



PLANNING COMMISSION REPORT

CASE #WGRZ-24-01	Applicant: Bowman Consulting Owner: Benchmark Excavating, Inc. Size: 16.261 acres Location: Walnut Grove Parkway Tax Parcel WG010026 (part)
Hearing	Date
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

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.

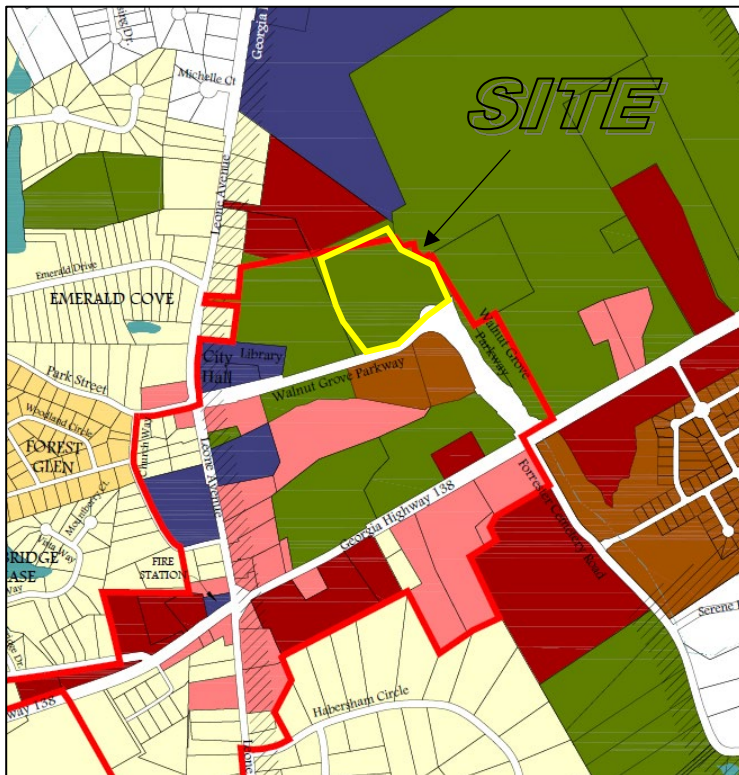
8. Developer shall also install all gravity sewer collection lines at their cost to connect to the City's sewer system. All work to meet the City's sewer standards and specifications.
9. All exterior elevations of all buildings to be submitted to the Mayor and Council for final approval prior to any 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



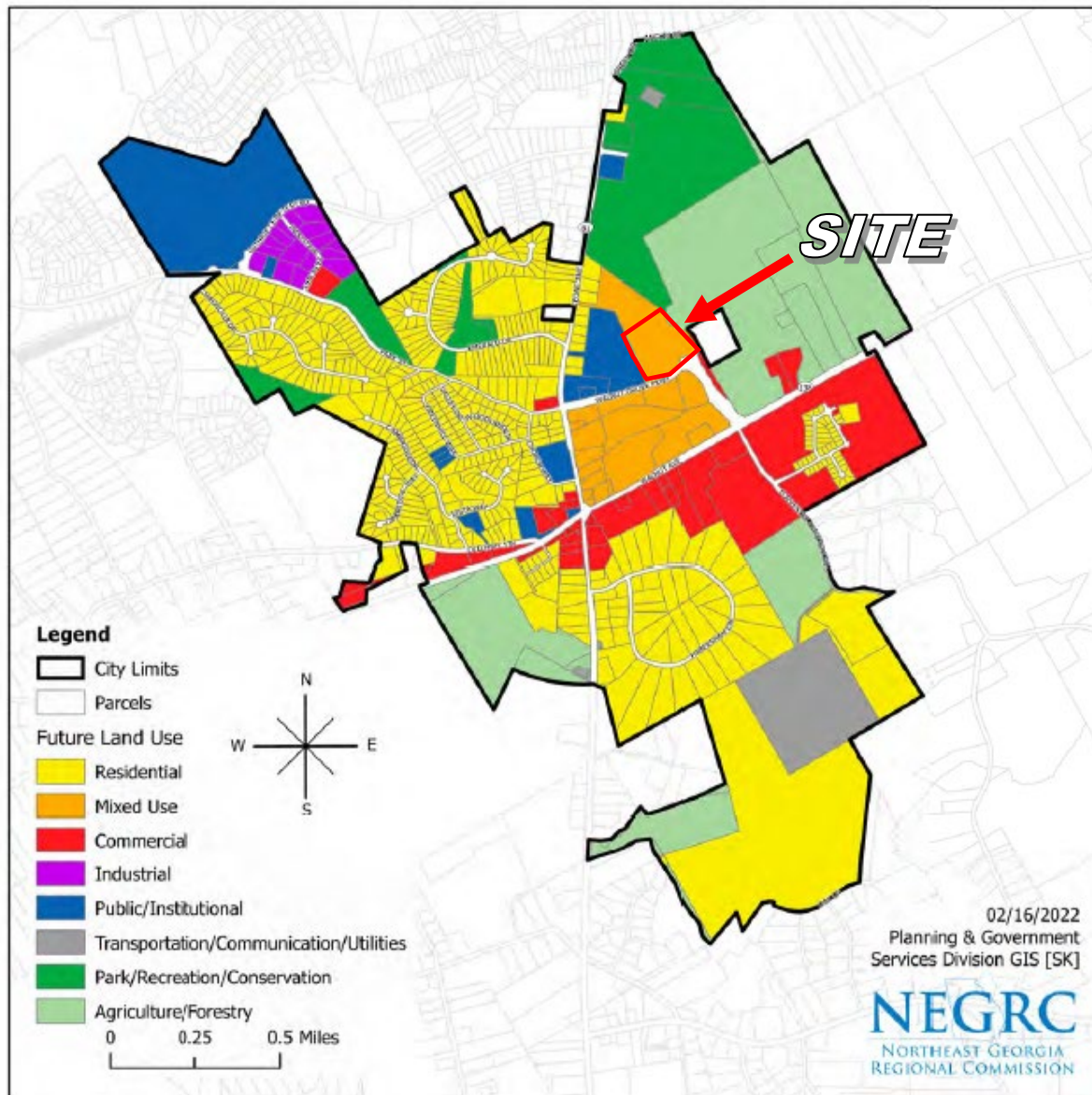
LEGEND

- 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.

SMALL COMMUNITIES QUESTIONNAIRE TO HELP DETERMINE WHETHER A PAID PROFESSIONAL ADMINISTRATOR/MANAGER SHOULD BE RETAINED:

Cost-Benefit Analysis

- \$ _____ What is the approximate value of grants, loans, and other outside intergovernmental revenues that may have been or are currently available, but which the city leaders have not been able to pursue because they do not have the expertise to apply and/or lobby for them?
- \$ _____ How much is paid to outside planners and/or engineers to perform routine or non-technical tasks (meeting with citizens, writing grants or letters to developers, managing contracts and projects, supervising bidding, etc.)?
- \$ _____ To what extent would the city's annual legal service fees be reduced if there was a professional administrator/manager employed by the city?
- \$ _____ Has the city ever had to pay a fine or penalty to a state agency because it has not made timely submission of a report, permit or other document? If so, what was the dollar value?
- \$ _____ What is the differential cost between professional service contract fees (by % of base service) negotiated by the city, compared to similar contracts negotiated by management professionals in nearby communities?
- \$ _____ Has the city ever had to pay a financial settlement to a former employee because his/her involuntary termination was not handled properly or because they made an allegation of discrimination and the city did not have proper policies in place to respond? If so, what was the dollar value?
- \$ _____ Has the city ever received an adverse or "qualified" opinion from its outside auditor based on incomplete accounting practices or the condition of its financial records? If so, the auditor can identify the cost of these shortcomings to the city and estimate the auditing fee added to sort out the problem(s) and reorganize records.

Lost Opportunity Analysis

- _____ Have there been development projects, land use planning decisions (to limit or encourage growth comprehensively or reactively on a site-by-site basis), construction project planning, opportunities for intergovernmental cooperation, etc. which have proceeded (or not proceeded) because the community did not have the technical expertise, the negotiation skills, or the ability to foresee positive or negative impacts?

_____ Are there any areas of technical expertise that council members believe the city lacks, and that it has not been able to obtain at reasonable expense through its staff, elected officials, and community volunteers? E.g., does the council have a plan for funding mandated infrastructure?

Process Analysis

_____ In the opinion of the City Council and/or citizens, is the organization's response(s) to problems, opportunities, requests, and complaints timely?

_____ Is vital information communicated to all the members of the governing body so that they have the whole story and understand the "big picture"?

_____ Is there one person charged with making sure that actions of one department are consistent and compatible with those of another department? Is this communication effective and in accordance with the governing body's general directions?

_____ Are proper risk assessments ever delayed because staff or elected officials are uncertain about how to assess and/or manage risk?

_____ Does the City Council believe that its directives are being implemented in a timely manner by the parties responsible for their enactment?

_____ Does the city budget realistically account for the costs of future needs?

_____ Does the City Council believe it spends too much time at council and/or committee meetings discussing small details and technical issues, rather than policy, contracts, planning, and general community improvement?

Political (public perception & council motives) Analysis

_____ Are council members perceived by the public as leading or reacting?

_____ Are form-of-government discussions motivated more by a desire to increase the separation of powers between elected officials and the staff or by a desire to more effectively use power?

_____ Is the city's current organizational structure advancing the governing body's short and long term goals and objectives or is it a barrier to their implementation? (Focus on form and structure, not on individuals.)

_____ If the answers to the questions above (cost-benefit, loss opportunity and process analyses) were objectively set before local citizens, would a majority support changing to a manager/administrator form of government?

City Administrator



2022 Municipal Wage and Salary Survey

General and Administrative
Positions

December 2022

Georgia Department of Community Affairs
Office of Research

60 Executive Park South
Atlanta, Georgia 30329-2231
404-679-4940

City Clerk	Acts as clerk to City Council or Mayor, maintains all records and documents, receives and disburses funds, usually supervises other office workers.
City Manager/Administrator	Directs and coordinates administration of city government in accordance with policies determined by city council or other authorized elected official. Appoints department heads and staff as provided by local ordinance. Prepares annual budget and submits estimates to authorized elected officials for approval.
Clerk Typist	Performs routine clerical tasks to include compiling data and operating a typewriter or personal computer in maintaining records and reports.
Computer Operator	Responsible for day-to-day computer operations and for creating and maintaining back-up files for all mainframe computer-based applications and operating systems.
Computer Programmer	Responsible for providing computer-based services by writing or developing computer programs or routines in a computer language or code for the government's departments.
Custodian (Janitor)	Performs routine and light cleaning duties in and/or around government buildings.
Data Entry Clerk	Performs responsible detailed clerical work inputting information into the computer. This is an entry level position for which detailed and specific instructions are provided in carrying out responsibilities. Supervision over others is not exercised.
Deputy Registrar	Purges and maintains voter registration list, registers citizens to vote, and maintains associated records and files.
Downtown/Better Hometown/Main Street Manager	Directs and coordinates downtown development, Better Hometown, and/or Main Steet program.
Economic Development Director	Coordinates/carries out planning, business and industry recruitment and retention, redevelopment, and other economic development-related activities for a local government.
Finance Director	Responsible for the overall administration of the finance department and coordinates all financial activities for the county or city manager and/or chief elected official.
Information Systems/Technology Director	Responsible for managing information systems activities and ensuring government's computers, networks, and information systems are efficient, fuctional, technically sound, and up to date.
Information Systems/Technology Specialist	Assists Information Systems Director in ensuring government's computers, networks, and information systems are efficient, fuctional, technically sound, and up to date.

City Administrator

City of Walnut Grove, Georgia

The City of Walnut Grove, Georgia is seeking a hands-on City Administrator to manage the day-to-day activities of the City, supervise the City's employees and aid the Mayor and City Council with the implementation of the governing body's policies and direction.

Walnut Grove is a growing community in Walton County located in the center of Covington, Monroe, Loganville, & Conyers at the intersection of S.R. 138 and 81. The City has a growing population of approximately 1,500. Walnut Grove is governed by a mayor and four Council members. It has a general fund budget of \$1.3 million as well as SPLOST and ARPA funds. It has a staff of five employees not including the City Administrator and outsources a number of services through contract. The city is in the process of expanding our sewer plant to allow for commercial growth along our Parkway.

The City seeks an Administrator with well-rounded experience in government operations who is willing to work on creating policy & procedures, a capital improvement campaign, finance/budget, planning/zoning & development, and stormwater management. The Public Safety functions of Police, Fire and EMS are provided by Walton County with a Fire Station and Police precinct located within the city limits. The City and County enjoy a strong relationship and coordinate with the provision of these services as well as others such as roads and water.

The city is looking forward to planning events each year to bring the community together and strengthen the bonds that reinforce our citizens' belief that Walnut Grove is the place to live. We are a small gem of a city and while we look to grow and expand, it is important that we retain the qualities that make our city what it is. The City Administrator will be tasked with assisting the elected officials to balance growth and development pressures with sustaining a high quality of life for the citizens.

The salary for the City Administrator position is flexible within the range of \$60,000 - \$75,000, commensurate with background and experience. The city offers a benefits package including leave & holidays, retirement, and medical reimbursement.

The position requires the successful candidate to meet, or exceed, the following qualifications:

- A bachelor's degree is required, preferably in Public/Business Administration or a related field.
- The successful candidate must have at least three years' progressively responsible experience as an Assistant City Manager/Administrator.
- Utility experience is preferred (sewer).

To Apply: Please submit a PDF resume and cover letter to Powell & Edwards by email to: Jay Crowley, jay@powelledwards.com. Direct questions and inquiries to Jay Crowley Ph. #770-962-0100.

Resume should include the names, titles, addresses, and business and home telephone numbers, and email addresses of three reference.

First review of resumes will be August 1, 2024.

The City of Walnut Grove is an Equal Opportunity/Equal Access Employer.

◆ City Manager/Administrator

Group	Jurisdiction	2021 Population	Minimum entry-level wage	Maximum wage	Wage reported as	Number of scheduled hours	Number of full-time employees*
	Cornelia	4,791	89,250.00	133,875.00	Annual	40	1
	Dawson	4,317	39.23	39.23	Annual	40	1
	Dawsonville	4,172	60,000.00	90,000.00	Annual	40	1
	Donalsonville	2,822	92,600.00	103,509.00	Annual	40	1
	Elberton	4,678	75,411.00	134,904.00	Annual	40	1
	Folkston	4,408	55,000.00	85,000.00	Annual	40	1
	Glennville	3,707	75,032.00	104,327.00	Annual	40	1
	Grantville	3,276	70,000.00	70,000.00	Annual	40	1
	Guyton	2,557	70,000.00	99,000.00	Annual	40	1
	Hahira	3,406	79,676.00	79,676.00	Annual	40	1
	Harlem	3,866	76,178.94	115,915.27	Annual	40	1
	Hartwell	4,503	55,000.00	100,786.00	Annual	40	1
	Jasper	4,235	110,000.00	150,000.00	Annual	40	1
	Jonesboro	4,510	42.30	56.93	Annual	40	1
	Lula	2,895	111,404.00	111,404.00	Annual	40	1
	Lyons	4,211	53,000.00	75,000.00	Annual	40	1
	Manchester	3,563	58,000.00	68,000.00	Annual	40	1
	Millen	2,934	25.00	45.00	Annual	40	1
	Pelham	3,416	85,000.00	85,000.00	Annual	40	0
	Ringgold	3,429	79,320.36	106,718.97	Annual	40	1
	Rockmart	4,811	93,600.00	122,137.60	Annual	40	1
	Royston	2,656	70,000.00	100,000.00	Annual	40	1
	Springfield	2,993	90,000.00	95,500.00	Annual	40	1
	Sylvania	2,661	39.67	50.78	Annual	40	1
	Thunderbolt	2,533	106,250.00	106,250.00	Annual	40	1
	Vienna	2,912	63,982.00	95,838.00	Annual	40	1
	Watkinsville	2,937	86,012.67	128,270.36	Annual	40	1
	West Point	3,748	123,830.39	123,830.39	Annual	40	1
F	Arcade	1,923	60,000.00	65,000.00	Annual	40	1
	Berkeley Lake	2,051	130,000.00	170,000.00	Annual	40	1
	Bowdon	2,168	73,500.00	73,500.00	Annual	40	1
	Clarkesville	1,937	60,000.00	95,000.00	Annual	40	1
	Clayton	2,035	60,000.00	80,000.00	Annual	40	1
	Colquitt	1,933	12.00	36.03	Hourly	40	1
	Davisboro	1,860	19.00	23.15	Hourly	40	1
	Emerson	1,446	25.00	40.00	Hourly	40	1
	Homer	1,360	25,000.00	46,250.00	Annual	40	1
	Homerville	2,317	20.00	30.00	Annual	40	1
	Lavonia	2,157	58,000.00	76,000.00	Annual	40	1

* Blank No. of Employees likely indicates position vacancy at time of reporting.

◆ City Manager/Administrator

Group	Jurisdiction	2021 Population	Minimum entry-level wage	Maximum wage	Wage reported as	Number of scheduled hours	Number of full-time employees*
	Lookout Mountain	1,653	31.00	40.00	Annual	40	1
	Louisville	2,361	76,754.00	76,754.00	Annual	40	1
	Mount Vernon	1,993	60,000.00	75,000.00	Annual	40	1
	Nahunta	1,004	50,000.00	50,000.00	Annual	40	1
	Oxford	2,275	52,000.00	85,000.00	Annual	40	1
	Pendergrass	1,740	55,000.00	65,000.00	Annual	40	1
	Porterdale	1,828	77,000.00	119,093.00	Annual	40	1
	Varnell	2,179	35,000.00	55,000.00	Annual	40	1
	Wadley	1,622	2,038.47	2,630.00	Annual	40	1
	Wrens	2,180	41,537.60	69,546.44	Annual	40	1
G	Brooks	570	69,000.00	69,000.00	Annual	28	1
	Dexter	654	12.00	20.00	Hourly	44	1
	Milner	776	20.00	20.00	Hourly	30	1
	Tunnel Hill	964	40,000.00	74,999.86	Annual	40	1
	Waleska	734	19.93	30.09	Hourly	40	1
H	Sky Valley	480	68,245.00	68,245.00	Annual	40	1

* Blank No. of Employees likely indicates position vacancy at time of reporting.