Wick started the tavern after coming to Georgia in 1822 and was a successful merchant in Savannah prior to coming to Villa Rica.

Section II: There is hereby created and designated in and for the City of Villa Rica the Wicks Tavern with boundaries as follows:

The Wicks Tavern designation will consist of the entire property except the wooden barn structure in the rear of the property. The property has an area of approximately 0.27-acres and fronts on W. Wilson Street. The parcel number is V07 0050011, Landlot 161, District 6.

Section III: The attached lists of properties are to be individually-listed historic properties as created in Section I hereof and the owner thereof is set forth under the name of each property:

Wicks Tavern:
212 West Wilson Street, Villa Rica, GA 30180
Owner: Friends of Wicks Tavern
Owner Address: P.O. Box 2, Winston, GA 30187-0002

Section IV: Upon designation the above individually-listed, locally designated historic sites shall be shown on the Official Zoning Map of the city and kept as a public record to provide notice of such designation.

Section V: Certificate of Appropriateness—Upon the effective date of this Ordinance no material change in the appearance of any structure, site, object, or work of art at the above individually-listed, locally designated historic sites shall be made or be permitted to be made by the owner or occupant thereof, unless or until the application for a Certificate of Appropriateness has been submitted to and approved by the City of Villa Rica Historic Preservation Commission.

Section VI: This Ordinance shall become effective upon a first reading, publication and second reading, which shall be certified by the Clerk of the City of Villa Rica, Carroll and Douglas Counties County, Georgia.

Section VII: Property owners of the above individually-listed, locally designated historic sites shall be notified by United States mail upon approval of said district by the Mayor and City Council of the City of Villa Rica.

Section VIII: Upon Designation City of Villa Rica officials and agencies shall be notified of the designation of the above individually-listed, locally designated historic site.

So ordained this day of _____, 2019.

Date of Implementation: _____ day of _____, 2019.

APPROVED:

CITY COUNCIL

BY: _____

Mayor, City of Villa Rica



Planning & Zoning

Community Development Department

O-6-2019
O-7-2019
O-8-2019
O-9-2019
O-10-2019
O-11-2019
O-12-2019
O-13-2019
O-14-2019
O-15-2019

Staff Report

Council Ward: City-wide

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Kurt Kraft, Chairman, Ward 2
Tom Flowers, Ward 3
John Hannabach, Ward 4
Christina Tidaback, Ward 5

City Council Member:

Shirley Marchman, Ward 1
Matthew Momtahan, Ward 2
Leslie McPherson, Ward 3
Mayor Pro Tem Gil McDougal, Ward 4
Danny Carter, Ward 5

Historic Preservation Commission member:

Dr. Nancy Mims, Chairwoman
Larry Cohrs
Renee Hooks
Kim Poer
Alan White
Ken Norton

Public Hearing Date

Historic Preservation Commission: April 24th, 2019

City Council: May 14th, 2019

Request: Designation of ten sites as local historic sites for preservation purposes.

Baptismal Font

Parcel Number: V06 0030010

Location: 727 Spring Street



Connally-Marchman House

Parcel Number: V06 0030010

Location: 605 Dallas Highway/614 Magnolia Street

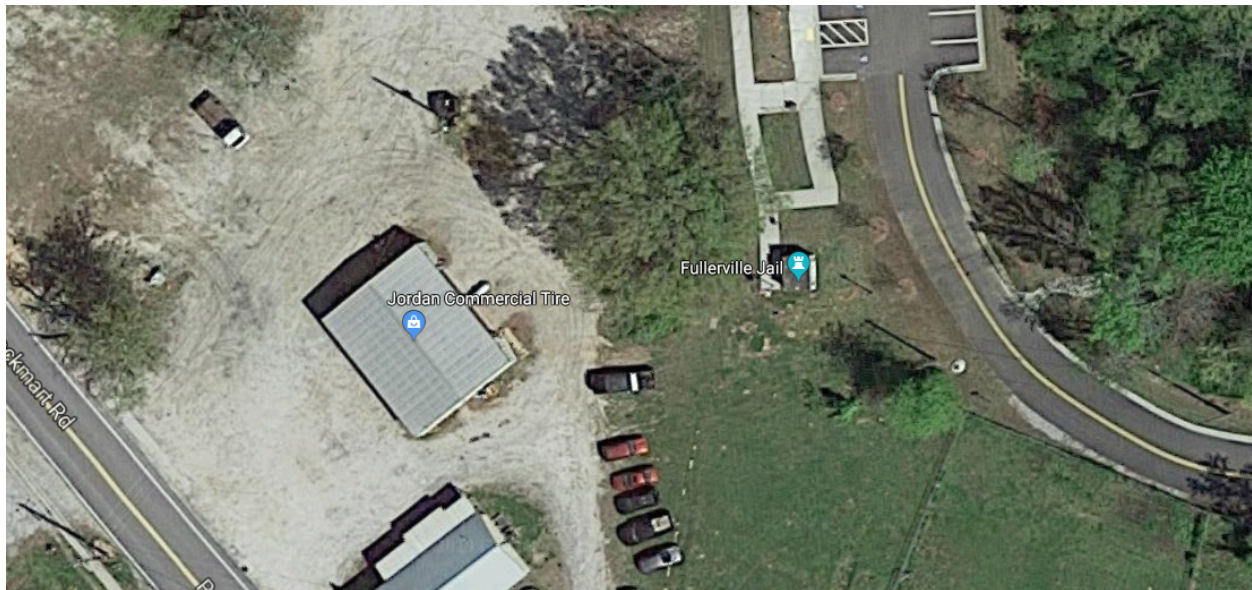


First Presbyterian Church
Parcel Number: V05 0020001
Location: 521 Main Street



Fullerville Jail
Parcel Number: V04 0080013

Location: 121 Fullerville Ballpark Drive



Hillcrest Cemetery

Parcel Number: V07 0090005

Location: 121 Fullerville Ballpark Drive



New Hope Primitive Baptist Cemetery

Parcel Number: V05 0110055

Location: 200 Old Liberty Road



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Parcel Number: V05 0110055

Location: Punkintown Road



Powell-Marchman House

Parcel Number: V07 0040001

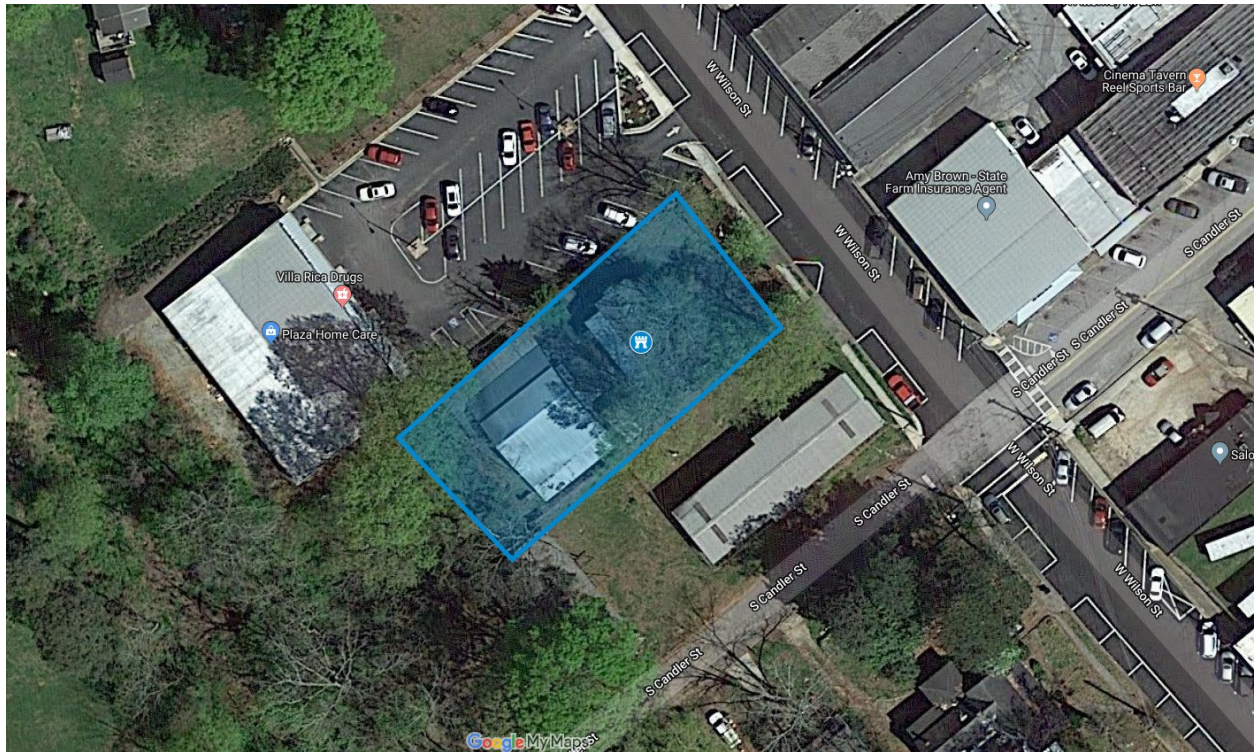
Location: 318 Westview Drive



Villa Rica City Hospital
Parcel Number: V07 0040001
Location: 631 Spring Street



Wicks Tavern
Parcel Number: V07 0050011
Location: 212 W. Wilson Street



Project Description:

The Historic Preservation Commission (HPC) has proposed to designate 10 sites within the city limits as local historical sites that would require owners to acquire a Certificate of Appropriateness prior to any material changes in appearance. These sites have historical value to the city that the HPC has deemed important to protect and preserve. The sites range from cemeteries, churches, homes, public buildings and previous public buildings. Villa Rica currently only has one designated historic district, the North Villa Rica Commercial Historic District, and these sites are proposed to join those properties as needing HPC approval through the Certificate of Appropriateness process on exterior changes.

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Designation has several important qualities that would be beneficial to the city through designation:

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 - The city can apply for the sites to move forward onto the state and national Register of Historic Places.
-

Staff Comments:

Should the City Council be prepared to affirm the Historic Preservation Commission's proposed designations, the following actions must take place:

1. The official zoning map and tax map of the city would need to be updated to reflect the designations.
2. Within 30 days following the adoption of the Designation Ordinance, the owners and occupants must receive written notification of the designation and the notice should tell them that a COA must be obtained from the HPC prior to any material change in appearance.

Recommendation:

Staff recommendation: **APPROVAL**

Public Notifications:

As required by *the Georgia Historic Preservation Division*, the public has been notified in *Times-Georgian* on April 10th, 11th, and 12th and all property owners were mailed notices at least 10-20 days prior to the meeting.

Public Response:

In response to the public notifications, only one property owner has come forward and has voiced their concern with the designation and asked questions regarding the future viability of a sale of the site and the HPC requirements after designation. All questions were answered by staff members.

Office of Community Development

Attachments:

1. Cover letters for each site (10)
2. Designation Report
3. State Historic Preservation Division reaction letters (8)

**Wicks Tavern
212 W. Wilson Street
Villa Rica, GA 30180**

**Department of Community Development
Villa Rica Historic Preservation Commission
Statement of Significance**

Wicks Tavern—c. 1830—Wicks Tavern is the oldest commercial structure in Carroll County. The tavern was built in Hixtown by New York immigrant John B. Wick. The city was incorporated as Villa Rica in 1881. The name Villa Rica is derived from Spanish for "rich village" and the city's name change was done to help promote the gold in the area.

Hixtown and Cheevestown combined to become the new City of Villa Rica. Many of the original structures from Hixtown and Chevestown were physically moved to the new site by rolling them on logs pulled by horses. The original location of Wick's Tavern in the area where Tanner Medical Center sits today. Wick's Tavern was a local gathering place for gold miners working area mines in the early 19th century. The building is a classic example of the "Dutch"-style timber framing method. When the Georgia-Pacific Railroad came through town in 1882 and the homes and businesses were moved, the tavern was considered too large to be moved. It was later turned into a home. In 1998, the "Friends of Wick's Tavern" raised the funds necessary to rescue this historic building from being demolished and finally helped it make the journey to Downtown Villa Rica that it never got one hundred plus years earlier. Wicks Tavern now serves as a living history museum and the home of Forrest Escort SCV and the Friends of Wicks Tavern.

Most historical surveys agree that John B. Wick hailed from New York and was an early gold miner, born on November 29th, 1798. He married a woman with the last name Delia Johnson Tuttle in 1824 in New Jersey and eventually had one daughter, Mary, who died at an early age. Wick arrived in Georgia as early as January 1822 and was a successful merchant in Savannah. His store was located on the northwest corner of Savannah's Merchant Square in the Crane and Baker building between Ellis and Franklin Squares. Advertisements for Wick's store mention he sold shoes and later in 1824 he advertised a large inventory of flour in quarter barrels from New

York. Wick's name was often mentioned in Savannah papers regarding recent ship arrivals.

Physical Description

Wick Home was constructed by Native American and illegal miners in the area. With the trees and items around, the nearest store would have been McIntosh Plantation toward Newnan. The Railroad did not come through to bring supplies until 1882.

The Home was a Frame, 4-room dwelling with a mix between Cape Cod, French Colonial, Dutch Colonial styles. The tavern has porches on the front and rear.

The structure features hand-hewn logs, wooden pegs, cedar shingles, a rock chimney, dovetail notches, and square peg/round hole connections. The corner posts have the same-sized tenon for the mortises. The home has 1-over-1 wood windows with plate glass and wood siding. The tavern has a two-story wooden barn in the rear that was used as horse stables at some time (and most recently used as a clubhouse for the Sons of the Confederacy) and is contributing to the property as well. The barn is 1,920 square feet according to County Tax Records.

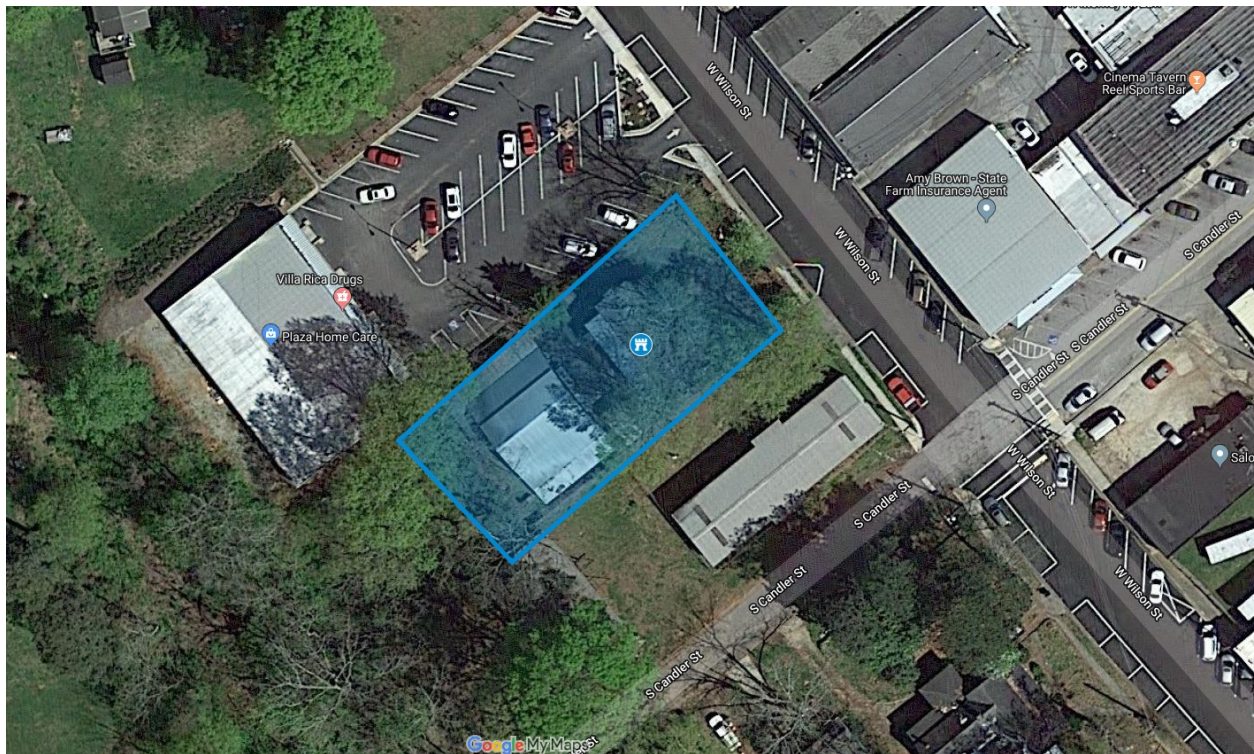
Surrounding the property is a mix of residential, commercial and mixed use properties with the tavern being centered in downtown Villa Rica, one block off from our main road, Montgomery Street (U.S. Route 78). Historic, scenic Bankhead Highway becomes Montgomery Street and adds to the historic, railroad-style downtown that Villa Rica has. The homes surrounding the Wick Tavern are also of historic nature, including New South Cottage, Colonial and Bungalow style homes. The tavern is a segue between the residential neighborhood to the south (to be proposed as a historic district at a later date) and the South Villa Rica Commercial Historic District to the north.

The property has a rectangular shape with 0.27 acres. The lot is mostly wooded with a brick and black decorative metal fence on the front yard property line and a wrought iron fence along the side and rear property lines. The tavern was constructed in 1830 and is 930 square feet according to county tax records.

Location Map



Wicks Tavern



Wicks Tavern (Parcel outlined, Site marker shows approximate location on the lot)

Photos of Site



Wicks Tavern Image 1 (Photo by CarrollCountyhistory.org –retrieved 2-22-19)



Wicks Tavern Image 2 (Photo by Fox 5 Atlanta; fox5atlanta.com –retrieved 2-22-19)



Wicks Tavern Image 3



Wicks Tavern Image 4 (Photo by Forgotten Georgia Facebook; retrieved 2-22-19)



Wicks Tavern Image 5 (Photo by Forgotten Georgia Facebook; retrieved 2-22-19)



Wicks Tavern Image 6 (Photo by Forgotten Georgia Facebook; retrieved 2-22-19)



Wicks Tavern Image 7 (Photo by geoview.info; retrieved 2-22-19)



Wicks Tavern Image 8 showing sign (Photo by Flickr; retrieved 2-22-19)



Wicks Tavern Image 9 showing barn structure (Photo by Carroll County Tax Assessor –retrieved 3-4-19)



Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Approval of Change to Downtown Development Authority Boundaries

AGENDA DATE: May 14, 2019

DATE PREPARED: April 23, 2019

PREPARED BY: Tom Barber

AMOUNT: n/a

GL ACCOUNT #: n/a

FUNDING SOURCE: n/a

BUDGETED ITEM? n/a

PURPOSE: To approve a change to the boundaries of the Downtown Development Authority.

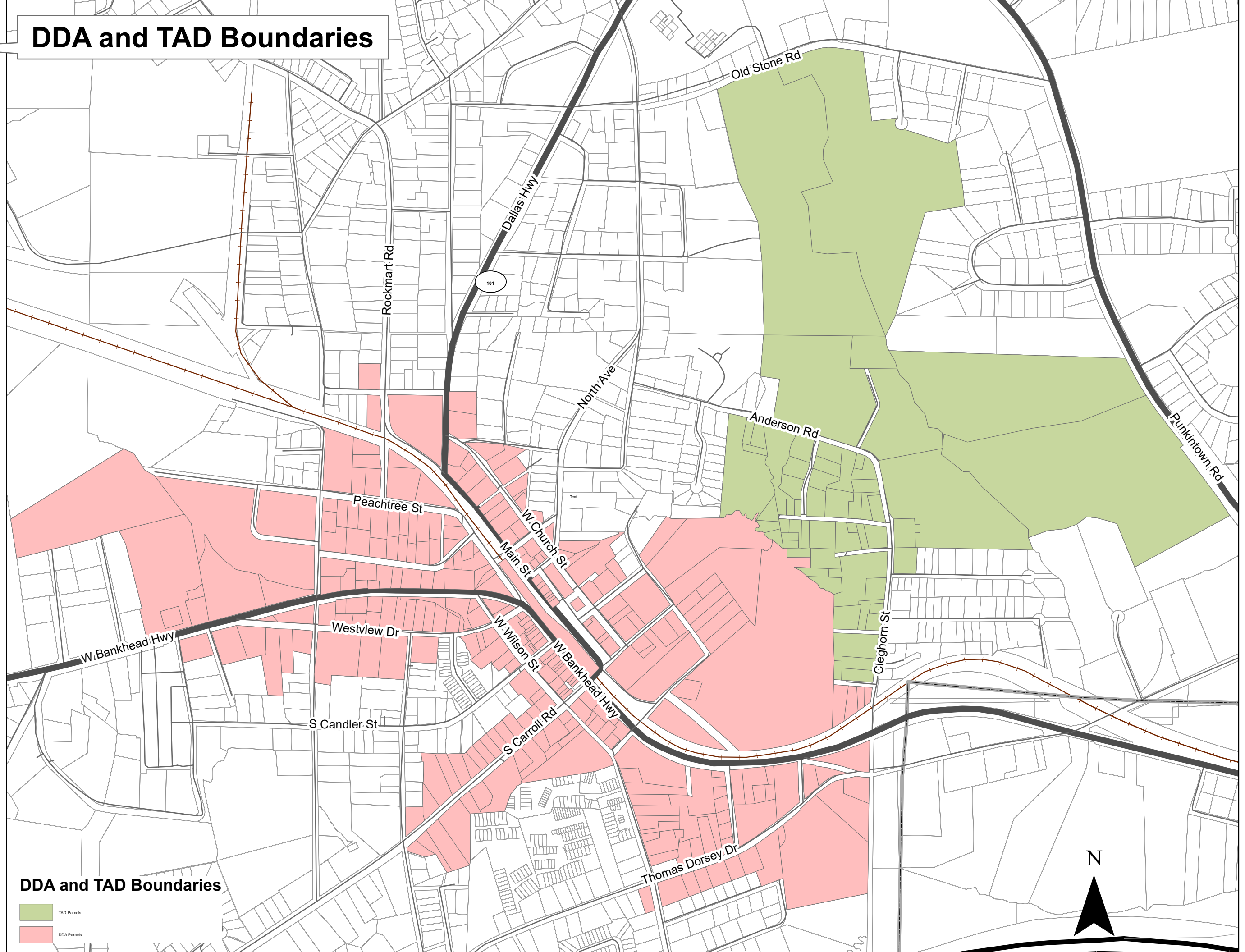
BACKGROUND: The Downtown Development Authority (DDA) has voted to expand their boundaries to include the area of the tax allocation district intended to contain the proposed Mirror Lake Connector. This would give the DDA an opportunity to provide input into the planning and execution of the TAD, road creation, and subsequent commercial development.

STAFF RECOMMENDATION: Staff recommends approval of the expanded DDA boundaries, shaded in green on the accompanying map.

IMPACT: Inclusion of the proposed expansion area will enable the DDA to provide input into the City's development plans for the area north of Anderson Road to Old Stone Road and east of Cleghorn Street to Punkintown Road.

MOTION: I move that we approve the new boundaries for the Downtown Development Authority according to the attached map.

DDA and TAD Boundaries





Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: To Discuss the Training Requirements for Board Members After Their Initial Term of Service

AGENDA DATE: May 14, 2019
PREPARED BY: Tom Barber

DATE PREPARED: May 01, 2019

AMOUNT: unknown
FUNDING SOURCE: various

GL ACCOUNT #: unknown
BUDGETED ITEM? n/a

PURPOSE: To discuss the annual training requirements for volunteer Board members who serve more than one term.

BACKGROUND: Councilmember McPherson has asked that we discuss the creation of additional annual training requirements for Board Members who serve more than one term. Currently, training requirements imposed by the State of Georgia generally only apply to the first year of the first term.

Our volunteer boards include:

Development Authority
Downtown Development Authority
Convention & Visitors Bureau
Library Advisory Board
Recreation Advisory Board
Planning & Zoning Commission
Cemetery Commission
Historic Preservation Commission
Main Street Board

STAFF RECOMMENDATION:

IMPACT:

MOTION: For discussion only



Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: To Approve a Fee Schedule for Solid Waste Pickup

AGENDA DATE: May 14, 2019

DATE PREPARED: May 01, 2019

PREPARED BY: Tom Barber

AMOUNT: unknown

GL ACCOUNT #: n/a

FUNDING SOURCE: Sanitation Fund

BUDGETED ITEM? No

PURPOSE: To approve a revised fee schedule for Sanitation and Solid Waste

BACKGROUND: During the April 23 meeting the City Council voted to increase the amount of vegetation to be covered by the monthly solid waste fee of \$7.50. The associated fee schedule was not amended and no longer matches the new limits. The original fee structure presented to City Council last year is also attached for comparative purposes.

STAFF RECOMMENDATION: Staff recommends that City Council modify the revised fee schedule to match the new bulk limb pickup limit.

IMPACT: Revenue in the solid waste fund will decline as the quantity covered by the monthly fee increases.

MOTION: I move that we adopt the attached Sanitation and Solid Waste Fee Schedule effective April 23, 2019.

Sanitation and Solid Waste Fees

Sanitation / Solid Waste				
RESIDENTIAL				
Sanitation & Solid Waste				
Curbside/Solid Waste Pickup				
Residential Customers	\$ 7.50			
Bulk Limb Rate Schedule (by limb pile size)				
0 to 4 cu. Yd.	Covered with \$7.50 charge			
> 4 to 6 cu. Yd. (8'X6'X3.5')	\$15.00			
> 6 to 8 cu. Yd. (8'X6'X4.5')	\$25.00			
> 8 to 10 cu. Yd. (8'X8'X4.5')	\$40.00			
> 10 to 12 cu. Yd. (10'X8'X4')	\$50.00			
> 12 cu. Yd.	Priced on case by case basis			
Bulk Item Schedule				
A \$10.00 sticker is required for the bulk items listed below:				
Appliances with refrigerant require the purchase of two stickers (\$20).				
Stickers can be purchased at customer service at City Hall. Freezers, refrigerators,				
dressers, bicycles, mattresses, box springs, stoves, sofas, tables, sinks, beds, TV sets,				
recliners, chairs, grills, frames, washers and dryers, microwaves, hot water heaters,				
swing sets (disassembled), lawnmowers, and any other items which, in the discretion				
of the public works director, shall comply with this requirement.				
Bulk Leaf Collection				
0 to 10 bags per week	FREE			
Each additional 10 bags per week	\$5.00			
Garbage		Recycling		
First Cart	\$ 12.50	First Cart	FREE	
Additional Carts	\$ 12.50	Additional Carts	\$ 3.50	
Low-Income Senior	\$ 9.38			

Sanitation and Solid Waste Fees

Sanitation / Solid Waste				
RESIDENTIAL				
Sanitation & Solid Waste				
Curbside/Solid Waste Pickup				
Residential Customers	\$ 7.50			
Bulk Limb Rate Schedule (by limb pile size)				
0 to 8 cu. Yd.	Covered with \$7.50 charge			
> 8 to 10 cu. Yd. (8'X8'X4.5')	\$40.00			
> 10 to 12 cu. Yd. (10'X8'X4')	\$50.00			
> 12 cu. Yd.	Priced on case by case basis			
Bulk Leaf Collection				
0 to 10 bags per week	FREE			
Each additional 10 bags per week	\$5.00			
Garbage		Recycling		
First Cart	\$ 12.50	First Cart	FREE	
Additional Carts	\$ 12.50	Additional Carts	\$ 3.50	
Low-Income Senior	\$ 9.38			



Agenda Item:_____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Discussion of Contracts for City Attorney and Police Chief

AGENDA DATE: May 14, 2019

DATE PREPARED: May 01, 2019

PREPARED BY: Tom Barber

AMOUNT: n/a

GL ACCOUNT #: n/a

FUNDING SOURCE: n/a

BUDGETED ITEM? n/a

PURPOSE: To discuss the preparation of contracts for the City Attorney and Police Chief.

BACKGROUND: During the April 23 meeting the City Council discussed the preparation of contracts for the City Attorney and City Council. Staff was instructed to put these items on the June 11 agenda for action. Subsequent to that meeting members of Council have discussed the creation of a letter of engagement for the City Attorney and not pursuing an employment contract with the Police Chief.

STAFF RECOMMENDATION:

IMPACT: Neither contract will be placed on the June 11 agenda.

MOTION: I move that we direct the City Attorney to prepare a letter of engagement covering his services to the City and that staff place only this item on the June 11 agenda.



Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: To Discuss the Assignment of Tasks to the City Attorney

AGENDA DATE: May 14, 2019

DATE PREPARED: May 01, 2019

PREPARED BY: Tom Barber

AMOUNT: n/a

GL ACCOUNT #: n/a

FUNDING SOURCE: n/a

BUDGETED ITEM? n/a

PURPOSE: To discuss the authority of individual City Council members to assign tasks to the City Attorney.

BACKGROUND: Several questions have been raised concerning who requested the City Attorney to perform specific tasks or to render opinions on specific legal issues. Currently, no policy exists to guide Council members or the City Attorney when requests are made or when tasks are assigned.

Similarly, no policy guidance exists concerning the presence of legal counsel during our various Board meetings.

STAFF RECOMMENDATION: For City Council to direct the City Attorney and staff to develop a policy to govern who is authorized to direct the City Attorney.

IMPACT:

MOTION: For discussion only.



Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Discussion of Community Square Blvd.

AGENDA DATE: May 14, 2019

DATE PREPARED: May 03, 2019

PREPARED BY: Tom Barber

AMOUNT: Approximately \$95,000

GL ACCOUNT #: Various

FUNDING SOURCE: Annual Road Funds

BUDGETED ITEM? Yes

PURPOSE: To discuss the adoption of Community Square Blvd. as a public road.

BACKGROUND: Dr. Camp owns the north-bound lanes on the east side of Community Square Blvd. in front of the post office leading into his dental practice. The south-bound lanes on the west side of the road are attached to the vacant property adjacent to the former Georgia Power building. We have asked Dr. Camp for permission to adopt his side of the road and to subsequently take over the responsibility for maintenance of the road.

STAFF RECOMMENDATION: Staff recommends that we adopt Dr. Camp's portion of Community Square Blvd. so that we can repair the north end of the road.

IMPACT:

MOTION: I move that we adopt the north-bound lanes of Community Square Blvd. as a public road.



Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Election of GMA's District 4 Officers

AGENDA DATE: May 14, 2019

DATE PREPARED: May 03, 2019

PREPARED BY: Tom Barber

AMOUNT: n/a

GL ACCOUNT #: n/a

FUNDING SOURCE: n/a

BUDGETED ITEM? n/a

PURPOSE: To approve a slate of candidates as GMA's District 4 Officers for 2019-2020.

BACKGROUND: GMA has submitted the ballot for their 2019-2020 District 4 officers. The City may vote to approve or oppose the proposed slate of city officials. The deadline for submitting nominations was April 19.

STAFF RECOMMENDATION:

IMPACT:

MOTION: I move that we approve the slate of four city officials nominated as District 4 Officers by GMA for the 2019-2020 year.

ELECTION OF GMA'S DISTRICT 4 OFFICERS FOR 2019-2020

BALLOT

The following city officials have been nominated as GMA's District 4 Officers for 2019-2020

- President Doug Hollberg, Commissioner, Griffin
- First Vice President Joel Rogers, Mayor, Franklin
- Second Vice President George Bailey, Councilmember, Hogansville
- Third Vice President Clarence Bolden, Councilmember, Turin

**No additional nominations were received by the April 19, 2019 deadline.*

If your city is in favor of the proposed slate of officers, please check here: _____

If your city is opposed to the proposed slate of officers, please check here: _____

Please provide the following information:

City: _____

Name of person submitting ballot: _____

Signature: _____

Please mail or email ballot by May 31, 2019 to:

Kelli Bennett, Georgia Municipal Association, P.O. Box 105377, Atlanta, GA 30348;
Email: kbennett@gmanet.com.