



# CITY OF WALNUT GROVE

Thursday, July 11<sup>th</sup>, 2024 6:00PM

1021 PARK STREET MUNICIPAL BUILDING

## MINUTES

- I. **CALL TO ORDER-** Mayor Moncrief called the meeting to order at 6:00pm.
- II. **INVOCATION-** Tony Powell led the invocation.
- III. **PLEDGE OF ALLEGIANCE-** All participated
- IV. **ROLL CALL-** Stephanie Moncrief, Erica Miles, Linda Pilgrim, Rachel Davis, Maxine McClanahan, Jay Crowley & Tony Powell
- V. **AGENDA APPROVAL-** Changes to Agenda: No invoices over \$5000. Under New Business remove City of Walnut Grove Federal Calendar Official Action: Juneteeth—VOTE. Under New Business Add: 1) Municipal Building HVAC Replacement. Change #1 under Old Business to Approval of City Administrator Position. Erica Miles made a motion to approve the agenda with the changes. Maxine McClanahan seconded the motion to approve the agenda with changed. All in favor. Motion passed 4-0
- VI. **CONSENT AGENDA-** Erica Miles made a motion to approve the Consent Agenda. Rachel Davis seconded the motion to approve the Consent Agenda. Motion passed 4-0. Items approved under consent agenda: June 13<sup>th</sup>, 2024 & June 27<sup>th</sup>, 2024 minutes & financials. There were no invoices over \$5000.
- VII. **COMMITTEE REPORTS-** Rachel Davis had nothing to report on behalf of the DDA.
- VIII. **PLANNING & ZONING COMMISSION-** A request to council was put in to table the rezoning case WGRZ-24-01 for 30 days. Rachel Davis made a motion to table the rezoning case WGRZ-24-01 for 30 days until the next council meeting (August 8<sup>th</sup>, 2024.) Erica Miles seconded the motion. Discussion: Maxine McClanahan asked if tabling this would affect advertising requirements. Attorney Tony Powell stated that it did not affect our advertising requirements. All in favor. Motion passed 4-0.
- IX. **LIBRARY REPORT-** Library Report given by Dana Segars. Library Updates: Over 500 people signed up for Summer Reading. Students are able to check out up to 5 library books with their lunch number. The library is hiring 5 positions. (2) 17 hour positions, (1) 10 hour position & 2 substitute positions.
- X. **PUBLIC COMMENT-** No public comment

## **XI. OLD BUSINESS**

- 1. Approval of City Administrator Position-** Maxine McClanahan made a motion to move forward with the consideration of a City Administrator. Rachel Davis seconded the motion to move forward with the motion. Discussion: Linda Pilgrim asked if this would affect the City Charter. Attorney Tony Powell said that it will not affect the City Charter. All in favor. Motion passed 4-0.
- 2. City Hall Repairs & Paint Quotes-** Erica Miles made a motion to table the quotes, allow the Mayor to draft a document and send this out for bid. Maxine McClanahan seconded the motion. All in favor. Motion passed 4-0.

## **XII. NEW BUSINESS**

- 1. Municipal Building HVAC Replacement-** Erica Miles made a motion to proceed with replacing the HVAC System in the Municipal Building and using JH Mechanical as the technician. Rachel Davis seconded the motion. All in favor. Motion passed 4-0.

## **XIII. REPORTS-**

- 1. Public Works-** Report given by Mayor Moncrief. Brian Pilgrim is working to get the election machines picked up. He had someone come out and do a demo on repairing potholes with a new product and he really liked the product. They are pressure washing and repairing the picnic tables. City Hall and the Library have both been pressure washed.
- 2. City Clerk-** Report given by Kimberly Whitlow. General Operating Account \$609,509.66, Sewer Account- \$13,972.09, 2019 SPLOST- 904,435,07, Money Market- \$709,641.76, Sewer Money Market- \$1,175,336.33.
- 3. Code Enforcement-** No Code Enforcement Report.
- 4. Mayor-** The GEFA Loan is on track and the process is going well. The gas pipeline repairs went really well. There will be two more pipelines just like that one coming the future. We put new contracts in place with contracts with Comcast and have saved the City money by doing so. The gas station and coffee shop are back on track.

## **XIV. TOWN HALL- Not on record.**

**XV. COUNCIL COMMENTS-** Linda Pilgrim- No comment. Rachel Davis- She is happy that Craig Ellington has returned to Code Enforcement, and she is happy to hear that **Public Works** has been working so hard. Maxine McClanahan- She mentioned that Habersham is having a good bit of road damage from equipment being used on that road. Erica Miles- She said that conference was great as always and she learned a lot.

**XVI. EXECUTIVE SESSION-** Rachel Davis made a motion to go into executive session. Erica Miles seconded the motion. All in favor. Motion passed 4-0. Erica Miles made a motion to return from the Executive session. Rachel Davis seconded the motion. All in favor. Motion passed 4-0.

**XVII. ADJOURN –** Rachel Davis made a motion to adjourn the meeting. Maxine McClanahan seconded the motion. All in favor. Motion passed 4-0.

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**Mayor                      Date**

\_\_\_\_\_  
**City Clerk                      Date**

\_\_\_\_\_  
**Council Member      Date**

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**Council Member      Date**

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**Council Member      Date**

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**Council Member      Date**

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**Council Member      Date**



# CITY OF WALNUT GROVE

Thursday, July 25<sup>th</sup>, 2024 6:00PM

1021 PARK STREET MUNICIPAL BUILDING

MAYOR AND COUNCIL

## MINUTES

- I. **CALL TO ORDER-** Mayor Moncrief called the meeting to order at 6:00pm
- II. **INVOCATION-** Linda Pilgrim led the invocation.
- III. **PLEDGE OF ALLEGIANCE-** All participated
- IV. **ROLL CALL-** Stephanie Moncrief, Erica Miles, Linda Pilgrim, Rachel Davis, Maxine McClanahan, Jay Crowley, Joe Walter & Kimberly Whitlow
- V. **AGENDA APPROVAL-** Changes: Add #5. Rezone Request, #6. P&Z Commission Ordinance under *New Business*. Erica Miles made a motion to approve the agenda with changes. Rachel Davis seconded the motion. All in favor. **Motion passed 4-0.**
- VI. **2024-2025 Millage Rate Public Hearing-** A Public Hearing was opened for the Public to speak in favor or against the 2024-2025 Millage Rate. No comments made by the public. Maxine McClanahan made a motion to pass the 2024-2025 Millage Rate. Rachel Davis seconded the motion. All in favor. **Motion passed 4-0.**
- VII. **OLD BUSINESS**
  1. **Matt Rutledge PUD Application-** Joe Walter was present to discuss the Matt Rutledge PUD Application (WGRZ-24-01) with Council. No action taken. This will be added to the next council meeting (August 8<sup>th</sup>, 2024 at 6:00pm)
  2. **Enclave Commercial Architecture Design-** Billy Coleman presented architecture drawings to the council for consideration. No action taken. This will be added to the next council meeting (August 8<sup>th</sup>, 2024 at 6:00pm)
- VIII. **NEW BUSINESS**
  1. **Parking Street Ordinance-** Jay Crowley presented a Parking Street Ordinance to Council for consideration. No action taken. This will be added to the next work session (August 29<sup>th</sup>, 2024 at 6:00pm)

2. **2023/2024 Audit-** The council had discussion about the upcoming audit. The City will be using McNair, McLemore, and Middlebrooks which is the same auditor that was used in 2023. This audit is done every year and is required by law. No action taken and no vote needed.
3. **Envision Walnut Grove** – Council discussed Envision Walnut Grove. Envision Walnut Grove is a plan that consults with citizens, business owners, elected officials and stakeholders as to what they want to see happen within the City of Walnut Grove. No action taken. Will be added to the next Council Meeting (August 8<sup>th</sup>, 2024 at 6:00pm.)
4. **Christmas Tree Lighting Event** – Council has discussion about the date/times of the Christmas Tree Lighting Event. The tentative date is November 29<sup>th</sup>, 2024. No action taken.
5. **Rezone Request- WGRZ-24-02** – Andrea Gray presented the council with a presentation for this rezone request, and she was present to answer any questions they have about the development. There will be a Public Hearing for this on August 14<sup>th</sup>, 2024 at 6:00pm.
6. **P&Z Commission Ordinance-** Jay Crowley presented a draft of an ordinance for the Planning Commission to be considered. No action taken.

**IX. Public Comment** – Tina Durell at 2060 Emerald Drive- She would like to see the sleigh lit up more during Christmas time. Billy Coleman (no address stated) stated that Kellam Farms is trying to move to the city, and he encourages the council to allow them to move to the city.

**X. ADJOURN-** Maxine McClanahan made a motion to adjourn. Rachel Davis seconded the motion. All in favor. **Motion passed 4-0.**

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**Mayor                      Date**

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**City Clerk                      Date**

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**Council Member      Date**

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**Council Member      Date**

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**Council Member      Date**

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**Council Member      Date**

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**Council Member      Date**



# City of Walnut Grove

## Budget vs. Actuals: FY25 Budget by Department - FY25 P&L Classes

July 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
31.1000 General Property Taxes		365,000.00	-365,000.00	
31.1310 Motor Vehicle	4,722.44	1,500.00	3,222.44	314.83 %
31.1315 Motor Vehicle Ad Valorem Tax Fee (TAVT)	144.33	50,000.00	-49,855.67	0.29 %
31.1340 Intangible Tax (Recording)	149.80		149.80	
31.1600 Real Estate Transfer Tax	51.07		51.07	
31.1600 Real Estate Transfer Tax (Intangible)		3,600.00	-3,600.00	
31.1710 Franchise Tax - Electric		82,000.00	-82,000.00	
31.1730 Franchise Tax - Gas		4,300.00	-4,300.00	
31.1750 Franchise Tax - Cable	2,312.09	8,600.00	-6,287.91	26.88 %
31.1760 Franchise Tax - Telephone	67.95	400.00	-332.05	16.99 %
31.3100 Local Option Sales and Use Taxes (LOST)		275,000.00	-275,000.00	
31.4200 Beer/Wine Alcoholic Beverage Excise Tax	7,006.23	77,000.00	-69,993.77	9.10 %
31.6200 Insurance Premium Taxes		120,000.00	-120,000.00	
31.9000 Penalties & Interest on Delinquent Taxes	157.24	1,500.00	-1,342.76	10.48 %
32.1115 Alcohol Licenses - Beer Retail Sales		750.00	-750.00	
32.1125 Alcohol Licenses - Wine Retail Sales		750.00	-750.00	
32.1135 Alcohol Licenses - Liquor Retail Sales		1,700.00	-1,700.00	
32.1200 General Business License		11,000.00	-11,000.00	
32.2200 Building and Signs		15,000.00	-15,000.00	
32.2990 Other Permits		1,200.00	-1,200.00	
33.4000 State Government Grants		25,000.00	-25,000.00	
34.4110 Refuse Collection Charges		60,000.00	-60,000.00	
34.7000 Recreation Income	210.00	3,000.00	-2,790.00	7.00 %
34.9999 Other Charges		1,000.00	-1,000.00	
35.1000 Fines and Forfeitures	4,830.00	52,000.00	-47,170.00	9.29 %
38.9000 Other Miscellaneous Revenue		1,000.00	-1,000.00	
39.2000 Proceeds of Sales of product Income		1,100.00	-1,100.00	
Sales of Product Income	6,338.04		6,338.04	
<b>Total Income</b>	<b>\$25,989.19</b>	<b>\$1,162,400.00</b>	<b>\$ - 1,136,410.81</b>	<b>2.24 %</b>
<b>Cost of Goods Sold</b>				
Cost of Goods Sold	0.00		0.00	
<b>Total Cost of Goods Sold</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>GROSS PROFIT</b>	<b>\$25,989.19</b>	<b>\$1,162,400.00</b>	<b>\$ - 1,136,410.81</b>	<b>2.24 %</b>
<b>Expenses</b>				
51.1100 Regular Employees	1,500.00	299,500.00	-298,000.00	0.50 %
51.1100 Salaries and Wages	17,588.16		17,588.16	
51.1110 51.1110 Council-Salaries and Wages		20,400.00	-20,400.00	



# City of Walnut Grove

## Budget vs. Actuals: FY25 Budget by Department - FY25 P&L Classes

July 2024

	TOTAL			% OF BUDGET
	ACTUAL	BUDGET	OVER BUDGET	
51.1200 Temporary Employees		9,000.00	-9,000.00	
51.1300 Overtime		10,000.00	-10,000.00	
51.2100 Group Insurance	1,050.00		1,050.00	
51.2110 Medical Benefit - People Keep		21,000.00	-21,000.00	
51.2200 Payroll Taxes - Social Security - (FICA) Contributions	171.30	21,050.00	-20,878.70	0.81 %
51.2210 Payroll Taxes - Medicare		0.00	0.00	
51.2300 Payroll Taxes- Medicare		4,950.00	-4,950.00	
51.2400 Retirement Contributions		15,000.00	-15,000.00	
51.2600 Unemployment Insurance		1,000.00	-1,000.00	
51.2700 Worker's Compensation		9,500.00	-9,500.00	
51.2900 Other Employee Benefits		2,900.00	-2,900.00	
52.1100 Office/Administrative	165.00		165.00	
52.1210 Municipal Court Judge	1,130.14	15,000.00	-13,869.86	7.53 %
52.1220 Municipal Court Solicitor	750.00	9,000.00	-8,250.00	8.33 %
52.1230 Code Enforcement		26,000.00	-26,000.00	
52.1240 Engineering - City		25,000.00	-25,000.00	
52.1242 Engineering - Storm Water		10,000.00	-10,000.00	
52.1245 Zoning Administrator		30,000.00	-30,000.00	
52.1246 Inspections		1,200.00	-1,200.00	
52.1260 Accounting - CPA		18,000.00	-18,000.00	
52.1265 Accounting - Audits		15,000.00	-15,000.00	
52.1270 Legal - City Attorney		25,000.00	-25,000.00	
52.1275 Legal - Other		6,000.00	-6,000.00	
52.1280 Security		2,000.00	-2,000.00	
52.1300 Technical	1,388.50		1,388.50	
52.1310 IT Service		13,000.00	-13,000.00	
52.1315 IT Service - Website		2,000.00	-2,000.00	
52.1320 Court Software		4,200.00	-4,200.00	
52.1330 Office Software		4,000.00	-4,000.00	
52.1340 Other Software		1,500.00	-1,500.00	
52.1390 IT-Other		2,000.00	-2,000.00	
52.2100 Cleaning Services	300.00	5,000.00	-4,700.00	6.00 %
52.2110 Disposal (i.e. Garbage Pickup)		120,000.00	-120,000.00	
52.2200 Repairs and Maintenance	460.70	15,000.00	-14,539.30	3.07 %
52.2210 Repairs and Maintenance - Vehicles		3,500.00	-3,500.00	
52.2220 Repairs and Maintenance - Streets, Roads and Bridges (NON-employee)		12,000.00	-12,000.00	
52.2241 Professional Services - Engineering	5,911.36		5,911.36	
52.2243 Professional Services - Legal	3,843.35		3,843.35	
52.2250 Facility and Grounds Maintenance (Non-Employee)	589.30	10,000.00	-9,410.70	5.89 %





# City of Walnut Grove

## Budget vs. Actuals: FY25 Budget by Department - FY25 P&L Classes

July 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52.3100 Insurance, Other than employee benefits		32,000.00	-32,000.00	
52.3200 Communications - Wireless Telephone	552.52		552.52	
52.3210 Telephone		11,000.00	-11,000.00	
52.3230 Postage	36.64	2,500.00	-2,463.36	1.47 %
52.3300 Advertising		2,500.00	-2,500.00	
52.3400 Printing & Binding		3,000.00	-3,000.00	
52.3500 Travel	3,041.17	7,000.00	-3,958.83	43.45 %
52.3510 Mileage reimbursement		3,000.00	-3,000.00	
52.3520 Per Diem or Meals		2,000.00	-2,000.00	
52.3530 Hotel & Parking		15,000.00	-15,000.00	
52.3540 Other Travel		3,400.00	-3,400.00	
52.3600 Dues and fees	516.99	7,000.00	-6,483.01	7.39 %
52.3610 Bank Charges		500.00	-500.00	
52.3620 Membership Dues		1,100.00	-1,100.00	
52.3700 Training and Education		4,000.00	-4,000.00	
52.3710 Conference Fees		6,500.00	-6,500.00	
52.3850 Contract Labor		1,000.00	-1,000.00	
53.1105 Cleaning Supplies		1,000.00	-1,000.00	
53.1110 Office Supplies	88.19	10,000.00	-9,911.81	0.88 %
53.1115 Pavilion Rental Expenses		500.00	-500.00	
53.1125 Facility & Grounds Supplies		20,000.00	-20,000.00	
53.1130 OTHER - General Supplies		10,000.00	-10,000.00	
53.1135 Employee Uniforms	235.40	1,000.00	-764.60	23.54 %
53.1140 Community Events		7,500.00	-7,500.00	
53.1210 Water/Sewerage		2,500.00	-2,500.00	
53.1220 Natural Gas	32.10	1,000.00	-967.90	3.21 %
53.1230 Electricity	4,417.07	45,000.00	-40,582.93	9.82 %
53.1235 53.1235 Cable-Energy		8,000.00	-8,000.00	
53.1240 Bottled Gas	216.70		216.70	
53.1270 Gasoline	715.32	7,000.00	-6,284.68	10.22 %
53.1300 Food		3,500.00	-3,500.00	
53.1600 Small Equipment		3,000.00	-3,000.00	
53.1700 Other Supplies		500.00	-500.00	
53.9999 Miscellaneous Expenditures		1,500.00	-1,500.00	
54.2100 Machinery		5,000.00	-5,000.00	
54.2300 Furniture and Fixtures		2,000.00	-2,000.00	
57.1000 Intergovernmental		500.00	-500.00	
57.1100 Walton County Board of Commissioners		13,000.00	-13,000.00	
57.3100 Library		70,000.00	-70,000.00	
57.3300 Peace Officer Annuity/Benefit Fund	216.63	4,000.00	-3,783.37	5.42 %



# City of Walnut Grove

## Budget vs. Actuals: FY25 Budget by Department - FY25 P&L Classes

July 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
57.3320 Crime Lab Fees		50.00	-50.00	
57.3340 Drivers Ed/Training Fund		50.00	-50.00	
57.3370 Drug Abuse Treatment and Education		1,000.00	-1,000.00	
57.3375 County Jail Fund		1,500.00	-1,500.00	
57.3380 Peace Officer - Prosecutor's Fund		1,500.00	-1,500.00	
57.3385 Local Victim Assist. Fund	58.72	2,000.00	-1,941.28	2.94 %
57.3390 GA Crime Victims Assist. Program		500.00	-500.00	
57.3391 Peace Officer - Prosecution Indigent Fund		500.00	-500.00	
57.3392 Sheriff's Retirement Fund of GA	24.00	600.00	-576.00	4.00 %
57.3393 GSCCCA Payouts	315.99	12,000.00	-11,684.01	2.63 %
58.1000 Debt Service - Principal		33,200.00	-33,200.00	
58.2000 Debt Service - Interest		2,800.00	-2,800.00	
Payroll Taxes - Social Security	1,409.59		1,409.59	
Reimbursements	1,725.29		1,725.29	
<b>Total Expenses</b>	<b>\$48,450.13</b>	<b>\$1,162,400.00</b>	<b>\$ - 1,113,949.87</b>	<b>4.17 %</b>
NET OPERATING INCOME	\$ - 22,460.94	\$0.00	\$ -22,460.94	0.00%
NET INCOME	\$ - 22,460.94	\$0.00	\$ -22,460.94	0.00%

SOUTHERN SANITATION  
P.O. BOX 815  
GRAYSON, GA. 30017  
770-554-6450

City of Walnut Grove  
2581 Leone Avenue  
Loganville, Ga. 30052

7-1-24

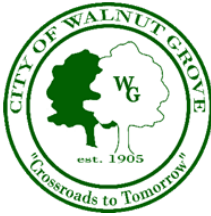
Residential Monthly Waste Service

July	2024	613 (\$16.00)	\$9808.00
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Total Amount Due

\$9808.00

Account due by 7-15-2024  
Thank you for your business.



**PLANNING COMMISSION REPORT**

<b>CASE #WGRZ-24-01</b>	<b>Applicant:</b> ..... <b>Bowman Consulting</b> <b>Owner:</b> ..... <b>Benchmark Excavating, Inc.</b> <b>Size:</b> ..... <b>16.261 acres</b> <b>Location:</b> ..... <b>Walnut Grove Parkway</b> <b>Tax Parcel WG010026 (part)</b>
<b>Hearing</b>	<b>Date</b>
Walnut Grove Planning Commission:	June 18, 2024 (action taken)
Walnut Grove City Council:	June 27, 2024 (Council Work Session); July 11, 2024 (Regular Meeting)

**Walnut Grove Planning Commission recommends that Case #WGRZ-24-01 be approved with the following conditions:**

1. The owner and the City shall enter into a Development Agreement to formalize all agreed upon conditions, variances and requirements.
2. Development will be designed and constructed in accordance with the Master Plan approved by the Mayor and Council as a part of the rezoning approval. Minor variations due to topography or engineering constraints will be permitted. All site, building, landscaping, lighting and other plans will be approved by the City prior to issuance of any permits.
3. Any proposed change in mix of uses, such as additional residential uses beyond the 40 indicated in the application, will require an amendment to the PUD approval, which will follow the procedures set forth in the **Zoning Ordinance** for map amendments.
4. The development will be allowed to vary from the requirements of the *Zoning Ordinance* in the following manner:
  - a. Allow the commercial square footage to exceed the 10,000 square foot limitation of the PUD district;
  - b. The 25 foot transitional buffer with the church may be reduced with concurrence from the church. Any landscape plantings to act as a visual buffer to be included in the development plans and approved by the City.
5. The PUD conditions for common property ownership outlined in Section 906 shall be in force for this PUD.
6. Developer shall extend public water from the current termination along Walnut Grove Parkway along the entire property frontage in accordance with Walton County Water Standards.
7. Developer to phase development to into sufficient phases whereby sewer demand does not exceed 11,000 gallons per day per phase to allow sufficient time for the wastewater treatment plant to be expanded. Developer may reserve capacity for the entire project through purchasing capacity from the City. The cost and amount to be included in the Development Agreement.
8. Developer shall also install all gravity sewer collection lines at their cost to connect to the City’s sewer system. All work to meet the City’s sewer standards and specifications.
9. All exterior elevations of all buildings to be submitted to the Mayor and Council for final approval prior to any building permits being requested.


Planning Commission Report

Case WGRZ-24-01

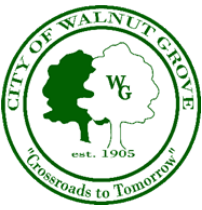
June 19, 2024

10. Provide an inter parcel access point and access easement on the northern property line for proposed commercial/office C-2 development
11. Provide a driveway constructed to the standards of a local/collector road, as shown on the Master Plan, for the eventual connection to the Grove Park. The approved Master Plan will include access easements for this roadway and should be laid out for the possible dedication of the roadway to the City of Walnut Grove.
12. Install sidewalks along the entire property frontage of Walnut Grove Parkway, to include pedestrian connections to the proposed mixed use buildings, including ADA-compliant curb ramps and crosswalks. Sidewalks shall be a minimum of six (6) feet in width, but may be wider depending upon if on street parking is included. Final sidewalk width will be agreed upon in the Development Agreement.


**Submitted by:**



**Joe Walter**  
**Zoning Administrator**



## Rezoning Report – Case WGRZ-24-01

Report by: Joe Walter, Zoning Administrator   
Date: June 18, 2024

### Hearing

Walnut Grove Planning Commission:  
Walnut Grove City Council:

### Date

June 18, 2024  
June 27, 2024 (tentative)  
July 11, 2024 (tentative)

### General Information

**Applicant:**..... **Bowman Consulting**  
**Owner:**..... **Benchmark Excavating, Inc.**  
**Size:**..... **16.261 acres**  
**Location:**..... **Walnut Grove Parkway**  
**Tax Parcel WG010026 (Part)**  
**Existing Zoning:**..... **AG**  
**Proposed Zoning:**..... **PUD**  
**Proposed Use:**..... **Mixed Use Development**

### SUMMARY OF INTENT

The proposed mix of uses includes 40 residential dwellings and 88,000 square feet of retail space, broken down as follows:

- Building A - One story, 24,000 sf multi-purpose retail anchor or restaurant space
- Building B - Two story, 8,400 sf retail/restaurant/office space under seven residential units
- Building C – Three story, 13,200 sf retail/restaurant/office under eleven residential units
- Building D – Three story, 10,800 sf retail/restaurant/office under nine residential units
- Building E – Two story, 7,200 sf retail/restaurant/office under six residential units
- Building F – Two story, 8,400 sf retail/restaurant/office under seven residential units
- Building G – Two and a half stories, 16,800 sf retail/restaurant/office under seven residential units

The attached site plan shows the breakdown of the uses and the Letter of Intent provided with the application describes the proposal and its conformance with the proposed vision for the Town Center. The application describes the project as a proposed lifestyle center with a central plaza/gathering space for civic and community events.

For the applicants to be able to develop the 16.261 acres as proposed in the application, the City would need to provide relief from the PUD requirements in several areas, including:

- Commercial square footage
- Buffers
- Parking – note the project proposes to share 92 spaces with the adjacent commercial/office development, which is permitted by the Zoning Ordinance in certain circumstances.

### COMPREHENSIVE PLAN

The Future Land Use Map in the Walnut Grove shows this area as Mixed Use. The proposed rezoning is in conformance with the Future Land Use Map.

## COMPLIANCE WITH ZONING ORDINANCE

**Setbacks/General Zoning Requirements** – The PUD designation allows tremendous flexibility with the establishment of setbacks, densities and other requirements. The master site plan would become the guiding document for the layout and permitting of the PUD if the zoning is approved.

**Buffers** – Section 1204 of the *Zoning Ordinance* requires a 25 foot buffer between PUD and the adjoining AG zoned property. The letter of intent indicates that the applicant requests to reduce the required 25 undisturbed buffer to a 15 foot replanted buffer. The applicant wishes to grade into the adjacent buffer and replant with vegetation.

### Overlay Districts –

**Downtown Overlay District** – The subject property is located within the Downtown Overlay District (Section 911.D of the *Zoning Ordinance*). This overlay district is intended to promote an overall concept for development within the district. There are a number of requirements for site and building improvements within the Downtown Overlay District, including on street parking, wider sidewalks, and very specific building details and concepts. The material submitted shows general conformance with the concepts outlined in the Overlay District. If the PUD designation is granted, more detail will be needed to ensure that the development will meet the spirit of the overlay district. No on street parking is proposed at this time.

**Cornish Creek WP-1** - The property is located in the WP-1 Cornish Creek Watershed Protection District, Section 911.C of the *Zoning Ordinance*, which imposes increased stream buffers and building setbacks (100' stream greenway, 150' stream setback from the banks of all perineal streams). The stream setbacks shown on the submitted plan do not comply with the requirements of the WP-1 Cornish Creek Watershed Protection District.

## UTILITIES

**Water** - Walton County water runs along Walnut Grove Parkway to the Church at the Grove (approx. 400 feet west of the subject property). The developer would have to extend public water to the site.

**Sewer** - Walnut Grove sewer is available along the stream on the eastern east of the property. However, it must be noted that there is not sufficient capacity at present for the proposed project. The proposed development is projected to require 12,200 gpd of sewage for the mixed-use component and 10,000 gpd for the residential component, for a total of 22,000 gpd. However, these calculations do not include any restaurant uses, so these number may need to be updated if restaurant uses are proposed. The current capacity of the Walnut Grove Sewer treatment facility is 50,000 gpd with a planned expansion to 100,000 gpd. Currently, the City has approximately 600 gpd available for new development.

**Stormwater** -Stormwater will be managed by underground detention pond/or a shared stormwater management facility with the adjacent commercial/office development.

## TRAFFIC

The traffic study provided with the application indicates that the proposed development, at build out, will generate 2,275 daily trips, with 149 AM peak trips and 225 peak hour net trips onto Walnut Gove Parkway. The study indicates that Walnut Grove Parkway will continue to function at a Level of Service (LOS) A during AM and PM peak hours. LOS A being the optimal condition. The greatest impact to the traffic through this development would be felt at the two intersections, Walnut Grove Parkway and SR 81 and Walnut Grove Parkway and SR 138. The Levels of Service for both intersections is projected to be (E) or (F) at buildout, which are the least optimal.

## IMPACTS

See Impact Analysis Review (attached)

## CONCLUSION

The proposed PUD development on Walnut Grove Parkway is the second request to attempt to implement the vision outlined in the *Walnut Grove Comprehensive Plan* for a new downtown (Town Center), as described in the Mixed Use land use category (pp 24-25 of the *Comprehensive Plan*). The applicant's submittal proposes a mix of commercial, office and residential uses that would be compatible with the "new downtown" vision of the City, with multi story buildings and dense residential development.

However, the challenge with the proposal is that the current *Zoning Ordinance* does not have a zoning district that permits the mix of uses and densities that are envisioned in the *Comprehensive Plan*. The PUD zoning district is the closest category that would permit a planned development, but the district is currently geared more towards a denser residential development with accessory commercial uses. The applicant has outlined specific variances they have requested from the requirements of the *Zoning Ordinance*.

Two other factors that need to be considered with this application are the traffic impact and the sewer demand. The applicants are proposing to introduce an additional 2,725 weekday trips, 149 AM weekday peak trips and 225 PM weekday trips onto Walnut Grove Parkway. Regarding sewer demand, at buildout, the proposed development will generate 22,200 gpd of sewage, which could use up 44% of the proposed 50,000 gpd expansion.

From an impact standpoint, this development, together with the adjacent PUD approved in 2023, could potentially overwhelm the local infrastructure. **However, given the discussion about the desire to create the Town Center that has been discussed for nearly twenty years, the rezoning application could be approved if the following conditions (or similar conditions) are applied to any approval.**

1. The owner and the City shall enter into a Development Agreement to formalize all agreed upon conditions, variances and requirements.
2. Development will be designed and constructed in accordance with the Master Plan approved by the Mayor and Council as a part of the rezoning approval. Minor variations due to topography or engineering constraints will be permitted. All site, building, landscaping, lighting and other plans will be approved by the City prior to issuance of any permits.
3. Any proposed change in mix of uses, such as additional residential uses beyond the 40 indicated in the application, will require an amendment to the PUD approval, which will follow the procedures set forth in the ***Zoning Ordinance*** for map amendments.
4. The development will be allowed to vary from the requirements of the *Zoning Ordinance* in the following manner:
  - a. Allow the commercial square footage to exceed the 10,000 square foot limitation of the PUD district;
  - b. The 25 foot transitional buffer with the church may be reduced with concurrence from the church. Any landscape plantings to act as a visual buffer to be included in the development plans and approved by the City.
5. The PUD conditions for common property ownership outlined in Section 906 shall be in force for this PUD.
6. Developer shall extend public water from the current termination along Walnut Grove Parkway along the entire property frontage in accordance with Walton County Water Standards.
7. Developer to phase development to into sufficient phases whereby sewer demand does not exceed 11,000 gallons per day per phase to allow sufficient time for the wastewater treatment plant to be expanded. Developer may



reserve capacity for the entire project through purchasing capacity from the City. The cost and amount to be included in the Development Agreement.

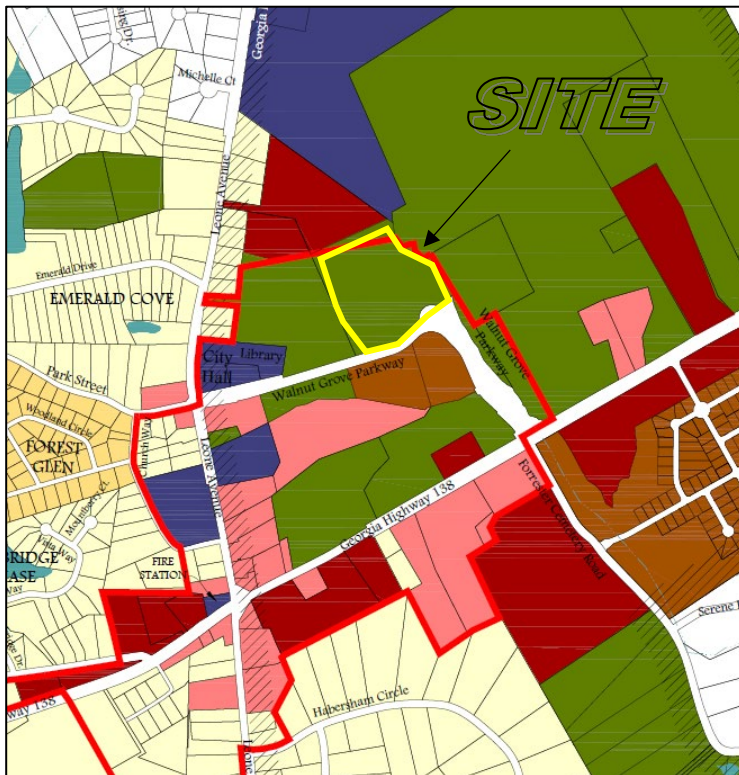
8. Developer shall also install all gravity sewer collection lines at their cost to connect to the City's sewer system. All work to meet the City's sewer standards and specifications.
9. All exterior elevations of all buildings to be submitted to the Mayor and Council for final approval prior to any building permits being requested.
10. Provide an inter parcel access point and access easement on the northern property line for proposed commercial/office C-2 development
11. Provide a driveway constructed to the standards of a local/collector road, as shown on the Master Plan, for the eventual connection to the Grove Park. The approved Master Plan will include access easements for this roadway and should be laid out for the possible dedication of the roadway to the City of Walnut Grove.
12. Install sidewalks along the entire property frontage of Walnut Grove Parkway, to include pedestrian connections to the proposed mixed use buildings, including ADA-compliant curb ramps and crosswalks. Sidewalks shall be a minimum of six (6) feet in width, but may be wider depending upon if on street parking is included. Final sidewalk width will be agreed upon in the Development Agreement.

**Exhibits are included on the following pages**

**Aerial View of the Site**



**Walnut Grove Zoning Map**



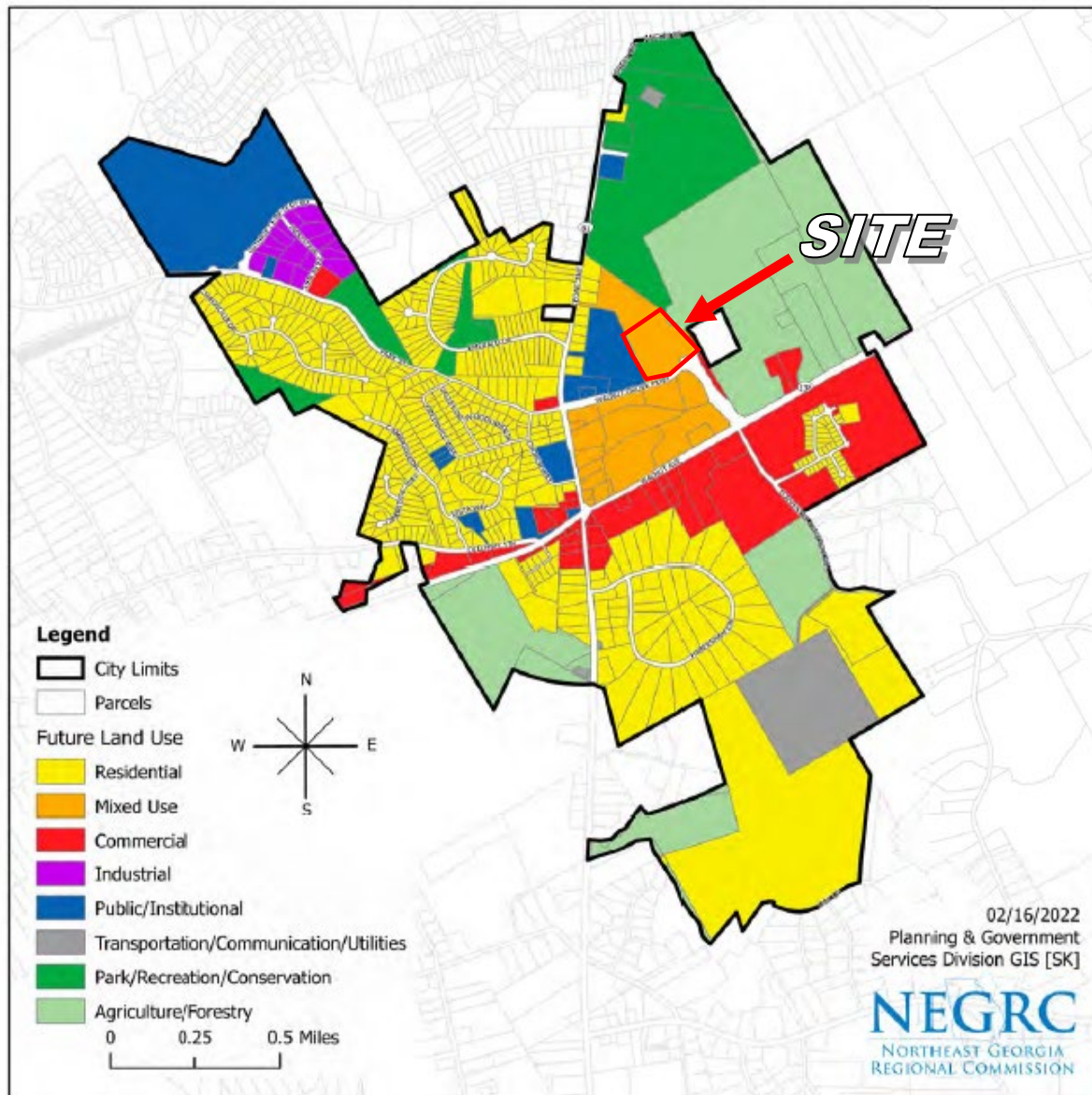
**LEGEND**

- AG.....Agricultural District
- R1.....Large Lot Residential District
- R2.....Medium Density Single-Family Residential District
- R3\*.....Medium Density Residential District
- PUD\*.....Planned Unit Development District
- OL.....Office-Institutional District
- C-1.....Neighborhood Commercial District
- C-2.....General Commercial District
- M-I.....Manufacturing-Industrial District
- W-P1.....Cornish Creek Overlay District
- Downtown Overlay District

There are currently no properties within this district  
This map is based upon: Walton County, Georgia Tax Assessor mapping data  
Adopted: August 18, 2016  
Revised: September 22, 2017

Excerpt from the Walton County Comprehensive Plan

### Future Land Use Map



## IMPACT ANALYSIS – WGRZ-24-01

According to Section 1608 of the *Zoning Ordinance*, the Mayor and Council are to consider sixteen standards governing the exercise of the City’s zoning power in balancing the interest of the public health, safety, morality or general welfare against the unrestricted use of property. We have reviewed the Section 1608 standards and the application and have presented our findings on the sixteen standards:

### **NOTE – APPLICANTS RESPONSES ARE IN ITALICS**

#### **1. The existing land use pattern;**

The existing land use pattern in and around the property is undeveloped. There are institutional uses along Walnut Gove Parkway to the west (church, library, City Hall) and there are commercial uses along 138 and 81. The Kippy Clark PUD approved in 2023 included a similar density of development. However, this project has not started any developmental plans due to the lack of sewer capacity..

*It seems like the Walnut Grove Parkway area is undergoing a transformation into a mixed-use zone with the approval of new developments nearby. The proposed development linked to the Rezoning Application appears to align with this trend, indicating a shift towards more diverse and integrated land use in the area. This suggests a potential evolution in the neighborhood's urban planning and vision for the future.*

#### **2. The possible creation of an isolated district unrelated to adjacent and nearby districts;**

The PUD, if approved, would be the third property with this designation in Walnut Grove.

*The proposed development does not create an isolated district unrelated to adjacent and nearby districts due to recent approvals of similar projects.*

#### **3. The population density pattern and possible increase or over-taxing of the load on public facilities including, but not limited to, school, utilities, and streets;**

Density - The proposed density of development would be greater than any previous project in the City. The Zoning Ordinance currently does not permit the proposed square footage of commercial proposed in the PUD proposal. 10,000 square feet of commercial uses is the current maximum permitted.

Water - Public water would have to be extended to the site from The Church at the Grove, which would be done at the developer’s expense.

Sewer - As previously stated, there is not sufficient sewer capacity for the proposed development. The proposed development is projected to require 12,200 gpd of sewage for the mixed-use component and 10,000 gpd for the residential component, which would consume 44% of the available capacity on the plant is expanded.

Schools – Forty (40) residential uses are proposed. The application did not provide any breakdowns on the proposed residents to determine school age children. Based upon a recent presentation by the Walnut Grove High School principal at a Council meeting, the High School has sufficient capacity for some of the anticipated growth in the attendance zone.

Streets –The traffic study provided with the application indicates that the proposed development, at build out, will generate 2,275 daily trips, with 149 AM peak trips and 225 peak hour net trips onto Walnut Gove Parkway

The most recent GDOT traffic counts are for 2021 and indicate 14,700 Average Daily Trips on SR 138



and 12,000 Average Daily Trips on SR 81 (both counting locations within the city limits). Unless there are intersection improvements planned for either end of Walnut Grove Parkway, or improvements made along the property frontage of the subject property, the local road network will be overwhelmed by this development.

*With only 40 residential units proposed there will be no increase or over-taxing of the load on public facilities including, but not limited to, school, utilities, and streets.*

**4. The costs to the City and other governmental entities in providing, improving, increasing or maintaining public utilities, schools, streets, law enforcement, fire protection and other public services;**

The City is not in a position to serve the proposed PUD development with sewer service, until a plant expansion is complete. The City is analyzing alternatives to expand beyond the proposed 100,000 gpd and may be able to accommodate this development at some point in the future. The City would have to provide public works services and sanitation to the development. Schools, fire protection and water services are provided by Walton County agencies.

Walnut Grove Parkway is a two-lane road that is maintained by the City. This road will be significantly impacted by the increased traffic of the proposed mixed use development, during the construction phase and beyond. The applicants have not proposed any improvements to Walnut Grove Parkway to accommodate the increased traffic impact. Without additional traffic improvements to make entry and exit into the development easier, Walnut Grove Parkway will be overwhelmed with traffic from the development mixing with the through traffic.

*There should be not significant costs to the city and other governmental entities in providing, improving, increasing or maintaining public utilities, schools, streets, law enforcement, fire protection and other public services.*

**5. The possible impact on the environment, including, but not limited to drainage, soil erosion and sedimentation, flooding, air quality and water quality;**

Impacts on drainage, soil erosion and sedimentation would be mitigated by the construction practices required by the City's *Land Development Ordinance*. Note that the property lies within the Cornish Creek Watershed Protection Overlay District WP-1, which requires more extensive greenways and setbacks from streams. The applicant has requested to encroach into the buffers to increase the acreage available for development. Because Cornish Creek is a drinking water watershed, care must be taken to minimize impacts on any buffers.

*The Land Disturbance Permit will include erosion control and storm water management designs that meet the state and Walnut Grove's Development Regulations to reduce the impact on the environment, including, but not limited to drainage, soil erosion and sedimentation, flooding, air quality and water quality..*

**6. Whether the proposed zoning amendment will allow uses which will be a detriment to the value of adjacent property in accordance with existing regulations;**

The proposed development of uses takes advantage of all available space on the site. The mix of uses proposed promotes the spirit of the downtown density envisioned in recent master planning efforts. Since the adjacent properties are undeveloped, this property if approved, will set the precedent for future development in the area, together with the PUD request approved across Walnut Grove Parkway.

*The proposed zoning amendment will add value to the adjacent properties.*

**7. Whether there are substantial reasons why the property cannot be used and developed in accordance with the existing regulations;**

The property could continue to be used or developed for another use allowed in the AG district. However, given its location and future designation as mixed use, the likelihood of it being used as single family residential or farming uses is minimal.

*Development of an agricultural use in this area is not viable due to the long range plan for the area to be developed with a mixture of retail and residential uses.*

**8. The aesthetic effect of the existing and proposed use of the property as it relates to the surrounding area;**

The proposed PUD would be much denser than any surrounding properties in the City or in the County. The applicant has submitted typical elevations of building that appear to follow the design principles set forth in the Downtown Overlay District. A more detailed review would be required if the PUD is approved.

*The design team is prioritizing aesthetics and high-quality standards in the Rezoning Application. By providing detailed design boards, it allows for transparency and clarity for both staff and elected officials to effectively assess and evaluate the proposed development based on visual representations. This comprehensive approach aims to ensure a well-informed decision-making process regarding the design and aesthetics of the project.*

**9. The extent to which the proposed zoning amendment is consistent with the comprehensive land use plan;**

The proposed development is consistent with the uses proposed for the subject property in the current *Walnut Grove Comprehensive Plan*, which indicates a “Mixed Use” character area for the property. According to the plan, the “Mixed Use” character area envisions a blend of residential, office, commercial and institutional uses in the same area, whether blended vertically (in the same building) or horizontally (multiple uses in neighboring buildings).

*The Walnut Grove Comprehensive Plan Future Land Use Plan indicates this area as commercial use. The proposed development is consistent with Future Land Use Plan.*

**10. The possible effects of the proposed zoning amendment on the character of the zoning district, a particular piece of property, neighborhood, a particular area or the community as a whole;**

The PUD approved in 2023 (Kippy Clark) set a precedent for mixed use development along Walnut Grove Parkway. The key component of a mixed use development is to design the space to minimize the impacts on the adjacent properties and the infrastructure.

*The proposed development will set a standard for high quality development with pedestrian oriented design elements, outdoor gathering spaces and architectural elements that create a sense of place.*

**11. The relationship that the proposed zoning amendment bears to the purpose of the overall zoning scheme, with due consideration given to whether the proposed zoning will carry out the purposes of these regulations;**

A PUD development allows tremendous flexibility in site design and allows increases in density as a tradeoff for preserving open space, etc. The applicants’ site plan incorporates significant flexibility

with use mixture and design. However, the proposed commercial square footage is not permitted in the PUD district. The *Zoning Ordinance* does not permit a density of development greater than would otherwise be allowed without a variance.

*The proposed development is in harmony with the vision of the area's development and overall zoning scheme and will carry out the purposes of the City's regulations.*

**12. Any application for a zoning map amendment which does not contain a specific site plan carries a rebuttable presumption that such rezoning shall adversely affect the zoning scheme;**

The applicant has provided a detailed master plan as required by the *Zoning Ordinance* for a PUD request.

**13. The consideration of the preservation of the integrity of residential neighborhoods shall be considered to carry great weight;**

There are no established neighborhoods in the vicinity of the proposed development. There is one residential property across Walnut Grove Parkway on the other side of the creek, accessed off of SR 138. The PUD rezoning approved in 2023 across the Parkway included residences above retail.

*The area in consideration is not directly adjacent to residential neighborhoods*

**14. In instances when property fronts on a major thoroughfare and also adjoins an established residential neighborhood, the factor of preservation of the neighborhood shall be considered to carry great weight;**

There are no established neighborhoods in the vicinity of the proposed development. There is one residential property across Walnut Grove Parkway on the other side of the creek, accessed off of SR 138. The PUD rezoning approved in 2023 across the Parkway included residences above retail.

*The area in consideration is not directly adjacent to a major thoroughfare or residential neighborhoods.*

**15. Whether the property affected by the decision has a reasonable economic use as currently zoned; and**

The property could be used for agricultural uses authorized by the *Zoning Ordinance*. Given the changes in the land use of the areas surrounding the subject property, it is not likely that there is a long-term residential or agricultural future for this area.

**16. Whether other conditions exist that affect use and development of the property in question and support approval or denial.**

The City has envisioned a new downtown area for over 15 years and created zoning tools to promote sound planning and design. However, the current *Zoning Ordinance* does not have the tools in place to permit the higher levels of development envisioned by the Comprehensive Plan.

*The development of the Downtown Overlay District supports approval of the Rezoning request due to the conformity of the standards.*









## Envision Walnut Grove

A project that will answer the question:

*What to the residents of Walnut Grove want for the future?*

### 1. PROJECT APPROACH AND PROPOSED SCOPE OF WORK

The most important aspect of a community vision is that it originates from the residents, business owners and elected leaders of the community. The consultant team's role is to listen, provide educational opportunities of the process, listen more, present what we hear, and listen again. It is an extremely iterative process requiring significant public participation.

The final approach and scope of work will be created in collaboration with the City of Walnut Grove. The proposed approach and scope of work on the following pages should be considered as a recommended or draft scope and will serve as the basis for the final scope. Major changes to the recommended scope will alter the proposed fee.

#### PHASE ONE: PROJECT KICKOFF

##### Task 1.1 Initial Meeting:

The Hall team will meet with the local project team, including staff from the City of Walnut Grove, to finalize project expectations, scope of work, and timeline. During this meeting, we will also review and finalize the list of data needs.

**Task 1.1 Deliverables:**

**Final Scope of Work and Timeline**

##### Task 1.2 Community Tour:

The Hall team will tour the city with a local host to get further acquainted with the city and the local planning environment. This will include discussion with planning staff regarding existing local plans for the city, Walton County, and other entities, institutions, regional agencies, and significant public and private authorities with an impact on the larger planning effort.

**Task 1.2 Deliverables:**

**1) Final Stakeholder List & Contact Information developed in collaboration with the city**

#### PHASE TWO: VISION DEVELOPMENT

##### Task 2.1 Community Engagement Plan:

The consulting team will develop a Community Engagement Plan (CEP) that outlines techniques and processes that will be used to gather public input. The CEP will include development of an advisory committee, key stakeholders to be contacted, number and schedule for community meetings/public

hearings, and other key components for outreach. The CEP will include a detailed schedule that includes dates, times, and locations for all participation opportunities, notification methods for outreach, engagement methods to reach diverse constituency, advisory committee role and strategy, and draft marketing and public presentation materials.

While the details of the CEP will be developed in coordination with the client, the consulting team anticipates a plan that includes the following public engagement opportunities:

- One (1) public project kick-off meeting/event outlining public engagement process. This is expected to be a part of a larger Town Hall that includes GDOT and the County Manager;
- Three (3) public workshops to include land use workshop, visual preference survey, visioning, and fine tuning;
- One (1) Final presentation to City Council,
- Survey
- Virtual online engagement opportunities

To maximize the effect of public engagement we will combine innovative, industry-leading techniques from multiple disciplines into a methodology uniquely suited to Walnut Grove. The details of the public engagement strategy will be developed in collaboration with city staff. The CEP will be developed according to the principles of our Public Engagement Philosophy outlined on the following page.

- |  |   |
|--|---|
| <b>Task 2.1 Deliverables &amp; Meetings:</b> | <b>1) Final Stakeholder List &amp; Contact Information developed in collaboration with the city</b> |
|  | <b>2) Community Engagement Plan</b>   |
|  | <b>3) Meeting with City to present &amp; finalize CEP</b>   |

## Public Engagement Philosophy

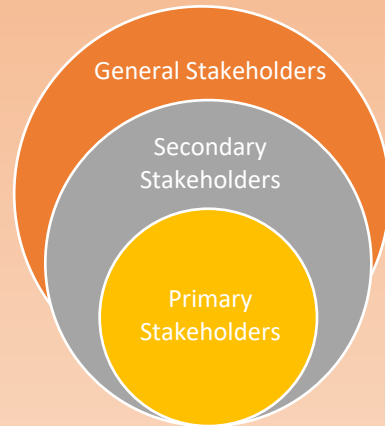
### Identify the Stakeholders

For a successful plan, one must have the right stakeholders at the table from the start, which is why one of our first steps in any client engagement is the identification of stakeholder groups. The stakeholders identified through this exercise are categorized as either primary, secondary, or general, which then determines their level of participation and the means used to reach out to them.

**Primary Stakeholders** – Essentially, the project's steering committee, this group includes all key decision-makers

**Secondary Stakeholders** – Persons or organizations with experience or perspectives that will provide crucial input into or feedback on the plans

**General Stakeholders** – Members of the public with a general interest in the project



### Public Participation

We understand some stakeholders may need education and other support to be able to participate fully and in a meaningful way. We tailor our public outreach and engagement in a way that facilitates informed discussion and that allows all voices to be heard. Because our process uses three feedback loops, there are opportunities for refinement and course correction throughout the process, rather than a single opening during the public comment period.



### Active Listening

When interacting with the public, our team employs active listening techniques to ensure greater accuracy and accountability in the collection of residents' perceptions and comments. Active listening techniques also hold potential for conflict resolution and consensus-building.

### Collaborative Review

Before a draft is published for public comment, it is internally reviewed in a collaborative process involving certain key stakeholders. Verification of facts and research ensures the legitimacy of conclusions and findings and provides opportunities for corrections prior to public review.

Task 2.2 Community Engagement Process: Based on the Community Engagement Plan, the consulting team will gather public input through in person workshops and online. Additional engagement opportunities may include written surveys administered online or in hard copy, focus groups, one-on-one interviews, and any other forms of outreach identified in the CEP. The consulting team will also hold Advisory Committee meetings as part of this Task. The Hall Team will prepare all materials for these meetings, including notices, flyers, and other advertisements, facilitate the meeting process and compile a written summary of each meeting for submission to the City.

**Task 2.2 Deliverables:**

- 1) All materials used in meetings**
- 2) Detailed notes from all meetings**

Task 2.3 Envision Walnut Grove Documentation: Hall will develop a summary and results of all public engagement activities that includes:

- General design recommendations for new developments, and
- Narrative describing the character of specific areas within the town.

**Task 2.3 Deliverables & Meetings:**

- 1) Draft Document for Town Review**
- 2) Final Document**
- 3) Presentation of Final Document**

**FEE PROPOSAL:**

The Hall Team proposes to complete the tasks presented above for a total of \$25,350. The proposed fee includes the costs of all labor and travel expenses as well as all materials to be used in the public workshops. The proposed fee does not include the costs of printing or postage for widely distributed flyers, postcards, or other mailings.