AGENDA
Regular Scheduled Meeting
CITY OF GRIFFIN BOARD OF COMMISSIONERS
January 23, 2024
W. ELMER GEORGE MUNICIPAL HALL
6:00 PM

Present:

Call to order by Mayor Hollberg

Pledge of Allegiance

Invocation

Approval of Agenda

PRESENTATIONS AND DELEGATIONS

1. Recognize Michelle Haynes, Planning and Development Principal Planner, as the 2023 Annual Strongest Link in the Chain award recipient. *Kelsey Carden, Staff Attorney, will address.*

CITIZEN COMMENTS

At this time, the Mayor opens the floor to comments from the audience. Comments should relate to a specific agenda item, not listed on the agenda for a Public Hearing, or to a concern within the jurisdiction of the City. Commission meetings serve the purpose of conducting city business and are not a forum for the unlimited expression of opinion. The Mayor reserves the right to limit comments to matters germane to city business and may refer speakers to the City Manager or other staff for resolution.

PUBLIC HEARINGS

Public Hearings are conducted to allow public comment on specific advertised issues such as rezoning, ordinances, policy development, operating budgets and other legislative actions to be considered by the City Commission.

2. Receive comments regarding a request for a special use permit for the expansion of a nonconforming structure within Low Density Residential B (LDR-B) for property located at 1557 W. Poplar Street. *Director of Planning & Development, Chad Jacobs will address.*

3. Receive comments regarding a request for the street renaming of Cabin Creek Drive to Haskell Ward Drive from North 6th Street to the existing portion of Haskell Ward Drive. *Director of GIS, Brian Haynes will address.*

CONSENT AGENDA

4. Consider the minutes of the City of Griffin Board of Commissioners' Regular Meeting on January 9, 2024.

5. Consider the purchase of ninety 70W Caretaker LED lights at $9,810.00, ninety-six 132W Verdion LED lights at $31,008.00, three hundred Photo Controls at $5,100.00, twenty 213W Galleons LED lights at $16,300.00, twenty 321W Galleon LED lights at $19,700.00, twenty 255W Navion LED lights at $14,260.00, fourteen 30' direct bury F/G poles at $20,930.00, three double light arms at $300.00 and eleven single light arms at $990.00, from Gresco Utility Supply, Sole Source, for a total purchase of $118,398.00. *Electric Director, Jennifer Freeman, will address.*

6. Consider a Task Order Form with Hazen and Sawyer, under Master Services Agreement, for Dam Inspection for the Still Branch reservoir in the amount of $2,800.00. *Director of Water and Wastewater, Brandon Lewis, will address.*

7. Consider a Purchase Order for the replacement of the main programmable logic controller at Harry Simmons WTP from MR Systems, Sole Source, in the amount of $18,869.00. *Water and Wastewater Director, Brandon Lewis, will address.*

8. Consider a Purchase Order for repairs to the Solarbee tank mixer at the Heron Bay Water Tank from IXOM Watercare, Sole Source, in the amount of $12,080.88. *Water and Wastewater Director, Brandon Lewis, will address.*

9. Consider a contract with Waveko, most responsive bid, in the amount of $62,825.00 for replacing the flooring throughout the Griffin Police Department. *Captain Daniel Jett will address.*

10. Consider a contract with Calix, Inc., sole source, to maintain and support the software on Griffin's Fiber PON appliances in the amount of $6,924.50. *Telecommunications Manager, Chris Sprayberry, will address*.

11. Consider an amendment to the 2024 holiday schedule. *Director of Human Resources, Stephanie Woods, will address.*

12. Consider Memorandum of Understanding with Judicial Council's Administrative Office of the Courts of Georgia for Griffin Municipal Court's participation in the Georgia Tax Refund Interceptor Program. *Clerk of Municipal Court, Melissa Brock, will address*

REGULAR AGENDA

The Regular Agenda includes items on which the Commission will individually consider and possibly take action.

13. Consider a request for a special use permit for the expansion of a nonconforming structure within Low Density Residential B (LDR-B) for property located at 1557 W. Poplar Street. *Director of Planning & Development, Chad Jacobs will address.*

14. Consider a request for the street renaming of Cabin Creek Drive to Haskell Ward Drive from North 6th Street to the existing portion of Haskell Ward Drive. *Director of GIS, Brian Haynes will address.*

15. Consider a Resolution to amend the City of Griffin's Fiscal Year 2023-2024 Operating & Capital Budget for Second Quarter housekeeping amendments in the amount of $187,697.38. *Budget Analyst, Angela Thompson will address.*

16. Consider a Task Order Form to the Master Services Agreement between the City of Griffin and Paragon Consulting Group in the amount of $24,850.00 for contract management, preparing repair plans adding in temporary shoring, providing construction cost estimate, and bid administration for the bridge repair at Poplar Street . *Public Works Director, Mariza Eller, will address.*

17. Consider a Master Services Agreement with UniFirst, lowest quote, not to exceed $98,400.00, for employee uniforms within Public Works, Solid Waste, and Water/Wastewater. *Public Works Director, Mariza Eller, will address.*

18. Consider a resolution authorizing the 2024 Mayor, Douglas S. Hollberg, and renaming Jessica O'Connor, City Manager, as the two approved signatories in relation to the MEAG-City of Griffin, Municipal Competitive Trust. *Electric Director, Jennifer Freeman will address.*

19. Consider Resolution accepting an Easement Agreement whereby the City would obtain a permanent twenty foot (20') easement, totaling 481 square feet, together with the right to construct, operate, and maintain a sanitary sewer line and manhole on or over the parcel commonly known as 1689 Martin Luther King Jr. Parkway, currently owned by St. John Lutheran Church of Griffin, and authorizing the City Manager to record the Easement Agreement in the Clerk of Superior Court, Spalding County, Georgia records. *Director of Water/Wastewater, Brandon Lewis, will address.*

20. Consider Commercial Real Estate Land Lease between City of Griffin and Iris City Lot LLC to lease the

parking lot located at 202 W. Solomon Street for purposes of public parking and community events in the amount of $2,400.00 per month. *City Manager, Jessica O'Connor, will address.*

21. Appointment of Mayor, or his designee, to Three Rivers Regional Commission Board of Directors for the length of his/her term of office to succeed Mayor Doug Hollberg whose term expired 12/31/23.

CITY MANAGER'S REPORT

The City Manager will update the Commission on pending items, upcoming workshops, meetings, conferences and other pertinent issues.

CITY ATTORNEY COMMENTS

CITY COMMISSIONER COMMENTS

Commissioners will provide updates regarding issues of interest from their respective districts and/or committee reports.

ADJOURN

The City of Griffin is committed to providing equal access to all of its programs, services and activities regardless of race, color, religion, marital status, gender, gender identity, genetic information, sexual orientation, national origin, age, physical or mental disability, past or present membership in the Uniformed Services, applicants to the Uniformed Services, any protected concerted activity or any other legally protected status. Any individual who needs an accommodation because of a disability should contact ***Stephanie Woods at (770) 233-2923 or hr@cityofgriffin.com*** *as far in advance of a meeting as possible.*

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Recognize Michelle Haynes, Planning and Development Principal Planner, as the 2023 Annual Strongest Link in the Chain award recipient. *Kelsey Carden, Staff Attorney, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The "Strongest Link in the Chain" Annual Award is given to a deserving employee who has demonstrated excellent performance and productivity, loyalty, professional pride, and other noteworthy accomplishments during the entire calendar year. The award recognizes that all City employees link together to form a chain that provides the residents of the City with excellent service. That service is only as strong as its weakest link in the chain. Therefore, all employees should strive to be a strongest link in the chain. Nominations are received from any City employee and are vetted by the Department Directors. The recognized employee receives two day off with pay, a gift certificate to a local restaurant, a Strongest Link plaque, and inclusion on an engraved plaque to be prominently displayed on the Wall of Excellence in the Management Services area of City Hall for all employees and visitors to see.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:
Stephanie Woods

Meeting Date:
23/01/2024

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Michelle Haynes, annual 2023.pdf

Griffin
Growing TOGETHER

Strongest Link in the Chain (Individual) Nomination Form

Nominee Name Michelle Haynes Department Planning & Development

Nominee Dept. Director signature required to move forward. Nominator to get this before submitting this form to Human Resources to be considered.

Nominee Department Director Approval for submission _____ Date _____

Your (Nominator) Name Kelsey Carden Department Management Services

Submission Date to HR January 11, 2024

Is this monthly nomination? Yes **No** If yes, which month _____

Is this an annual nomination? **Yes** No If yes, which year 2023

Reason for the Nomination

Using the program criteria, explain in detail why the employee deserves to be recognized as the *Strongest Link in the Chain*. Use a separate sheet if necessary.

I consider myself to be a naturally pessimistic person. It's a trait that helps me as an attorney, allowing me to see all the ways things could go wrong, but it doesn't always help me endure the daily struggles of public service. Michelle Haynes, on the other hand, is one of the most optimistic and positive individuals I have ever had the pleasure of working with, and she doesn't simply manifest good outcomes by crossing her fingers and hoping for the best—she works tirelessly every day to achieve greatness for this City.

Michelle does not live in the City, or even in Spalding County, but on January 12, 2023, Michelle immediately went to the EOC and began answering phones that night, assisting in the immediate aftermath of the tornado disaster in the best way she could. Everyone worked tirelessly during our first phase of recovery and beyond, but Michelle stepped up and took on duties beyond her job description for the better part of a year simply because she saw that they needed to be done. She has a heart for serving, and she does it well.

In 2023, Michelle drafted and sent letters to over 286 property owners whose property was damaged during the storm. As you can imagine, these letters were often not well received, but Michelle took the time to sit down for phone calls and face to face meetings throughout the year, meeting frustration with positivity and helping to answer the question we were all asking—"what do we do now?" By the end of the year, and as a direct result of Michelle's tireless and patient work, 97 out of 149 red tagged units were rehabbed, demolished, or in the process of being rebuilt, along with 76 out of 130

yellow tagged properties. People think that nuisance abatement is synonymous with court and demolition, and once I get involved, that is often the case. But Michelle's hands on approach, her willingness to offer assurance and patiently walk citizens through the process, produces results: Out of all of those properties mentioned above, only seven required court intervention. Her patience and work ethic have saved the City (and its citizens) money and time, and have helped to foster better relationships with the community.

While working full time as the City's Principal Planner in 2023, Michelle also completed her Masters in Public Administration, further evidencing her dedication to public service. She took part in the City's Safety Expo Team, participated in the Water Department's Christmas float, the communications committee, and volunteered her time for this City she loves. She has worked for the City since 2010, furthering her education and expertise during that time. (She began in customer service, went to the water department as ad administrative secretary, promoted to AMI/AMR Support Technician and in December 2020, moved to the Planning & Development Dept. as an Associate Planner. Within a year, she became the Principal Planner.)

If I could nominate the entire Planning and Development Department, I would. I could not do my job without the P&D team, including our incredible contractors. I wanted to nominate Michelle and shine a spot light on her specifically because my personal goal for 2024 is to emulate half of the work ethic, leadership, and optimism that Michelle Haynes exhibits daily. She's my role model for public service, and I am proud to nominate her for the 2023 Strongest Link.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Receive comments regarding a request for a special use permit for the expansion of a nonconforming structure within Low Density Residential B (LDR-B) for property located at 1557 W. Poplar Street. *Director of Planning & Development, Chad Jacobs will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The applicant, Rafael Gonzalez, is seeking approval of a Special Use Permit at 1557 W. Poplar St. When the tornados came through Griffin in January of 2023, both homes on the property were damaged; one so severely it had to be demolished. Due to an act of God, Mr. Gonzalez would like to replace the house but wants the new home to have more square footage. In order to enlarge or extend the legal non-conforming structure on the property, he must receive the approval of a Special Use Permit. This parcel is in the Low Density Residential-B (LDR-B) zoning district.

STAFF RECOMMENDATION:

Staff recommends CONDITIONAL APPROVAL of the Special Use Permit (23-SUP-03) submitted by Rafael Gonzalez to allow for a Special Use Permit to enlarge or extend a legal non-conforming structure located at 1557 W Poplar Street with the following conditions:

- New structure must be a single-story dwelling not to exceed 1037 square feet.
- New structure must be a single-family dwelling
- New structure must be built on or near original build location
- New structure must meet side and rear set back and architectural requirements for LDR-B

FINANCIAL IMPACT:

N/A

Submitted By:
Chad Jacobs

Meeting Date:
23/01/2024

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Application; 1557 W Poplar St.pdf
1557 W Poplar Street SU Staff Report.pdf

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

APPLICATION FOR SPECIAL USE

Date Received: 11-6-2023 Application Number: 23-SUP-03

Applicant: Rafael Gonzalez Telephone Number: 770-885-2223

E-mail Address: rgonz45@yahoo.com

Address: 1557 W. Poplar St. Griffin, GA 30224

Project Name/Description: ~~Variance Request~~

Address/Location: 1557 W. Poplar St. Griffin, GA 30224

Tax Map 055 Block 040 Lot Number 15

Zoning LDR-B Parcel(s) Size: 0.178 (acres or square feet)

Applicant is: Property Owner_____ Engineer:_____ Architect:_____

Realtor:_____ Other:_____

Application fee amount: 300.00

Paid by: _____ Check (check #_____) _____ Cash

_____ Cashier's Check X Other

I attest that this Special Use Application and its attachments meet all applicable requirements of the City of Griffin ordinances and development guidelines, codes, and regulations to the best of my knowledge.

Signature of Applicant (or authorized representative) Date: 10-11-2023

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

SPECIAL USE QUESTIONNAIRE

Date Submitted: 11-6-23 Application Number: 23-SUP-03

Applicant Name: Rafael Gonzalez

Address of Property: 1557 W. Poplar St Griffin, GA 30224

Tax Map, Block and Lot Number: 055 04015

Applicable Zoning Ordinance Section: _____

A. The following information must be submitted with the Special Use Application:

1. One (1) copy of a site plan, boundary survey, and Tax Map of the property

B. Please provide written answers to the following questions to justify a Request for Special Use:

1. What is the Special Use being requested and why is it necessary to the development of the identified property?
2. Explain the proposed ingress and egress to the property and buildings with reference to vehicular and pedestrian safety, traffic flow and emergency vehicle access; what parking is available and how will it affect adjoining streets?
3. What are the proposed days and hours of operation of the proposed use and will any outdoor lighting be utilized?
4. For uses involving public access assemblies, such as churches, auditoriums, theatres, meeting halls, restaurants and similar places, explain how the proposed use will meet the required fire, life safety and health code.
5. Detail utilities to the property and provide the names of the providers noting their location and availability (water, sanitary sewer, electric, gas, refuse, etc.)
6. What screening buffers are being proposed with reference to location, type, dimension, and character?
7. Are there any signs proposed? Please provide their location, lighting method, material type, size and compatibility with the surrounding properties.
8. Explain how the proposed use is compatible with the existing uses in the surrounding neighborhood.
9. Will the proposed use constitute a nuisance or hazard or otherwise adversely affect the public interest because of the number of people attending or using the facility, noise, fumes generated, or type of physical activity?

Spalding Designs L.L.C.

Let's put your ideas on paper!

Website: http://spaldingdesignsllc.wix.com/spalding-designs
Email: spaldingdesignsllc@yahoo.com

November 3, 2023

City of Griffin Planning and Development

RE: Special Use application for increased allowed square footage
1555 Popular St
Griffin, Georgia 30224

To whom it may concern,

On behalf of our client and the owner of the property in question, we respectfully submit the answers to the questions listed in the Special Use application.

A1. We are requesting an increase in the allowed square footage of an existing non-conforming structure (Cottage) that was demolished during the recent tornadic event that struck the city of Griffin in 2023. The existing structure was only 300 s.f. Per current zoning regulations the homeowner is allowed only to replace the structure with a new structure limited to only 300 s.f. Limiting the square footage to only 300 s.f. will it not meet the needs for living space requirements of the homeowner, nor will it be a finically viable venture to proceed with. Spalding Designs has prepared a set of renovation plans making the replacement a 2 story structure of approximately 600 s.f.. The homeowner is not opposed to being allowed to expand horizontally if a 2-story structure is not allowed.

A2. Ingress and egress onto the property will be via the existing gravel driveway on the property. If required, the existing driveway may be extended to the cottage along with a parking pad. The existing driveway does not impact vehicular traffic on Popular Street, nor would it hinder emergency vehicles from accessing the property.

A3. The proposed structure would be utilized as residential occupancy 24 hours per day, 7 days a week. This would not be a business occupancy. There will not be any outside lighting added to the property other than what may already exist on the property.

A4. This is not a public space. This will be a private residence.

A5. The property currently has electricity, water and sewage connections, along with sanitation services. The existing structure would have been connected to these services.

A6. At this time there are no planned screening buffers.

A7. There are no signs being proposed.

A8. The proposed use as a residential structure will be consistent with the uses in the area as this is a residential area.

A9. This will not produce or result in any adverse nuisance or hazard to the area the would be different than any other residential structure. As the structure will be limited in size the occupancy will be minimal and there would not be any unusual number of occupants on the property, other than possible family or other personal functions/ events.

Sincerely,

R. Spalding

Richard W. Spalding
(Rikki)

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

OWNER'S AUTHORIZATION

This is to certify that:
Richard Spalding
(Name of Applicant, Property Owner, or other Representative)

The person named above is the Owner or Representative of the Owner holding interest in the property that is the subject of the attached application.

By execution of this form, authorization is given to the person named as "Applicant" below, acting on behalf of the owner, to file for and pursue a request for approval of the following.

____	Rezoning	____	Minor Site Plan
____	Special Use Request	____	Preliminary Site Plan
X	Variance Request	____	Final Site Plan/ Subdivision Plat

Applicant: Rafael Gonzalez Telephone Number: 770-885-2223
Address: 1557 W Poplar St Griffin, GA 30224

Signature of Owner Date: 10-11-23

R.W. Spalding Date: 10/11/23
Signature of Representative

Notary Signature and Seal
Commission expiration date: my commission expires July 2, 2026

ANA CASTANEDA NOTARY PUBLIC HENRY COUNTY, GEORGIA

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
CONFLICT OF INTEREST DISCLOSURE

Have you, within the two (2) years immediately preceding the filing of this application, made campaign contributions aggregating $250.00 or more to a member of the Board of Commissioners, a member of the Planning & Zoning Board, or any other government official who will consider this application?

____ Yes X No

If yes, please complete the following section:

Name and Official Position of Government Official:

_____

Please list the Date and Amount of Contribution(s) (List all which aggregate $250.00 or more)

_____

_____

_____

_____ Date: 10-11-23
Signature of Applicant

Rafael Gonzalez
Printed Name

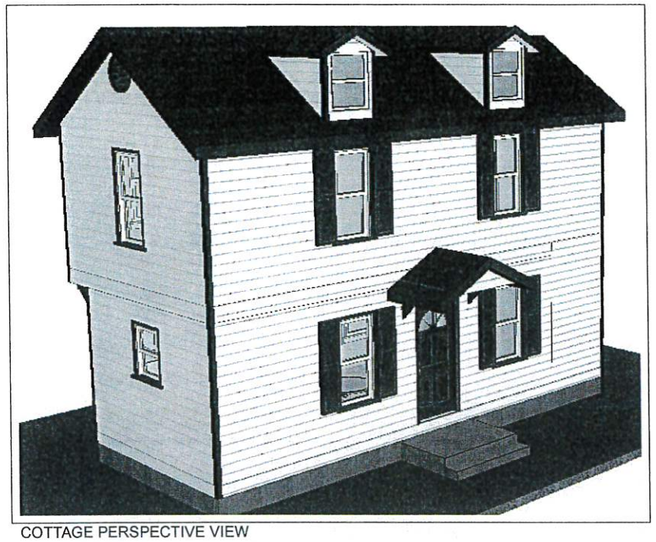
_____ Date: _____
Signature of Applicant's Attorney or Representative

_____
Printed Name

ANA CASTANEDA NOTARY PUBLIC HENRY COUNTY, GEORGIA

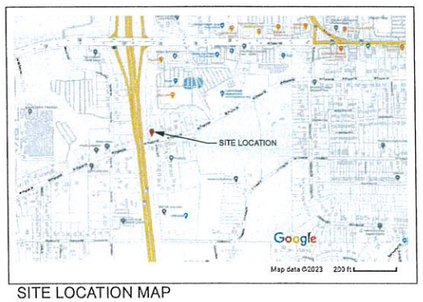
My commission expir
July 02, 2026

COTTAGE RENOVATION FOR RAFAEL GONZALEZ 1555 W. POPLAR ST GRIFFIN,GA 30224



COTTAGE PERSPECTIVE VIEW
NOT TO SCALE

RENOVATED SQUARE FOOTAGES	
AREA DESCRIPTION	AREA (S.F.) +/-
BEDROOM 1	91.14
BEDROOM 2	92.58
CLOSET 1	16.04
CLOSET 2	11.38
FULL BATH	41.90
HALF BATH	23.95
HALLWAY	56.10
KITCHEN	114.44
LIVING ROOM	119.31
STAIRS	46.86
W / D	7.11
	620.81 sq ft



SITE LOCATION MAP

THE STRUCTURE DESCRIBED WITHIN THE SCOPE OF THIS PROJECT SHALL MEET AND/OR EXCEED THE REQUIREMENTS SET FORTH BY THE BELOW MENTIONED CODES AND ADOPTED BY THE STATE OF GEORGIA, WHICH INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

-- INTERNATIONAL BUILDING CODE - 2018 ED. W/ GEORGIA AMENDMENTS (2020)
-- INTERNATIONAL RESIDENTIAL CODE - 2018 ED. W/ GEORGIA AMENDMENTS (2020)
-- INTERNATIONAL MECHANICAL CODE - 2018 ED. W/ GEORGIA AMENDMENTS (2020)
-- INTERNATIONAL PLUMBING CODE - 2018 ED. W/ GEORGIA AMENDMENTS (2020)
-- INTERNATIONAL FUEL GAS CODE - 2018 ED. W/ GEORGIA AMENDMENTS (2020)
-- NFPA NATIONAL ELECTRICAL CODE - 2017 ED. W/ NO GEORGIA AMENDMENTS
-- INTERNATIONAL ENGERY CODE - 2015 ED. W/ GEORGIA SUPPLEMENTS AND AMENDMENTS (2020).
-- THE CURRENT ADDITION OF THE NFPA CODES AND STANDARDS AS ADOPTED AND MODIFIED BY THE STATE FIRE MARSHAL
-- NFPA101 LIFE SAFETY CODE - 2012 ED. W/ GEORGIA AMENDMENTS (2013)
-- INTERNATIONAL FIRE CODE - 2012 ED. W/ GEORGIA AMENDMENTS (2014)
-- OCGA CHAPTERS 25 & 30 GEORGIA ACCESSIBILITY CODE / 2010 STANDARDS

INDEX OF DRAWINGS

SHEET #	DRAWING DESCRIPTION
A00.2	COVERSHEET (RESIDENTIAL)
A01.1	EXISTING & DEMO PLAN
A01.2	RENOVATION FLOOR PLANS
A03.1	ROOF PLAN
A03.2	FLOOR FRAMING PLANS
A04.1	FRONT & REAR ELEVATIONS
A04.2	SIDE ELEVATIONS
A05.1	CROSS SECTIONS
A05.2	WOOD FRAMING DETAILS
A07	KITCHEN CABINET ELEVATIONS
E0	ELECTRICAL NOTES
E1	ELECTRICAL PLAN
MP1	PLUMBING (RESIDENTIAL)

EPA DEMOLITION NOTIFICATION

IF THIS PROJECT INVOLVES THE DEMOLITION OF AN EXISTING STRUCTURE, THE GENERAL CONTRACTOR SHALL NOTIFY THE ENVIRONMENTAL PROTECTION DIVISION BY MAIL 10 DAYS BEFORE THE DEMOLITION IS SCHEDULED TO BEGIN.
NOTIFICATION IS REQUIRED EVEN IF THERE IS NO ASBESTOS OR OTHER HAZARDOUS MATERIALS PRESENT IN THE BUILDING..

SCOPE OF WORK:

RENOVATE/ REPAIR EXISTING KITCHEN AREA OF A RESIDENTIAL STRUCTURE THAT WAS SEVERLY DAMAGED BY A FALLING TREE DURING A RECENT TORNADIC EVENT.

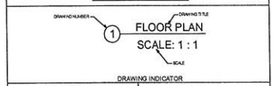
DESIGNER OF RECORD
RICHARD W. SPALDING
SPALDING DESIGNS LLC
P.O. BOX 1778
MONROE, GA 30655
PHONE: (678) - 914 - 5653

24 HOUR CONTACT
RAFAEL GONZALES, OWNER
(770) - 885 - 2223 - CELL

ABBREVIATION LEGEND

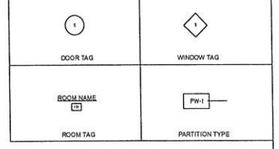
A.B. = ANCHOR BOLT
A.F.F. = ABOVE FINISHED FLOOR
ALUM. = ALUMINUM
APROX. = APPROXIMATELY
ARCH. = ARCHITECTURAL
B.F.F. = BELOW FINISHED FLOOR
BLDG. = BUILDING
BLK. = BLOCK
B.M. = BENCH MARK
BOT. = BOTTOM
B.O.F. = BOTTOM OF FOOTING
CAB. = CABINET
C.B. = CATCH BASIN
CEN. = CENTER
C.H. = CEILING HEIGHT
C.J. = CONTROL JOINT
C.L. = CENTER LINE
CLR. = CLEAR
CLG. = CEILING
COL. = COLUMN
CONC. = CONCRETE
CONSTR. = CONSTRUCTION
CONT. = CONTINUOUS
C.M.U. = CONCRETE MASONRY UNIT
CNTR = COUNTER
C.W. = COLD WATER LINE
DBL. = DOUBLE
DEPT. = DEPARTMENT
DET. = DETAIL
D.F. = DRINKING FOUNTAIN
DIA. = DIAMETER
DIM. = DIMENSION
DN. = DOWN
D.O. = DOOR OPENING
DS. = DOWNSPOUT
DWG. = DRAWING
E. = EAST
EA. = EACH
E.H. = EAVE HEIGHT
E.I.F.S. = EXTERNAL INSULATING FINISHING SYSTEM
E.J. = EXPANSION JOINT
ELEC. = ELECTRICAL
EMER. = EMERGENCY
ENCL. = ENCLOSURE
EQUIP. = EQUIPMENT
EXIST. = EXISTING
EXT. = EXTERIOR
E.W. = EACH WAY
EWH. = ELECTRIC WATER HEATER
F.A. = FIRE ALARM
F.B.O. = FINISHED BY OTHERS
F.D. = FLOOR DRAIN
FOUNT. = FOUNTAIN
F.E. = FIRE EXSTINGUSHER
FIN. = FINISH
FL. = FLOOR
FIN. FL. = FINISHED FLOOR
FLASH. = FLASHING
F.O.C. = FACE OF CONCRETE
F.O.F. = FACE OF FINISH
F.O.S. = FACE OF STUDS
FRIG. = REFRIGERATOR
FT. = FEET
FTG. = FOOTING
GA. = GAUGE
GALV. = GALVANIZED
G.C. = GENERAL CONTRACTOR
G.F.I. = GROUND FAULT INTERUPT
GND. = GROUND
G.L. = GRADE LINE
GLS. = GLASS
GLS. = GLASS
G.M. = GAS METER
G.V. = GATE VALVE
GYP. = GYPSUM
H.B. = HOSE BIBB
H.C. = HANDICAPPED
HDWR. = HARDWARE
HGT. = HEIGHT
H.M. = HOLLOW METAL
HORIZ. = HORIZONTAL
H.W. = HOT WATER LINE
I.B.C. = INTERNATIONAL BUILDING CODE
I.D. = INSIDE DIMENSION
INSUL. = INSULATION
INT. = INTERIOR
I.P.F. = IRON PIN FOUND
I.P.S. = IRON PIN SET
JAN. = JANITORIAL
JT. = JOINT
KIT. = KITCHEN
LAV. = LAVATORY
LW. = LIGHT WEIGHT
MAX. = MAXIMUM
MATL = MATERIAL
MECH. = MECHANICAL
M.D.P. = MAIN DISCONNECT PANEL
MFR. = MANUFACTURE
MIN. = MINIMUM
MISC. = MISCELLENEOUS
M.O. = MASONRY OPENING
N. = NORTH
N.I.C. = NOT IN CONTRACT
NOM. = NOMINAL
N.T.S. = NOT TO SCALE
O.C. = ON CENTER
O.D. = OUTSIDE DIMENSION
O.H. = OVER HEAD
P.M.B. = PRE-ENGINEERED METAL BUILDING
P.P. = POWER POLE
PRELIM. = PRELIMINARY
P.R.V. = PRESSURE REDUCING VALVE
P.S.I. = POUNDS PER SQUARE FOOT
P.T. = PRESSURE TREATED
RAD. = RADIUS
REF. = REFERENCE
RM. = ROOM
REQD. = REQUIRED
R/W = RIGHT-OF-WAY
S = SOUTH
SCHED. = SCHEDULE
SECT. = SECTION
S.F. = SQUARE FEET
SHWR. = SHOWER
SHT. = SHEET
SIM. = SIMILAR
SPEC. = SPECIFICATION
S.S. = SANITARY SEWER
SQ. = SQUARE
STD. = STANDARD
STRUCT. = STRUCTURAL
SYM. = SYMETRICAL
S.Y.P. = SOUTHERN YELLOW PINE
TELE. = TELEPHONE
TEMP. = TEMPORARY
T & G = TONGUE AND GROOVE
T.O.S. = TOP OF STEEL
T.O.W. = TOP OF WALL
T.S. = TUBE STEEL
TYP. = TYPICAL
U.G. = UNDERGROUND
U.N.O. = UNLESS NOTED OTHERWISE
VERT. = VERTICAL
V.T.R. = VENT THRU ROOF
W.H. = WATER HEATER
W.L. = WASTE LINE
W.M. = WATER METER
W.P. = WATER PROOF OUTLET

DRAFTING SYMBOLS



DRAWING INDICATOR





Seal

PROJECT STATUS
RELEASED FOR CONSTRUCTION
DATE: 08/12/2023

PLOT DATE: 8/12/2023
PROJECT No: 23-012
DRAWN BY: RWS
CHECKED BY: #Architect

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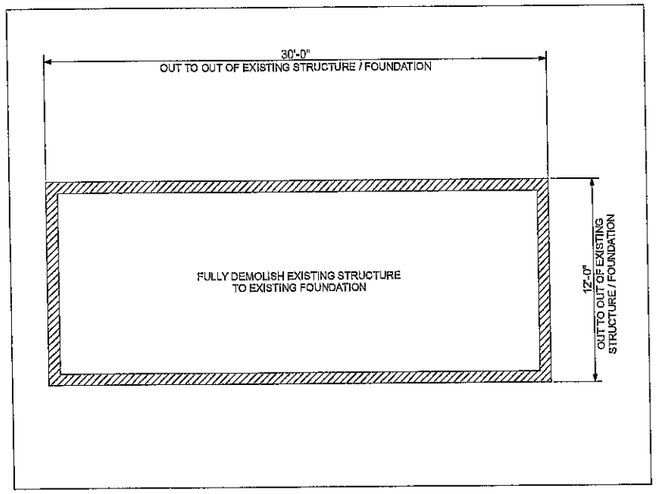
COTTAGE RENOVATION
FOR RAFAEL GONZALEZ
1555 W. POPLAR ST
GRIFFIN, GA 30224
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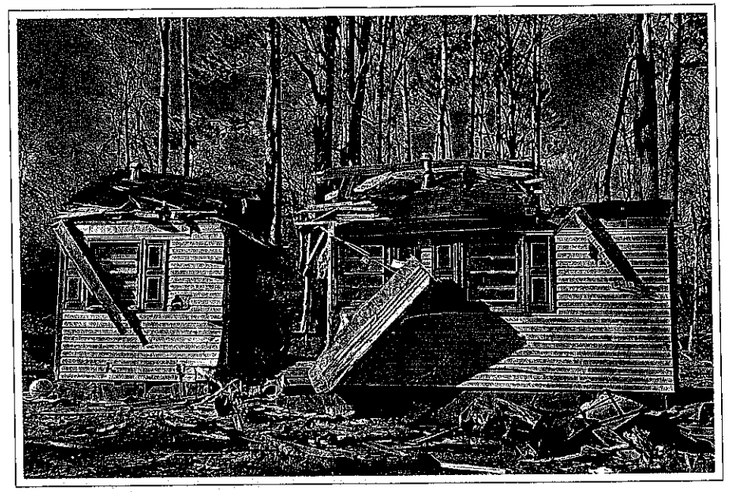
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COVERSHEET (RESIDENTIAL)
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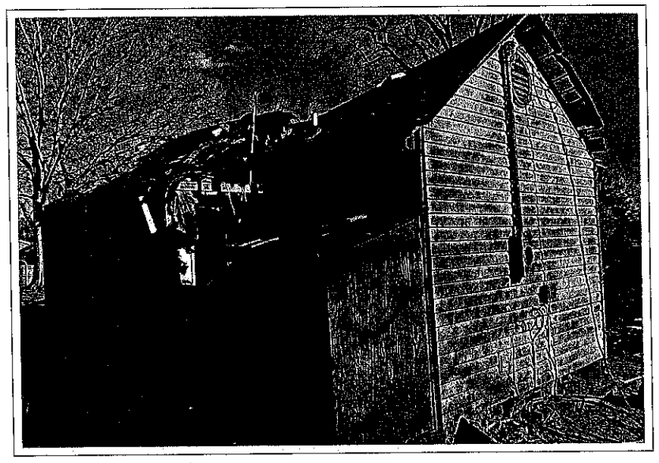
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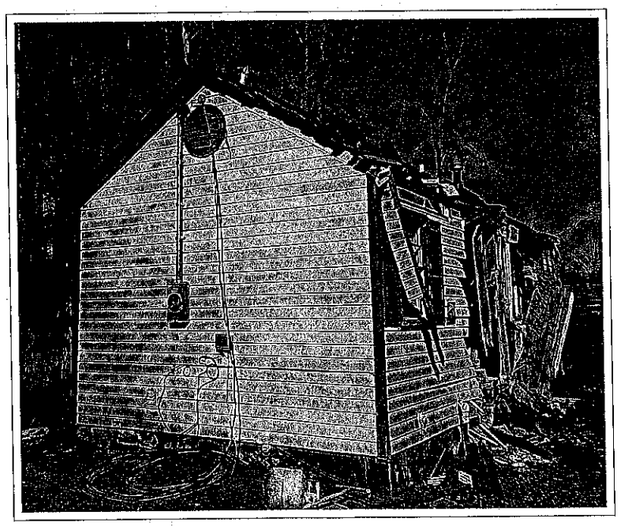




POST TORNADO DAMAGE TO COTTAGE STRUCTURE
NOT TO SCALE



POST TORNADO DAMAGE TO COTTAGE STRUCTURE
NOT TO SCALE



POST TORNADO DAMAGE TO COTTAGE STRUCTURE
NOT TO SCALE

ELECTRICAL LEGEND

E = EXISTING
N= NEW
R= RELO
CV= CONVERT

- DUPLEX RECEPTACLE W/ SWITCH
- DUPLEX RECEPTACLE
- QUAD RECEPTACLE
- WP — WEATHER PROOF RECEPTACLE
- GFI — GFI RECEPTACLE
- USB — USB COMBO RECEPTACLE
- 220 — 220 VOLT RECEPTACLE
- CEILING MOUNTED INCANDESCENT FIXTURE
- CH — CHANDELIER
- INCANDESCENT FLOOD LIGHT FIXTURE
- IC — STANDARD CAN LIGHT FIXTURE (INCADESENT)
- LED — LED LOW PROFILE SURFACE MOUNT LIGHT FIXTURE
- PENDANT LIGHT FIXTURE (LED)
- WALL MOUNTED INCANDESCENT FIXTURE
- JUNCTION BOX
- SWITCH (SINGLE)
- SWITCH (2 WAY)
- SWITCH (3 WAY)
- CEILING FAN WITH LIGHT KIT
- CEILING MOUNTED FLORESCENT LIGHT STRIP
- F — BATH EXHAUST FAN
- FUSE PANEL
- M — ELECTRICAL METER
- ELECTRICAL DISCONNECT
- SD — SMOKE DETECTOR
- CM — CARBON MONOXIDE DETECTOR
- E.W.H. — ELECTRIC WATER HEATER
- THERMOSTAT
- PUSH BOTTON SWITCH
- TEL — TELEPHONE
- ETH — ETHERNET
- CATV — CATV (COAXLE)
- WALL MOUNTED EMERGENCY LIGHT
- EXIT — EXIT LIGHT WITH EMERGENCY BACK-UP BATTERY LIGHT
- EXIT — EXIT LIGHT

AS-BUILT FLOOR PLAN NOTES

1. DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS SHALL GOVERN. LARGE SCALE DIMENSION DRAWINGS SHALL GOVERN OVER SMALLER SCALE DRAWINGS. CONTACT DESIGNER TO CONFIRM ALL DISCREPANCIES.

2. THE REPRESENTED DRAWING IS BASED ON FIELD MEASURMENTS TAKEN AND PREPARED INTO A DOCUMENT SHOWING THE AS-BUILT CONDITIONS. THE SCOPE OF WORK SHOWN IS BASED SOLEY ON VISIBLE / EXPOSED CONDITIONS. FIELD VERIFY AS-BUILT DRAWING TO ACTUAL FIELD CONDTIONS PRIOR TO THE COMMENCEMENT OF ANY FIELD RELATED WORK.

3. THIS IS NOT A STRUCTURAL REVIEW OF THE EXISTING STRUCTURE. ANY STRUCTURAL REVIEW/ANALYSIS SHALL BE PERFORMED BY A STRUCTURAL ENGINEER DULY LICENSED IN THE STATE OF GEORGIA.

4. OWNER/ CONTRACTOR SHALL BE RESPONSIBLE FOR INSPECTING EXISTING STRUCTURE FOR SIGNS OF ROT, DECAY, PEST INFESTATION, STRUCTURAL DEFICIENCIES OR ANY OTHER ISSUES THAT MAY BE PRESENT. OWNER/ CONTRACTOR SHALL BE RESPONSIBLE FOR THE CORRECTING OF SUCH DEFICIENCIES, PRIOR TO THE COMMMENCEMENT OF ANY RENOVATION WORK.

5. DESIGNER WAS UNABLE TO FULLY INSPECT EXISTING FOUNDATION DUE TO DEBRIS AND COLLAPSED STRUCTURE COVERING THE FOUNDATION. FURTHER INSPECTION OF THE FOUNDATION MAY BE REQUIRED ONCE THE DEBRIS HAS BEEN REMOVED. OWNER/ CONTRACTOR SHALL BE RESPONSIBLE FOR INSPECTING THE EXISTING FOUNDATION FOR SIGNS OF STRUCTURAL DEFICIENCIES AND SHALL BE RESPONSIBLE FOR THE CORRECTING OF SUCH DEFICIENCIES PRIOR TO THE COMMMENCEMENT OF ANY RENOVATION WORK.

WALL LEGEND

- NEW 2x WOOD FRAMED EXTERIOR WALL WITH EXTERIOR SIDING AND INTERIOR FACE COVERED WITH 1/2" SHEETROCK
- NEW 2x WOOD FRAMED INTERIOR WALL PARTITION WALL CONSTRUCTED W/ 1/2" SHEETROCK APPLIED TO EACH SIDE.
- WALL STRUCTURE TO BE DEMOLISHED
- FUTURE INTERIOR WALL PARTITION

REVISION:	DATE:

EXISTING & DEMO PLAN
Scale - As Noted
#Notes

A01.1

2 of 40

Seal

PROJECT STATUS

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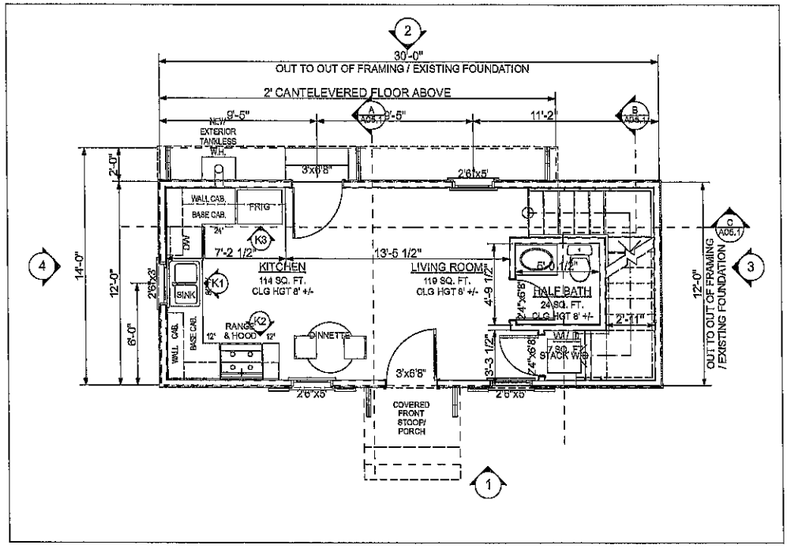
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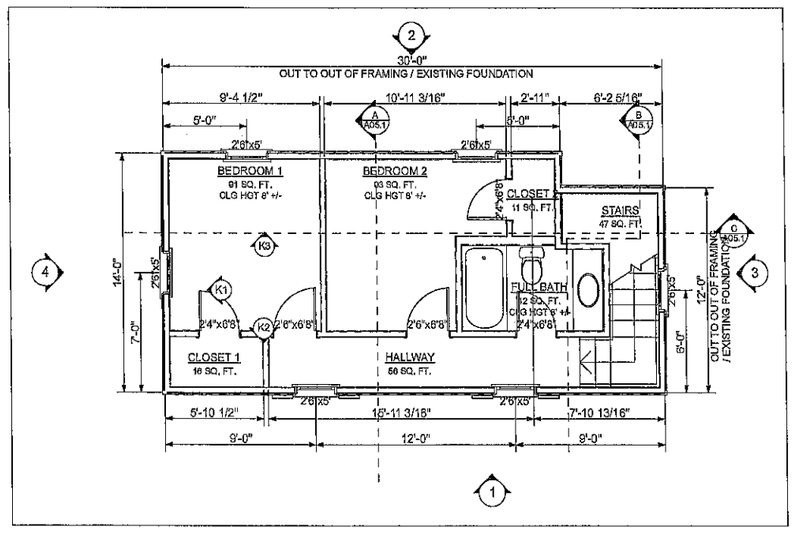
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COTTAGE RENOVATION
FOR RAFAEL GONZALEZ
1555 W. POPLAR ST
GRIFFIN, GA 30224



1 COTTAGE DOWNSTAIRS PLAN
SCALE: 1/4" = 1'-0"



2 COTTAGE UPSTAIRS PLAN
SCALE: 1/4" = 1'-0"

ALL NOTED DOOR/ WINDOW DIMENSIONS ARE NOMINAL

ROOM FINISH GENERAL NOTES

1. SURFACES

CONTRACTOR SHALL EXAMINE ALL SURFACES TO BE FINISHED UNDER THIS CONTRACT AND SEE THAT THE WORK OF THEIR TRADES HAS BEEN INSTALLED IN SATISFACTORY CONDITION TO RECEIVE PAINT, STAIN OR SPECIFIED FINISH. THE APPLICATION OF THE FIRST COAT OF ANY FINISH PROCESS SHALL CONSTITUTE ACCEPTANCE OF THE SURFACE.

2. FINISHES

WHERE THE CONTRACTOR IS TO INSTALL NEW FINISHES ADJACENT TO ANY EXISTING FINISHES, MATERIALS ARE TO BE INSTALLED TO OBSCURE DEFINITIVE TRANSITIONS BETWEEN EXISTING AND NEW FINISHES.

3. MATERIAL PACKAGING

MATERIALS SHALL BE DELIVERED IN THEIR ORIGINAL CARTONS OR CONTAINERS AS PACKAGED BY THE MANUFACTURER AND BEARING THE ORIGINAL MANUFACTURER'S LABELS. CONTRACTOR SHALL BE RESPONSIBLE FOR RECEIVING SUCH GOODS.

4. MATERIAL STORAGE

MATERIALS STORED ON THE SITE SHALL BE PROTECTED FROM DAMAGE BY MOISTURE, WIND, SUN, ABUSE, OR ANY OTHER HARMFUL AFFECTS. DAMAGED MATERIALS WILL BE REJECTED AND MUST BE REPLACED.

5. FINISH SUBMITTALS

CONTRACTOR TO SUBMIT ALL FINISHES SPECIFIED WITH IN DRAWINGS TO OWNER FOR APPROVAL PRIOR TO FIELD APPLICATION. (I.E. PAINT, FLOORING, PLASTIC LAMINATE, SHOP FINISH WOOD FOR CUSTOM MILLWORK, ETC.)

6. CARPET INSTALLATION

FLOOR SUBSTRATE SHALL BE FREE OF DIRT AND DEBRIS BEFORE CARPET INSTALLATION. THE INSTALLATION OF CARPET SHALL CONSTITUTE ACCEPTANCE OF THE SLAB.

7. CARPET SEAM/JOINT TRANSITIONS

CARPET INSTALLER SHALL SUBMIT SEAMING DIAGRAMS TO GENERAL CONTRACTOR/OWNER FOR APPROVAL PRIOR TO INSTALLATION. CARPET INSTALLER SHALL INSURE THAT CARPET NAP RUNS IN THE SAME DIRECTION. CARPET TO CARPET TRANSITIONS AT DOORS SHALL OCCUR DIRECTLY UNDER THE CENTER LINE OF CLOSED DOOR.

8. BASE SPECIFICATION

CONTRACTOR SHALL USE 4" COVE BASE UNLESS OTHERWISE NOTED. CONTRACTOR SHALL NOT USE PIECES LESS THAN 18" LONG. ALLOW BASE TO RUN CONTINUOUS AROUND CORNERS. DO NOT USE PRE-MOLDED BASE.

9. BASE INSTALLATION

BASE MATERIAL SHALL BE INSTALLED FLUSH TO THE FLOOR SURFACE UNLESS OTHERWISE NOTED.

10. PAINT

CONTRACTOR SHALL LEAVE REMAINING PAINT (1 GALLON MINIMUM) OF EACH COLOR WITH OWNER FOR FUTURE TOUCH UP NEEDS.

11. WALL COVERING

ALL WALL COVERING TO BE FROM THE SAME MANUFACTURING RUN AND BE CONSISTENT IN COLOR PATTERN AND TEXTURE. ALL WALL COVERING ROLLS TO BE STORED HORIZONTALLY. ALL MATERIALS TO ACCLIMATE TO SITE TEMPERATURE FOR 24 HOURS PRIOR TO INSTALLATION.

12. WALL COVERING

CONTRACTOR SHALL USE MANUFACTURER'S RECOMMENDED PRIMERS, SEALERS, AND ADHESIVES. ALL WALLS TO BE HUNG IN CONSECUTIVE ORDER. TRIM BE MADE BEFORE APPLYING. DO NOT CUT INTO SUBSTRATE. DO NOT LOCATE SEAMS AT CORNERS. WRAP 6IN (INCHES BEYOND MINIMUM FOR OUTSIDE CORNERS, EXCEPT WHERE CHANGE OF WALL COVERING OCCURS, WHEN WALL COVERING TERMINATES AT AN OUTSIDE CORNER, CONTRACTOR SHALL PROVIDE A CLEAR PROTECTIVE CORNER GUARD.

13. WALL COVERING

CONTRACTOR TO REMOVE EXCESS ADHESIVE IMMEDIATELY FROM SURFACE OR WALL COVERING AS EACH JOINT OR SEAM IS MADE AND BEFORE PROCEEDING TO THE NEXT JOINT OR SEAM. ASSURE INSTALLATION IS SECURE, SMOOTH, CLEAN AND WITHOUT BUBBLES, GAPS, TEARS, OVERLAPS OR EDGES NOT ADHERED TO BACKING.

14. TRIM

ALL PAINT GRADE TRIM TO BE SOLID STOCK POPLAR OR EQUIVALENT. FINGER JOINT TRIM IS NOT ALLOWED.

15. TILE INSTALLATION

CONTRACTOR SHALL PREPARE SLAB AS NECESSARY TO RECEIVE SPECIFIED TILE PRODUCT; SKIM COAT AS REQUIRED.

16. CLEAN UP

UPON COMPLETION OF ALL FINISH APPLICATIONS, ALL MATERIALS AND EQUIPMENT SHALL BE REMOVED. CONTRACTOR SHALL INSURE THAT PAINT AND GLUE SPOTS ARE REMOVED AND THAT ALL AREAS ARE LEFT CLEANED AND FREE OF DUST, DIRT, OR DEBRIS.

17. CODE COMPLIANCE

INTERIOR FINISHES SHALL COMPLY WITH 2600 NFPA 101.

FLOOR PLAN NOTES

1. DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS SHALL GOVERN. LARGE SCALE DIMENSION DRAWINGS SHALL GOVERN OVER SMALLER SCALE DRAWINGS. CONTACT DESIGNER TO CONFIRM ALL DISCREPANCIES.

2. ALL INTERIOR DIMENSIONS ARE FROM FACE TO FACE OF FINISHED WALL, FOW, UNLESS NOTED OTHERWISE. ALL EXTERIOR DIMENSIONS ARE FROM FACE OF BRICK (FOB).

3. ALL WORK SHALL CONFORM WITH DRAWINGS AND SPECIFICATIONS IN ACCORDANCE WITH ALL APPLICABLE GOVERNING MUNICIPAL AND REGULATORY AGENCIES, CODES, AND REQUIREMENTS. IT SHALL BE UNDERSTOOD THAT ALL INTENDED WORK IS SUBJECT TO REVIEW AND INTERPRETATION BY THE ADMINISTRATIVE AUTHORITY HAVING JURISDICTION AND IN NO CASE SHALL WORK BE PERFORMED WITHOUT THE WRITTEN APPROVAL OF SAID AUTHORITY. THE GENERAL CONTRACTOR FOR THE PROJECT SHALL BE RESPONSIBLE FOR ALL FEES RELATED TO THE ISSUE OF PERMITS, INSPECTIONS, AND CERTIFICATES NECESSARY FOR THE EXECUTION AND COMPLETION OF THE WORK AND THE OCCUPANCY OF THE AREA OF WORK.

4. ALL SHEETROCK/DRYWALL PARTITIONS ARE TO BE TAPED, MUDDED, AND SANDED TO A LEVEL M SMOOTH FINISH TO RECEIVE WALL FINISH PER ROOM FINISH PLAN AND/OR SCHEDULE.

5. PROVIDE THE REQUIRED NUMBER FIRE EXTINGUISHERS HAVING A MINIMUM RATING OF 2A, 10 BC AS SPECIFIED BY THE JURISDICTION HAVING AUTHORITY. EXTINGUISHERS TO BE CONSPICUOUSLY LOCATED AND READILY ACCESSIBLE. TOPS OF EXTINGUISHERS TO BE SET AT 48" A.F.F. MAXIMUM TRAVEL DISTANCE BETWEEN EXTINGUISHERS NOT TO EXCEED 75 FEET. THE KITCHEN SHALL BE EQUIPPED WITH (1) 10 BC / K EXTINGUISHER.

6. NOTE OMITTED

7. NOTE OMITTED

8. INSULATING MATERIALS, WHERE CONCEALED AS INSTALLED IN BUILDINGS OF ANY TYPE OF CONSTRUCTION, SHALL HAVE A FLAME SPREAD INDEX OF NOT MORE THAN 25 AND A SMOKE DEVELOPED INDEX OF NOT MORE THAN 450.
INSULATING MATERIALS, WHERE EXPOSED AS INSTALLED IN BUILDINGS OF ANY TYPE OF CONSTRUCTION, SHALL HAVE A FLAME SPREAD INDEX OF NOT MORE THAN 25 AND A SMOKE DEVELOPED INDEX OF NOT MORE THAN 450. (IBC SECTION 803)

9. REFER TO ELECTRICAL, MECHANICAL, AND PLUMBING DRAWINGS FOR ADDITIONAL INFORMATION.

10. GENERAL CONTRACTOR TO ENSURE THAT ALL WALLS, FLOORS, AND CEILINGS ARE FREE FROM VOIDS, CRACKS, OR TEARS. IF ANY SUCH DEFECTS IS FOUND, THE GENERAL CONTRACTOR SHALL PATCH, REPAIR, AND SEAL TO OBTAIN A SMOOTH CLEAN FINISH.

11. ALL WOOD FRAMING COMPONENTS SHALL BE A MINIMUM OF #2 SOUTHERN YELLOW PINE (SYP). STUDS SHALL BE STRAIGHT AND FREE OF EXCESSIVE KNOTS OR HOLES.

12. NON LOAD BEARING WOOD SILL PLATES MAY BE ANCHORED TO CONCRETE USING .095" - DRIVE PINS WITH 1 1/4" EMBEDMENT. ALL LOAD BEARING WOOD SILL PLATE SHALL BE ANCHORED TO CONCRETE USING 1/2" LONG MIN. x 1/2" DIA. BOLTS SPACED 32" O.C. APART MAX. W/ A NUT AND WASHER AT EACH END.
ALL DRIVE PINS LOCATED ALONG EXTERIOR WALLS TO BE SPACED AT 16" O.C. (MAX.) AND THOSE LOCATED ALONG INTERIOR WALLS TO BE SPACED AT 24" O.C. (MAX.).

13. ALL WOOD IN CONTACT WITH CONCRETE WILL BE PRESSURE TREATED

14. FOR ALL WALLS, FRAME ALL WALL OPENINGS FOR DOORS & WINDOWS WITH AN APPROPRIATE SIZED PRESSURE TREATED WOOD (2 x) MEMBER TO ALLOW FOR ADDITIONAL SUPPORT OF DOOR & WINDOW JAMBS.

15. ALL NON-LOAD BEARING WALL CONSTRUCTION, UNLESS NOTED OTHERWISE ON FLOOR PLANS, CROSS SECTIONS, OR DETAILS, SHALL BE 2x4 WOOD STUDS AT 16" O.C. WITH ONE (1) LAYER OF 1/2" MIN. DRYWALL ON EACH SIDE

16. ALL LOAD BEARING WALL CONSTRUCTION, UNLESS NOTED OTHERWISE ON FLOOR PLANS, CROSS SECTIONS, OR DETAILS, SHALL BE 2x6 WOOD STUDS AT 16" O.C. WITH ONE (1) LAYER OF 1/2" DRYWALL MIN. ON EACH SIDE

17. POST BUILDING ADDRESS AT ROADWAY FOR EMERGENCY VEHICLE RESPONSE.

18. EVERY ROOM DESIGNATED AS A SLEEPING QUARTER TO BE EQUIPPED WITH AN APPROVED NFPA SMOKE DETECTOR.

ADDITIONAL PLAN NOTES

1. THE REPRESENTED DRAWING IS BASED ON MEASURMENTS TAKEN FROM DATA RECORDED BY THE LOCAL TAX ACCESSOR'S OFFICE AND IS AVAILABLE TO THE PUBLIC. CONTRACTOR TO FIELD VERIFY DRAWING DIMENSIONS PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION ACTIVITY.

2. DESIGNER WAS UNABLE TO FULLY INSPECT EXISTING FOUNDATION DUE TO DEBRIS AND COLLAPSED STRUCTURE COVERING THE FOUNDATION. IF DURING FURTHER INSPECTION OF THE FOUNDATION, IT IS DEEMED THAT THE INTEGRITY OF THE FOUNDATION MAY HAVE BEEN COMPRIMISED OR APPEARS TO BE SUBSTANDARD, THE CONTRACTOR SHALL DEMOLISH THE EXISTING FOUNDATION AND CONSTRUCT A NEW 8" C.M.U. BLOCK FOUNDATION PER CONSTRUCTION REQUIREMENTS AS OUTLINED IN THE IRC.

3. ANY DIMENSIONS SHOWN ON THE FLOOR PLAN FOR WINDOWS AND DOOR ARE NOMINAL. REFER TO WINDOW DOOR SCHEDULE OR MANUFACTURER'S SPECIFICATIONS FOR ROUGH OPENING SIZES. ANY ROUGH OPENING DIMENSIONS SHOWN WILL BE LABELED WITH A "R.O." NOTATION.

WALL LEGEND

NEW 2x WOOD FRAMED EXTERIOR WALL WITH EXTERIOR SIDING AND INTERIOR FACE COVERED WITH 1/2" SHEETROCK

NEW 2x WOOD FRAMED INTERIOR WALL PARTITION WALL CONSTRUCTED W/ 1/2" SHEETROCK APPLIED TO EACH SIDE.

WALL STRUCTURE TO BE DEMOLISHED

FUTURE INTERIOR WALL PARTITION

Seal

PROJECT STATUS

RELEASED FOR CONSTRUCTION

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CHECKED BY: #Architect

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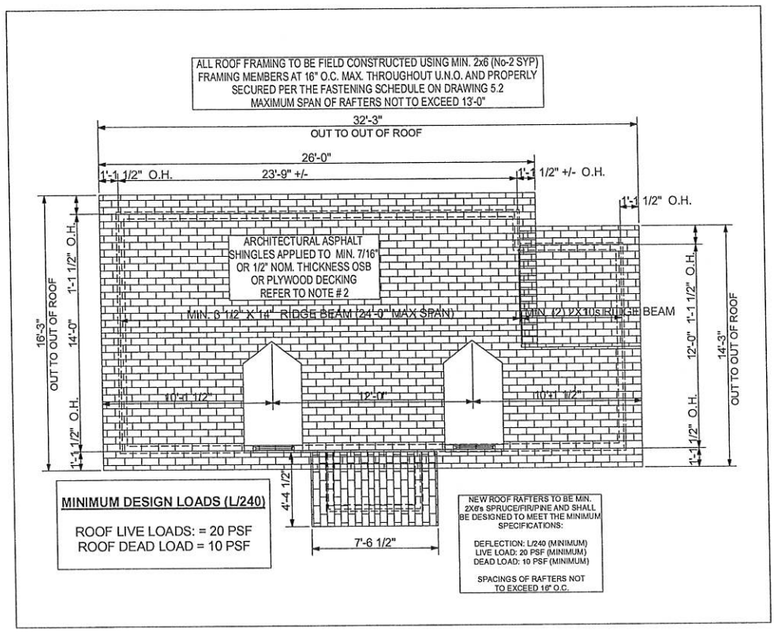
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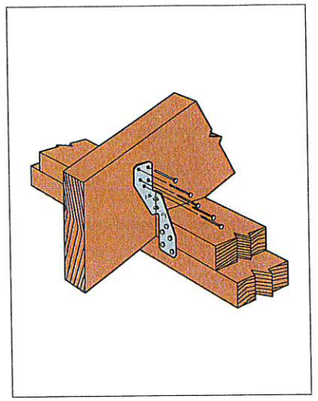
REVISION:	DATE:

RENOVATION FLOOR PLANS
Scale - As Noted
#Notes

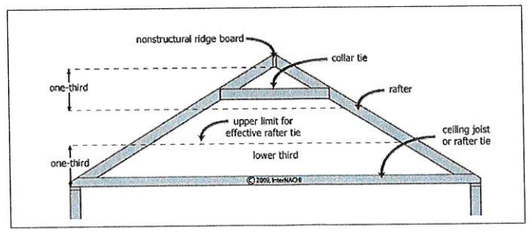
A01.2



1 ROOF PLAN
SCALE: 1/4" = 1'-0"



E H 2.5A RAFTER TIE DETAIL
NOT TO SCALE



F TYP. COLLAR TIE DETAIL

ROOF PLAN NOTES

1. DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS SHALL GOVERN. LARGE SCALE DIMENSION DRAWINGS SHALL GOVERN OVER SMALLER SCALE DRAWINGS. CONTACT DESIGNER TO CONFIRM ALL DISCREPANCIES.

2. REMODELED KITCHEN ROOF COVERING TO BE ASPHALT SHINGLES TO MATCH EXISTING ROOF SHINGLES.
SHINGLES TO BE APPLIED TO MIN. 1/2" O.S.B. SHEATHING W/ 12" INSULATION (R-30) IN ATTIC SPAN RATING FOR 1/2" O.S.B. TO BE 24/16.

3. ROOFS ARE NOT EQUIPPED WITH GUTTERS. IF OWNER WISHES TO INSTALL GUTTERS, THEN THE SHALL COORDINATE WITH THE GENERAL CONTRACTOR THE INSTALLATION OF THE NEW GUTTERS.

4. NEW ROOFS TO MATCH OVERHANG OF EXISTING ROOF UNLESS NOTED OTHERWISE.

5. NEW ROOF MATERIAL SHALL BE FREE OF DAMAGE OR DEFECTS. GENERAL CONTRACTOR SHALL REPLACE ANY DAMAGED ROOFING MATERIALS.

6. ANY HOLES CAUSED BY MISLOCATED SCREWS OR NAILS SHALL BE PROPERLY PATCHED AND SEALED PER ROOFING MFG. RECOMMENDATIONS TO PREVENT LEAKAGE.

7. IF METAL ROOF PANELS ARE TO BE UTILIZED, THEY SHALL BE ATTACHED TO CLIPS PER MFG. RECOMENDATIONS. CLIPS TO BE FASTENED TO PLYWOOD DECKING PER MFG. RECOMENDATIONS.

8. GENERAL CONTRACTOR TO VERIFY THAT ALL ROOF CLOSURES AND SEALS HAVE BEEN PROPERLY INSTALLED TO PREVENT LEAKAGE.

9. ROOF HAS NOT BEEN DESIGNED TO SUPPORT ANY ADDITIONAL ROOF TOP EQUIPMENT OR STUCTURES. DO NOT PLACE HVAC EQUIPMENT, STEEPLES, ETC. ON ROOF.

10. INSULATING MATERIALS, WHERE CONCEALED AS INSTALLED IN BUILDINGS OF ANY TYPE OF CONSTRUCTION, SHALL HAVE A FLAME SPREAD INDEX OF NOT MORE THAN 25 AND A SMOKE DEVELOPED INDEX OF NOT MORE THAN 450.
INSULATING MATERIALS, WHERE EXPOSED AS INSTALLED IN BUILDINGS OF ANY TYPE OF CONSTRUCTION, SHALL HAVE A FLAME SPREAD INDEX OF NOT MORE THAN 25 AND A SMOKE DEVELOPED INDEX OF NOT MORE THAN 450. (IBC SECTION 803)

11. IF GUTTERS AND DOWNSPOUTS ARE INSTALLED THEY SHALL BE PROPERLY SIZED TO CARRY THE PROPER AMOUNT OF WATER.

12. IF ENGINEERED ROOF TRUSSES ARE BEING UTILIZED, THEY SHALL BE DESIGNED BY TRUSS MFR. AND SUBMITTED TO ARCHITECT / DESIGNER OF RECORD FOR APPROVAL PRIOR TO TRUSS FABRICATION AND INSTALL.

13. STRUCTURAL ROOF SHEATHING TO BE BE FASTENED TO FRAMING USING 8d NAILS SPACED NO MORE THAN 6" APART.

14. ALL BLOCK ALONG EDGE OF PERIMETER ROOF SHEATHING TO BE A MIN OF 2" IN NOMINAL WIDTH TO SUPPORT THE REQUIRED DIAPHAM BOUNDARY FASTENING.

15. ROOF RAFTERS TO BE CONNECTED TO DOUBLE TOP PLATES USING (3) 8d NAILS (REFER TO FASTENING SCHEDULE ON A5.2 FOR ADDITIONAL INFORMATION)

CONVENTIONAL WOOD FRAMING NOTES

1. ALL ROOF FRAMING MATERIAL TO BE MIN. No2 S.Y.P OR OTHER SUITABLE SPECIES FOR STRUCTURAL CONSTRUCTION.

2. ALL ROOF FRAMING TO BE INSTALLED TO MEET A MINIMUM LIVE LOAD DEFLECTION OF L/240. WHERE FEASIBLE MIN. L/360 IS PREFERED

3. UNLESS NOTED OTHERWISE ALL ROOF FRAMING NOT TO EXCEED 16" O.C. SPACING

4. RIDGE BEAMS ARE EITHER LVL'S OR MULTI-PLY 2x'S. 2X's TO BE FASTENED TOGETHER USING #8D NAILS EVERY 12" AND STAGGERED

5. CONVENTIONAL WOOD BEAMS TO BE MIN. DBL 2x'S OR LVL'S (REFER TO NOTATIONS ON FRAMING PLAN). BEAMS TO FASTENED PER THE IBC FASTENING SCHEDULE.

6. MINIMUM CONVENTIONAL WOOD RAFTER SIZE TO BE 2X8's U.N.O. MULTI-PLY 2x RAFTERS WHERE NOTED SHOULD BE FASTENED TOGETHER USING #8D NAILS EVERY 12" AND STAGGERED. (EACH FACE)

7. ROOF RAFTERS TO BE CONNECTED TO DOUBLE TOP PLATES USING (3) 8d NAILS (REFER TO THE IBC FASTENING SCHEDULE TO THE RIGHT FOR ADDITIONAL INFORMATION)

8. CONVENTIONAL ROOF RAFTERS TO BE CONNECTED TO DOUBLE TOP PLATES PER THE NOTED IBC FASTENING SCHEDULE. SHOULD THE LOCAL JURISDICTION REQUIRE THE ROOF RAFTERS TO BE SIESMICLY SECURED TO THE DOUBLE TOP PLATES, THEN SIMPSON H2.5A HURRICANE TIES OR OTHER SIMILAR APPROVED TIES SHALL BE INSTALLED AT ENDS OF RAFTERS AT A MAX. SPACING OF NO GREATER THAN 32" O.C.

9. A NON-STRUCTURAL 2X10 RIDGE BOARD MAY BE USED IN-LEU OF A STRUCTURAL RIDGE BEAM, HOWEVER THE RAFTERS AND RIDGE BOARD MUST BE ADEQUATELY BRACED WITH THE PROPER FRAMING SUPPORTS AS SPECIFICE BY THE IRC.

Seal

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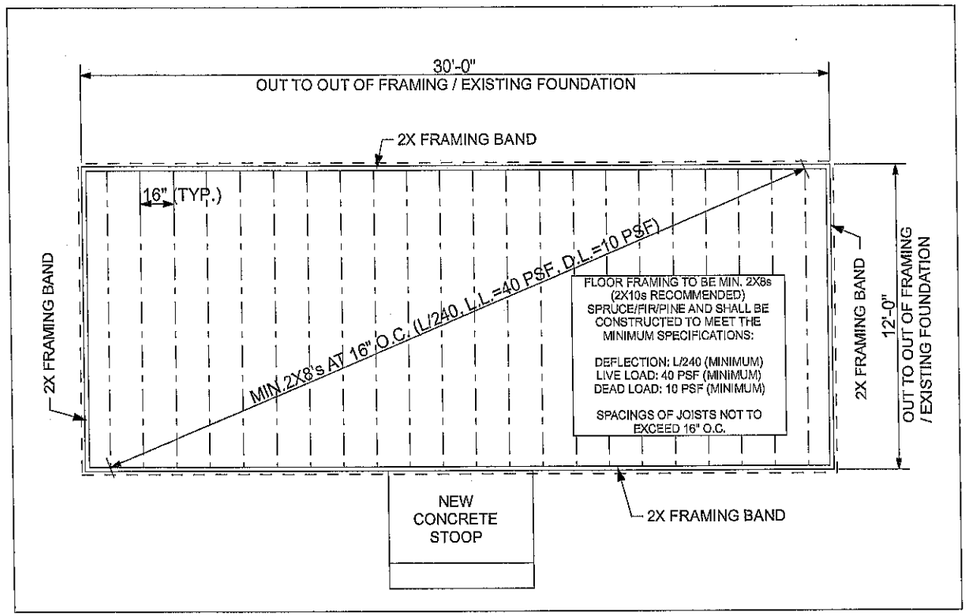
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COTTAGE RENOVATION
FOR RAFAEL GONZALEZ
1555 W. POPLAR ST
GRIFFIN, GA 30224
-

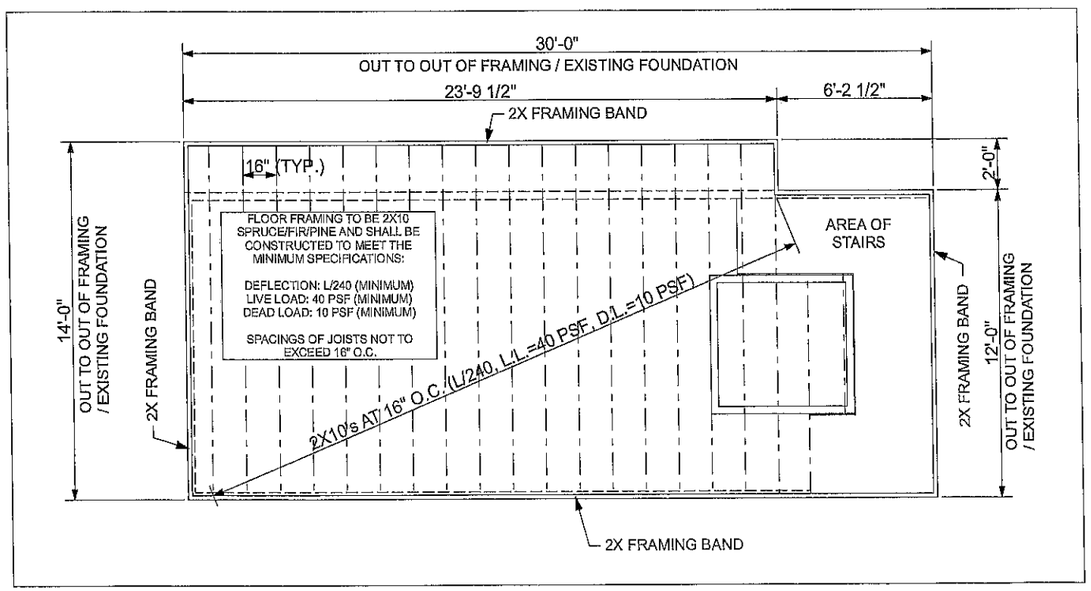
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ROOF PLAN
Scale - As Noted
#Notes

A03.1



1. DOWN STAIRS FRAMING PLAN
NOT TO SCALE



2. UP STAIRS FRAMING PLAN
NOT TO SCALE

CONVENTIONAL WOOD FRAMING NOTES

1. CONVENTIONAL FLOOR FRAMING MEMBERS TO BE MIN. No2 S.Y.P OR OTHER SUITABLE SPECIES FOR STRUCTURAL CONSTRUCTION.

2. ALL FLOOR FRAMING TO BE INSTALLED TO MEET A MINIMUM LIVE LOAD DEFLECTION OF L/240. WHERE FEASIBLE MIN. L/360 IS PREFERED

3. UNLESS NOTED OTHERWISE ALL FLOOR JOIST FRAMING NOT TO EXCEED 16" O.C. SPACING

4. FLOOR SUPPORT BEAMS ARE EITHER LVL'S OR MULTI-PLY 2X'S. MULTI-PLY 2X's SHALL BE FASTENED TOGETHER PER THE IRC FASTENING REQUIREMENTS.

5. CONVENTIONAL WOOD HEADERS FOR DOORS & WINDOWS SHALL BE MIN. DBL 2x10'S OR LVL'S SHALL BE USED FOR OPENINGS 8' OR GREATER. (REFER TO NOTATIONS ON FRAMING PLAN). BEAMS TO FASTENED PER THE IBC FASTENING SCHEDULE.

6. MINIMUM CONVENTIONAL WOOD JOIST SIZE TO BE 2X8's AND SPACED APART NO MORE THAN 16" O.C. U.N.O.

7. JOISTS TO BE CONNECTED TO DOUBLE TOP PLATES USING (3) 8d NAILS (REFER TO THE IBC FASTENING SCHEDULE TO THE RIGHT FOR ADDITIONAL INFORMATION)

8. SUB FLOOR TO BE 23/32" T & G DECKING MATERIAL (ADVANTEC OR SIMILAR) GLUED AND SCREWED TO FLOOR JOISTS. .

9. WHEN JOIST HANGERS ARE USED THEY SHALL BE GALVANIZED STEEL OR STAINLESS STEEL.

10. ALL FRAMING COMPONENTS TO BE #2 SOUTHERN YELLOW PINE WITH A NOM. THICKNESS OF 2".

IF PRE-ENGINEERED WOOD FLOOR JOISTS ARE BEING UTILIZED, REFER TO THE JOIST MANUFACTURER'S SPECIFICATIONS FOR ADDITIONAL INFORMATION.

ALL PRE-ENGINEERED WOOD JOISTS SHALL BE DESIGNED BY A PROFESSIONAL ENGINEER REGISTERED IN THE STATE OF GEORGIA

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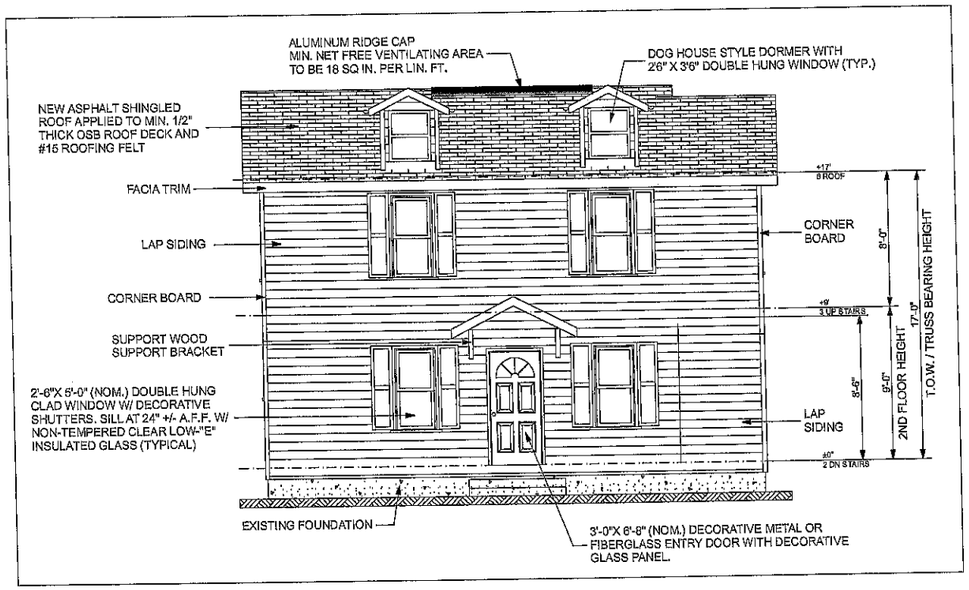
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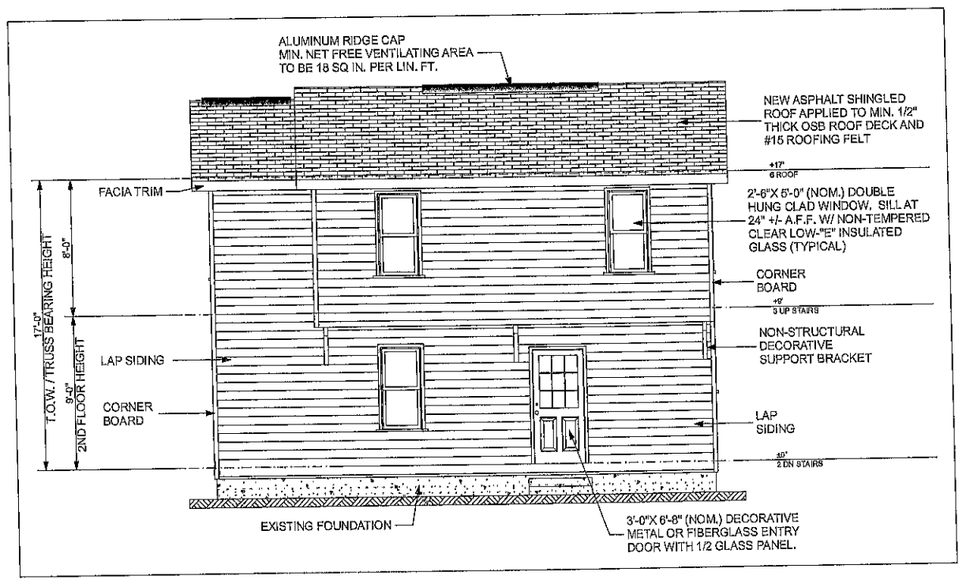
FLOOR FRAMING PLANS
Scale - As Noted
#Notes

A03.2

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1 COTTAGE FRONT ELEVATION
SCALE: 1/4" = 1'-0"



2 COTTAGE REAR ELEVATION
SCALE: 1/4" = 1'-0"

"T" = TEMPERED GLASS

BUILDING ELEVATION NOTES "WS" = WIRE SAFETY GLASS

1. DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS SHALL GOVERN. LARGE SCALE DIMENSION DRAWINGS SHALL GOVERN OVER SMALLER SCALE DRAWINGS. CONTACT DESIGNER TO CONFIRM ALL DISCREPANCIES.

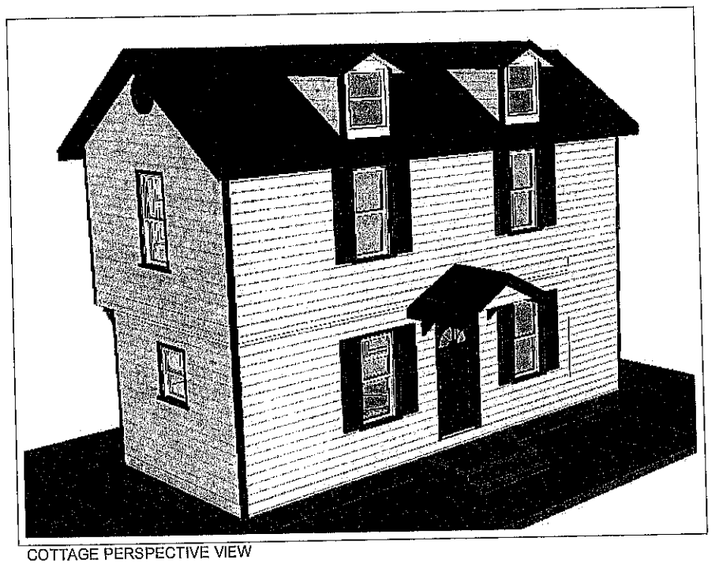
2. ALL HEIGHT DIMENSIONS ARE FROM FINISHED SLAB TO TOP OF EXTERIOR BEAING WALL.

3. EXACT COLORS, STYLES, TEXTURES, ETC. OF EXTERIOR CLADDING, INCLUDING BUT NOT LIMITED TO BRICK, MORTAR, METAL PANELS, E.I.F.S., GUTTERS, AND DOWNSPOUTS ARE TO MATCH COLORS SIMILAR TO EXISTING HOUSE ON PROPERTY.

4. MASONRY CONTROL JOINT SPACING NOT TO EXCEED 50'-0" MAX. CONTROL JOINT TO BE 1/2" WIDE AND FILLED WITH AN ELASTIC CAULK TO MATCH BRICK MORTAR COLOR

5. DOWNSPOUTS TO BE LOCATED EVERY 25'-0" MAX. LOCATE DOWNSPOUTS TO CONCEAL MASONRY EXPANSION JOINTS WHERE FEASIBLE .

6. DOWNSPOUTS TO BE ALUMINUM MATERIAL AND SHALL MATCH THE COLOR OF THE GUTTERS.



COTTAGE PERSPECTIVE VIEW
NOT TO SCALE

Seal

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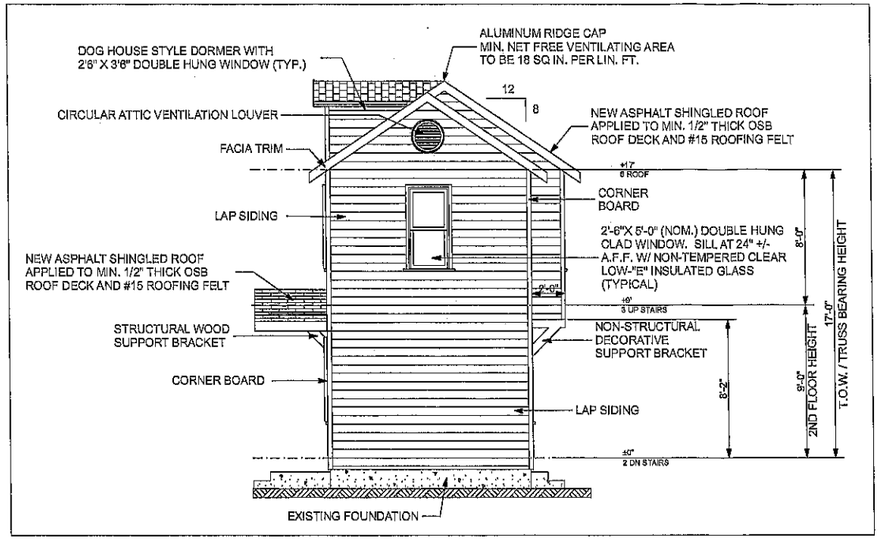
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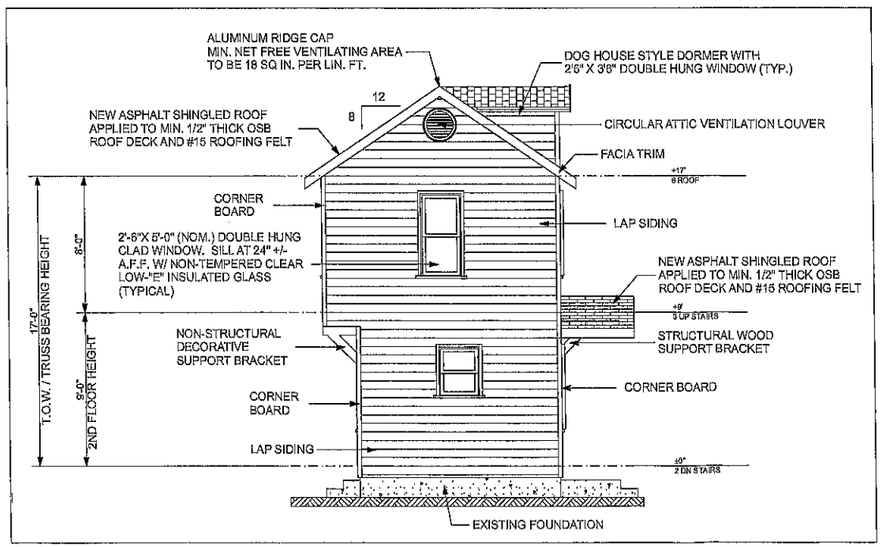
FRONT & REAR ELEVATIONS
Scale - As Noted
#Notes

A04.1

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3 COTTAGE RIGHT SIDE ELEVATION
SCALE: 1/4" = 1'-0"



4 COTTAGE LEFT SIDE ELEVATION
SCALE: 1/4" = 1'-0"

"T" = TEMPERED GLASS

"WS" = WIRE SAFETY GLASS

BUILDING ELEVATION NOTES

1. DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS SHALL GOVERN. LARGE SCALE DIMENSION DRAWINGS SHALL GOVERN OVER SMALLER SCALE DRAWINGS. CONTACT DESIGNER TO CONFIRM ALL DISCREPANCIES.

2. ALL HEIGHT DIMENSIONS ARE FROM FINISHED SLAB TO TOP OF EXTERIOR BEAING WALL.

3. EXACT COLORS, STYLES, TEXTURES, ETC. OF EXTERIOR CLADDING, INCLUDING BUT NOT LIMITED TO BRICK, MORTAR, METAL PANELS, E.I.F.S., GUTTERS, AND DOWNSPOUTS ARE TO MATCH COLORS SIMILAR TO EXISTING HOUSE ON PROPERTY.

4. MASONRY CONTROL JOINT SPACING NOT TO EXCEED 50'-0" MAX. CONTROL JOINT TO BE 1/2" WIDE AND FILLED WITH AN ELASTIC CAULK TO MATCH BRICK MORTAR COLOR

5. DOWNSPOUTS TO BE LOCATED EVERY 25'-0" MAX. LOCATE DOWNSPOUTS TO CONCEAL MASONRY EXPANSION JOINTS WHERE FEASIBLE .

6. DOWNSPOUTS TO BE ALUMINUM MATERIAL AND SHALL MATCH THE COLOR OF THE GUTTERS.

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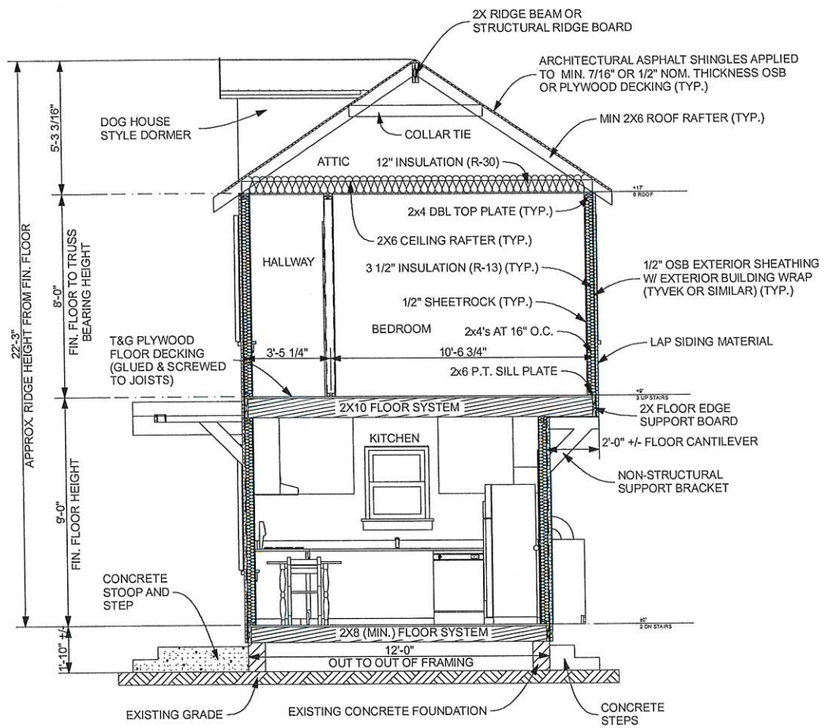
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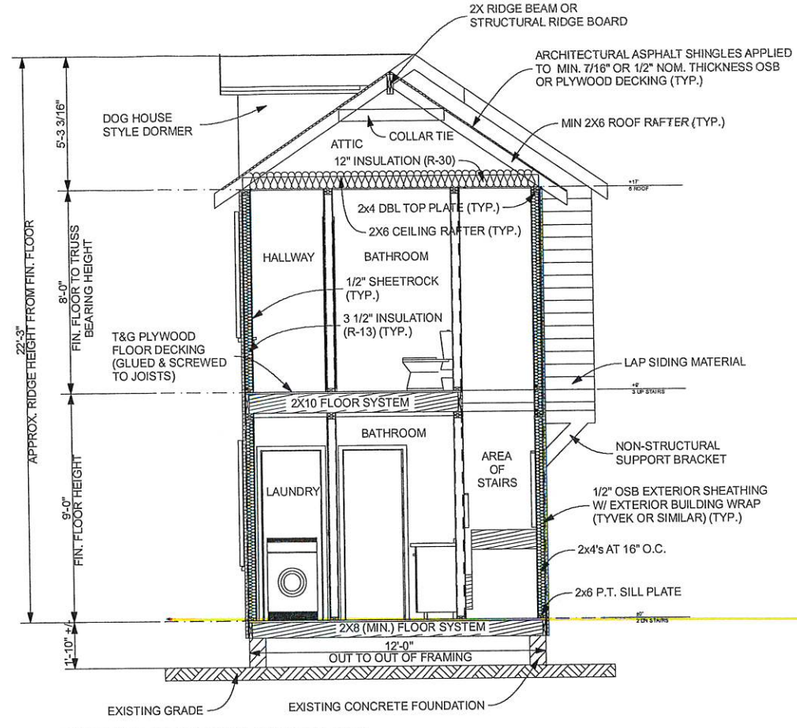
SIDE ELEVATIONS
Scale - As Noted
#Notes

A04.2

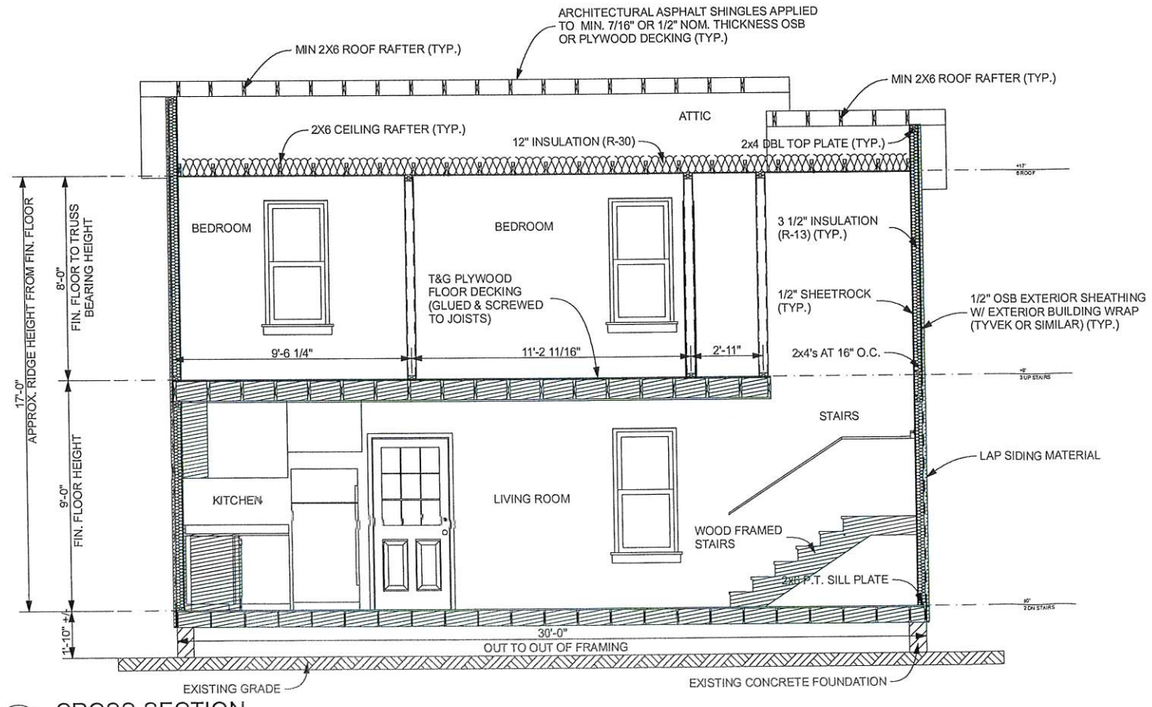
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A CROSS SECTION AT KITCHEN / LIVING ROOM
SCALE: 3/8" = 1'-0"



B CROSS SECTION AT STAIRS
SCALE: 3/8" = 1'-0"



C CROSS SECTION
SCALE: 3/8" = 1'-0"

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CROSS SECTIONS
Scale - As Noted
#Notes

A05.1

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WOOD FRAMING NOTES:

1. SILL PLATES IN DIRECT CONTACT W/ SLAB SHALL BE 2" IN NOMINAL WIDTH, PRESSURE TREATED LUMBER
2. BEARING/SHEAR WALL SILL PLATES SHALL BE ANCHORED TO 4" CONCRETE SLAB USING 1/2" (MIN.) DIA. STEEL "J" BOLTS OR OTHER APPROVED ANCHORS. BOLTS SHALL BE EMBEDDED AT LEAST 7" INTO CONCRETE AND SPACED NOT MORE THAN 6' FEET APART. A MINIMUM OF TWO BOLTS OR ANCHOR STRAPS PER SILL PLATE W/ ONE BOLT OR ANCHOR STRAP LOCATED NOT MORE THAN 12 INCHES OR LESS THAN 4 INCHES FROM THE END OF EACH SILL PLATE. A PROPERLY SIZED NUT AND WASHER SHALL BE USED TO TIGHTENED EACH BOLT TO THE PLATE. ADDITIONALLY LOCATE ONE "J" BOLT AT EACH END OF SHEAR WALL PANEL.
3. ALL WOOD FRAMING TO CONSTRUCTED USING #2 SOUTHERN YELLOW PINE GRADE OR EQUIVALENT.
4. ALL WOOD FRAMING TO BE FASTENED TOGETHER USING THE IRC FASTENING SCHEDULE PROVIDED ON THIS DRAWING.
5. FOR SHEAR WALLS, PANELS SHEATHING JOINTS SHALL OCCUR OVER STUDS OR BLOCKING SHALL BE INSTALLED TO SUPPORT PANEL EDGES. FRAMING MEMBERS SHALL BE AT LEAST 2 INCHES IN NOMINAL WIDTH. IN GENERAL, ADJOINING PANEL EDGES SHALL BEAR AND BE ATTACHED TO THE FRAMING MEMBERS AND BUTT ALONG THEIR CENTER LINES. NAILS SHALL BE PLACED NOT LESS THAN 3/8 INCH FROM THE PANEL EDGE, NOT MORE THAN 12 INCHES APART ALONG INTERMEDIATE SUPPORTS, AND 6 INCHES ALONG PANEL EDGE BEARING, AND SHALL BE FIRMLY DRIVEN INTO THE FRAMING MEMBERS.
6. ANCHORAGE OF SHEAR WALLS TO THE SLAB SHALL BE THE SAME AS FOR LOAD BEARING WALLS. (SEE NOTE #2 ABOVE).
7. ALL WOOD WHICH IS EITHER EMBEDDED IN EARTH OR CONCRETE, OR PLACED ON CONCRETE IN DIRECT CONTACT WITH EARTH, OR DIRECTLY EXPOSED TO THE WEATHER SHALL BE PRESERVATIVE-TREATED INCLUDING BUT NOT LIMITED TO POSTS, BEAMS, COLUMNS, JOISTS, SLEEPERS, SILLS, AND SOLE PLATES.
8. EIGHT (8) INCHES MINIMUM CLEARANCE BETWEEN EXPOSED EARTH AND WOOD FRAMING COMPONENTS INCLUDING SHEATHING EXCEPT FOR PRESERVATIVE-TREATED WOOD.
9. ALL NON-LOADBEARING WALL CONSTRUCTION, UNLESS NOTED OTHERWISE ON FLOOR PLANS, CROSS SECTIONS, OR DETAILS, SHALL BE 2x4 WOOD STUDS AT 16" O.C. WITH ONE LAYER OF 1/2" DRYWALL ON EACH SIDE.
10. ALL LOADBEARING WALL CONSTRUCTION, UNLESS NOTED OTHERWISE ON FLOOR PLANS, CROSS SECTIONS, OR DETAILS, SHALL BE MIN. 2x4 WOOD STUDS AT 16" O.C. WITH ONE LAYER OF 1/2" DRYWALL ON EACH SIDE.
11. WOOD SILL PLATES FOR EXTERIOR WALLS TO BE ATTACHED TO CONCRETE SLAB WITH 1/2" DIA. ANCHOR BOLTS SPACED APART AT 6'-0" O.C. MAX. AND EMBEDDED INTO SLAB A MIN. OF 7". EACH BOLT TO BE FITTED W A PROPERLY SIZED NUT AND WASHER. A MIN. OF (2) TWO BOLTS PER PER PLATE W (1) ONE BOLT NOT MORE THAN 12" OR LESS THAN 4" FROM EACH END. (REFER TO IBC SECTION 2308 FOR FURTHER DETAILS) ALL ANCHOR BOLTS TO BE GALVANIZED. FOR OUTSIDE AND BEARING WALLS LOCATE ANCHOR BOLTS AT 4'-0" O.C. OR LESS.
12. WOOD SILL PLATES FOR INTERIOR WALLS SHALL BE ANCHORED TO CONCRETE SLAB USING .205" – DRIVE PINS WITH 1 1/4" EMBEDMENT. ALL DRIVE PINS LOCATED ALONG INTERIOR WALLS TO BE SPACED AT 24" O.C. (MAX.).
13. ALL EXTERIOR WALLS SHALL BE SHEATED WITH NOMINAL 1/2" STRUCTURAL GRADE O.S.B. O.S.B SHALL BE KEPT DRY AND COVERED WITH BUILDING WRAP AS SOON AS POSSIBLE. O.S.B. TO BE ATTACHED TO STUD FRAMING USING MIN. 6d NAILS (OR EQUALENT TYPE SCREWS) AT A 4" VERT. SPACING PER STUD FRAMING MEMBER. O.S.B. IS USED AS PRIMARY BRACING SYSTEM FOR BUILDING.
14. CONNECTORS AND FASTENERS FOR PRESERVATIVE-TREATED WOOD AND FIRE-RETARDANT TREATED WOOD SHALL BE OF HOT-DIPPED ZINC-COATED GALVANIZED STEEL, STAINLESS STEEL, SILICON BRONZE, OR COPPER INCLUDING BUT NOT LIMITED TO ANCHOR BOLTS, POWDER ACTUATED FASTENERS, NAILS, SCREWS, BOLTS, AND METAL FRAMING HARDWARE.

TABLE R602.3(1)
FASTENING SCHEDULE

ITEM	DESCRIPTION OF BUILDING ELEMENTS	NUMBER AND TYPE OF FASTENER[a, b, c]	SPACING AND LOCATION
	Roof		
1	Blocking between ceiling joists or rafters to top plate	4-8d box (2½" × 0.113"); or 3-8d common (2½" × 0.131"); or 3-10d box (3" × 0.128"); or 3-3" × 0.031" nails	Toe nail
2	Ceiling joists to top plate	4-8d box (2½" × 0.113"); or 3-8d common (2½" × 0.131"); or 4-10d box (3" × 0.128"); or 3-3" × 0.031" nails	Parapet, toe nail
3	Ceiling joist, not attached to parallel rafter, laps over partitions (see Section R802.5.2 and Table R802.5.2)	3-10d box (3" × 0.128"); or 3-16d common (3½" × 0.162"); or 4-3" × 0.131" nails	Face nail
4	Ceiling joist attached to parallel rafter (heel joint) (see Section R802.5.2 and Table R802.5.2)	Table R802.5.2	Face nail
5	Collar tie to rafter, face nail or 1¼" × 20 ga. ridge strap to rafter	4-10d box (3" × 0.128"); or 3-10d common (3" × 0.148"); or 4-3" × 0.131" nails	Face nail each rafter
6	Rafter or roof truss to plate	3-16d box nails (3½" × 0.135"); or 3-10d common nails (3" × 0.148"); or 4-10d box (3" × 0.128"); or 4-3" × 0.131" nails	2 toe nails on one side and 1 toe nail on opposite side of each rafter or truss[i]
7	Roof rafters to ridge, valley or hip rafters or roof rafter to minimum 2" ridge beam	4-16d (3½" × 0.135"); or 3-16d common (3" × 0.148"); or 4-10d box (3" × 0.128"); or 4-3" × 0.131" nails	Toe nail
		3-16d box (3½" × 0.135"); or 2-16d common (3½" × 0.162"); or 3-16d box (3" × 0.128"); or 3-3" × 0.131" nails	End nail
	Wall		
8	Stud to stud (not at braced wall panels)	16d common (3½" × 0.162")	24" o.c. face nail
9	Stud to stud and abutting studs at intersecting wall corners (at braced wall panels)	16d box (3½" × 0.135"); or 3" × 0.131" nails	16" o.c. face nail
		16d common (3½" × 0.162")	16" o.c. face nail
10	Built-up header (2" to 2" header with ½" space)	16d common (3½" × 0.162")	16" o.c. each edge face nail
11	Continuous header to stud	16d box (3½" × 0.135")	12" o.c. each edge face nail
		5-8d box (2½" × 0.113"); or 4-8d common (2½" × 0.131"); or 4-10d box (3" × 0.128")	Toe nail
12	Top plate to top plate	16d common (3½" × 0.162")	16" o.c. face nail
		10d box (3" × 0.128"); or 3" × 0.131" nails	12" o.c. face nail
13	Double top plate splice.	8-16d common (3½" × 0.162"); or 12-10d box (3½" × 0.135"); or 12-10d box (3" × 0.128"); or 12-3" × 0.131" nails	Face nail on each side of end joint (minimum 24" lap splice length each side of end joint)
14	Bottom plate to joist, rim joist, band joist or blocking (at braced wall panels)	16d common (3½" × 0.162")	16" o.c. face nail
		16d box (3½" × 0.135"); or 3" × 0.131" nails	12" o.c. face nail
15	Bottom plate to joist, rim joist, band joist or blocking (at braced wall panels)	5-16d box (3½" × 0.135"); or 4-16d common (3½" × 0.162"); or 6-3" × 0.131" nails	3 each 16" o.c. face nail 2 each 16" o.c. face nail 4 each 16" o.c. face nail

ITEM	DESCRIPTION OF BUILDING ELEMENTS	NUMBER AND TYPE OF FASTENER[a, b, c]	SPACING OF FASTENERS: Edges (inches)[h]	SPACING OF FASTENERS: Intermediate supports[e, h] (inches)
	Wood structural panels, subfloor, roof and interior wall sheathing to framing and particleboard wall sheathing to framing (see Table R602.3(3) for wood structural panel exterior wall sheathing to wall framing)			
30	⅜" – ½"	6d common (2" × 0.113") nail (subfloor, wall) 8d common (2½" × 0.131") nail (roof); or RSRS-01 (2½" × 0.113") nail (roof)	6	12[f]
31	⅝"–¾"	8d common nail (2½" × 0.131"); or RSRS-01 (2½" × 0.113") nail (roof)	6	12[f]
32	7/8" – 1"	10d common (3" × 0.148") nail; or 8d (2½" × 0.131") deformed nail	6	12
	Other wall sheathing[g]			
33	½" structural cellulosic fiberboard sheathing	1½" galvanized roofing nail, ⅞" head diameter, or 1¼" long 16 ga. staple with 7/16" or 1" crown	3	6
34	25/32" structural cellulosic fiberboard sheathing	1½" galvanized roofing nail, ⅞" head diameter, or 1½" long 16 ga. staple with 7/16" or 1" crown	3	6
35	½" gypsum sheathing[d]	1½" galvanized roofing nail, staple galvanized, 1½" long; 1¼" screws, Type W or S	7	7
36	⅝" gypsum sheathing[d]	1¾" galvanized roofing nail, staple galvanized, 1¾" long; 1⅝" screws, Type W or S	7	7
	Wood structural panels, combination subfloor underlayment to framing			
37	¾" and less	8d deformed (2" × 0.120") nail; or 8d common (2½" × 0.131") nail	6	12
38	⅞" – 1"	8d common (2½" × 0.131") nail; or 8d deformed (2½" × 0.120") nail	6	12
39	1⅛" – 1¼"	10d common (3" × 0.148") nail; or 8d deformed (2½" × 0.120") nail	6	12

16	Top or bottom plate to stud	4-8d box (2½" × 0.113"); or 3-10d box (3" × 0.128"); or 4-16d common (3½" × 0.135"); or 4-10d box (3" × 0.128"); or 4-3" × 0.131" nails	Toe nail
		3-16d box (3½" × 0.135"); or 2-16d common (3½" × 0.162"); or 3-10d box (3" × 0.128"); or 3-3" × 0.131" nails	End nail
17	Top plates, laps at corners and intersections	2-10d box (3" × 0.128"); or 2-16d common (3½" × 0.162"); or 3-3" × 0.131" nails	Face nail
18	1" brace to each stud and plate	2-8d box (2½" × 0.113"); or 2-8d common (2½" × 0.131"); or 2-10d box (3" × 0.128"); or 2 staples 1¾"	Face nail
19	1" × 6" sheathing to each bearing	2-8d box (2½" × 0.113"); or 2-8d common (2½" × 0.131"); or 2-10d box (3" × 0.128"); or 3 staples, 1" crown, 16 ga., 1½" long	Face nail
20	1" × 8" and wider sheathing to each bearing	3-8d box (2½" × 0.113"); or 3-8d common (2½" × 0.131"); or 3-10d box (3" × 0.128"); or 3 staples, 1" crown, 16 ga., 1⅝" long	Face nail
		Wider than 1" × 8" 4-8d box (2½" × 0.113"); or 3-8d common (2½" × 0.131"); or 3-10d box (3" × 0.128"); or 4 staples, 1" crown, 16 ga., 1⅝" long	Face nail
	Floor		
21	Joist to sill, top plate or girder	4-8d box (2½" × 0.113"); or 3-8d common (2½" × 0.131"); or 3-10d box (3" × 0.128"); or 3-3" × 0.131" nails	Toe nail
22	Rim joist, band joist or blocking to sill or top plate (roof applications also)	6d common (2" × 0.113"); or 8d box (2½" × 0.113"); or 3" × 0.131" nails	6" o.c. toe nail
		8d common (2½" × 0.131"); or 10d box (3" × 0.128"); or 3" × 0.131" nails	6" o.c. toe nail
23	1" × 6" subfloor or less to each joist	3-8d box (2½" × 0.113"); or 3-8d common (2½" × 0.131"); or 3-10d box (3" × 0.128"); or 2 staples, 1" crown, 16 ga., 1⅝" long	Face nail
24	2" subfloor to joist or girder	3-16d box (3½" × 0.135"); or 2-16d common (3½" × 0.162")	Blind and face nail
25	2" planks (plank & beam—floor & roof)	3-16d common (3½" × 0.162")	At each bearing, face nail
26	Blocked to joist	3-16d common (3½" × 0.162"); or 4-10 box (3" × 0.128"); or 4-3" × 0.131" nails; or 4-3" × 14 ga. staples, 7/16" crown	End nail
27	Built-up girders and beams, 2-inch lumber layers	20d common (4" × 0.192"); or	Nail each layer as follows: 32" o.c. at top and bottom and staggered.
		10d box (3" × 0.128"); or 3" × 0.131" nails	24" o.c. face nail at top and bottom, staggered on opposite sides
		Bolt 2-20d common (4" × 0.192"); or 3-10d box (3" × 0.128"); or 3-3" × 0.131" nails	Face nail at ends and at each splice
28	Ledger strip supporting joists or rafters	4-16d box (3½" × 0.135"); or 3-16d common (3½" × 0.162"); or 4-10d box (3" × 0.128"); or 4-3" × 0.131" nails	At each joist or rafter, face nail
29	Bridging or blocking to joist	2-16d box (3" × 0.128"), or 2-8d common (2½" × 0.131", or 2-3" × 0.131") nails	Each end, toe nail

For SI: 1 inch = 25.4 mm, 1 foot = 304.8 mm, 1 pound = 0.454 kg, 1 ksi = 1,000 psi.

a. Nails are smooth-common, box or deformed shank except where otherwise noted. Nails used for framing and sheathing connections shall have minimum average bending yield strength as shown: 80 ksi for shank diameters of 0.177 inch (5mm) or less, 90 ksi for shank diameters greater than 0.177 inch but less than 0.236 inch (6mm), and 100 ksi for shank diameters of 0.236 inch or more.

b. Staples are 16 gauge wire and have a minimum ½-inch on flat crown width.

c. Nails shall be spaced at not more than 6 inches on center at all supports where spans are 48 inches or greater.

d. Four-foot by 8-foot or 4-foot by 9-foot panels shall be applied vertically.

e. Spacing of fasteners not adjacent to panel edges applies to panel field and also at floor and roof edges at output edges. Nails at supported edges shall be applied at not more than the specified edge spacing. Supported edges shall be framing members, not blocking, unless blocking is detailed on the plans. Nails for wall sheathing may be staggered where required for edge distance.

f. For wood structural panel roof sheathing exposed to gable end roof framing and to intermediate supports (other than at ridges of roof ridges and hips), nails shall be spaced at 6 inches on center where ultimate design wind speed is less than 130 mph and shall be spaced 4 inches on center where the ultimate design wind speed is 130 mph or greater but less than 140 mph.

g. Gypsum sheathing shall conform to ASTM C79 and shall be installed in accordance with GA 216. Fiberboard sheathing shall conform to ASTM C208.

h. Spacing of fasteners on minor framing panel edges applies to panel edges supported by framing members and required blocking and at floor perimeters only. Spacing of fasteners on roof sheathing panel edges applies to panel edges supported by framing members and required blocking. Blocking at roof or floor sheathing panel edges perpendicular to the framing members does not be provided except as required by other provisions of this table. Floor perimeter shall be supported by framing members or solid blocking.

i. Toe nails on one side and one nail on the opposite side of each rafter or truss, based on 24" spacing, shall be permitted to support roof dead loads and roof live loads where the ultimate design wind speed is 130 mph or less. Where ceiling joists are not attached to the rafters with a minimum of one 16d nail per joist, they shall be nailed to every rafter or truss.

j. Where the ultimate design wind speed is 140 mph or greater, the roof live load exceeds 20 psf, or the building is located where the ultimate design wind speed is greater than 130 mph and the mean roof height exceeds 33 feet, the following shall apply: Gable end walls shall be framed with studs at 16 inches on center. Roof rafters shall be framed to the ridge board or to each other with a gusset plate as a tie member, in accordance with the provisions for roof framing in Section R802.3.1. Roof rafters shall be attached to the wall in accordance with Table R602.3(1) for roof framing to wall connections for wind speeds greater than 130 mph but not exceeding 140 mph. Roof rafters shall be attached to the wall in accordance with Table R802.11 for roof framing to wall connections for wind speeds greater than 140 mph but not exceeding 150 mph.

k. Where wall sheathing is not provided on the inside face of exterior wall studs in accordance with Table R602.3(1), wall studs shall be continuously braced on the inside face of the wall with gypsum board fastened at 16 inches on center with nails as specified in Table R602.3(1) for gypsum board used as a ceiling finish.

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n. Where required by the building official, two rows of staggered nails shall be provided where the nail penetration in the framing member is less than 1½ inches.

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r. Where a portion of a roof sheathing panel is cut away for an opening, the edges of the opening shall be supported by framing members and blocking, unless otherwise permitted by the building official.

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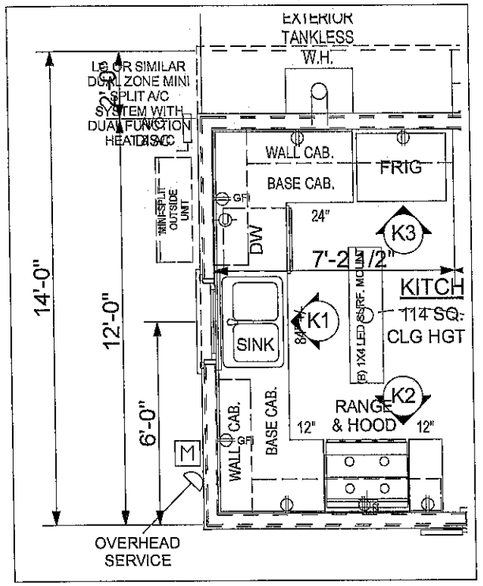
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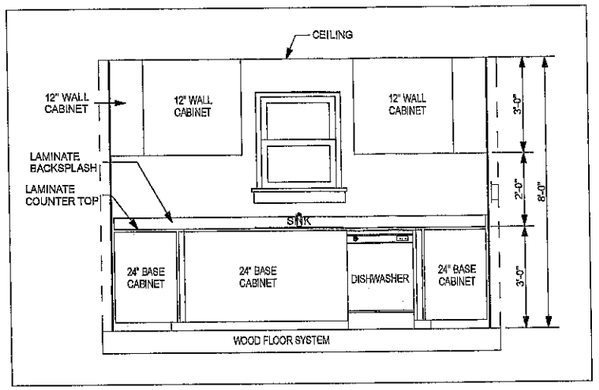
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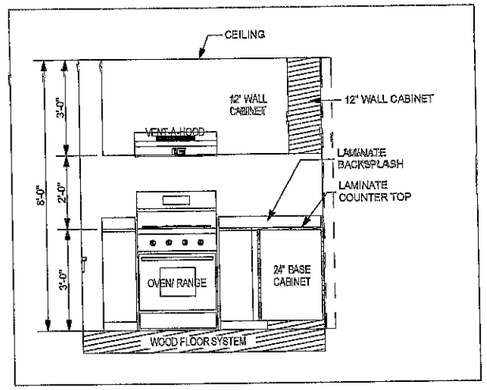
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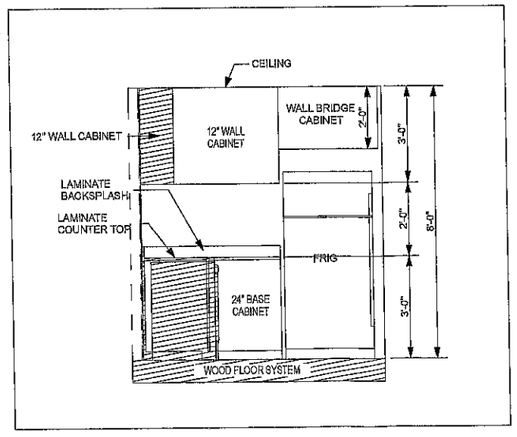
K0 ENLARGED KITCHEN PLAN
SCALE: 1/2" = 1'-0"



K1 CABINET ELEVATION
SCALE: 1/2" = 1'-0"



K2 CABINET ELEVATION
SCALE: 1/2" = 1'-0"



K3 CABINET ELEVATION
SCALE: 1/2" = 1'-0"

Seal

PROJECT STATUS
RELEASED FOR CONSTRUCTION
DATE: 08/12/2023

PLOT DATE: 8/12/2023
PROJECT No: 23-012
DRAWN BY: RWS
CHECKED BY: #Architect

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EMAIL: SPALDINGDESIGNSLLC@YAHOO.COM
"LET'S PUT YOUR IDEAS ON PAPER!"

COTTAGE RENOVATION
FOR RAFAEL GONZALEZ
1555 W. POPLAR ST
GRIFFIN, GA 30224
-

REVISION:	DATE:

KITCHEN CABINET ELEVATIONS
Scale - As Noted
#Notes

A07

10 of 40

ELECTRICAL LEGEND

E = EXISTING
N= NEW
R= RELO
CV= CONVERT

- DUPLEX RECEPTACLE W/ SWITCH
- DUPLEX RECEPTACLE
- QUAD RECEPTACLE
- WP — WEATHER PROOF RECEPTACLE
- GFI — GFI RECEPTACLE
- USB — USB COMBO RECEPTACLE
- 220 — 220 VOLT RECEPTACLE
- CEILING MOUNTED INCANDESCENT FIXTURE
- CH — CHANDELIER
- INCANDESCENT FLOOD LIGHT FIXTURE
- STANDARD CAN LIGHT FIXTURE (INCADESENT)
- LED — LED LOW PROFILE SURFACE MOUNT LIGHT FIXTURE
- PENDANT LIGHT FIXTURE (LED)
- WALL MOUNTED INCANDESCENT FIXTURE
- JUNCTION BOX
- SWITCH (SINGLE)
- SWITCH (2 WAY)
- SWITCH (3 WAY)
- CEILING FAN WITH LIGHT KIT
- CEILING MOUNTED FLORESCENT LIGHT STRIP
- BATH EXHAUST FAN
- FUSE PANEL
- ELECTRICAL METER
- ELECTRICAL DISCONNECT
- SD — SMOKE DETECTOR
- CM — CARBON MONOXIDE DETECTOR
- EWH — ELECTRIC WATER HEATER
- THERMOSTAT
- PUSH BOTTON SWITCH
- TELEPHONE
- ETHERNET
- CATV (COAXLE)
- WALL MOUNTED EMERGENCY LIGHT
- EXIT — EXIT LIGHT WITH EMERGENCY BACK-UP BATTERY LIGHT
- EXIT — EXIT LIGHT

ELECTRICAL NOTES (RESIDENTIAL)

1. DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS SHALL GOVERN. LARGE SCALE DIMENSION DRAWINGS SHALL GOVERN OVER SMALLER SCALE DRAWINGS. CONTACT DESIGNER TO CONFIRM ALL DISCREPANCIES.

2. THIS DRAWING REPRESENTS POWER AND COMMUNICATION RECEPTICAL LOCATIONS ONLY AND IS NOT TO BE UTILIZED AS AN ENGINEERING DOCUMENT.

3. GENERAL CONTRACTOR TO NOTIFY DESIGNER OF ANY OBSTRUCTIONS PROHIBITING RECEPTICALS FROM BEING LOCATED AS SHOWN ON THIS PLAN. DIRECTION SHALL BE OBTAINED FROM THE DESIGNER FOR THE REVISED RECEPTICAL LOCATIONS.

4. CONTRACTOR SHALL COMPLY WITH THE CURRENT EDITIONS OF THE NATIONAL ELECTRICAL CODE, INTERNATIONAL RESIDENTIAL CODE, N.F.PA. 101, AND ALL OTHER APPLICABLE STATE AND LOCAL CODES IN EFFECT.

5. ALL DIMENSIONS SHOWN ARE FROM CENTER LINE OF JUNCTION BOX. RECEPTICALS TO BE INSTALLED AT 18" O.C. A.F.F., UNLESS NOTED OTHERWISE.

6. WALL RECEPTICALS SHOWN BACK TO BACK MAY BE OFFSET, BUT SHALL BE INSTALLED DIRECTLY ADJACENT TO ONE ANOTHER.

7. CONTRACTOR SHALL SUBMIT THERMOSTAT LOCATIONS TO DESIGNER FOR APPROVAL PRIOR TO INSTALLATION.

8. NOTE OMITTED

9. TWO OR MORE ADJACENT POWER OR COMMUNICATION RECEPTICALS SHALL BE GANGED WITH A COMMON FACE PLATE. IF THEY CANNOT BE GANGED, THEY SHALL BE INSTALLED WITH IN MINIMUM DISTANCE BETWEEN RECEPTICALS.

10. CONTRACTOR TO INSTALL MATCHING FACE PLATES FOR ALL RECEPTICALS, UNLESS NOTED OTHERWISE.

11. NOTE OMITTED

12. STRUCTURE TO BE SUPPLIED WITH A MINIUM 200 AMP (?? PHASE) SERVICE PANEL. PANEL TO BE PROPERLY SIZED TO ACCOMODATE AN ELECTRIC (TANKLESS) WATER HEATER AND 2 MINI SPLIT HVAC SYSTEMS. (VERIFY PANEL SIZE WITH EQUIPMENT SPECS PRIOR TO INSTALLATION)

13. TELEPHONE AND DATA CABLING TO BE SUPPLIED AND INSTALLED BY OWNERS SELECTED VENDOR AND PERMITTED SEPARATELY AND REFERENCED TO THE PERMIT FOR THIS WORK. ALL LOW VOLTAGE CABLING SHALL BE PLENIUM RATED, UNLESS NOTED OTHERWISE.

14. SITE LIGHTING IS NOT INCLUDED, UNLESS NOTED OTHERWISE.

15. ALL CIRCUIT WIRING SHALL BE THE MINIMUM REQUIREMENT SET FORTH IN THE CURRENT EDITION OF THE NEC AND LOCAL JURISDICTIONAL CODE REQUIREMENTS.

16. ALL SLEEPING QUARTERS TO BE EQUIPED WITH SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS

??. STRUCTURE TO BE EQUIPPED WITH A TANKLESS ELECTRIC WATER HEATER. THE PROPOSED TANKLESS HEATER IS A MIN. REHEEM MODEL RETEX-18. (MODEL RETEX-36 IS RECOMMENDED). THE RETEX-18 IS IS A 18 kW / 240 V UNIT AND REQUIRES A MIN. (2) DOUBLE POLE 40 AMP BREAKERS FOR OPERATION. IF AN ALTERNATE HEATER IS USED CONTRACTOR SHALL VERIFY ELECTRICAL REQUIREMENTS PRIOR TO INSTALLATION.

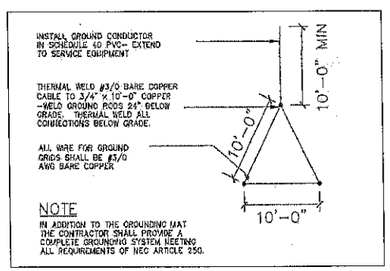
ELECTRICAL NOTES

1. ELECTRICAL CONTRACTOR TO SIZE ALL PANELS, DO ALL LOAD CALCULATIONS, AND MEET WITH POWER COMPANY TO DECIDE TRANSFORMER LOCATION.
2. ELECTRICAL CONTRACTOR TO BE RESPONSIBLE FOR ALL ELECTRICAL RELATED ITEMS AND TO MAKE SURE HIS WORK MEETS ALL CODES.
3. ELECTRICAL CONTRACTOR SHALL FURNISH: LABOR, SUPPLIES, MATERIALS, PERMITS, CERTIFICATE OF FINAL INSPECTION AND APPROVAL, ONE YEAR GUARANTEE, ENGINEER TO REVIEW AND STAMP DRAWINGS, AND ELECTRICAL DIST. LAYOUT (THIS INFORMATION TO BE PROVIDED TO GENERAL CONTRACTOR FOR REVIEW AND IN A FORMAT THAT CAN BE PLACED ON ELECTRICAL DRAWING.
4. ELECTRICAL CONTRACTOR SHALL PERFORM: INSTALLATION OF ALL ELECTRICAL EQUIPMENT AND TO COORDINATE WITH OTHER TRADES THE INSTALLATION OF SAID EQUIPMENT, MATERIAL PROTECTION THROUGH ALL PHASES OF CONSTRUCTION, TO TEST ENTIRE SYSTEM IN THE PRESENCE OF THE OWNER OR HIS/HER REPRESENTATIVE, COORDINATE WITH SIGN INSTALLER, COORDINATION OF TELEPHONE SERVICE WITH LOCAL TELEPHONE COMPANY.
5. GOVERNING CODES: LOCAL, CITY, OR COUNTY ELECTRICAL CODES, NATIONAL ELECTRICAL CODES, UTILITY COMPANY REGULATIONS.
6. MATERIAL STANDARDS: ONLY NEW U.L. LISTED MATERIAL IS TO BE USED.
7. OUTLET BOXES: ATTACH SECURELY TO BUILDING CONSTRUCTION OF SUPPORT FROM SAME, MASONRY BOXES RACO OR STEEL CITY, EXPOSED BOXES CAST TYPE SIMILAR TO CROUSE HINDS FS, ALL OTHERS STAMPED STEEL.
8. ELECTRICAL SERVICE: PROVIDE OVERHEAD AND/OR UNDERGROUND SERVICE (SEE LOCAL UTILITY COMPANY) INCLUDING CONDUCTORS IN RIGID CONDUIT AND WEATHERHEAD. COORDINATE SERVICE REQUIREMENTS AND METERING WITH LOCAL UTILITY COMPANY PRIOR TO BID.
9. TELEPHONE SERVICE: PROVIDE EMPTY CONDUIT WITH PULL STRING FOR USE BY LOCAL TELEPHONE COMPANY, COORDINATE FURTHER REQUIREMENTS WITH TELEPHONE COMPANY PRIOR TO BID.
10. MAINTENANCE MANUALS: PROVIDE OWNERS MANUALS FOR ALL INSTALLED USER SERVICABLE EQUIPMENT.
11. HVAC CONDUIT SYSTEM: PROVIDE JUNCTION BOXES FOR THERMOSTATS WITH CONDUIT SYSTEM FROM BOXES TO MECHANICAL UNITS. PROVIDE CONDUIT SYSTEMS FOR ALL OTHER WIRING. COORDINATE JUNCTION BOX LOCATIONS AND CONDUIT ROUTING WITH MECHANICAL CONTRACTOR.
12. CONDUCTORS SHALL BE COPPER THW OR THNN, ULESS NOTED OTHERWISE.
13. RACEWAYS BELOW GRADE SHALL BE SCHEDULE 40 PVC. RACEWAYS ABOVE GRADE SHALL BE RIGID EMT WITH STEEL COMPRESSION OR SET SCREW FITTINGS.
14. EQUIPMENT CONNECTIONS SHALL BE MADE WITH A SHORT SECTION OF FLEXIBLE CONDUIT (SEALTITE IN EXTERIOR LOCATIONS) USING COMPATIBLE FITTINGS.
15. PROVIDE GROUND CONDUCTORS AS NOTED, AND IN ALL PVC AND FLEXIBLE CONDUITS.
16. DEVICES SHALL BE SPECIFICATION GRADE WITH COLOR AS SELECTED. DEVICE PLATES SMALL BE SMOOTH PLASTIC.
17. INDOOR DISCONNECT SWITCHES ARE GENERAL DUTY NEMA 1 OUTDOOR DISCONNECT SWITCHES ARE HEAVY DUTY NEMA 3R
18. PANELBOARDS (INDOOR): NEMA 1 WITH PLATED ALUMINUM OR COPPER BUSSES ARRANGED FOR DISTRIBUTED PHASE CONNECTIONS, FULL NEUTRAL BUS, GROUND BAR AND PLUG IN CIRCUIT BREAKERS.
19. INSTALL A TYPEWRITTEN CONDUIT DIRECTORY ON PANELBOARD COVER INTERIOR REFLECTING AN "AS WIRED" CONDITION AFTER WIRING IS COMPLETE.
20. LIGHTING FIXTURES SHALL BE SUPPLIED COMPLETE WITH LAMPS AND ALL NECESSARY MOUNTING HARDWARE, HANGERS AND TRIM.
21. CIRCUIT BREAKER INTERRUPTING DATA IS ASSUMED. ACTUAL A.I.C. WILL FOLLOW AFTER RECEIPT OF REQUESTED AVAILABLE FAULT CURRENT FROM THE LOCAL ELECTRIC COMPANY. ELECTRICAL CONTRACTOR TO VERIFY BEFORE ORDERING EQUIPMENT.
22. ELECTRICAL CONTRACTOR TO VERIFY ALL CIRCUIT REQUIREMENTS WITH ACTUAL EQUIPMENT PROVIDED.
23. ALL OUTLETS AND RECEPTACLES IN ALL ONE-HOUR WALLS SHALL BE FIRE STOPPED; AND ALL CONDUIT IN SUCH WALLS SHALL BE EMT. SEAL ALL POINTS OF PENETRATION WITH 3M FIRE BARRIER CAULK OR EQUAL.

NEW LIGHT FIXTURE SCHEDULE

COORIDATE ALL FIXTURES WITH OWNER PRIOR TO INSTALLATION

SYM	MANUFACTURER	PRODUCT DESCRIPTION AND NUMBER	VOLTS	BULBS / WATTAGE	MOUNT	REMARKS	QTY
A	LITHONIA OR APPROVED EQUAL	6" OR 8" RECESSED DOWN LIGHT	120	LED 8W, 11W	RECESSED	RECESSED DOWN LIGHT FIXTURE W/ OPT. EYEBALL	0
B	LITHONIA OR APPROVED EQUAL	LOW PROFILE FLUSH MOUNT LED BOX LIGHT	120	LED - 50 W MAX	SURFACE	48" X 12" LOW PROFILE LED LIGHT	1
C	HUNTER OR APPROVED EQUAL	ROD SUPPORTED CEILING FAN WITH LIGHT KIT	120	2, 3, OR 4 BULB / 60 W	ROD	4 BULB CLUSTER OR BOWL STYLE LIGHT KIT (2 BULBS)	3
E	LITHONIA OR APPROVED EQUAL	CEILING MOUNT LED OR INCADECENT LIGHT	120	1 BULB/ 75 W MAX.	SURFACE	CEILING MOUNTED LIGHT FIXTURE W/ DOME LENS	4
F	LITHONIA OR APPROVED EQUAL	WALL MOUNT LED OR INCADESCENT VANITY FIXTURE	120	2, 3, OR 4 BULB / 60 W	SURFACE	DECORATIVE INTERIOR WALL MOUNT VANITY FIXTURE WITH GLASS DOMES	2
G	LITHONIA OR APPROVED EQUAL	WALL MOUNT LED OR INCADESCENT FIXTURE	120	1 BULB / 60 W	SURFACE	DECORATIVE WALL MOUNT FIXTURE WITH GLASS DOMES	5
CH	T.B.D.	ROD OR CHAIN MOUNTED LIGHT FIXTURE	120	MULTI BULB / 60 W	ROD	LED OR INCADESENT BULBS	1
P	T.B.D.	ROD MOUNTED PENDANT LED LIGHT	120	LED 8W, 11W	ROD	CEILING MOUNTED LIGHT FIXTURE W/ DOME LENS	0



E1.3 GROUNDING MAT DETAIL
NOT TO SCALE

Seal

PROJECT STATUS
RELEASED FOR CONSTRUCTION
DATE: 08/12/2023

PLOT DATE: 8/12/2023
PROJECT No: 23-012
DRAWN BY: RWS
CHECKED BY: #Architect

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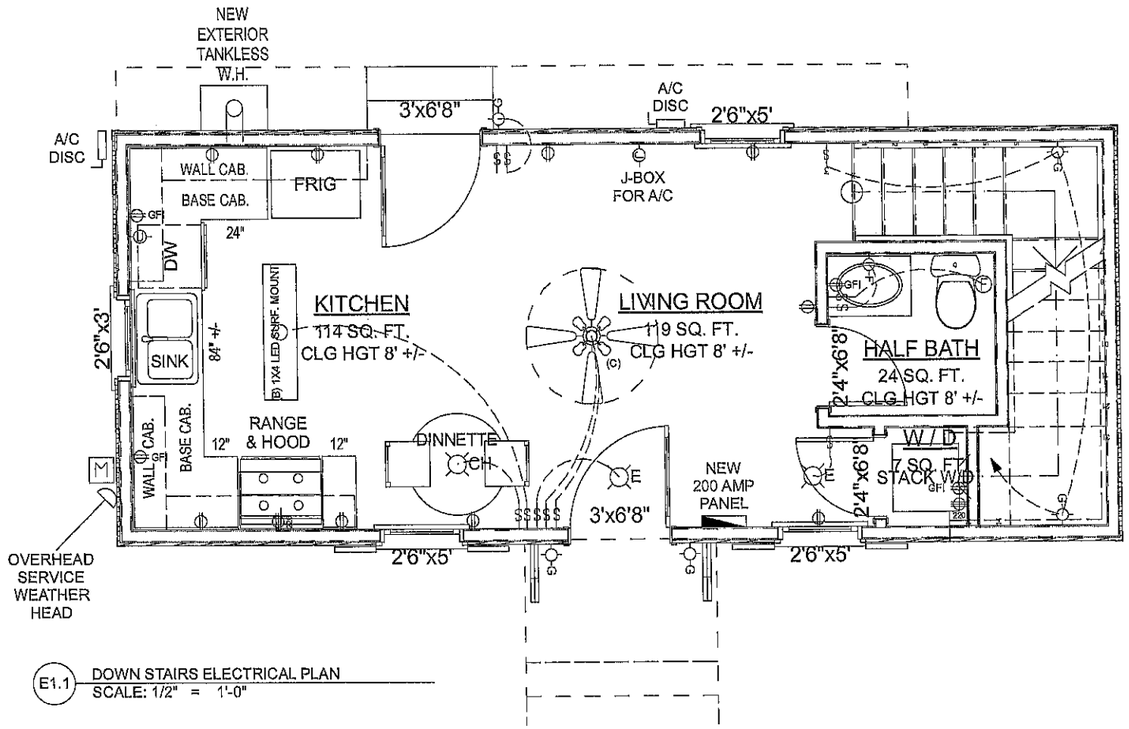
COTTAGE RENOVATION
FOR RAFAEL GONZALEZ
1555 W. POPLAR ST
GRIFFIN, GA 30224

REVISION: DATE:

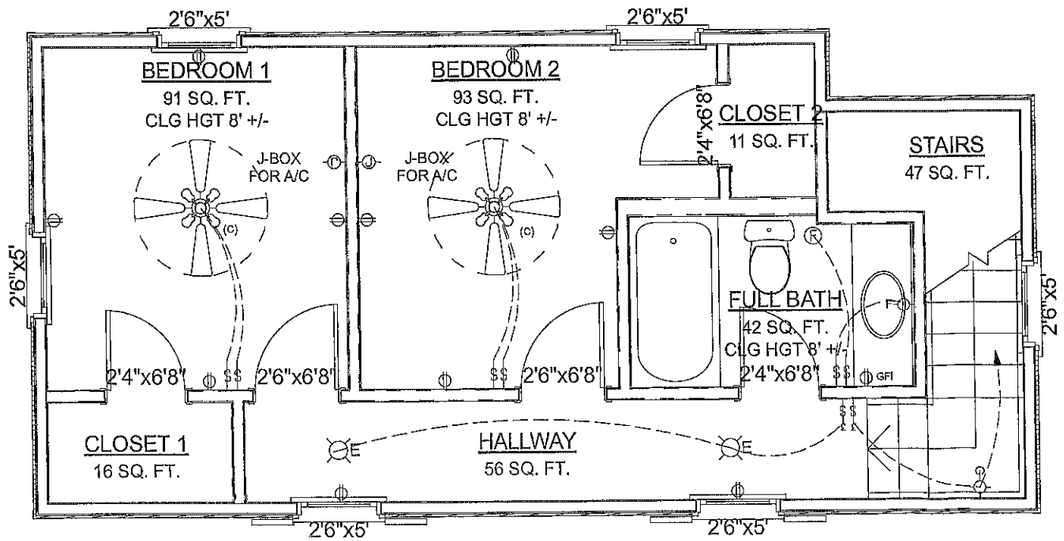
ELECTRICAL NOTES
Scale - As Noted
#Notes

E0

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E1.1 DOWN STAIRS ELECTRICAL PLAN
SCALE: 1/2" = 1'-0"



E1.2 UP STAIRS ELECTRICAL PLAN
SCALE: 1/2" = 1'-0"

Seal

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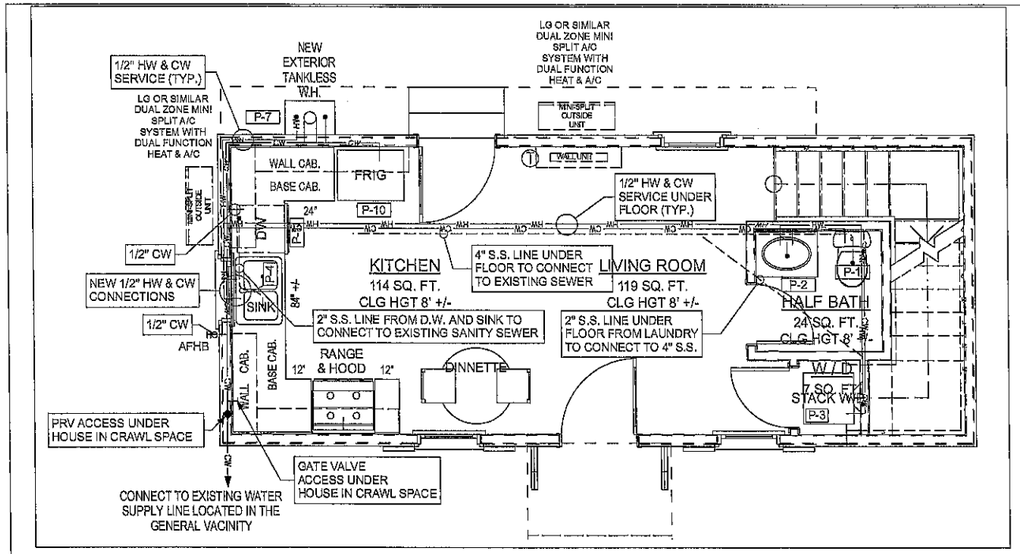
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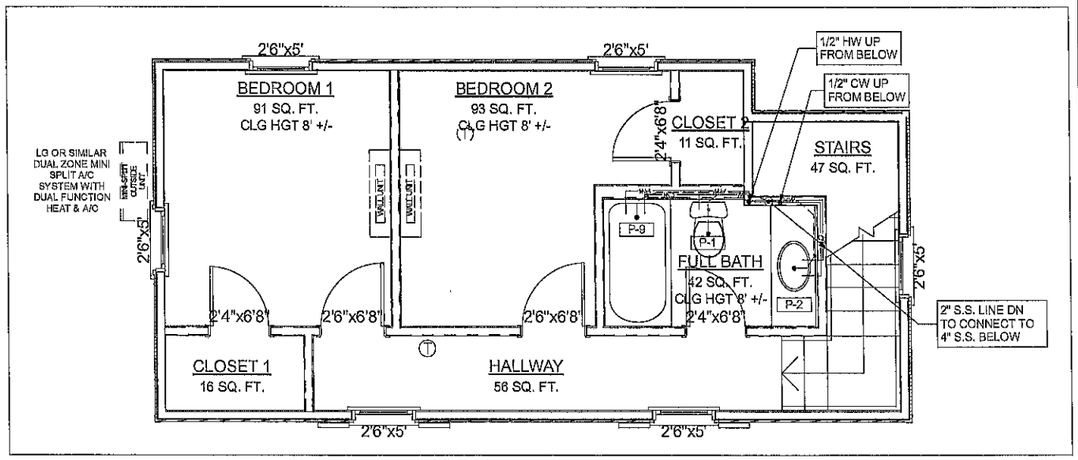
ELECTRICAL PLAN
Scale - As Noted
#Notes

E1

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P1.1 DOWN STAIRS PLUMBING PLAN
SCALE: 3/8" = 1'-0"



P1.2 UP STAIRS PLUMBING PLAN
SCALE: 3/8" = 1'-0"

MECHANICAL NOTES:

1. THE CONTRACTOR SHALL PROVIDE MULTIPLE MULTI-FUNCTION MINI SPLIT H.V.A.C. SYSTEMS FOR THIS RESIDENTIAL STRUCTURE.
2. THE CONTRACTOR SHALL VISIT THE JOB SITE AND THOROUGHLY FAMILIARIZE HIMSELF WITH ALL DETAILS OF THE WORK AND THE CONDITIONS AND SHALL VERIFY DIMENSIONS AND CLEARANCES AND BE ASSURED THAT ANY EQUIPMENT PURCHASED WILL FIT INTO THE AVAILIBLE SPACE.
3. ALL WORK PERFORMED SHALL PROVIDE FOR THE FOLLOWING:
   - TO INCLUDE ALL LABOR MATERIALS, TOOLS, AND EQUIPMENT FOR
   - A COMPLETE AND FUNCTIONAL SYSTEM INCLUDING ALL NECESSARY APPURTENANCES CUSTOMARILY INCLUDED IF NOT SPECIFICALLY CALLED OUT
4. ALL WORK SHALL BE PERFORMED IN COMPLIANCE WITH ALL LOCAL, STATE AND FEDERAL CODES, LAWS AND ORDINANCES.
5. THE CONTRACTOR SHALL ALL ARCHITECTURAL DRAWINGS BEFORE FABRICATING OR INSTALLING DUCTWORK OR EQUIPMENT TO AVOID ANY CONFLICT.
6. ALL DUCTWORK SHALL BE FABRICATED OF GALVINIZED STEEL OF THICKNESS AND GAUGE TO CONFORM TO SMACNA DUCT CONSTRUCTION STANDARDS
7. THE CONTRACTOR SHALL VERIFY ALL ELECTRICAL CHARACTERISTICS WITH ELECTRICAL DRAWINGS BEFORE PURCHASING EQUIPMENT.
8. ALL DUCT SHALL BE AIR TIGHT, FREE OF LEAKS, AND SHALL BE INSPECTED FOR LEAKS PRIOR TO INSTALLATION OF FINISHED CEILING SYSTEM.
9. CONTRACTOR SHALL BE RESPONSIBLE FOR PROPERLY SIZING ALL SYSTEM COMPONENTS INCLUDING BUT NOT LIMITED TO ANY DUCTWORK, FURNACE UNITS, AIR HANDLERS, ETC. TO COMPLY WITH LOCAL CODES. ALL ROOMS SHALL MEET MIN. CFM REQUIRMENTS PER CODE.
10. DUCTWORK, DAMPERS, LOUVERS, DIFFUSERS AND OTHER DISTRIBUTION EQUIPMENT AND MATERIAL SHALL CONFORM TO THE FOLLOWING:
    A. ASHRAE/ANSI
    B. SBCCI/ASME
    C. SMACNA
    D. NFPA
    E. INTERNATIONAL RESIDENTIAL CODE, 2018 ED.
    F. ANY OTHER LOCAL CODES NOT STATED HERE
11. ALL THERMOSTATS SHALL BE INSTALLED 5'-0" AFF.
12. SUPPLY AND RETURN REGISTERS SHALL STANDARD RESIDENTIAL TYPE
13. ALL DUCT DIMESIONS TO BE SIZED USING CLEAR NET INSIDE DIMENSIONS.
14. REFRIGERANT PIPING MUST BE SIZED IN STRICT ACCORDANCE WITH MANUFACTURES RECOMMENDATIONS FOR LIQUID, VAPOR HORIZONTALS AND VAPOR RISERS. JOINT SHALL BE MADE WITH SILVER SOLDER.
15. INSULATE REFIGERANT SUCTION LINES WITH ARMAFLEX OR EQUAL INSTALLED PER MANUFACTUER'S RECOMMENDATIONS.
16. CONDENSATE DRAIN MUST TERMINATE AT AN APPROVED POINT (VERIFY ON SITE)
17. ANY NEW GAS FURNACE UNITS SHALL BE PROVIDED WITH SMOKE DETECTORS IN THE SUPPLY PLENUM.
18. ALL SUPPLY DUCT SHALL BE EXTERNALLY INSULATED WITH 2" DUCTWRAP.
19. COORDINATE ALL REGISTER LOCATIONS AND STYLE WITH OWNER
20. ALL GAS EQUIPMENT TO HAVE REGULATORS.

PLUMBING LEGEND

- TOILET FIXTURE
- URINAL FIXTURE
- WALL HUNG LAVATORY FIXTURE
- COUNTER LAVATORY FIXTURE
- TUB / SHOWER COMBO FIXTURE
- PRE-FAB SHOWER FIXTURE
- WH — WATER HEATER (GAS/ ELECTRIC)
- DOUBLE BOWL SINK
- SINGLE BOWL SINK
- FARM STYLE SINK FIXTURE
- W — CLOTHES WASHER
- D — CLOTHES DRYER
- DW — DISHWASHER WASHER
- HI/LO DRINKING FOUNTAIN
- PRV — PRESURE REDUCING VALVE
- GV — GATE VALVE
- CO — CLEAN OUT
- MH — MANHOLE
- GREASE TRAP
- HW — HOT WATER LINE
- CW — COLD WATER LINE
- SW — SEWER WASTE LINE

PLUMBING NOTES

1. DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS SHALL GOVERN. LARGE SCALE DIMENSION DRAWINGS SHALL GOVERN OVER SMALLER SCALE DRAWINGS. CONTACT DESIGNER TO CONFIRM ALL DISCREPANCIES.
2. THE INFORMATION CONTAINED IN THESE PLUMBING DRAWINGS ARE SCHEMATIC IN NATURE. ACTUAL FIELD CONDITIONS MAY REQUIRE MINOR ADJUSTMENTS TO WHAT IS SHOWN.
3. PLUMBING CONTRACTOR OR GENERAL CONTRACTOR TO NOTIFY DESIGNER OF ANY OMITIONS, ERRORS OR DISCREPANCIES. THE DESIGNER SHALL NOT BE HELD RESPONSIBLE FOR ANY DISCREPANCIES WHICH THE CONTRACTOR FAILED TO NOTIFY THE DESIGNER.
4. DURING INSTALLATION, CONTRACTOR SHALL COMPLY WITH ALL APPICABLE NATIONAL, STATE, AND LOCAL CODES.
5. GENERAL CONTRACTOR TO ENSURE THAT ALL PLUMBING MATERIALS, FIXTURES, ETC. ARE FREE ANY DEFECTS. IF ANY MATERIAL IS FOUND TO BE DEFECTIVE, IT SHALL BE REPLACED.
6. ALL PIPING SHALL BE CONCEALED WITHIN THE BUILDING STRUCTURE AND ABOVE DROP CEILINGS
7. ALL DOMESTIC WATER PIPING SHALL BE COPPER PIPING WITH FITTINGS PROPERLY WELDED.
8. ALL WASTE WATER PIPING SHALL BE PVC PIPING WITH FITTINGS PROPERLY GLUED.
9. PLUMBING CONTRACTOR SHALL VERIFY ALL FITTING CONNECTIONS BY DRY FITTING ALL CONNECTIONS PRIOR TO WELDING OR GLUING.
10. DOMESTIC WATER PIPING TO RECEIVE INSULATING FOAM WRAPPING.
11. MINIMUM SLOPE FOR GRAVITY FED WASTE LINES TO BE 1/4" PER FOOT.

RESIDENTIAL PLUMBING EQUIPMENT SPECIFICATIONS

1. TOILET FIXTURES (P-1)

FIXTURES TO BE AMERICAN STANDARD TANK TYPE OR SIMILAR WITH THE FOLLOWING SPECIFICATIONS:

- FLOOR MOUNTED
- ELONGATED BOWL
- LOW CONSUMTION GRAVITY FLUSH (1.6 GPF)
- VITREOUS CHINA (WHITE)

2. PREFAB TUB/ SHOWER FIXTURES (P-9)

FIXTURES TO BE AMERICAN STANDARD OR SIMILAR WITH THE FOLLOWING SPECIFICATIONS:

- FIBERGLASS PREFAB UNIT
- FAUCET STYLES TO BE DETERMINED BY OWNER
- PER CLIENT OPTION SHOWER MAY ALSO BE CUSTOM FORMED BY LAYING CERAMIC TILE FLOOR AND TILED WALLS (TILE T.B.D.)

3. SHOWER FIXTURE ONLY (P-9A)

FIXTURES TO BE AMERICAN STANDARD OR SIMILAR WITH THE FOLLOWING SPECIFICATIONS:

- FIBERGLASS PREFAB FLOOR PAN OR COMPLETE UNIT W/ TEXTURED NON-SLIP BOTTOM
- FAUCETS TO BE STAINLESS STEEL W/ ADA COMPLIANT HANDLES
- SHOWER PAN/ UNIT TO BE ADA COMPLIANT AS REQUIRED.
- PER CLIENT OPTION SHOWER MAY ALSO BE CUSTOM FORMED BY LAYING CERAMIC TILE FLOOR AND TILED WALLS (TILE T.B.D.)

4. LAVORITORIES/ VANITY FIXTURES (P-2)

FIXTURES TO BE AMERICAN STANDARD OR SIMILAR WITH THE FOLLOWING SPECIFICATIONS:

- ONE PIECE SEAMLESS VANITY TOP
- RECESSED OVAL OR ROUND BOWL W/ 4" BACKSPLASH OR CUSTOM BOWL
- CULTURED MARBLE FINISH (WHITE)
- CULTURED MARBLE OR GRANITE (TO BE DETERMINED BY OWNER)
- FAUCET STYLES TO BE DETERMINED BY OWNER

5. LAUNDRY SERVICE SINK FIXTURE (P-6)

FIXTURE TO BE AMERICAN STANDARD OR SIMILAR WITH THE FOLLOWING SPECIFICATIONS:

- WALL HUNG
- FIBERGLASS TUB
- FAUCET STYLES TO BE DETERMINED BY OWNER

5. KITCHEN SINK FIXTURE

FIXTURE TO BE AMERICAN STANDARD OR SIMILAR WITH THE FOLLOWING SPECIFICATIONS:

- TOP OR UNDER COUNTER MOUNT
- DOUBLE BOWL 18GA 18/10 STAINLESS STEEL
- FAUCET STYLES TO BE DETERMINED BY OWNER

6. GARDEN TUB / JACUZZI TUB (P-12)

FIXTURES TO BE AMERICAN STANDARD OR SIMILAR WITH THE FOLLOWING SPECIFICATIONS:

- FIBERGLASS PREFAB UNIT
- FAUCET STYLES TO BE DETERMINED BY OWNER
- MULTIPLE ADJUSTABLE JETS
- ELECTRIC PUMP MOTOR W/ ON/ OFF SWITCH

7. WATER HEATER (ELECTRIC) (P-7)

FIXTURE TO BE RHEEM RETEX MODDEL TANKLESS WATER HEATER OR SIMILAR TANKLESS HEATERS WITH THE FOLLOWING SPECIFICATIONS:

- MIN. 4.0 GPM RISE AT 62 DEGREES (RECOMMENDED)
- 75-150 AMPS (DEPENDING ON MODEL) / 240 VOLTS
- COPPER IMMERSION HEATING ELEMENTS
- UL LISTED
- DIGITAL THERMOSTAT DISPLAY
- MIN. 5 YR WARRANTY

RESIDENTIAL PLUMBING FIXTURE SCHEDULE

MARKER	DESCRIPTION
P-1	STANDARD WATER CLOSET
P-2	BATH VANITY
P-3	LAUNDRY MACHINE
P-4	DOUBL BOWL SINK OR SINGLE BOWL FARM STYLE SINK
P-5	SINGLE BOWL BAR SINK
P-6	LAUNDRY SINK
P-7	WATER HEATER (GAS OR ELECTRIC AS SPECIFIED)
P-8	CERAMIC TILE SHOWER
P-9	FIBERGLASS TUB/ SHOWER
P-10	REFRIGERATOR WATER/ ICE CONNECTION
P-11	DISHWASHER
P-12	GARDEN TUB / WHIRPOOL TUB

Seal

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COTTAGE RENOVATION
FOR RAFAEL GONZALEZ
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GRIFFIN, GA 30224

REVISION:	DATE:

PLUMBING (RESIDENTIAL)
Scale - As Noted
#Notes

MP1

13 of 40

THE FIELD DATA UPON WHICH THIS MAP OR PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 12,022 FEET, AND AN ANGULAR ERROR OF 10" PER ANGLE POINT, AND WAS ADJUSTED USING COMPASS RULE.

THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 967,630,000 FEET.

EQUIPMENT USED ROBTIC GEOMAX ZOOM 90

PARCEL ID# 055-04015
N/F RAFAEL GONZALEZ
DB:3006 PG:330
CARL C. HUCKABY S/D
LOT 1
PB: 3 PG:451

THIS BLOCK RESERVED FOR THE CLERK OF THE SUPERIOR COURT

This plat is a retracement of an existing parcel or parcels of land and does not subdivide or create a new parcel or make any changes to any real property boundaries. The recording information of the documents, maps, plats, or other instruments which created the parcel or parcels are stated hereon. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, NOR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. Furthermore the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A.Section 15-6-67.

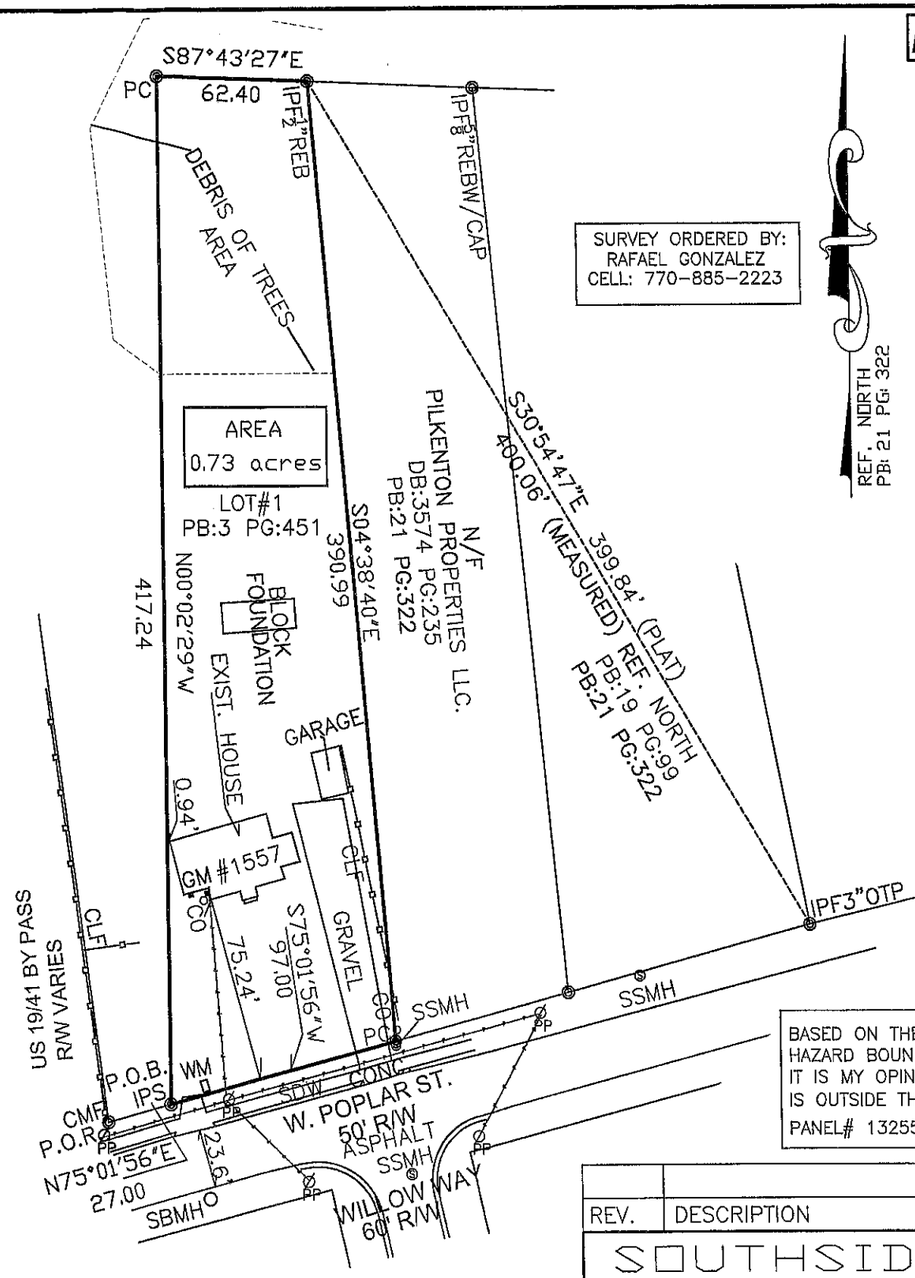
GEORGIA PROFESSIONAL No. 2642 LAND SURVEYOR ANGEL M. MARRERO

A'NGEL M. MARRERO P.L.S. #2642
Certified Design Professional # 4479

GENERAL NOTES

1. TOGETHER WITH ALL EASEMENTS RECORDED OR UNRECORDED.
2. LAST DATE OF FIELD SURVEY 10/18/2023
3. ALL LINEAR DISTANCES SHOWN ON PLAT SHALL BE HORIZONTAL.
4. INFORMATION REGARDING THE PRESENCE, SIZE, AND LOCATION OF UNDERGROUND UTILITIES IS SHOWN HEREON. THE INFORMATION IS BASED ON THE LOCATION OF ABOVE GROUND APPURTENANCES, AVAILABLE SITE PLANS, AND PAINT PLACED BY UNDERGROUND SERVICES. "NO CERTIFICATION IS MADE AS TO THE ACCURACY"
5. ALL BEARINGS AND DISTANCES WERE MEASURED AND USED.
6. THIS SURVEY WAS PREPARED WITHOUT BENEFIT OF A TITLE REPORT WHICH MAY REVEAL ADDITIONAL CONVEYANCES, EASEMENTS OR RIGHTS-OF-WAY NOT SHOWN HEREON.

** PURSUANT TO RULE 180-6.09 OF THE GEORGIA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS, THE TERM "CERTIFY" OR "CERTIFICATION" MEANS TO DECLARE A PROFESSIONAL OPINION REGARDING THOSE FACTS OR FINDINGS AND DOES NOT CONSTITUTE A WARRANTY OR GUARANTEE, EITHER EXPRESSED OR IMPLIED.



60' 0' 60' 120'
Scale: 1" = 60'

SURVEY ORDERED BY:
RAFAEL GONZALEZ
CELL: 770-885-2223

LEGENDS OF SYMBOLS

P.O.B.	POINT OF BEGINNING
P.O.R.	POINT OF REFERENCE
GM	GAS MARKER/GAS METER
OOTP	OPEN TOP PIPE
OIPF	IRON PIN FOUND
OIPS	IRON PIN SET 1/2"ø REBAR W/ CAP
C/G	CURB AND GUTTER
P/L	PROPERTY LINE
R/W	RIGHT-OF-WAY
L.L.L.	LAND LOT LINE
CMF	CONCRETE MONUMENT FOUND
POL	POINT ON LINE
B.O.C.	BACK OF CURB
FNC	FENCE CORNER
EP	EDGE OF PAVEMENT
PC	PROPERTY CORNER
LP	LIGHT POLE
PP	POWER POLE
GW	GUY WIRE
JB	EXISTING JUNCTION BOX
WV	EXISTING WATER VALVE
FH	EXSITING FIRE HYDRANT
T.B.M.	TEMPORARY BENCH MARK
B.F.E.	BASE FLOOD ELEVATION
M.F.E.	MINIMUM FLOOR ELEVATION
HW	HEADWALL
SWCB	SINGLE WALL CATCH BASIN
DWCB	DOUBLE WALL CATCH BASIN
OS	OUTLET STRUCUTRE (RISER)
DI	DROP INLET
W	WATER METER
-W-	WATERLINE
-SS-	SANITARY SEWER LINE
OVP	OVERHEAD POWERLINE
-UFO-	UNDERGROUND FIBER OPTICS
-G-	GASLINE
-LS-	LANDSCAPING
PKS (F)	PK NAIL SET (FOUND)
EX-MH	EXISTING SANITARY SEWER MANHOLE
SSMH	SANITARY SEWER MANHOLE
S.S.E.	SANITARY EASEMENT
C/O	CLEAN-OUT
FDC	FIRE DEPARTMENT CONNECTOR
C.L.F.	CHAIN LINK FENCE
D.E.	DRAINAGE EASEMENT
R.R.E.	RAIL ROAD EASEMENT
H	HEIGHT
UE	UNDERGROUND ELECTRIC
AC	AIRCONDITION UNITS

FLOOD NOTES

BASED ON THE INFORMATION SHOWN ON THE FLOOD HAZARD BOUNDARY MAPS FURNISHED BY FEMA, IT IS MY OPINION THAT THE PROPERTY SHOWN HEREON IS OUTSIDE THE 100-YEAR FLOOD HAZARD AREA.
PANEL# 13255C0185D DATED 5/3/2010

REV.	DESCRIPTION	DATE

SOUTHSIDE
SURVEYING & PLANNING
LSF000831

#155 WESTRIDGE PKWY
SUITE 212
MCDONOUGH, GA 30253
Phone: (770) 320-8009

1/1

RETRACEMENT SURVEY FOR:
RAFAEL GONZALEZ
City Of Griffin
Spalding County, GA

Land Lot 111 2ND Dist.

Drawn By: AMM JR. | Scale: 1"=60'

Dwg No: 2-2310102 | Date: 10/20/2023

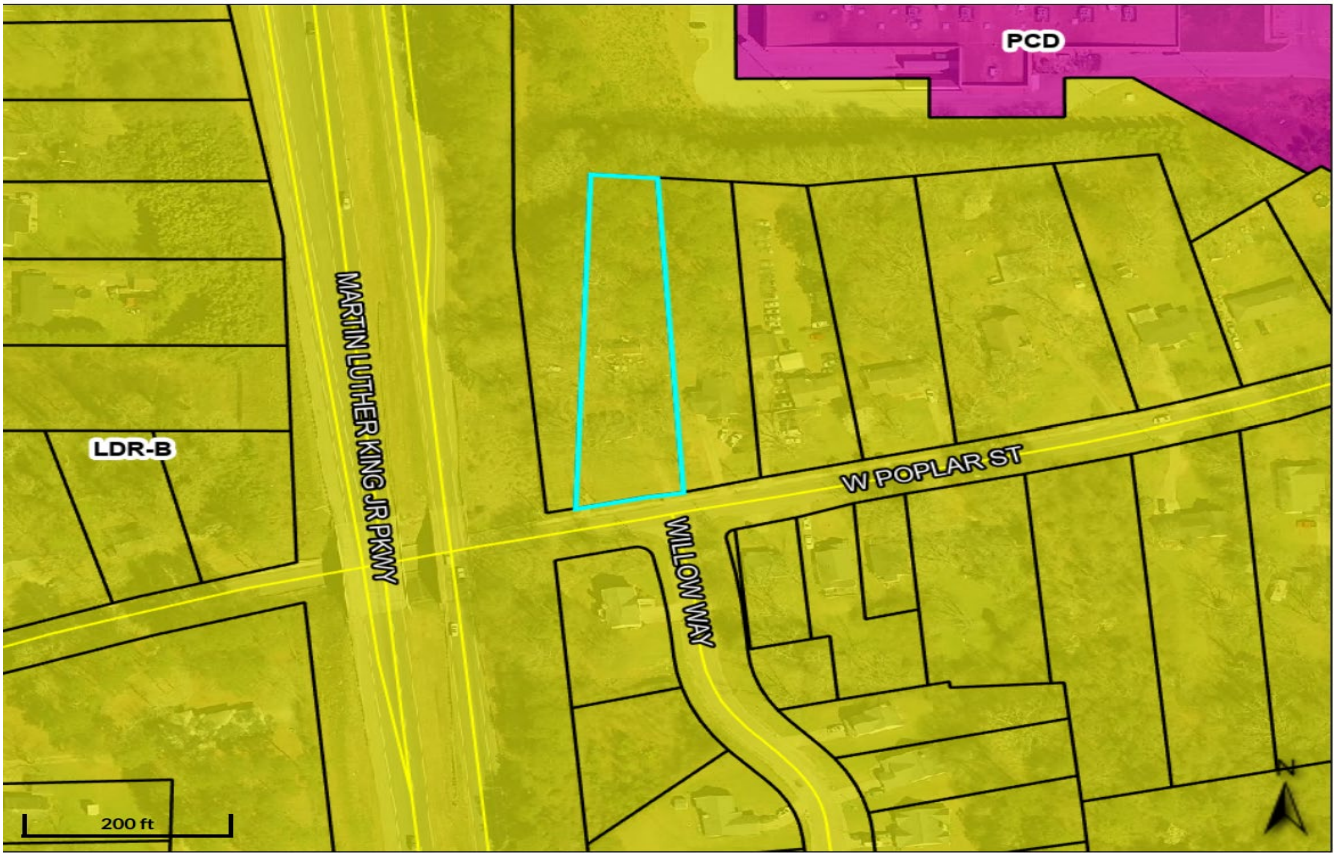
Permit #: 10298
Permit Type:
Address: 1557 W POPLAR ST
City:
State:
Zip: 30224
Owner: GONZALEZ RAFAEL
Owner Address: 7058 TARA BLVD
Owner City: JONESBORO
Owner State: GA
Owner Zip: 30236
Owner Phone:
Owner Email:
Receipt #: 10673
Date: 12/01/2023
Paid By: Rafael Gonzalez
Description: 101700487
Payment Type: iTransact CC
Payment Type Description:
Accepted By:

Fees Paid

Fee Name	Fee Type	Description	Factor	Total Fee Amount	Amount Paid
Convenience Fee	3.5% Convenience Fee (CC)		300.00	10.50	10.50
Residential - Special Use	Zoning - Land Use Permit		0.00	300.00	300.00
				Total:	**$310.50**

1557 West Poplar Street
Special Use Permit Request
File No. 23-SUP-03

Applicant: Rafael Gonzalez
Owner: Rafael Gonzalez



Land Use Classification	Residential
Current Zoning	Low Density Residential-B
Proposed Use	Single Family Dwelling
Parcel Size	.78/- Acres
Tax Map, Block and Lot No.	055 04015
Planning and Zoning Board	Truman Tinsley District 5
City Commission	Gen. Bill Thielemann District 5
Citizen Notification	Legal notice was run in the January 6, 2024 edition of the Griffin Daily News for the Planning & Zoning Meeting and for the City Board of Commissioners Public Hearing. A sign was placed on the proposed property illustrating the purpose, date and time of both meetings on January 8, 2024.

Proposal:

The applicant, Rafael Gonzalez, is seeking approval of a Special Use Permit at 1557 W. Poplar St. When the tornados came through Griffin in January of 2023, both homes on the property were damaged; one so severely it had to be demolished. Due to an act of God, Mr. Gonzalez would like to replace the house but wants the new home to have more square footage. In order to enlarge or extend the legal non-conforming structure on the property, he must receive the approval of a Special Use Permit. This parcel is in the Low Density Residential-B (LDR-B) zoning district.



Zoning Ordinance Sections applicable to this Application:

The following sections of the City of Griffin Unified Development Code (UDC) apply to the Special Use permit request:

Article 406	Special Use Permit Provision
Article 408	Public Hearing
Article 505 A, B, & C	Non-conforming Uses and Structures
Article 706	Low Density Residential-B

Article 505: Non-conforming Uses and Structures:

1. 505 A- A legal non-conforming structure may not be enlarged or extended unless a special use permit is issued in accordance with Section 406. A legal non-conforming structure may be maintained, repaired or structurally altered, under permit, in accordance with all pertinent building codes and ordinances. Failure to maintain a non-conforming structure in minimal compliance with applicable codes and ordinances, such that the general condition of the structure constitutes dilapidation or significant disrepair, shall create a rebuttable presumption of the owner or occupier's intent to abandon the non-conforming structure. Revocation of a structure's certificate of occupancy for a period in excess of one year shall also evidence the owner or occupier's intent to abandon the non-conforming structure.

2. 505 B- A legal non-conforming use, in active existence on the effective date of this ordinance, may be continued without interference until such time as the property owner or occupier intentionally relinquishes his right to maintain such use, as evidenced by an overt act, or failure to act, sufficient to support a finding of such intent. For purposes of this ordinance, discontinuance of the use for a period of one year or more shall create a rebuttable presumption of the owner or occupier's intent to abandon the non-conforming use. A legal, non-conforming use may not be enlarged or expanded to a less restrictive use (i.e. residential to commercial) unless a special use permit is issued in accordance with Article 4 of this ordinance.

3. 505 C- Discontinuance of a legal non-conforming use or structure following its destruction by fire or other natural hazard shall not evidence intent to abandon if the owner applies for a permit to rebuild the structure or otherwise reactivate the use, within six months of the occurrence; provided, however, this period may be extended for an additional six months, but not to exceed a total of one year from the date of the occurrence, if the owner demonstrates substantial progress, time, effort and money in renovation of the structure.

Article 406 Special Uses:

ALL PROPOSED SPECIAL USES FOR PROPERTY SHALL BE EVALUATED IN LIGHT OF THE FOLLOWING STANDARDS:

1. IT MUST NOT BE DETRIMENTAL TO THE USE OR DEVELOPMENT OF THE ADJACENT PROPERTIES, OR TO THE GENERAL NEIGHBORHOOD SO AS TO ADVERSELY AFFECT THE HEALTH, SAFETY OR GENERAL WELFARE OF CITIZENS;

   FINDINGS: Upon review and evaluation of the applicant’s request, Planning Staff cannot find any detrimental impacts on the development of adjacent properties, or to the general neighborhood so as to adversely affect the health, safety, or general welfare of citizens.

2. IT MUST NOT ADVERSELY AFFECT EXISTING PROPERTY AND USES AND IT MUST BE PROPOSED TO BE PLACED ON A LOT OF SUFFICIENT SIZE TO SATISFY THE SPACE REQUIREMENTS FOR THE USE;

   FINDINGS: The structure which was demolished was 360 square feet in size. According to Article 505 A, without a Special Use Permit, the owner may build a house that is 360 square feet. A house of this size will not meet the needs of the living space requirements of the homeowner, nor will it be financially viable to build back. For these reasons, the owner is requesting to build a house that is at least 600 sq ft in size. The building plans do show a two-story model, but the owner is not opposed to extending the house horizontally if the two story is not permitted. The size of the parcel is .78/- acres. There is adequate space on this property to place a larger home on or near the location of the original house. The demolished house sat towards the rear of the property and behind the other house located on the lot. The remaining house, which is 1037 sqft. in size, is currently being rehabbed due to storm damage. Depending on the size, if a house is placed in the same location, all setbacks are able to be met for the LDR-B zoning district.

3. GENERAL COMPATIBILITY OF THE PROPOSED SPECIAL USE WITH ADJACENT PROPERTIES AND OTHER LAND USES IN THE GENERAL AREA.

   FINDINGS: As a result of an act of God, the applicant's proposed use to expand a legal non-conforming structure is compatible with the adjacent properties and land uses within the area. The subject property is located on a local street, W. Poplar St, and the properties on the same side and across the street are residential uses in a residential zoning district.

4. THE PROPOSED USE WILL NOT CONSTITUTE A NUISANCE OR HAZARD OR OTHERWISE ADVERSELY AFFECT THE PUBLIC INTEREST BECAUSE OF THE NUMBER OF PERSONS WHO MAY NORMALLY BE EXPECTED TO USE SUCH FACILITY OR TYPE OF PHYSICAL ACTIVITY.

   FINDINGS: The proposed use will not constitute a nuisance or hazard or otherwise adversely affect the public interest because of the number of persons who may normally be expected to use such facility.

5. AFTER CONSIDERATION OF THE APPLICATION AND THE FACTS, AND THE STANDARDS FOR EXERCISING ZONING POWER CONTAINED IN SECTION 405, THE BOARD OF COMMISSIONERS MUST DETERMINE THAT THE STANDARDS ARE SATISFIED SUCH THAT THE BENEFITS OF AND NEED FOR THE PROPSED SPECIAL USE OUTWEIGH ANY POSSIBLE HARMFUL EFFECTS, NEGATIVE IMPACTS, OR DAMAGES TO THE NEIGHBORING PROPERTIES OR THE CITY IN GENERAL. IN MAKING THIS DETERMINATION, THE BOARD OF COMMISSIONERS MAY CONSIDER THE EFFECTS OF THE PROPOSED USE ON TRAFFIC FLOW, PUBLIC INFRASTRUCTURE AND SERVICES, AVAILABILITY OF OFF-STREET PARKING, HOURS AND MANNER OF OPERATION OF PROPOSED USE, OUTDOOR LIGHTING, SIGNAGE, INGRESS AND EGRESS OF THE

PROPERTY, THE PEACEFUL ENJOYMENT OF PRIVATE PROPERTY IN THE COMMUNITY, AND OTHER RELEVANT FACTORS.

FINDINGS: The proposed use will not have a harmful effect, negative impact, or cause damage to the neighboring properties or the city in general. There is proper ingress and egress at this location and the use should not affect traffic flow. All parking is off-street and there is no proposed signage. Emergency vehicles will have easy access to the location and building should any residents require emergency services.

6. THE APPLICANT MUST MEET ALL SPECIFIC REQUIREMENTS ESTABLISHED IN THIS ORDINANCE FOR THE PARTICULARIZED SPECIAL USE REQUESTED, INCLUDING DESIGN TREATMENTS REQUIRED BY ARTICLE 5 AND 6.

   FINDINGS: The request for a Special Use Permit to allow the owner to increase the square footage of a legal non-conforming structure is compliant with all of the Special Use Permit provisions under the City of Griffin Unified Development Code.

Planning Staff's Comments:

The applicant, Rafael Gonzalez, is seeking approval of a Special Use Permit at 1557 W. Poplar St. When the tornadoes came through Griffin in January of 2023, both homes on the property were damaged; one so severely it had to be demolished. Due to an act of God, Mr. Gonzalez would like to replace the house but wants the new home to have more square footage. In order to enlarge or extend the legal non-conforming structure on the property, he must receive the approval of a Special Use Permit. This parcel is in the Low Density Residential-B (LDR-B) zoning district.

Planning Staff's Recommendation:

Staff recommends **CONDITIONAL APPROVAL** of the Special Use Permit (23-SUP-03) submitted by Rafael Gonzalez to allow for a Special Use Permit to enlarge or extend a legal non-conforming structure located at 1557 W. Poplar Street with the following conditions:

- New structure must be a single-story dwelling not to exceed 1037 sqft.
- New structure must be a single-family dwelling
- New structure must be built on or near original build location
- New structure must meet side and rear set back and architectural requirements for LDR-B

Submitted by:
Michelle Haynes
Principal Planner
Planning and Development Services

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Receive comments regarding a request for the street renaming of Cabin Creek Drive to Haskell Ward Drive from North 6th Street to the existing portion of Haskell Ward Drive. *Director of GIS, Brian Haynes will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

Proposed street renaming of Cabin Creek Drive to Haskell Ward Drive. Application submitted by Commissioner Rodney McCord on November 28, 2023 after meeting the required number of signatures for the street renaming petition and receiving a letter of support from the Griffin-Spalding Board of Education. The City of Griffin GIS Department has reviewed the application, the justification letter, and the qualifying Petition for the street renaming of Cabin Creek Drive to Haskell Ward Drive from North 6th Street to the existing Haskell Ward Drive and found that all criteria has been met. GIS has determined that no conflicts exist and this meets continuity standards. Letters consulting the Fire Chief, the Chief of Police, the City Manager, Spalding County Sheriff's Department, and E-911 were all received with favorable approval. GIS staff recommends approval of the request to rename Cabin Creek Drive to Haskell Ward Drive from North 6th Street to the existing Haskell Ward Drive.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

$262.94 cost of sign creation and installation.

Submitted By:
Chad Jacobs

Meeting Date:
23/01/2024

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Application.pdf
GIS Staff Report - Haskell Ward Dr.pdf
Letter of Support.pdf
Petitions Signed.pdf
Agency Review - Signed.pdf
Sign Cost.pdf

APPLICATION FOR STREET RENAMING

Griffin

Please fill out application and return to:
In person - City of Griffin - GIS Department - 100 S Hill St - 3rd Floor - Griffin, GA 30224
Mail to - City of Griffin - GIS Department - PO Box T - Griffin, GA 30224
Scan/picture of signed form emailed to - bhaynes@cityofgriffin.com

EXISTING STREET NAME TO BE CHANGED	PROPOSED NEW STREET NAME
Cabin Creek Drive	Haskell Ward Drive

"FROM STREET"	"TO STREET"
North 6th Street	Existing Haskell Ward Drive

APPLICANT'S NAME
Rodney McCord

APPLICANT'S SIGNATURE	DATE
	11-28-2023

APPLICANT'S MAILING ADDRESS
100 S Hill St - Griffin, GA 30224

ADDITIONAL CONTACT INFO - (EMAIL ADDRESS, PHONE, ETC.)
rmccord@cityofgriffin.com

PREFERRED METHOD OF CONTACT
770-365-5161

JUSTIFICATION OF STREET NAME CHANGE - (LIST BELOW OR ATTACH DOCUMENTATION)
See attached letter

PAYMENT OF $150 NON-REFUNDABLE APPLICATION FEE (DOES NOT APPLY TO MEMBERS OF GOVERNMENT AGENCY)
N/A

Petition for Street Renaming



Current Street Name	Cabin Creek Drive
Proposed New Street Name	Haskell Ward Drive
From Street	North 6th Street
To Street	Existing Haskell Ward Drive
Description	Proposed street renaming of Cabin Creek Drive to Haskell Ward Drive. Application submitted by Commissioner Rodney McCord on November 28, 2023 after meeting the required number of signatures for the street renaming petition and receiving a letter of support from the Griffin-Spalding Board of Education.
City Commission Meeting Date	January 23, 2024
City Commission Member	District 1 Cynthia Ward
Citizen Notification	Citizen notification of a public hearing for the street renaming was sent on January 4, 2024.

Street Renaming Ordinance Sections Applicable to this Application:

Chapter 78 - Streets, Sidewalks, and Other Public Places

Article VII - Street renaming and Honorary Street Designation

(a) *Application.* Any Commissioner, government agency, City Department, Affected Owner, or Affected Tenant that desires to change an existing street name must submit an application to the GIS Director, in writing, via the form provided by the GIS Director. This procedure is independent of that established for naming or changing the name of a street for emergency purposes. The application shall not be considered complete until the following has been submitted:

(1) An GIS Application providing the proposed new name of the subject street and the name, signature, mailing address, and contact information of the Applicant;

(2) A justification for the name change requested;

(3) A letter size (8.5x11) map showing the extent of the road for which the name change is being proposed with the affected parcels highlighted;

(4) A Petition meeting the requirements set forth in Subsection (b) of this Section;

(5) Payment of a non-refundable administrative fee of $150.00, provided that such fee shall be waived if an application is initiated by a Commissioner, another government agency/department, or any City of Griffin Department.

An application was processed for Rodney McCord on November 28, 2023. A justification letter was created by the Griffin-Spalding County School system on March 28, 2023. A map of the street petitioned for renaming was created. No application fees are required as this petition is submitted by a City Commissioner.

(b) *Petition.* An application for street renaming shall include a Petition, completed on a form provided by the GIS Department, stating the proposed name change and signed by Affected Owners or Tenants of at least sixty-six percent (66%) of the Parcels abutting the right-of-way of the street to be renamed. Only one signature per parcel shall be considered in evaluating whether the requisite threshold has been met. Determination of the Affected Owners and/or Affected Tenants will ultimately be made by the GIS Director.

A petition was submitted containing enough signatures from owners or tenants to meet the 66% approval for the street name change.

(c) *Internal Research and Processing.* Upon receipt of a complete application authenticated by the GIS Department, the following internal research and processing steps shall be taken:

(1) GIS shall review the request for continuity. Renaming shall only be considered where an entire street would be affected. Renaming of a segment of a street, where a transition from one name to another at some geographic point would result, shall not be considered. If a requested name change would result in problems of continuity, the GIS Director shall notify the Applicant, in writing via any contact information provided, that the Application cannot be considered and provide an explanation for the rejection. All other objections by GIS, including duplication in wording, sound, or pronunciation with an existing road within Spalding County, regardless of distance between the addresses shall be noted in the Application file.

The GIS Department reviewed the application for continuity and found no issues.

(2) The signatures on the Petition shall be reviewed by GIS to confirm Affected Owners or Tenants of at least sixty-six percent of the Affected Parcels have consented to the name change. Signatures will be authenticated at GIS discretion. If GIS determines that the requisite number of signatures have not been provided based on evaluation of the Affected Owners and Affected Tenants or an evaluation of the Petition, the GIS Director shall notify the Applicant, in writing via any contact information provided, that the Application cannot be considered and provide an explanation for the rejection.

The GIS Department reviewed the signatures to confirm at least 66% of the affected parcels consented to the street renaming.

(3) GIS shall consult and obtain approval from the Fire Chief, the Chief of Police, and the City Manager. Any objections to the name change by the Fire Chief or Chief of Police shall be noted in the Application file, and options for mitigating the public safety concerns shall be explored. In the event the objections cannot be resolved, the City's public safety objections shall be considered in GIS's recommendation to the Board of Commissioners.

The GIS Department sent notices to the Fire Chief, the Chief of police, and the City Manager with all parties sending back confirmation of approval.

(4) GIS shall notify the Spalding County Sheriff's Department, E-911, and the Tax Assessor of the application for street name change via Certified Mail and provide a reasonable deadline by which objections must be provided to GIS. If objections are not received by the deadline set forth in the notice, GIS shall consider the application uncontested by the Sheriff's Department, E-911, and the Tax Assessor. Any objections received in response to this notice shall be noted in the Application file and shall be considered in GIS's recommendation to the Board of Commissioners.

The GIS Department sent notices to the Spalding County Sheriff's Department, E-911, and the Tax Assessor with all parties sending back confirmation of approval except the Tax Assessors which did not reply.

(5) GIS shall determine an estimated cost for the creation and installation of street signage associated with the approval of the street renaming. Prior to the scheduling of a public hearing, the Applicant must provide payment of the estimated costs of street signage to the City of Griffin pending approval by the Board of Commissioners.

An estimated cost of sign creation and installation has been calculated to be $262.94. The fee for this will be waived as this application has been made by a City Commissioner and no fees are required.

(d) *Notice of Public Hearing.* The public hearing on the Application shall be scheduled at a public meeting of the Board of Commissioners. GIS shall send a notice to all Affected Owners and Affected Tenants, via regular mail through USPS with proper postage affixed, at least fourteen (14) days prior to the public hearing. The notice shall provide the current street name, the proposed street name, a location description of the street to be renamed, and the date, time, and location of the public hearing. Notice of the public hearing shall be provided to the Applicant, in writing, via any method of contact provided in the Application.

A notice of public hearing was mailed out to owners and tenants on January 4, 2023 exceeding the 14 day prior notice window.

(e) *Public Hearing.* At the public hearing, the GIS Director or their designee shall first present a recommendation to the Board of Commissioners based on principals of addressing and street naming, feedback from City of Griffin public safety, the Sheriff's Department, E-911, and the Tax Assessor, and the costs of creation and installation of new street signage. Both proponents and opponents shall be provided equal opportunity to speak in favor or opposition of the Application. The presentation of those for and against an Application may be limited to a reasonable length of time, but not less than ten (10) minutes per side. The Applicant shall be permitted to use the entire ten (10) minutes for proponents of the Application.

(f) *Decision.* The decision to rename a street within the City of Griffin shall be made by and in the sole discretion of the Board of Commissioners of the City of Griffin, and decisions by the Board of Commissioners shall be final and conclusive. The Board of Commissioners shall take final action after the conclusion of the public hearing, unless the Board defers final action pending the provision of additional information by either the Applicant or City Staff. In the event of a deferral, the Board of Commissioners shall not be required to conduct an additional public hearing prior to taking final action on the Application. Reapplication for the changing of a specific street shall not be considered for a period not to exceed one (1) year following declination by the Board of Commissioners.

EXHIBIT A **AFFECTED PARCELS AND ADDRESSES**	
AFFECTED PARCEL NUMBERS	**AFFECTED ADDRESSES**
003 05003	0 A Z Kelsey Ave
003 06008	201 Cabin Creek Drive
007 01002	0 Cabin Creek Drive
007 05001	529 McKneely Street
007 05018	202 Cabin Creek Drive
007 05019	212 Cabin Creek Drive – Apartments 1,2,3,4,5,6,7,8 214 Cabin Creek Drive – Apartments 1,2,3,4
007 05050	512 North 6th Street

GIS Department Staff Comments and Recommendation:

The City of Griffin GIS Department has reviewed the application, the justification letter, and the qualifying Petition for the street renaming of Cabin Creek Drive to Haskell Ward Drive from North 6th Street to the existing Haskell Ward Drive and found that all criteria has been met. GIS has determined that no conflicts exist and this meets continuity standards.

Letters consulting the Fire Chief, the Chief of Police, the City Manager, Spalding County Sheriff's Department, and E-911 were all received with favorable approval.

GIS staff recommends approval of the request to rename Cabin Creek Drive to Haskell Ward Drive from North 6th Street to the existing Haskell Ward Drive.

Tuesday, March 28, 2023

Mrs. Jessica O'Connor
City Manager, City of Griffin
100 South Hill St.
Griffin, GA 30223

Dear Mrs. O'Connor,

Griffin-Spalding Board of Education was approached by City of Griffin Commissioner Rodney McCord about renaming Cabin Creek Drive. Moore Elementary School is located at 201 Cabin Creek Drive. The Board of Education is in full unanimous support of renaming Cabin Creek Drive to Haskell Ward Drive so that the whole street is known by the same name. As a scholar in the Griffin Spalding County School System, Mr. Ward attended Broad Street School, Moore Elementary School and later Fairmont High School.

Mr. Ward, a Griffin native, has made a tremendous impact on our city. His philanthropic work, leadership and business acumen have brought our city national and international recognition. Haskell Ward served in the Peace Corps, worked for the Ford Foundation and the U.S. State Department as a key advisor and policy maker during the Carter administration. He was appointed New York City Deputy Mayor where he led the Health Services Administration. He is an expert on economic development and social reform. He earned a master's degree in African Studies from UCLA, authored a book and spent time with and influenced the decisions of prominent leaders including John F. Kennedy, Haile Selassie and Jimmy Carter. He is married to former State Supreme Court Justice Leah Ward Sears.

Recently Mr. Ward and our superintendent, Dr. Keith Simmons, toured Moore Elementary. Mr. Ward shared about his life experiences in Griffin. Mr. Haskell Ward made a significant financial contribution to help some current students attending Moore through scholarships. Ward shared, (when I attended it) "Moore Elementary School probably was, in socioeconomic terms, the lowest in the state in terms of per capita income of parents. But as we were told, by our teachers, that did not mean that our lives were then without possibilities. We could do whatever we set out to do." He added, "If you look at my life, my success in life can be traced to here, Moore Elementary School."

If GSCS can be of further assistance in this effort, please contact Board of Education Chairman Syntel Brown or Superintendent Dr. Keith Simmons. Thank you for your consideration and influence.

Educationally Yours,

R. Syntel Brown, Ed.S.
Chairman – District 1

Will Doss
Vice-Chair-District 2

Dr. Keith Simmons
Superintendent

Cc: Mayor Doug Hollberg
Commissioner Rodney C. McCord

Griffin Spalding County Schools

BOARD MEMBERS

R. Syntel Brown
BarbaraJoCook Will Doss
Zachery Holmes
SueMcDonald

Keith Simmons
Superintendent

216 South Sixth Street
P.O. Drawer N
Griffin, GA 30224
770-229-3700
www.spalding.k12.ga.us

Accredited by Cognia

Spalding COUNTY

BOARD OF COMMISSIONERS
Clay Davis, CHAIRMAN
James R. Dutton, VICE CHAIRMAN
Gwen Flowers-Taylor
Rita C. Johnson
Ryan Bowlden

COUNTY MANAGER
Steve Ledbetter

COUNTY ATTORNEY
Stephanie Windham

November 13, 2023

Mr. Brian Haynes
GIS Director
City of Griffin
100 S. Hill Street
Griffin, GA 30224

Re: Parcel No. 003 05003 – 0 AZ Kelsey Avenue
Parcel No. 007 01002 – 0 Cabin Creek Drive

Dear Brian:

This letter is to advise that the Spalding County Board of Commissioners, at their meeting on Monday, November 6,2023 asked that staff notify the City that Spalding County has no objection to the proposed change in the name of Cabin Creek Drive to Haskell Ward Drive.

Please accept this letter as Spalding County's acknowledgement of notice regarding the change requested for Cabin Creek Drive and our agreement to the Street Renaming Petition.

Best regards,

Steve Ledbetter, PhD.
County Manager

Cc: Kelsey Carden, Staff Attorney

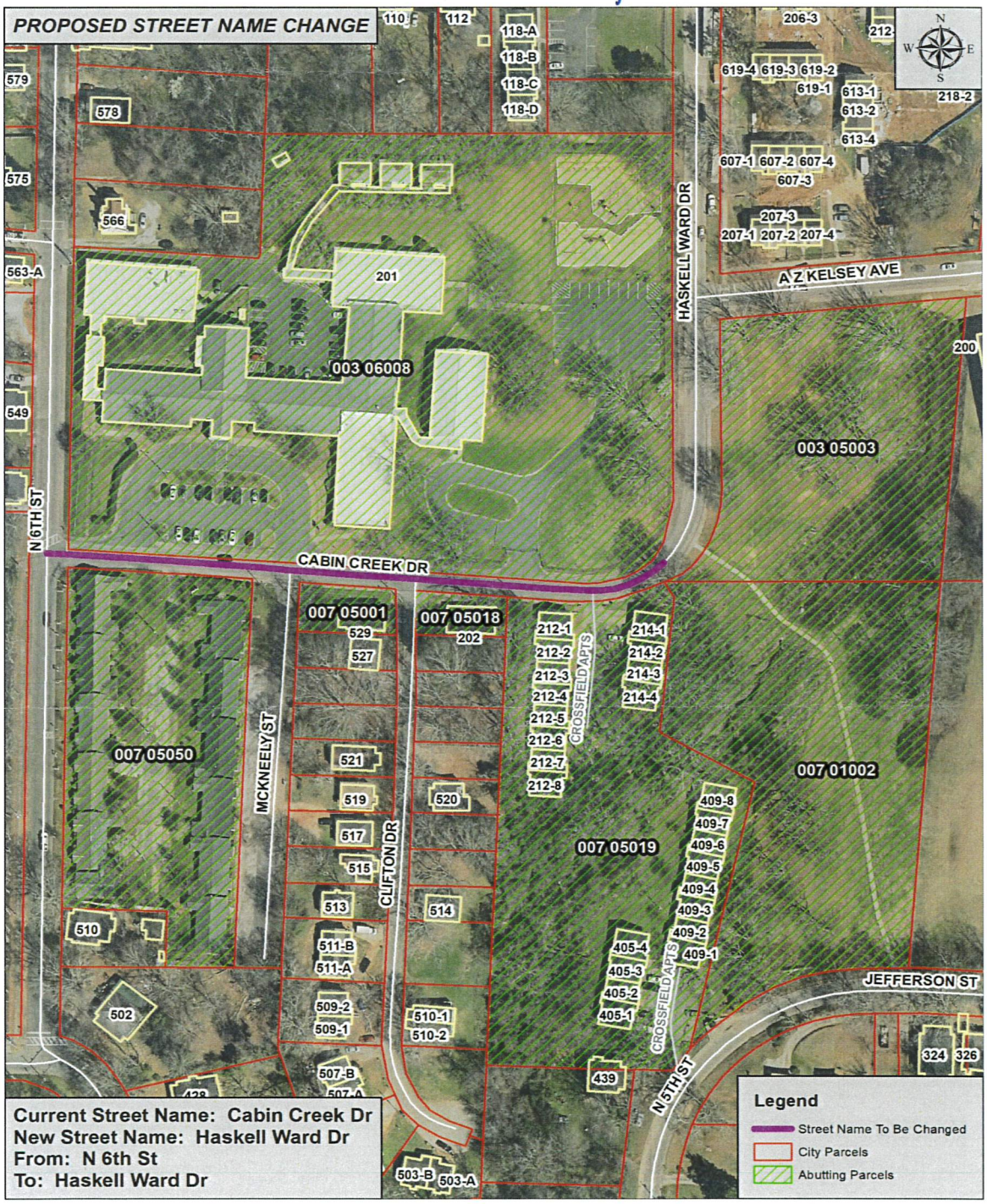
PETITION FOR STREET RENAMING

OCTOBER 19, 2023

This is a Petition for the renaming of Cabin Creek Dr. to Haskell Ward Dr. beginning at N. 6th St. and ending at the existing Haskell Ward Dr.
By signing this petition you **AGREE** that you are in support of renaming Cabin Creek Dr. to Haskell Ward Dr.
Return petition in person to: City of Griffin - GIS Department - 100 S Hill St - 3rd Floor - Griffin, GA 30224 | or |
by mail to: City of Griffin - GIS Department - P.O. Box T - Griffin, GA 30224 | or | scan/picture and email to: bhaynes@cityofgriffin.com

PARCEL ID	PHYSICAL ADDRESS	OWNER OR TENANT
003 06008	201 CABIN CREEK DR	

NAME	SIGNATURE
KEITH L. SIMMONS	



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PARCEL ID	PHYSICAL ADDRESS	OWNER OR TENANT
007 05019	212-214 CABIN CREEK DR	Tenant

NAME	SIGNATURE
LaChina Harris	LaChina Harris



PETITION FOR STREET RENAMING

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PARCEL ID	PHYSICAL ADDRESS	OWNER OR TENANT
007 05050	512 N 6TH ST	Owner

NAME	SIGNATURE
Jessica W. O'Connor	



AGENCY/DIVISION REVIEW FOR STREET RENAMING

NOVEMBER 22, 2023

Application for the renaming of Cabin Creek Drive to Haskell Ward Drive beginning at North 6th Street and ending at the existing Haskell Ward Drive.

Return by December 22, 2023
In person - City of Griffin - GIS Department - 100 S Hill St - 3rd Floor - Griffin, GA 30224
Mail to - City of Griffin - GIS Department - PO Box T - Griffin, GA 30224
Scan/picture of signed form emailed to - bhaynes@cityofgriffin.com

NAME OF AGENCY/DIVISION
Spalding County E911

JOB TITLE
Director - E911

SIGNATURE	DATE
	12/6/23

PHONE NUMBER
770-229-9911

EMAIL ADDRESS
RMeharg@SpaldingCounty.com

COMMENTS FOR OR AGAINST APPROVAL
none.

SEE INCLUDED MAP ON BACK

AGENCY/DIVISION REVIEW FOR STREET RENAMING

NOVEMBER 22, 2023

Application for the renaming of Cabin Creek Drive to Haskell Ward Drive beginning at North 6th Street and ending at the existing Haskell Ward Drive.

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Mail to - City of Griffin - GIS Department - PO Box T - Griffin, GA 30224
Scan/picture of signed form emailed to - bhaynes@cityofgriffin.com

NAME OF AGENCY/DIVISION
City of Griffin

JOB TITLE
City Manager

SIGNATURE	DATE
Jessica W Connor	11/22/2023

PHONE NUMBER
770-229-6408

EMAIL ADDRESS
jconnor@cityofgriffin.com

COMMENTS FOR OR AGAINST APPROVAL

SEE INCLUDED MAP ON BACK

AGENCY/DIVISION REVIEW FOR STREET RENAMING

NOVEMBER 22, 2023

Application for the renaming of Cabin Creek Drive to Haskell Ward Drive beginning at North 6th Street and ending at the existing Haskell Ward Drive.

Return by December 22, 2023
In person - City of Griffin - GIS Department - 100 S Hill St - 3rd Floor - Griffin, GA 30224
Mail to - City of Griffin - GIS Department - PO Box T - Griffin, GA 30224
Scan/picture of signed form emailed to - bhaynes@cityofgriffin.com

NAME OF AGENCY/DIVISION
City of Griffin Fire + Emergency Services

JOB TITLE
Fire Chief

SIGNATURE	DATE
	11/29/2023

PHONE NUMBER
770-229-6415

EMAIL ADDRESS
jhamilton@cityofgriffin.com

COMMENTS FOR OR AGAINST APPROVAL
For our personnel this will make it better since the road will have ~~one~~ name.

SEE INCLUDED MAP ON BACK

AGENCY/DIVISION REVIEW FOR STREET RENAMING

NOVEMBER 22, 2023

Application for the renaming of Cabin Creek Drive to Haskell Ward Drive beginning at North 6th Street and ending at the existing Haskell Ward Drive.

Return by December 22, 2023
In person - City of Griffin - GIS Department - 100 S Hill St - 3rd Floor - Griffin, GA 30224
Mail to - City of Griffin - GIS Department - PO Box T - Griffin, GA 30224
Scan/picture of signed form emailed to - bhaynes@cityofgriffin.com

NAME OF AGENCY/DIVISION
Griffin Police Dept

JOB TITLE
Interim Chief of Police

SIGNATURE	DATE
	12.4.23

PHONE NUMBER
770.229.6450

EMAIL ADDRESS
csampsonecityofgriffin.com

COMMENTS FOR OR AGAINST APPROVAL

SEE INCLUDED MAP ON BACK

AGENCY/DIVISION REVIEW FOR STREET RENAMING

Griffin

NOVEMBER 22, 2023

Application for the renaming of Cabin Creek Drive to Haskell Ward Drive beginning at North 6th Street and ending at the existing Haskell Ward Drive.

Return by December 22, 2023
In person - City of Griffin - GIS Department - 100 S Hill St - 3rd Floor - Griffin, GA 30224
Mail to - City of Griffin - GIS Department - PO Box T - Griffin, GA 30224
Scan/picture of signed form emailed to - bhaynes@cityofgriffin.com

NAME OF AGENCY/DIVISION
Spalding County Sheriff's Office

JOB TITLE
Sheriff

SIGNATURE	DATE
	11/28/2023

PHONE NUMBER
770-467-4282

EMAIL ADDRESS
dldix@spaldingcounty.com

COMMENTS FOR OR AGAINST APPROVAL
Approve renaming Cabin Creek Drive to Haskell Ward Drive.

SEE INCLUDED MAP ON BACK

GIS Department, Brian Haynes
One Griffin Center | 100 S. Hill Street - P.O. Box T | Griffin, GA 30224
P 770.412.9950 W cityofgriffin.com

COST SHEET FOR SIGN CREATION AND RECEIPT OF PAYMENT

Calculation of sign cost which includes the cost of labor for making the sign(s), the sign(s) itself, sign(s) posts, installation of the sign(s), and any additional items pertaining to its creation and installation.

NUMBER OF SIGN BLANK(S)	TOTAL COST OF SIGN BLANK(S)
6 - sized at 6" x 36"	$189.50

NUMBER OF SIGN POST(S)	TOTAL COST OF SIGN POST(S)
0	$0.00

LABOR COST FOR SIGN CREATION	LABOR COST FOR SIGN INSTALLATION
2 Employees 1/2 hour @ $36.72	2 Employees 1/2 hour @ $36.72

OTHER ADDITIONAL COSTS (PLEASE NOTE THE REASON)

TOTAL COST OF SIGN MATERIALS, LABOR, AND ANY ADDITIONAL COSTS
$262.94

APPLICANT'S NAME
Rodney McCord

PAYMENT METHOD	DATE
No payment required as applicant is a Commissioner	

PAYMENT RECEIVED BY SIGNATURE	DATE

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider the minutes of the City of Griffin Board of Commissioners' Regular Meeting on January 9, 2024.

SPECIAL CONSIDERATIONS OR CONCERNS:

All Commissioners were present.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:
Susan Bartholomew

Meeting Date:
23/01/2024

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
01-09-24 Minutes.pdf

CITY OF GRIFFIN BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
ONE GRIFFIN CENTER, W. ELMER GEORGE MUNICIPAL HALL
TUESDAY, JANUARY 9, 2024

Mayor Doug Hollberg presided, convening the meeting at 6 p.m. Commissioners attending included Cynthia Ward, Rose Curtis, Holly Murray, Brad Wright, Truman Tinsley and Rodney McCord. Also present were City Manager, Jessica O'Connor, City Attorney, Drew Whalen, Staff Attorney, Kelsey Carden and Susan Bartholomew to record minutes.

Call to order by Mayor Hollberg

Pledge of Allegiance ..... Commissioner McCord
Invocation ..... Commissioner Tinsley

Approval of Agenda

Motion/second to approve the Agenda by Commissioners Tinsley/Murray carried 7-0.

SPECIAL ORDERS OF BUSINESS

1. Appointment by Mayor Hollberg of Mayor Pro Tem (Vice Chairperson) for calendar year 2024.

   Mayor Hollberg appointed Commissioner Cynthia Ward as Mayor Pro Tem for calendar year 2024. Mayor Hollberg thanked Commissioner Tinsley for his service during 2023.

PRESENTATIONS AND DELEGATIONS

2. Recognize Laura Gallman, Customer Service Representative II, as the December 2023 Strongest Link in the Chain award recipient. *Customer Service Manager, Rita Bagwell, will address.*

   Ms. Bagwell addressed the Commissioners stating that Laura Gallman, Strongest Link for December, was nominated by a customer. Ms. Gallman has received numerous accolades from customers who noted her professionalism, kindness and patience. Ms. Gallman thanked the Commissioners for the recognition.

3. Review financial reports for November 2023. *Finance Director, Deborah Manning-Gilbert will address.*

   Ms. Manning-Gilbert addressed the Commissioners stating as of November 30, 2023, Operating Revenues are $58.8 million which is 43.49% of projections and total expenses are $51.3 million which is 31.9% of projected expenses. LOST collections are $2,355,471 which is 44.4% projections, and TSPLOST collections are $1,885,619 which is 50.5% of projections.

CITIZEN COMMENTS

At this time, the Mayor opens the floor to comments from the audience. Comments should relate to a specific agenda item, not listed on the agenda for a Public Hearing, or to a concern within the jurisdiction of the City. Commission meetings serve the purpose of conducting city business and are not a forum for the unlimited expression of opinion. The Mayor reserves the right to limit comments to matters germane to city business and may refer speakers to the City Manager or other staff for resolution.

Robert Sullins, 1133 Pine Valley Road, Griffin, GA, addressed the Commissioners regarding another sewerage overflow in his yard during and following the heavy rain event on Tuesday morning, noting this is the 12th spill in five years. Mr. Sullins continued that he executed an easement for the sewer line, and it was supposed to be 18 inches, but the lines are 15 inches, and a proposal the Board is considering this evening calls for 12 inch lines. This is inadequate and has been inadequate since Crescent Village started adding homes. He asked the Commissioners to consider a moratorium on new building permits until the problem is solved.

Yoshunda Jones, Griffin, GA, addressed the Commissioners regarding an email sent in December 2023 to the Commissioners from the Citizens Diversity and Inclusion Committee (CDIC) asking questions about diversity and inclusion on appointed board and authorities and

she noted the lack of response, except for Commissioner McCord's response. She continued by reading the email into the record. The email with the questions was resent on January 8, and Mayor Hollberg responded at that time, although Dr. Jones stated he did not answer the questions. She enumerated more concerns, notably opining that the City does not take diversity, equity, inclusion, and belonging issues seriously. She continued by stating that CDIC is prepared to issue a letter to GMA stating its opinion that the City does not deserve the GMA Diversity, Equity, Inclusion and Belonging distinction. Dr. Jones stated another concern regarding a citizen who received a $5,200 utility bill that was not the fault of the customer. She stated the customer's utilities were cut off, and now the citizen and her children are homeless. CDIC knows the City has updated the utility policy, but at what point are slum lords held responsible.

Shaheer Beeyah, 820 Pamela Drive, Griffin, GA, echoed Dr. Jones' comments regarding concerns with lack of diversity in board appointments. He continued by stating his opinion that the Commissioners and City Manager need to reconsider hiring a chief who is from "outside the City", noting that he does not think Chief Sampson can handle the issues related to crime in the City. He stated his opinion that there are people currently on the Griffin Police force that could end these problems overnight, but are not being given the opportunity to do so. He stated the Board and City Manager continue to do the same things over and over, and the City ends up with the same result. Mr. Beeyah stated his opinion that there needs to be changes made. He stated that the City's organizational chart shows the citizens at the top of the chart, but it seems that the citizens are at the bottom of the chart. It takes four votes for the Commissioners to dictate actions to the City Manager. We were told that Chief Sampson didn't want the job of Police Chief, wouldn't take the job of Police Chief, but now she has the job.

Wanda Zellers, 192 Connally Place, Griffin, GA, addressed the Commissioners, noting that she is employed with the Griffin Spalding County School System, and she grew up in Griffin and Spalding County. She asked why Captain Daniel was not considered for the position of Chief of Police, stating her opinion that the citizens of Griffin and Spalding County deserve an explanation why he wasn't given the position. Ms. Zellars stated Captain Daniel is qualified and has earned the right to have this position. Ms. Zellers opined that the City Manager and Board of Commissioners have failed the citizens, stating there are things happening with the system that are affecting our children. Captain Daniel knows the community and has worked in every aspect of the Police Department. He is reliable, humble, and honest.He is his own man, thinks for himself, an educated black man, and it doesn't matter to Captain Daniel whether he is Chief or not. Ms. Zellers stated Captain Daniel is her brother, and they were raised by good people.

Ray Harps Muhammed, 1143 Spring Creek Circle, Griffin, GA, stated the winds of change are happening in the City. He stated the City is going to have to do better with diversity. There are 11 departmens, but how many represent people of color? The government is for all people, but ONE Griffin reflects one demographic, Caucasian. If whites were doing what they needed to do on "my" side of town, then no one would care what color you are. Mr. Muhammed continued that two of the commissioners have been in office for years, so he gave them an "F" for their "report card" because they haven't done anything. Griffin's population is 54% black, but the make up of the police department does not reflect the community. He opined that the City is not paying black people enough to work for the Griffin Police Department. He stated the City is going to have to become more diverse or the people will be forced to take charge. He concluded by stating that the Commissioners and City Manager either see the needs of the people, or we will force your hand.

PUBLIC HEARINGS

Public Hearings are conducted to allow public comment on specific advertised issues such as rezoning, ordinances, policy development, operating budgets and other legislative actions to be considered by the City Commission.

4. Receive comments regarding a proposed expansion of the Downtown Development Authority's boundaries to include the parcels from the state's Opportunity Zone. *Downtown Development Authority Chairman Bruce Ballard and Economic Development Director, Jeremy Stratton, will address.*

Mr. Bruce Ballard of the Downtown Development Authority addressed the Board, noting that the proposed addition of the parcels on Experiment Street will be a natural extension of the DDA

boundaries. It also will help to build a good avenue coming into the City by connecting UGA Griffin with Downtown.

Michael Liss, 1590 Carver Rd., Griffin, GA, addressed the Commissioners, speaking in favor of the extension of the DDA boundary.

Yoshunda Jones, no address, Griffin, GA noted her misgivings regarding the unintended consequences with these types of developments, and her concern for the people who live in the area perhaps being displaced.

CONSENT AGENDA

5. Consider declaring as surplus the following: Unit # 484, a 2004 Ford F250, and Unit # 169, a 2001 Chevy Silverado, all used within Public Works. *Public Works Director, Mariza Eller, will address.*

6. Consider declaring as surplus the following: Unit # 846, a 1988 Onan Portable Generator, Unit # 885, a 2006 Dodge Ram 3500, and Unit # 1809, a 2003 Dodge Ram 3500, all used within Water/Waste Water. *Water/Waste Water Director, Brandon Lewis, will address.*

7. Consider a Task Order Form with Paragon Consulting Group, Inc., under Master Services Agreement, for a Sanitary Sewer Evaluation Study in the Potato Creek Sewer Basin in the amount of $362,200.00. *Director of Water and Wastewater, Brandon Lewis, will address.*

Motion/second to approve the Consent Agenda by Commissioners Murray/Ward carried 7-0.

REGULAR AGENDA

The Regular Agenda includes items that the Commission will individually consider and on which they will possibly take action.

8. Consider a Resolution making an appointment to the office of Judge of Municipal Court and approving compensation for said position.

Motion/second to approve a Resolution making an appointing Griffin "Trey" Howell, III to the office of Judge of Municipal Court and approving compensation for said position by Commissioners Murray/Tinsley carried 7-0.

9. Consider Resolution affirming the appointment of Associate Municipal Court Judge by Municipal Court Judge Griffin "Trey" Howell, III and approving the compensation for such position.

Motion/second to approve a Resolution affirming the appointment of Associate Municipal Court Judge, Lisa R. Reeves by Municipal Court Judge Griffin "Trey" Howell, III and approving the compensation for such position by Commissioners Ward/Murray carried 7-0.

10. Consider Resolutions making appointments to the office of Municipal Court Solicitor and Municipal Court Assistant Solicitor as well as approving compensation for said positions.

Motion/second to approve Resolutions appointing Thomas J. Ison to the office of Municipal Court Solicitor and Clayton Kendrick to the office of Municipal Court Assistant Solicitor as well as approving compensation for said positions by Commissioners Tinsley/Murray carried 7-0.

11. Consider a resolution to appoint Staff Attorney, Kelsey H. Carden, Assistant Municipal Court Solicitor for Code Enforcement and Nuisance.

Motion/second to approve a resolution appointing Staff Attorney, Kelsey H. Carden, Assistant Municipal Court Solicitor for Code Enforcement and Nuisance by Commissioners Ward/Murray carried 7-0.

12. Consider Resolution making appointment to the office of Municipal Court Clerk and approving compensation for said position.

    Motion/second to approve a Resolution appointing Melissa Brock to the office of Municipal Court Clerk and approving compensation for said position by Commissioners Murray/Ward carried 7-0.

13. Consider a Resolution making appointment to the office of City Attorney and approving compensation for said position.

    Motion/second to approve a Resolution appointing Andrew J. Whalen, III to the office of City Attorney and approving compensation for said position by Commissioners Ward/Tinsley carried 7-0.

14. Consider Resolution making appointment to the office of Municipal Registrar and approving compensation for said position.

    Motion/second to approve Resolution appointing Susan Bartholomew to the office of Municipal Registrar and approving compensation for said position by Commissioners Ward/Murray carried 7-0.

15. Consider Resolution appointing Susan Bartholomew, Senior Executive Assistant to the City Manager, as Assistant Secretary to the Commission.

    Motion/second to approve Resolution appointing Susan Bartholomew, Senior Executive Assistant to the City Manager, as Assistant Secretary to the Commission by Commissioners Ward/Murray carried 7-0.

16. Commissioners to appoint one Commissioner to the Archway Executive Committee for a one year term to expire 12/31/24 to succeed Mayor Hollberg whose term expired 12/31/23.

    Commissioner Murray nominated Mayor Hollberg.
    Motion/second to close nominations by Commissioner Tinsley/Ward carried 7-0.
    Appointed: Mayor Doug Hollberg

17. Commissioners to appoint Mayor or designee to Griffin-Spalding Chamber of Commerce as an Ex-Officio voting member for an annual term to expire 12/31/24 to succeed Mayor Hollberg whose term expired 12/31/23.

    Appointed: Mayor Doug Hollberg

18. Commissioners to appoint one member to the Council on Aging for a three-year term to expire 12/31/2026. This appointment is currently vacant.

    Mayor Hollberg nominated Casie Brooks.
    Motion/second to close nominations by Commissioners Ward/Murray carried 7-0.
    Appointed: Casie Brooks

19. Commissioners to appoint three board members to the Griffin Environmental Council for three-year terms set to expire 12/31/26 to succeed Gibb Cotton, Jason Chance and Frank Harris whose terms expired 12/31/23.

    Commissioner Murray nominated Gibb Cotton, Jason Chance and Frank Harris.
    Motion/second to close nominations by Commissioners Ward/Tinsley carried 7-0.
    Appointed: Gibb Cotton, Jason Chance and Frank Harris

20. Commissioners to appoint seven members (Mayor and six Districts) to the City Board of Ethics per Code of Griffin Chapter 2, Administration, Article III, Officers and Employees, Division 2, CODE OF ETHICS.

    Appointed by Commissioner Ward, District 1: Pansy Copeland

Appointed by Commissioner Curtis, District 2: Rosa Blackburn
Appointed by Commissioner Murray, District 3: Leigh Hancher
Appointed by Commissioner Wright, District 4: Pam Morris
Appointed by Commissioner Tinsley, District 5: Jerry Spoon
Appointed by Commissioner McCord, District 6: Rebekah Betsill
Appointed by Mayor Hollberg, At-Large: Steve Crouch

21. Commissioners to appoint Commissioner to the Griffin Downtown Council for an annual term to expire 12/31/24 to succeed Mayor Doug Hollberg whose term expired 12/31/23.

    Commissioner Tinsley nominated Mayor Hollberg.
    Motion/second to close nominations by Commissioners Ward/Murray carried 7-0.
    Appointed: Mayor Doug Hollberg

22. Commissioners to appoint one member to the Griffin-Spalding Airport Authority, Post 6, for a six-year term set to expire 12/31/2029 to succeed Joseph Reheiser whose term expired 12-31-23.

    Commissioner Murray nominated Thomas J. Barrett, Jr.
    Motion/second to close nominations by Commissioners Tinsley/Ward carried 7-0.
    Appointed: Thomas J. Barrett, Jr.

23. Appoint Commissioner to the Griffin-Spalding Airport Authority for a term concurrent with his/her City Commissioner term of office to succeed Mayor Doug Hollberg whose term expired 12/31/23.

    Commissioner Murray nominated Mayor Hollberg.
    Motion/second to close nominations by Commissioners Tinsley/Ward carried 7-0.
    Appointed: Mayor Doug Hollberg

24. Commissioners to appoint two members to the Griffin-Spalding County Development Authority each for three-year terms set to expire 12/31/26 to succeed Harry Kierbow and Chuck Copeland whose terms expired 12/31/23 and one member for the Joint Appointment for a three-year term set to expire 12/31/26 to succeed Brian Miller, appointed by Spalding County in 2021, whose term expired 12/31/23.

    Mayor Hollberg nominated Harry Kierbow and Brian Miller for three-year terms. He nominated Jane Mann for the joint appointment for a three-year term.
    Motion/second to close nominations by Commissioners Tinsley/Murray carried 7-0.
    Appointed: Harry Kierbow, Brian Miller and Jane Mann

25. Commissioners to appoint Mayor or designee to the Griffin-Spalding Development Authority for an annual term to expire 12/31/24 to succeed Commissioner Cora Flowers whose term expired 12/31/23.

    Appointed: Commissioner Rodney McCord

26. Commissioners to appoint one member to the Griffin-Spalding County Hospital Authority for a four-year term set to expire 12/31/27, to succeed Cal Oxford whose term expired 12/31/23.

    Commissioner Tinsley nominated Cal Oxford.
    Motion/second to close nominations by Commissioners Ward/Murray carried 7-0.
    Appointed: Cal Oxford

27. Commissioners to appoint Ex-Officio, Non-Voting Commissioner to the Griffin-Spalding Hospital Authority for an annual term set to expire 12/31/24 to succeed Commissioner David Brock whose term expired 12/31/23.

    Commissioner McCord nominated Commissioner Curtis.
    Motion/second to close nominations by Commissioners Ward/Murray carried 7-0.
    Appointed: Commissioner Rose Curtis

28. Commissioners to appoint two members to the Historic Preservation Commission for three-year terms set to expire 12/31/26 to succeed Yoshunda Jones and Drew Todd.

    Mayor Hollberg nominated Drew Todd.
    Commissioner McCord nominated Yoshunda Jones.
    Motion/second to close nominations by Commissioners Murray/Ward carried 7-0.
    Appointed: Drew Todd appointed for a three-year term by a vote of 5, Commissioners Ward, Murray, Wright, Tinsley and Mayor Hollberg.

    Commissioner McCord nominated Yoshunda Jones.
    Commissioner Ward nominated Cora Flowers.
    Motion/second to close nominatioins by Commissioners Murray/Tinsley carried 7-0.
    Appointed: Cora Flowers appointed for a three-year term by a vote of 4, Commissioners Ward, Murray, Tinsley and Mayor Hollberg.

29. Appoint two members to the Griffin Housing Authority, one for a five-year Resident Representative term (Griffin Housing Authority recommendation) set to expire 12/31/28 to succeed Eula Redding whose term expired 12/31/23 and one for a one-year term as Resident Appointee set to expire 12/31/24 to succeed Gloria Pine whose term expired 12/31/23.

    Commissioner Ward nominated Eula Redding for a five-year term.
    Motion/second to close nominations by Commissioners Tinsley/Murray carried 7-0.
    Appointed: Eula Redding

    Commissioner Ward nominated Gloria Pine for a one-year term.
    Motion/second to close nominations by Commissioners Ward/Murray carried 7-0.
    Appointed: Gloria Pine

30. Commissioners to appoint a Commissioner to the Griffin Housing Authority for an annual appointment as Ex-Officio Member for a term to expire 12/31/24 to succeed Commissioner Cynthia Ward whose term expired 12/31/23.

    Mayor Hollberg nominated Commissioner Ward.
    Motion/second to close nominations by Commissioners Tinsley/Murray carried 7-0.
    Appointed: Commissioner Cynthia Ward

31. Commissioners to appoint four members to the Griffin Main Street Advisory Board: one Business/Property owner (downtown area) for a three-year term to succeed Ross DeBono whose term expired 12/31/23, one Business/Property owner (downtown area) to fulfill a two-year unexpired term, one Local Architect Firm/Business Contractor to fulfill a one-year unexpired term and one Neighborhood-District Resident to fulfill a one-year unexpired term.

    Mayor Hollberg nominated Ross DeBono for a three-year Business/Property Owner term, Kizzy Watts to fulfill a two-year Business/Property Owner unexpired term, Kenneth Moore to fulfill a one-year Local Architect Firm/Business Contractor unexpired term and Dan Wulf to fulfill a one-year Neighborhood-District Resident unexpired term.
    Motion/second to close nominations by Commissioners Tinsley/Ward carried 7-0.
    Appointed: Ross DeBono for a three-year term, Kizzy Watts to fulfill a two-year, unexpired term, Kenneth Moore to fulfill a one-year, unexpired term and Dan Wulf to fulfill a one-year, unexpired term.

32. Appoint Mayor or Designee to Main Street Program for an annual term set to expire 12/31/24 to succeed the term of Mayor Hollberg which expired 12/31/23.

    Appointed: Mayor Doug Hollberg

33. Appoint two members, Employee Participant and Retiree Participant, to the City's Pension Committee for one-year terms set to expire 12/31/24.

    Commissioner Ward nominated Susan Bartholomew as Employee Participant and Teresa Watson as Retiree Participant to the City's Pension Committee.
    Motion/second to close nominations by Commissioners Tinsley/Murray carried 7-0.

Appointed: Susan Bartholomew, Employee Participant and Teresa Watson, Retiree Participant for one-year terms.

34. Commissioners to appoint members to Planning and Zoning Board for two district representatives: one for a three-year term to District 5 to succeed Tarsha Hall whose term expired 12/31/23 to be appointed by District 5 Commissioner, Truman Tinsley, and one for a three-year term to the At-Large Seat to succeed Neal Baldwin whose term expired 12/31/23 to be appointed by Mayor Doug Hollberg.

    Appointed by Commissioner Truman Tinsley, District 5: General Bill Thielemann
    Appointed by Mayor Doug Hollberg, At-Large: Neal Baldwin

35. Commissioners to appoint City Law Enforcement member to Spalding County Collaborative Authority for Families and Children. The City Law Enforcement member will serve for a one-year term set to expire 12/31/24.

    Commissioner Ward nominated Captain Daniel Jett.
    Motion/second to close nominations by Commissioners Tinsley/Murray carried 7-0.
    Appointed: Captain Daniel Jett

36. Appoint Commissioner liaison to Spalding County Collaborative Authority for a one-year term to succeed Commissioner Flowers whose term expired 12/31/23.

    Mayor Hollberg nominated Commissioner Curtis.
    Motion/second to close nominations by Commissioners McCord/Tinsley carried 7-0.
    Appointed: Commissioner Rose Curtis

37. Commissioners to appoint one citizen non-public member to the Three Rivers Regional Commission Board of Directors for a one-year term set to expire 12/31/24 to succeed David Johnson whose term expired 12/31/23.

    Mayor Hollberg nominated David Johnson.
    Commissioner McCord nominated Sharon King.
    Motion/second to close nominations by Commissioners Ward/Murray carried 7-0.
    Appointed: David Johnson by a vote of 6, Commissioners Ward, Curtis, Murray, Wright, Tinsley and Mayor Hollberg

38. Consider appointments to the Three Rivers Area Agency on Aging Advisory Council for two (2) three-year terms set to expire 12/31/2026 to succeed Ninotchka Freeman and Bonnie Pfrogner whose terms expired 12/31/23.

    Commissioner Murray nominated Janie Clark.
    Commissioner Ward nominated Bonnie Pfrogner.
    Motion/second to close nominations by Commissioners Tinsley/Murray carried 7-0.
    Appointed: Janie Clark and Bonnie Pfrogner

39. Appoint two At-Large Members to the Griffin-Spalding Area Transportation Committee for annual terms set to expire 12/31/24 to succeed Kirby Sisk and Bruce Reid whose terms expired 12/31/23, along with City Department Head appointee, Ex-Officio Fire appointee and Ex-Officio Police appointee for annual terms to expire 12/31/24.

    Commissioner Ward nominated Jason Chance and Clive McCarthy.
    Motion/second to close nominations by Commissioners McCord/Murray carried 7-0.
    Appointed: Jason Chance and Clive McCarthy

    City Department Head Appointee: Director of Public Works, Mariza Eller
    Ex-Officio Fire Appointee: Chief John Hamilton
    Ex-Officio Police Appointee: Captain Brian Jones

40. Appoint two Commissioners to the Griffin-Spalding Area Transportation Committee for annual terms to expire 12/31/24 to succeed Commissioner Truman Tinsley and Commissioner David Brock whose terms expired 12/31/23.

Mayor Hollberg nominated Commissioners Tinsley and Wright.
Motion/second to close nominations by Commissioners Murray/Ward carried 7-0.
Appointed: Commissioners Truman Tinsley and Brad Wright

41. Commissioner to appoint Mayor (only) to annual position on Workforce Investment Council's Chief Elected Officials Organization (CEOO) for a term to expire 12/31/24 to succeed Mayor Hollberg whose term expired 12/31/23.

    Appointed: Mayor Doug Hollberg

42. Consider the minutes of the City of Griffin Board of Commissioners' Called Workshop Meeting on December 12, 2023.

    Motion/second to approve the minutes of the City of Griffin Board of Commissioners' Called Workshop Meeting on December 12, 2023 by Commissioners Murray/Tinsley carried 5-0-2. Commissioners Curtis and Wright abstained as neither had taken office.

43. Consider the minutes of the City of Griffin Board of Commissioners' Regular Meeting on December 12, 2023.

    Motion/second to approve the minutes of the City of Griffin Board of Commissioners' Regular Meeting on December 12, 2023 by Commissioners Tinsley/Murray carried 4-0-3. Commissioner McCord abstained as he did not attend the meeting. Commissioners Curtis and Wright abstained as neither had taken office.

44. Consider a contract with McLeroy, Inc., best responsive quote, in the amount of $37,750.00 to replace TPO roof, clean out existing debris, and demo and replace all interior existing drywall on the Roof Top Storage building located on the third floor of One Griffin Center. *Public Works Director, Mariza Eller, will address.*

    Motion/second to approve a contract with McLeroy, Inc., best responsive quote, in the amount of $37,750.00 to replace TPO roof, clean out existing debris, and demo and replace all interior existing drywall on the Roof Top Storage building located on the third floor of One Griffin Center by Commissioners Murray/Ward carried 7-0.

45. Consider a Task Order Form with Hazen and Sawyer, under Master Services Agreement, for a budget increase of Construction Management services for the Heads Creek Dam Rehabilitation project in the amount of $520,000.00. *Director of Water and Wastewater, Brandon Lewis, will address.*

    Motion/second to approve a Task Order Form with Hazen and Sawyer, under Master Services Agreement, for a budget increase of Construction Management services for the Heads Creek Dam Rehabilitation project in the amount of $520,000.00 by Commissioners Ward/Murray carried 7-0.

46. Consider engaging F.S. Scarbrough Industrial, best responsive quote, to provide services in the amount of $42,904.00 for electrical improvements to the Shoal Creek Wastewater Treatment Plant, and amend the budget accordingly. *Water and Wastewater Director, Brandon Lewis, will address.*

    Motion/second to approve engaging F.S. Scarbrough Industrial, best responsive quote, to provide services in the amount of $42,904.00 for electrical improvements to the Shoal Creek Wastewater Treatment Plant, and amend the budget accordingly by Commissioners Murray/Ward carried 7-0.

47. Consider a resolution expanding the Downtown Development Authority's boundaries to include the parcels from the state's Opportunity Zone. *Downtown Development Authority Chairman Bruce Ballard and Economic Development Director, Jeremy Stratton, will address.*

Motion/second to approve a resolution expanding the Downtown Development Authority's boundaries to include the parcels from the state's Opportunity Zone by Commissioners Tinsley/Ward carried 7-0.

48. Consider, retroactively, the Schedule E, Tax and Fee Administration Services and Fees, to the Master Services Agreement with Hinderliter De Llamas & Associates. *Finance Director, Deborah Manning-Gilbert will address.*

    Motion/second to approve retroactively, the Schedule E, Tax and Fee Administration Services and Fees, to the Master Services Agreement with Hinderliter De Llamas & Associates by Commissioners Ward/Murray carried 7-0.

49. Consider a resolution amending the contract of City Manager, Jessica Whatley O'Connor. *City Manager, Jessica O'Connor, will address.*

    Motion/second to approve a resolution amending the contract of City Manager, Jessica Whatley O'Connor by Commissioners Murray/Ward carried 5-2 with Commissioners Curtis and Wright voting against approval.

50. Consider amending the Elected Officials Travel and Training Policy to align the Commissioners' travel meals reimbursable amounts with the City's employees' reimbursable amounts as stated in the City of Griffin Personnel Policy. *City Manager, Jessica O'Connor, will address.*

    Motion/second to approve amending the Elected Officials Travel and Training Policy to align the Commissioners' travel meals reimbursable amounts with the City's employees' reimbursable amounts as stated in the City of Griffin Personnel Policy by Commissioners Ward/Murray carried 7-0.

51. Commissioners to select an Ethics Board, consisting of three (3) of the seven (7) appointees for consideration of an ethics complaint filed again City Manager, Jessica W. O'Connor, by Tina Marie Marsden on December 29, 2023. Commission also needs to authorize the retention of independent legal counsel to represent the Ethics Board in this matter. *City Attorney, Drew Whalen, will address.*

    Selected: Leigh Hancher, District 3
    Pansy Copeland, District 1
    Pam Morris, District 4

    Motion/second to authorize retention of independent legal counsel to represent the Ethics Board by Commissioners McCord/Tinsley carried 7-0.

CITY MANAGER'S REPORT

The City Manager will update the Commission on pending items, upcoming workshops, meetings, conferences and other pertinent issues.

1. Ms. O'Connor congratulated Ms. Gallman for her Strongest Link award, noting that it is a well-deserved honor.
2. Law Enforcement Appreciation Day is today, Tuesday January 9, 2024. Ms. O'Connor thanked the law enforcement officers in attendance at the meeting. They have a tough job and the last couple of weeks have been immensely difficult. All the law enforcement officers and officials handled themselves with grace and poise following the loss of a fellow officer. Almost daily, they put themselves in dangerous situations, and Ms. O'Connor expressed her thankfulness for all.
3. Weather wreaked havoc throughout the City today, Tuesday, January 9. Stormwater has done a great job getting out as quickly as possible to clean up as much as possible. There was damage to One Griffin Center, and some roads in the County had to be shut down around the dam at Heads Creek. Despite all that, there were only four electric outages the entire day. We postponed garbage collection because it was too dangerous for the employees to be out this morning, and if Solid Waste had gone out this

afternoon, there would not be enough time to finish the pickup before dark, so all citizens' garbage service will be pushed back one day.

4. The City has been awarded two projects. The Green Infrastructure Center, supported by the Georgia Forestry Commission, has awarded the City technical support to help us map and manage our urban and community forest. The amount awarded is up to $10,000 to help the City replenish and manage the canopy lost during the 2023 tornado event. Additionally, the City was awarded the low-income housing tax credit project for the Griffin Daily News site which will add approximately 60 affordable housing units to downtown. That will be a huge boon for East Solomon Street, and we are excited to get that site cleaned up and ready for construction.
5. January 12, 2023 is a day that will live in infamy for the City of Griffin. On Friday, January 12, 2024, there will be a first responder breakfast at the Kiwanis Center from 7 a.m. to 9 a.m. sponsored by Brightmoor. At 10 a.m. there will be a formal program given by the City, County, School System and Community Partners that participated in the aftermath of the storm.
6. On January 23, 2024 we will have the Commissioners' Annual Goals Workshop at Idlewilde Event Center in Flovilla, GA. It is a full day, beginning at 8:30 a.m. We will also have a meeting that evening.
7. GMA's Cities United Summit is January 26-29 in Atlanta. Ms. O'Connor stated she is happy to help Commissioners register for the MEAG dinner on Sunday night.
8. Ms. O'Connor stated that she and Mayor Hollberg will be going to Atlanta to the Capitol on Wednesday, January 17 at 2 p.m. to meet with the Lieutenant Governor and our local legislative delegation regarding funding for the new airport.
9. Ms. O'Connor concluded her remarks by stating she is looking forward to working with each Commissioner for the coming year, and thanked the Commissioners.

CITY ATTORNEY COMMENTS

Mr. Whalen stated his appreciation for the Board's confidence in him for the next two years. He stated he is looking forward to a great year.

COMMISSIONER REPORTS

Commissioners will provide updates regarding issues of interest from their respective districts and/or committee reports.

Ward: Commissioner Ward stated she met with Commissioners Curtis and Wright last week during newly elected training, and she welcomed them. She thanked the City's new Police Chief, Connie Sampson.

Curtis: Commissioner Curtis thanked all for coming, noting she is a work in progress. She stated she is here for the citizens, and plans to help work across the board to get things done for citizens throughout the City and in District 2. She stated this has been exciting and new, and stated her intent to roll up her sleeves and work.

Murray: Commissioner Murray congratulated the new commissioners and all the appointees. It is good to see everyone and happy new year. She stated her readiness to work also. She concluded by congratulating Ms. O'Connor.

Wright: Commissioner Wright thanked all for coming and asked all to bear with him while he learns.

McCord: Commissioner McCord thanked all for coming and participating. He thanked all those who exercised the right to voice an opinion. He encouraged all citizens to sign up for Citizens' Government Academy which offers citizens an opportunity to gain a better

understanding of how city government operates. He welcomed Commissioners Curtis and Wright. Mr. McCord noted that he started on the City Commission 30 years ago in January 1994, which is more than half his life. He wished them a happy and speedy 30 years, and noted that he looks forward to working with both of them.

Tinsley: Commissioner Tinsley congratulated Commissioners Curtis and Wright on the election, and stated he is looking forward to working with them.

Hollberg: Mayor Hollberg began his comments by responding to a citizen comment earlier this evening from Dr. Yoshunda Jones, noting that Dr. Jones stated she had some citizens call and email Mayor Hollberg regarding a $5,200 utility bill and stating he did not respond. Mayor Hollberg continued that if he gets a phone call, he is going to dig into any issue presented to him. That is a complete, outright misstatement. No one has called or emailed him about a $5,200 utility bill. He stated that he has an open-door policy, and he will be glad to work with anyone who wants to discuss a problem. He acknowledged Law Enforcement Appreciation Day, and asked God's blessings on all law enforcement. He stated the ceremony for Marc McIntyre was unbelievable, and stated that he received a note from Spalding County Commission Chair, Clay Davis, thanking the City for its support. Mayor Hollberg concluded his remarks by reminding all that January 12, 2023 was the date of the tornado event in Griffin and Spalding County, and he stated Staff and personnel have been amazing this past year, and he is very proud of all. This Friday, January 12, 2024, the community will reflect. He stated he is beginning his 21st year of service to the City and its citizens. Thank you.

ADJOURN

Motion/second at 7:43 p.m. to adjourn the meeting by Commissioners Ward/Murray carried 7-0.

Respectfully submitted,

_____ _____

Douglas S. Hollberg, Mayor Jessica W. O'Connor, City Manager

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider the purchase of ninety 70W Caretaker LED lights at $9,810.00, ninety-six 132W Verdion LED lights at $31,008.00, three hundred Photo Controls at $5,100.00, twenty 213W Galleons LED lights at $16,300.00, twenty 321W Galleon LED lights at $19,700.00, twenty 255W Navion LED lights at $14,260.00, fourteen 30' direct bury F/G poles at $20,930.00, three double light arms at $300.00 and eleven single light arms at $990.00, from Gresco Utility Supply, Sole Source, for a total purchase of $118,398.00. *Electric Director, Jennifer Freeman, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The lighting purchase is to replenish inventory.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

90- 70W Caretaker LED lights: $9,810.00
96- 132W Verdion LED lights: $31,008.00
300- Photo Controls: $5,100.00
20- 213W Galleon LED lights: $ 16,300.00
20-321W Galleon LED lights: $19,700.00
20- 225W Navion LED lights: $14,260.00
14- 30' Direct Bury F/G poles: $20,930.00
3- Double Light Arms: $300.00
11-Single Light Arms: $990.00
Total: $118,398.00 budgeted in FY24 budget

Submitted By:
Jennifer Freeman

Meeting Date:
23/01/2024

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
PO-Lighting-Gresco-BOC 1-23-24.pdf
Quote-Lighting-Gresco-BOC 1-23-24.pdf
Sole Source-Lighting-Gresco-BOC 1-23-24.pdf

Griffin
Growing, TOGETHER

City of Griffin, Georgia SH 1/10/24
100 S Hill Street
P O Box T
Griffin, Georgia 30224
(770) 229-6401

DATE: 1/8/23

FY24 Purchase Order No.
Bid/Quote No. 10227787-00
Vendor No. 1551

Vendor Name & Address
Gresco Utility Supply Inc.
1135 Rumble Rd.
Forsyth, GA 31029

ecombs@gresco.com
Ph: 800-329-3421 Fax: 800-299-4324

Freight is FOB Destination Deliveries are accepted between the hours of 8:00 a.m. and 4 p.m.

Submit APPROVED packing slips to Accounts Payable. Highlight PO# & account distribution. Note any changes or additional accounts.

*Terms: Net 30 unless otherwise specified on PO

Per Georgia State Code 48.8, the City of Griffin is tax exempt from sales and use tax.

Deliver to:
City of Griffin
Electric Line Construction
1010 N. Hill Street
Griffin, GA 30223

ATTN: Rusty Spear
Phone: 770-229-6406 Fax: 678-692-0401

- - ANY CHANGE ORDERS TO ANY PO OR WORK ORDERS MUST BE AUTHORIZED IN WRITING AND APPROVED. ALL INVOICES SUBMITTED FOR PAYMENT MUST REFERENCE A VALID PURCHASE ORDER NUMBER. - -

- VENDORS MUST HAVE A CURRENT REGISTRATION ON FILE PRIOR TO PO PROCESSING - On File? Y/N **Y**

Description	Account Number	Quantity	UOM	Unit Price	Extended Totals
70W Caretaker LED Lights	510 - 0000 - 11 - 3603 - 0000	90	EA	109.000	**9,810.00**
Our P/N 41-001	- - - -				
132W Verdion LED Lights	510 - 0000 - 11 - 3603 - 0000	96	EA	323.000	**31,008.00**
Our P/N 41-005	- - - -				
ELL-124-8455 Photo Controls	510 - 0000 - 11 - 3603 - 0000	300	EA	17.000	**5,100.00**
Our P/N 41-023-00	- - - -				
213W Galleons LED Lights 41-065	510 - 0000 11 - 3603 - 0000	20.00	EA	815.000	**16,300.00**
321W Galleon LED Lights 41-042	510 - 0000 - 11 - 3603 - 0000	20	EA	985.000	**19,700.00**
225W Navion LED Lights 41-063	510 - 0000 - 11 - 3603 - 0000	20	EA	713.000	**14,260.00**
30' Dir Burt F/G Poles 13-029-01	510 - 0000 - 11 - 3603 - 0000	14	EA	1,495.000	**20,930.00**
AMI2233AJHBK Double Light Arms40-056-01	510 - 0000 - 11 - 3603 - 0000	3	EA	100.000	**300.00**
AMI2173AJHBLK Single Light Arms40-058-01	510 - 0000 - 11 - 3603 - 0000	11	EA	90.000	**990.00**
CAPITAL PROJECT #:	- - - -	*enter debit/credit amounts in*			
(DISTRIBUTION & $$)	- - - -	*the extended totals column*			
COMMENTS:				**Totals: $**	**$ 118,398.00**

1-10-2024

Sole source sheet Attached

FY24 Purchase Order

COG USE ONLY
PRICING METHOD:
Elect QC 1-10-24 — Dept / Requestor / Date
COG USE ONLY
1/11/24
Purchasing / Date
Deborah M Gilbert 1/11/24 — Finance Director / Date

	Verbal / Phone
X	Email/Mail/Fax
	Bid / RFP #

Jason Crane 1-10-24 — Department Mgr / Date

Copy emailed to Supplier
Supplier Notified

City Manager / Date
BOARD / Date

GRESCO

Quote

Entered Date	Taken By	Customer #	Order #
1/8/24	gfle	1595	10227787-00
	Expiration Date	PO #	Page #
		JOHN PIERCE	1

Bill To	Ship To	Remit To
CITY OF GRIFFIN ELECTRIC DEPT PO BOX T GRIFFIN, GA 30224-0046	City of Griffin LINE CONSTRUCTION DIV. 1010 N HILL ST GRIFFIN, GA 30223-1930	GRESCO PO BOX 932918 ATLANTA, GA 31193-2918

Please note that the quote's expiration date, pricing, and lead times are subject to change based on manufacturing updates. GRESCO will communicate any changes at the time the order is placed.

Instructions

Ship Point	Via	Shipped	Terms	SlsRepIn/Out
Gresco-Forsyth, GA	Gresco Truck		Net 30 Days	Izec / ecom

Notes

Line	Product and Description	Order Quantity	Qty UM	Unit Price	Price UM	Amount(Net)
1	**CRTK2C01HDUT5RTH10MSPVAG5XU112726** LIGHT LED 71W CARETAKER2 NO GLOBE MAXIMO LABEL: 0003 COMPLETE PART # CRTK2-C01H-D-U-T5R-TH-10MSP-V-A-G5X-U112726 9,667 Lumens *** IN STOCK *** Customer Prod: 41-001	90.00	EA	109.00	EA	9,810.00
2	**VERDCA2130740UT3AP10MSPPR7U123760** LIGHT LED 132W GREY T3 48" LEADS MAXIMO LABEL 0040 VERD-CA2-130-740-U-T3-AP-10MSP-PR7-U123760 48" LEADS 18,267 LUMENS *** IN STOCK *** Customer Prod: 41-005	96.00	EA	323.00	EA	31,008.00
3	**ELL-124-8455** PHOTO CONTROL W/TRIAC GREEN LED MULTI-VOLT *** IN STOCK *** Customer Prod: 41-023-00	300.00	ea	17.00	ea	5,100.00
4	**GLANSA4C740UT4FTSPBK10MSPTHPR710XU134967** LIGHT LED 4 CUBE 213W BLACK TILTED T4FT 2-3/8 *** PARTIAL STOCK - 6 WEEKS *** Customer Prod: 41-065	20.00	EA	815.00	EA	16,300.00

Line	Product and Description	Order Quantity	Qty UM	Unit Price	Price UM	Amount(Net)
5	**GLANSA6C740UT4FTSPBK10MSPTHPR710XU134970** LIGHT LED 6 CUBE 321W BLACK TILTED T4FT 2-3/8 MAXIMO LABEL: 1643.430 COMPLETE PART # GLAN-SA6C-740-U-T4FT-SP-BK-10MSP-TH-PR7-10X-U134970 41,598 LUMENS *** IN STOCK *** Customer Prod: 41-042	20.00	ea	985.00	ea	19,700.00
6	**NVNSA4C740UT4FTBK10KPR710XU112709** LIGHT LED 4 CUBE 225W BLACK T4FT ALL BLACK COMPLETE PART # NVN-SA4C-740-U-T4FT-BK-10K-PR7-10X-U112709 29,129 LUMENS *** 6-8 WEEKS *** Customer Prod: 41-063	20.00	EA	713.00	EA	14,260.00
7	**25523-P1** POLE 30' MH DIR BURY BLACK STOCK TENON 30' MOUNTING HEIGHT, 35' OVERALL LENGTH, DIRECT BURIED ROUND TAPERED ALUMINUM POLE WITH A 2 7/8" OD X 4" TALL TENON BLACK , 4" X 9" HANDHOLE Customer Prod: 13-029-01	14.00	EA	1,495.00	EA	20,930.00
8	**AMI-223-3-A-JH-BLK** ARM 12" DOUBLE BLACK 2-7/8" J HOOK BACK TO BACK Customer Prod: 40-056-01	3.00	EA	100.00	EA	300.00
9	**AMI-217-3-A-JH-BLK** ARM 12" TENON MNT BLACK J HOOK 2 7/8" OD ***SINGLE 12" PIPE ARM TO GO OVER A 2-7/8" OD TENON**** *****WITH RUBBER GROMMET and SINGLE J HOOK********* Customer Prod: 40-058-01	11.00	EA	90.00	EA	990.00

9	**Lines Total**	**Total Order Quantity**	**574.00**	**Subtotal**	**118,398.00**
				Taxes	**0.00**
				Total	**118,398.00**

CITY OF GRIFFIN
FY24 SOLE BRAND/SOLE SOURCE/ SINGLE SOURCE JUSTIFICATION

Request Type and Details (select one)

○ **Sole Brand*** – The item(s) requested have unique performance features (branded) not found in other items but is available on the open market from multiple sources. OEM repair parts are considered sole brand and possibly sole source.

◉ **Sole Source** – The item(s) requested has necessary features and **only one** supplier is capable of satisfying the requirements. A situation where a manufacturer has only one authorized distributor would be classified as sole source, such as parts only available from the manufacturer. Sole source justifications must be re-submitted annually.

○ **Single Source** – The procurement is very similar in nature to Sole Source, although two or more suppliers can satisfy the requirements. The department has 'substantial reasons' for selecting one supplier. A good example would be an IT department buying standardized equipment from a single source for increased warranties and volume discounts or repair from a single authorized repair source.

Provide a description and identify the make/model of the item and quantity — Cooper Lights

Detail the research that has been done to qualify this for selected method of procurement:

Gresco is the onle Company to carry Coopers lights that meet the Specs For the City Of Griffin

Supplier/Source Name/Address:

Gresco Utility Supply Inc 1135 Rumble Rd Forsyth Ga 31029

Supplier/Source Contact: **Eddie Combs** **Phone:** **800-329-3421**

Scope of Work: Provide description of purpose for the request and what other comparable options have evaluated. (Include brand name, model, and vendor name). Can the request be modified to allow for competition?

Street Lighting and Security Lighting

Is this a 1-time procurement? Estimated expenditure- one-time OR - annual spend

Exclusive Capability: Provide a detailed description of the goods/services needed and the proposed source's unique capabilities and/or performance of work and why this is the only source.

Gresco is the only supply Co that carries the Light that meet the specs of the City Of Griffin

Requestor Information

I hereby certify the validity of the information and feel confident this justification for sole brand / sole source meets the criteria and would withstand a vendor protest or an audit .

Date of Request: 10/4/2023 Requestor: John Pierce

Department: Electric Dept Acctng Code: 510-0000-11-3603-0000 Phone: 678-330-0850

Purchasing Use Only ↓				**Finance Approval:**	
Comments:					
Date Processed:	1/8/2924	Date Posted to GPR:		Solicitation #:	
Outcome:					
Awarded Sole Source:		Issued PO/Contract:		Competitive Bid:	Protests:

* Sole Brands are specific items that may be available on the open market from multiple dealers. Sole BRAND purchases may possibly be treated as a single source if properly justified. Standardization throughout the City (i.e. Dell technology purchased direct from Dell for volume discounts and Ford fleet vehicles purchased from Speedway for warranty and other reasons) would be examples of sole brands treated as single sources.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a Task Order Form with Hazen and Sawyer, under Master Services Agreement, for Dam Inspection for the Still Branch reservoir in the amount of $2,800.00. *Director of Water and Wastewater, Brandon Lewis, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

This TOF is in accordance with the approved 2015 Master Services Agreement with Hazen & Sawyer, engineer of record for the Still Branch reservoir and dam. This TOF is for the visual inspection of the Still Branch dam during the first quarter of 2024, which is a requirement of the Georgia EPD's Safe Dams Program.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

FY24 budgeted funds in account 505-4432-52-1200 in the amount of $10,000.00. This TOF is for $2,800.00.

Submitted By:
Brandon Lewis

Meeting Date:
23/01/2024

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
HS COG Task Order 20 Letter 2024 Dam Inspections 20231124.pdf

Hazen and Sawyer
1300 Altmore Avenue, Suite 520
Atlanta, GA 30342 • 404.459.6363

November 24, 2023

Brandon M. Lewis
Watershed Management Director
City of Griffin
100 South Hill Street
Griffin, Georgia 30223

Re: City of Griffin
2015 Master Services Agreement
Task Order 20 – 2024 Q1 Dam Inspection

Dear Mr. Lewis:

Hazen is pleased to submit the attached Task Order associated with our Master Service Agreement with the City of Griffin. The services under this Task Order are associated with the 2024 first-quarter visual inspection of the Still Branch Reservoir Dam. This year, the Heads Creek Reservoir Dam requires no formal inspection due to the ongoing dam rehabilitation construction.

We have shifted the dam inspection to the first quarter of 2024 to align with the inspection provided in the first quarter of 2023. Our Scope of Services includes a visual inspection and photo documentation of the dam. In addition, we will complete the Embankment Dam Inspection Form currently in use by the Georgia Safe Dams Program and provide an Inspection Report outlining issues or deficiencies noted during the visual inspection.

We are providing the attached Task Order Form with our Scope of Services and Fees. Please let me know if you have any questions concerning this issue or require additional information.

Sincerely,

Jeffery G. Powers, PE
Vice President
Georgia Safe Dams Engineer of Record

Enclosure

Job no 31252

Scope of Services

The Scope of Services will be provided in accordance with the provisions of the 2015 Master Professional Services Agreement.

Client:	Engineer:
City of Griffin 100 South Hill Street Griffin, Georgia 30224	Hazen and Sawyer, P.C. 1300 Altmore Avenue Suite 520 Atlanta, GA 30342

Task 1 – Still Branch Dam Visual Inspection — Lump Sum: $2,800

- Field Inspection
- GSDP Embankment Dam Inspection Form
- Photographic Log
- Inspection Report

Notice to Proceed

If you agree with the terms of this Task Order Form, please sign below and return a signed copy via email to initiate work.

Client:	Engineer:
City of Griffin 100 South Hill Street Griffin, Georgia 30224	Hazen and Sawyer, P.C. 1300 Altmore Avenue Suite 520 Atlanta, GA 30342
	11/24/2023
Accepted by: Date	Hazen and Sawyer, P.C. Date
	Jeffery G. Powers
Printed Name:	Printed Name:

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a Purchase Order for the replacement of the main programmable logic controller at Harry Simmons WTP from MR Systems, Sole Source, in the amount of $18,869.00. *Water and Wastewater Director, Brandon Lewis, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The main PLC at the Harry Simmons WTP is responsible for receiving multiple inputs from throughout the Harry Simmons WTP. The PLC translates those signals to the SCADA system which is integral to the overall operation of the facility and processes. The current PLC is obsolete and is no longer able to be repaired or supported by our SCADA integrator, MR Systems.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

FY24 budgeted funds in 505-4431-52-2200 in the amount of $443,490.00. This PO is for $18,869.00

Submitted By:
Brandon Lewis

Meeting Date:
23/01/2024

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
PO and Addendum MR Systems with AJW Sig.pdf
MR Systems PLC Upgrade Quote.pdf
Sole Source MR Systems PLC.pdf

SH 1/17/24

City of Griffin, Georgia
100 S Hill Street
P O Box T
Griffin, Georgia 30224
(770) 229-6401

DATE: 8/11/23

FY24 Purchase Order No. _____

Bid/Quote No. _____

Vendor No. _____

Vendor Name & Address

M R Systems
Attn: Sothorn Khel
1185 Beaver Ruin Road, Suite A
Norcross, GA 30093
skhel@mrsystems.com
Ph: 678.325.2824 Fax:

Freight is FOB Destination Deliveries are accepted between the hours of 8:00 a.m. and 4 p.m.

Submit APPROVED packing slips to Accounts Payable. Highlight PO# & account distribution. Note any changes or additional accounts.

*Terms: Net 30 unless otherwise specified on PO

Per Georgia State Code 48.8, the City of Griffin is tax exempt from sales and use tax.

Deliver to:

City of Griffin
Water/Wastewater - Simmons WTP
229 North Expressway
Griffin, GA 30223

ATTN: Jared Anderson
Phone: 770-233-2974 Fax: 770-233-2975

- - ANY CHANGE ORDERS TO ANY PO OR WORK ORDERS MUST BE AUTHORIZED IN WRITING AND APPROVED. ALL INVOICES SUBMITTED FOR PAYMENT MUST REFERENCE A VALID PURCHASE ORDER NUMBER. - -

- VENDORS MUST HAVE A CURRENT REGISTRATION ON FILE PRIOR TO PO PROCESSING - **On File? Y/N** Y

Description	Account Number	Quantity	UOM	Unit Price	Extended Totals
Upgrade the obsolete Allen-Bradley Compact	505 - 4431 - 52 - 2200 -	1	ea	18,869.000	18,869.00
Logix PLC to a Modicon M340 PLC for the	- - - -		ea		
Main PLC Panel at the Simmons WTP	- - - -		ea		
See attached quote for complete details	- - - -		ea		
	- - - -		ea		
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
CAPITAL PROJECT #:	- - - -	*enter debit/credit amounts in*			
(DISTRIBUTION & $$)	- - - -	*the extended totals column*			

1-17-2024

COMMENTS: **Totals: $** **18,869.00**

FY24 Purchase Order

COG USE ONLY COG USE ONLY 1/17/24

PRICING METHOD: Water/Wastewater Jared Anderson 1/13/2024

	Verbal / Phone
X	Email/Mail/Fax
	Bid / RFP #

Dept / Requestor / Date 1/13/24
Department Mgr / Date

Purchasing / Date Deborah M Gilbert 1/17/24
Finance Director / Date

Copy emailed to Supplier
Supplier Notified

City Manager / Date

BOARD / Date

TERMS AND CONDITIONS OF PO / CONTRACT

ARTICLE 1 PURCHASE ORDER AUTHORIZATION

Vendors are required to be registered with the City and to have an authorized City Purchase Order (P.O.) before any items/goods/services are delivered. Any shipments made prior to the receipt of a City P.O. are made at the sole risk of the vendor. Payment may be withheld for any and all items/goods/services delivered without an authorized P.O.

ARTICLE 2 PURCHASE ORDER NUMBER

The Purchaser's purchase order number and the successful seller's name (from the bid or proposal) must appear on all packing slips, packages, invoices, bills of lading, warehouse receipts and correspondence with Purchaser. Materials must be properly packaged and marked with the order number. Damaged material will not be accepted.

ARTICLE 3 ACCEPTANCES

All terms and conditions of the purchase order shall become part of the contract between the Seller and Purchaser; the Seller's different or additional terms will not become part of this contract.

ARTICLE 4 PRICE

Seller warrants that the prices quoted hereunder are the lowest prices these or similar articles are sold by the Seller to other customers and in the event of any price reduction between execution of the purchase order and delivery of the goods, purchaser shall be entitled to such reduction.

ARTICLE 5 DELIVERIES, TITLE AND RISK OF LOSS

Title shall pass to Purchaser on delivery of the conforming goods to Purchaser's designated plant or location. Notwithstanding any agreement to pay freight express or other transportation charges, the risk of loss or damage in transit shall be upon the Seller. Delivery shall not be complete until the goods have been actually received, inspected and accepted by the Purchaser.

ARTICLE 6 PARTS

The Seller agrees to make functional parts available for a period of five years after final production run.

ARTICLE 7 WARRANTIES

The Seller warrants that the goods and services supplied hereunder will be of good workmanship and of proper materials, free from defects and in accordance with specifications. If the Seller knows of the Purchaser's intended use, the Seller warrants that the goods or services are suitable for that intended use.

ARTICLE 8 REMEDIES

Regardless of whether goods are being sold or leased or whether services are being performed, the Seller and Purchaser agree that both parties have all the Uniform Commercial Code rights, duties, and remedies available as well as all remedies allowed by law and the purchase order.

ARTICLE 9 CONFLICTS OF LAWS

The agreement of purchase and the performance of the parties hereunder shall be construed with and governed by the laws of the State of Georgia.

ARTICLE 10 MODIFICATIONS

No modifications in prices, delivery methods or schedule, quality, quantity, specifications or any other term of the contract will be effective unless agreed to in writing, signed by Procurement

ARTICLE 11 PATENT INFRINGEMENT

Seller shall hold purchaser harmless from all judgments and expenses arising out of any alleged patent infringement by our use of the merchandise ordered.

ARTICLE 12 TERMINATIONS FOR CAUSE

Purchaser may terminate this contract for cause in the event of a default by Seller. In such event, Purchaser shall not be liable to Seller for any amounts, and Seller shall be liable for and shall hold Purchaser harmless from any damage occasioned by Seller's breach or default.

ARTICLE 13 TERMINATIONS FOR CONVENIENCE

Purchaser may at any time terminate the order in whole or in part for its convenience upon which written notice to Seller in which event Seller shall be entitled to reasonable termination charges which reflects the percentage of the work performed prior to termination.

ARTICLE 14 ENTIRE AGREEMENTS

The purchase order and any documents referred to on the face thereof constitute the entire agreement between the parties and can only be modified in writing and signed by both parties. No part of this order may be assigned or subcontracted without the written approval of the Purchaser. Any moneys due Purchaser from Seller can be set off from any moneys due Seller from Purchaser whether or not under this contract. Purchaser's failure to insist on any right shall not operate as a waiver of any other right. Time is of the essence of this contract.

ARTICLE 15 WORKS ON PREMISES

If the order includes work to be performed on Purchaser's premises, Seller agrees to indemnify the Purchaser from all loss or damage arising out of such work, to observe the highest safety standard, to maintain adequate insurance and to furnish evidence of such insurance at Purchaser's request.

ARTICLE 16 QUALITY GUARANTEE

If any product delivered does not meet applicable specifications, or if the product shall not produce the effect that the supplier represents to the City, the supplier shall pick up the product from the City at no expense to the City. Also, the supplier shall refund to The City of Griffin any money which has been paid for the same. The supplier shall be responsible for attorney fees in the event the supplier defaults and court action is required.

ARTICLE 17 QUALITY TERMS

The City reserves the right to reject any and/or all materials if, in its judgment, the items reflect unsatisfactory workmanship, manufacturing or shipping damage.

ADDENDUM TO CITY OF GRIFFIN, GEORGIA PURCHASE ORDER NUMBER _____

Notwithstanding anything to the contrary in the City of Griffin, Georgia Purchase Order Number ____ (the "P.O.") and the Terms and Conditions of PO/Contract attached thereto, the City of Griffin, Georgia (the "City") hereby agrees to incorporate the following terms and conditions in the P.O.:

1- Limitation on Damages. In no event shall either Party be liable under any circumstances for any, consequential, indirect, or incidental damages arising out of or in any way connected with this P.O. or the services provided.. Except for liability arising out of MR Systems, LLC's gross negligence or willful misconduct, MR Systems, LLC's total liability for any cause shall be limited to the compensation paid to MR Systems, LLC by the City under this P.O.

2- Force Majeure. Neither party shall be held liable for any delay or failure in performance resulting directly or indirectly by acts of nature, forces, or causes beyond its reasonable control, including, without limitation: internet, computer equipment, telecommunication equipment, other equipment, or electrical power failures; riots; insurrections; pandemics/epidemics; civil disturbances; fires; floods; storms; explosions; acts of God; war; governmental actions; actions, embargoes or blockades in effect on or after the date of this Agreement; orders or law of domestic or foreign courts or tribunals or other governmental authorities; loss of or fluctuations in heat, light, or air conditioning; or strikes, labor stoppages or slowdowns or other industrial disturbances, other than those involving the affected parties employees.

3- Terminations for Cause. In the event of a default under Section 12 of the P.O., the City shall not terminate the P.O. unless MR Systems, LLC fails to remedy said default within ten (10) days after receipt of notice setting forth the default. In the event of such termination, the City shall pay MR Systems, LLC for all services performed and all parts, materials, and equipment ordered by MR Systems, LLC up to the effective date of termination.

4- Assignment. This P.O. shall not be assigned by either party without the prior written consent of the other party, which consent shall not be unreasonably withheld, unless such assignment shall be to a parent, subsidiary, affiliate, or successor of either Party.

5- Conflicts. In the event of a conflict between the terms of this Addendum and the P.O. and the Terms and Conditions of PO/Contract attached thereto, the terms of this Addendum shall control.

The Addendum to the City of Griffin, Georgia Purchase Order Number ____ is accepted and agreed on the final date of execution signature by the Parties below.

City of Griffin, Georgia

_____

By: Douglas S. Hollberg
Title: Mayor
Date: _____

Attest: _____
Jessica W. O'Connor, Secretary

Approved as to Form:

Andrew J. Whalen, III
Andrew J. Whalen, III, City Attorney

MR Systems, LLC

_____

By: Gregory S. Guard
Title: President & CSO, A&I
Date: 01/03/2024

Customer: City of Griffin
Project: Simmons WTP Main PLC Upgrade
MR Quote #: Q21-9522, Rev. 1 AO

January 17, 2024

Bill of Materials and Labor

Qty	Tag/Loop	Description
		SCOPE OF WORK
		MR Systems (an Inframark Company) is pleased to offer this proposal to upgrade the obsolete Allen-Bradley CompactLogix PLC to a Modicon M340 PLC for the Main PLC Panel at the Simmons WTP. The PLC will be upgraded to a Modicon M340 to be consistent with other PLCs within the City of Griffin's SCADA system.
		The Effluent Flow and Sludge Flow chart recorders will be decommissioned and signals will be wired as new analog inputs to the PLC and added to the HMI. It is assumed that the signals and flow meters are in working condition. The chart recorders will be left on the front of the panel for removal by the Owner.
		All other components other than the PLC will remain as is.
		MR Systems will provide a new drawing showing the new PLC rack.
		PLC HARDWARE
1		Modicon BMXP342020: M340 CPU with Ethernet
1		Modicon BMXCPS2000: M340 Power Supply; 120 VAC, 20 W
1		Modicon BMXXBP0400: 4-slot Backplane for M340 (X80)
3		Modicon BMXAMI0810: M340 Analog Input Card; 8 Channel
3		Modicon BMXFTB2800: M340 Screw Terminal Strip, 28 points
1		Misc Materials (terminals, wires, labels, etc…)

Project Labor

One Lot	**Project Engineering, Electrical Design, Mechanical Design, Drafting & Administrative Labor** as required.
One Lot	**HMI Software Applications Development & Design Labor** (including Travel & Living expenses) to be performed as required.
One Lot	**PLC Control Strategy Design & Programming Labor** (including Travel & Living expenses) to be performed as required.
One Lot	**Field Service** (including Travel & Living expenses) to provide installation supervision, startup, etc. as required.
N/A	**Electrical Installation or Terminations** (including Travel & Living expenses) to provide installation of conduit, wire, etc. as required.
1 Year	**Onsite Comprehensive Warranty** (including Travel & Living expenses)

Customer: City of Griffin
Project: Simmons WTP Main PLC Upgrade
MR Quote #: Q21-9522, Rev. 1 AO

January 17, 2024

Bill of Materials and Labor

Qty	Tag/Loop	Description
One Lot		**Freight**

Subtotal of Labor and Materials: $18,869

State Sales Tax - NOT INCLUDED: $

Total Project Cost: $18,869

General Notes:

A *** Sales Representation ***
Mr. Dan Carter of Eco-Tech, Inc. in Canton, GA, is our local Sales Representative. Dan may be reached at 678-880-1222 (Office) or 404-822-3313 (Cell).

B *** Technical Questions ***
For technical or scope of supply questions contact Sothorn Khel, P.E., of MR Systems, Inc. Sothorn may be reached at 678-325-2824 (Office) or 770-519-0597 (Cell).

C *** Installation of Conduit and Wire ***
This quotation **DOES NOT INCLUDE** the supply or physical installation of conduit or wire unless specifically noted above.

D *** Equipment Installation ***
This quotation **DOES NOT INCLUDE** physical installation of field instruments, pipe, tubing, fittings, isolation valves, instrument stands, instrument mounts, control panels, antennas, masts, wooden poles, or other devices or other equipment unless specifically noted above.

E *** Wiring Terminations ***
This quotation **INCLUDES** the termination of field wiring to control panels, RTU panels, and/or other devices supplied under this scope of supply. Terminations of wiring to equipment supplied by Others are excluded unless specifically noted above.

F *** Fiber Optics Cable ***
This quotation **DOES NOT INCLUDE** the supply or physical installation of Fiber Optic Cable.

G *** Fiber Optic Cable Termination ***
This quotation **DOES NOT INCLUDE** termination or testing of fiber optics cable.

Bill of Materials and Labor

Qty	Tag/Loop	Description
	H	*** Coaxial Cable Installation *** This quotation **DOES NOT INCLUDE** the physical installation of coaxial cable or other related components.
	I	*** Installation of Communications Towers or Poles *** This quotation **DOES NOT INCLUDE** the supply or physical installation of Communication Towers or Poles.
	J	*** Contractor License Information *** MR Systems' Georgia Electrical Contractors License Number is EN214384 (Non-Restricted).
	K	*** This Line Is Intentionally Left Blank ***
	L	*** Terms and Conditions *** MR Systems, Inc. General Terms & Conditions of Sale apply to any order resulting from this quotation. Please refer to the link provided below for a copy of our General Terms and Conditions of Sale. https://www.mrsystems.com/sellersterms/
	M.	*** Performance & Payment Bonds *** If you desire MR Systems to provide Performance and Payment Bonds for this project, please let our local sales representative know and we will provide you with an adder for the cost of these bonds.

Revision Notes:

Rev. 0	First Issue - 2022-01-04 - SK
Rev. 1	Update Pricing - 2023-08-09 - SK
Rev. 1 AO	Update Date and AO Revision - 2024-01-17 - SK

CITY OF GRIFFIN
FY24 SOLE BRAND/SOLE SOURCE/ SINGLE SOURCE JUSTIFICATION

Request Type and Details (select one)

○ **Sole Brand*** – The item(s) requested have unique performance features (branded) not found in other items but is available on the open market from multiple sources. OEM repair parts are considered sole brand and possibly sole source.

◉ **Sole Source** – The item(s) requested has necessary features and **only one** supplier is capable of satisfying the requirements. A situation where a manufacturer has only one authorized distributor would be classified as sole source, such as parts only available from the manufacturer. Sole source justifications must be re-submitted annually.

○ **Single Source** – The procurement is very similar in nature to Sole Source, although two or more suppliers can satisfy the requirements. The department has 'substantial reasons' for selecting one supplier. A good example would be an IT department buying standardized equipment from a single source for increased warranties and volume discounts or repair from a single authorized repair source.

Provide a description and identify the make/model of the item and quantity

Upgrade the oblolete PLCs to the newest Modicon PLC

Detail the research that has been done to qualify this for selected method of procurement:

MR Systems is the SCADA intagrator for the City of Griffin

Supplier/Source Name/Address: **MR Systems 1185 Beaver Ruin Road Suite A Norcross, GA 30093**

Supplier/Source Contact: **Sothorn Khel** **Phone:** **678-325-2824**

Scope of Work: Provide description of purpose for the request and what other comparable options have evaluated. (Include brand name, model, and vendor name). Can the request be modified to allow for competition?

Upgrade the Allen Bradley Compact Logix PLC to the Modicon M340 PLC

Is this a 1-time procurement? Estimated expenditure- one-time X OR - annual spend

Exclusive Capability: Provide a detailed description of the goods/services needed and the proposed source's unique capabilities and/or performance of work and why this is the only source.

MR Systems is the SCADA Intagrator for the City of the Griffin

Requestor Information

I hereby certify the validity of the information and feel confident this justification for sole brand / sole source meets the criteria and would withstand a vendor protest or an audit .

Date of Request: 1/3/2024 Requestor: Jared Anderson

Department: Water and Wastewater Dept Accting Code: 4431 Phone:

Purchasing Use Only ⇓		**Finance Approval:**	
Comment:			
Date Processed:	Date Posted to GPR:	Solicitation #:	
Outcome:			
Awarded Sole Source:	Issued PO/Contract:	Competitive Bid:	Protests:

* Sole Brands are specific items that may be available on the open market from multiple dealers. Sole BRAND purchases may possibly be treated as a single source if properly justified. Standardization throughout the City (i.e. Dell technology purchased direct from Dell for volume discounts and Ford fleet vehicles purchased from Speedway for warranty and other reasons) would be examples of sole brands treated as single sources.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a Purchase Order for repairs to the Solarbee tank mixer at the Heron Bay Water Tank from IXOM Watercare, Sole Source, in the amount of $12,080.88. *Water and Wastewater Director, Brandon Lewis, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The Solarbee mixer in the Heron Bay water tank insures that water quality is maintained within the tank at all times. IXOM is the sole source for service and support of the Solarbee brand.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

FY24 budgeted funds in 505-4431-52-2200 in the amount of $443,490.00. This PO is for $12,080.88.

Submitted By:
Brandon Lewis

Meeting Date:
23/01/2024

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
IXOM Service Quote.pdf
PO and Addendum IXOM with AJW sig.pdf
Sole Source IXOM.pdf

IXOM WATERCARE

SERVICE & PARTS QUOTATION
Ixom Watercare | North Dakota Offices
3225 Hwy 22, Dickinson, ND 58601
www.ixomwatercare.com • 866-437-8076

Attention: Martha Drolet

Customer: City of Griffin - Heron Bay Tank

Location(s): USGAPW-LOC2512.001: Heron Bay Tank: Locust Grove, Georgia

Bill To: City of Griffin, Simmons WTP
229 N. Expressway
P.O. Box T Griffin, GA 30224

Date
December 29, 2023
Quote Number
QS-24629-B
Acceptance Deadline
January 29, 2024

Service Description
IXOM Watercare service crew to arrive onsite and completely inspect, assess, and replace quoted parts on the SB500PWc v18 machine.

Service Subtotal: $8,000.00

*Combined Safety / Security prerequisites requiring over one hour of Crew time onsite will be added at a rate of $600 / hour.
*Any additional fees associated with the above prerequisites will be billed out at cost.
*Should above prerequisites exist, detailed information must be submitted before scheduling can occur.

Qty.	Part Num	Parts Description	Cost / Unit	Subtotal
85	10013010	SB/GF Electric Cord, 10/2 18/2 TSP, NSF, per ft, SB and GF Units	$8.50	$722.50
1	100163	Cordset Kit, Low Profile Cord Kit, Male 4 pin x 3', Female 4 pin x 3', 2 cc	$194.90	$194.90
1	101850	BAGGED HEAT SHRINK SPLICE KIT, 1 LG BLACK TUBES, 4 SM BLACK TU	$66.00	$66.00
1	14013002	Motor Control Cord	$650.00	$650.00
1	20504700	Motor: Brushless, 7"	$2,447.48	$2,447.48
			Parts Subtotal:	**$4,080.88**

Notes
Quote may be amended if additional time or parts are needed

Shipping:	Not Applicable
Taxes:	See Below
Quote Total:	$12,080.88

- Verbal acceptance is needed to ship parts and / or perform service.
- To accept this Quote, please fill out below information and either: a) Fax to 866-355-7583, b) Mail to Ixom Watercare Inc. using address at top of page, or c) Scan and email to customerservice@ixom.com.
- This is not an invoice. An invoice will be sent once this quote is accepted, work completed, and/or parts delivered.
- Applicable Sales Taxes: This quote is pre-sales tax. If sales taxes apply, they will be added in at time of invoice.

Authorized Signature *Date* *PO# (if applicable)*

©2023 Ixom Watercare | 3225 Hwy 22, Dickinson, ND 58601 | www.ixomwatercare.com | 866 - 437 - 8076 | watercare@ixom.com

Griffin
Growing TOGETHER

SH 1/17/24

City of Griffin, Georgia
100 S Hill Street
P O Box T
Griffin, Georgia 30224
(770) 229-6401

DATE: 1/2/24

FY24 Purchase Order No. _____

Bid/Quote No. _____

Vendor No. _____

Vendor Name & Address

Ixom Watercare
Attn: Kellee Martin
3225 Hwy 22
Dickinson, ND 58601
kellee.martin@ixom.com
Ph: 866-437-8076 Fax:

Per Georgia State Code 48.8, the City of Griffin is tax exempt from sales and use tax.

Deliver to:

City of Griffin
Water and Wastewater
100 S. Hill St
Griffin, GA 30223

ATTN: Jared Anderson

Phone: _____ Fax: _____

Freight is FOB Destination Deliveries are accepted between the hours of 8:00 a.m. and 4 p.m.	Submit APPROVED packing slips to Accounts Payable. Highlight PO# & account distribution. Note any changes or additional accounts.

*Terms: Net 30 unless otherwise specified on PO

- - ANY CHANGE ORDERS TO ANY PO OR WORK ORDERS MUST BE AUTHORIZED IN WRITING AND APPROVED. ALL INVOICES SUBMITTED FOR PAYMENT MUST REFERENCE A VALID PURCHASE ORDER NUMBER. - -

- VENDORS MUST HAVE A CURRENT REGISTRATION ON FILE PRIOR TO PO PROCESSING - On File? Y/N **Y**

Description	Account Number	Quantity	UOM	Unit Price	Extended Totals
Repair of Solorbee tank mixer ✓	505 4431 52 2200	1	ea	12080.88	12080.88
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
CAPITAL PROJECT #:	- - - -	enter debit/credit amounts in			
(DISTRIBUTION & $$)	- - - -	the extended totals column			

7-17-2024

COMMENTS: Totals: $ 12,080.88

FY24 Purchase Order

COG USE ONLY

PRICING METHOD: 4431, Jared Anderson , 1/2/2024

COG USE ONLY ✓AR 1/17/24

		Dept / Requestor / Date Jared 1/2/2024	Purchasing / Date
	Verbal / Phone		
X	Email/Mail/Fax	1/2/24	Deborah M Gilstrap 1/17/24
	Bid / RFP #	Department Mgr / Date	Finance Director / Date
Copy emailed to Supplier		City Manager / Date	BOARD / Date
	Supplier Notified		

TERMS AND CONDITIONS OF PO / CONTRACT

ARTICLE 1 PURCHASE ORDER AUTHORIZATION

Vendors are required to be registered with the City and to have an authorized City Purchase Order (P.O.) before any items/goods/services are delivered. Any shipments made prior to the receipt of a City P.O. are made at the sole risk of the vendor. Payment may be withheld for any and all items/goods/services delivered without an authorized P.O.

ARTICLE 2 PURCHASE ORDER NUMBER

The Purchaser's purchase order number and the successful seller's name (from the bid or proposal) must appear on all packing slips, packages, invoices, bills of lading, warehouse receipts and correspondence with Purchaser. Materials must be properly packaged and marked with the order number. Damaged material will not be accepted.

ARTICLE 3 ACCEPTANCES

All terms and conditions of the purchase order shall become part of the contract between the Seller and Purchaser; the Seller's different or additional terms will not become part of this contract.

ARTICLE 4 PRICE

Seller warrants that the prices quoted hereunder are the lowest prices these or similar articles are sold by the Seller to other customers and in the event of any price reduction between execution of the purchase order and delivery of the goods, purchaser shall be entitled to such reduction.

ARTICLE 5 DELIVERIES, TITLE AND RISK OF LOSS

Title shall pass to Purchaser on delivery of the conforming goods to Purchaser's designated plant or location. Notwithstanding any agreement to pay freight express or other transportation charges, the risk of loss or damage in transit shall be upon the Seller. Delivery shall not be complete until the goods have been actually received, inspected and accepted by the Purchaser.

ARTICLE 6 PARTS

The Seller agrees to make functional parts available for a period of five years after final production run.

ARTICLE 7 WARRANTIES

The Seller warrants that the goods and services supplied hereunder will be of good workmanship and of proper materials, free from defects and in accordance with specifications. If the Seller knows of the Purchaser's intended use, the Seller warrants that the goods or services are suitable for that intended use.

ARTICLE 8 REMEDIES

Regardless of whether goods are being sold or leased or whether services are being performed, the Seller and Purchaser agree that both parties have all the Uniform Commercial Code rights, duties, and remedies available as well as all remedies allowed by law and the purchase order.

ARTICLE 9 CONFLICTS OF LAWS

The agreement of purchase and the performance of the parties hereunder shall be construed with and governed by the laws of the State of Georgia.

ARTICLE 10 MODIFICATIONS

No modifications in prices, delivery methods or schedule, quality, quantity, specifications or any other term of the contract will be effective unless agreed to in writing, signed by Procurement

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Seller shall hold purchaser harmless from all judgments and expenses arising out of any alleged patent infringement by our use of the merchandise ordered.

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Purchaser may at any time terminate the order in whole or in part for its convenience upon which written notice to Seller in which event Seller shall be entitled to reasonable termination charges which reflects the percentage of the work performed prior to termination.

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The purchase order and any documents referred to on the face thereof constitute the entire agreement between the parties and can only be modified in writing and signed by both parties. No part of this order may be assigned or subcontracted without the written approval of the Purchaser. Any moneys due Purchaser from Seller can be set off from any moneys due Seller from Purchaser whether or not under this contract. Purchaser's failure to insist on any right shall not operate as a waiver of any other right. Time is of the essence of this contract.

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If the order includes work to be performed on Purchaser's premises, Seller agrees to indemnify the Purchaser from all loss or damage arising out of such work, to observe the highest safety standard, to maintain adequate insurance and to furnish evidence of such insurance at Purchaser's request.

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If any product delivered does not meet applicable specifications, or if the product shall not produce the effect that the supplier represents to the City, the supplier shall pick up the product from the City at no expense to the City. Also, the supplier shall refund to The City of Griffin any money which has been paid for the same. The supplier shall be responsible for attorney fees in the event the supplier defaults and court action is required.

ARTICLE 17 QUALITY TERMS

The City reserves the right to reject any and/or all materials if, in its judgment, the items reflect unsatisfactory workmanship, manufacturing or shipping damage.

ADDENDUM TO CITY OF GRIFFIN, GEORGIA PURCHASE ORDER NUMBER _____

Notwithstanding anything to the contrary in the City of Griffin, Georgia Purchase Order Number ____ (the "P.O.") and the Terms and Conditions of PO/Contract attached thereto, the City of Griffin, Georgia (the "City") hereby agrees to incorporate the following terms and conditions in the P.O.:

Article 18 - Limitation of Liability:

a) The liability of Seller and its affiliates to Purchaser under and in connection with the Agreement is limited to the price allocable to the goods and services giving rise to the claim and in no event shall the cumulative liability of Seller howsoever arising, whether under warranty, contract, tort, negligence, strict liability, indemnification, defense or any other cause or combination of causes whatsoever, exceed the total payments received from Purchaser under the Agreement in connection with the goods and services.

b) To the extent permitted by law and not withstanding any provision to the contrary in the Agreement, Seller shall not be liable for indirect, incidental or consequential damages, including without limitation, and loss of profits, loss of business revenues, loss of capital, failure to realize expected profits or savings, overhead costs, loss by reason of service interruption or increased expense of operation, loss of goodwill, loss of reputation, loss of value in any intellectual property, damages or liquidated sums payable pursuant to other agreements or to other third parties, other economic losses, whether arising under warranty, contract; negligence (including negligent misrepresentation) or other tort, strict liability, breach of statute, indemnification, or any other cause or combination of causes, including any theories of concurrent liability arising from a duty of care by operation of law or otherwise.

The Addendum to the City of Griffin, Georgia Purchase Order Number ____ is accepted and agreed on the final date of execution signature by the Parties below.

City of Griffin, Georgia

By: Douglas S. Hollberg
Title: Mayor
Date: _____

Attest: _____
Jessica W. O'Connor, Secretary

Approved as to Form:

Andrew J. Whalen, III
Andrew J. Whalen, III, City Attorney

IXOM Watercare

Cliff Tormaschy
By: Cliff Tormaschy
Title: Head of Commercial
Date: 1/9/2024

CITY OF GRIFFIN
FY24 SOLE BRAND/SOLE SOURCE/ SINGLE SOURCE JUSTIFICATION

Request Type and Details (select one)

○ **Sole Brand*** – The item(s) requested have unique performance features (branded) not found in other items but is available on the open market from multiple sources. OEM repair parts are considered sole brand and possibly sole source.

◉ **Sole Source** – The item(s) requested has necessary features and **only one** supplier is capable of satisfying the requirements. A situation where a manufacturer has only one authorized distributor would be classified as sole source, such as parts only available from the manufacturer. Sole source justifications must be re-submitted annually.

○ **Single Source** – The procurement is very similar in nature to Sole Source, although two or more suppliers can satisfy the requirements. The department has 'substantial reasons' for selecting one supplier. A good example would be an IT department buying standardized equipment from a single source for increased warranties and volume discounts or repair from a single authorized repair source.

Provide a description and identify the make/model of the item and quantity

Repair of Solarbee tank mixer located in the Heron Bay Overhead Storage tank

Detail the research that has been done to qualify this for selected method of procurement:

Ixom Water care is the Manufacture of the Solar bee tank mixer

Supplier/Source Name/Address:

Ixom Watercare 3225 Hwy 22 Dickinson, ND 58601

Supplier/Source Contact: **kellee Mrtin** **Phone:** **866-437-8076**

Scope of Work: Provide description of purpose for the request and what other comparable options have evaluated. (Include brand name, model, and vendor name). Can the request be modified to allow for competition?

Repair of one Solarbee tank mixer located in the Heron Bay Overhead Storgae Tank

Is this a 1-time procurement? Estimated expenditure- one-time xx OR - annual spend

Exclusive Capability: Provide a detailed description of the goods/services needed and the proposed source's unique capabilities and/or performance of work and why this is the only source.

Ixom Watercare is the manufacture of the Solarbee tank mixer

Requestor Information

I hereby certify the validity of the information and feel confident this justification for sole brand / sole source meets the criteria and would withstand a vendor protest or an audit .

Date of Request: 1/2/2024 Requestor: Michael Melton

Department: Water and Wastewater Dept Accting Code: 4431 Phone: 678-571-3714

Purchasing Use Only ⇓		**Finance Approval:**	
Comment:			
Date Processed:	Date Posted to GPR:	Solicitation #:	
Outcome:			
Awarded Sole Source:	Issued PO/Contract:	Competitive Bid:	Protests:

* Sole Brands are specific items that may be available on the open market from multiple dealers. Sole BRAND purchases may possibly be treated as a single source if properly justified. Standardization throughout the City (i.e. Dell technology purchased direct from Dell for volume discounts and Ford fleet vehicles purchased from Speedway for warranty and other reasons) would be examples of sole brands treated as single sources.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a contract with Waveko, most responsive bid, in the amount of $62,825.00 for replacing the flooring throughout the Griffin Police Department. *Captain Daniel Jett will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

Waveko is the second lowest bidder at $62,825.00. Waveko's bid includes moving of all furniture and the installation of stair treads on all stairs. The lowest bidder, F&F Floor Covering & Carpet, at $61,548.80 only includes moving furniture that is empty and free of any items. This also does not include the installation of stair treads on all stairs. Due to the strain this would cause on the Police Department because of the amount of furniture that we have that is heavy and loaded with files and other equipment, it is prudent to select Waveko as the most responsive bidder for the project.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

The purchase for $62,825.00 is budgeted for FY24.

Submitted By:
Daniel Jett

Meeting Date:
23/01/2024

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Waveko P.O..pdf
Waveko Quote.pdf
F7F Floor Covering & Carpet Quote.pdf
Cleveland Carpet and Floors Quote.pdf
Justification - Recommendation to Purchase.pdf

SH 1/16/24

City of Griffin, Georgia
100 S Hill Street
P O Box T
Griffin, Georgia 30224
(770) 229-6401

DATE: 1/11/23

FY24 Purchase Order No. _____

Bid/Quote No. 1338

Vendor No. _____

Vendor Name & Address

Waveko
Attn: Drew Smith
600 N Walkers Mill Rd
Griffin, Ga 30223
drewsmsmith@aol.com

Ph: Fax:

Per Georgia State Code 48.8, the City of Griffin is tax exempt from sales and use tax.

Deliver to:

City of Griffin
Police Department
234 N Hill St
Griffin, GA 30223

ATTN: Captain Daniel Jett

Phone: 770-229-6450 Fax: _____

Freight is FOB Destination Deliveries are accepted between the hours of 8:00 a.m. and 4 p.m.	Submit APPROVED packing slips to Accounts Payable. Highlight PO# & account distribution. Note any changes or additional accounts.
*Terms: Net 30 unless otherwise specified on PO	

- - ANY CHANGE ORDERS TO ANY PO OR WORK ORDERS MUST BE AUTHORIZED IN WRITING AND APPROVED. ALL INVOICES SUBMITTED FOR PAYMENT MUST REFERENCE A VALID PURCHASE ORDER NUMBER. - -

- VENDORS MUST HAVE A CURRENT REGISTRATION ON FILE PRIOR TO PO PROCESSING - **On File? Y/N** Y

Description	Account Number	Quantity	UOM	Unit Price	Extended Totals
Remove and replace flooring ✓	101 - 3260 - 52 - 2200 -	1	ea	57,675.000	57,675.00
Move all furniture ✓	101 - 3260 - 52 - 2200 -	1	ea	5,150.000	5,150.00
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
CAPITAL PROJECT #:	- - - -	*enter debit/credit amounts in*			
(DISTRIBUTION & $$)	- - - -	*the extended totals column*			

1-16-2024

COMMENTS: See attached Justificaton-Recommendation to Purchase

Totals: $ 62,825.00

FY24 Purchase Order

COG USE ONLY

PRICING METHOD:

	Verbal / Phone
X	Email/Mail/Fax
	Bid / RFP #

Copy emailed to Supplier ☐ Supplier Notified

COG USE ONLY

Police 1-11-24
Dept / Requestor / Date

Police 1-11-24
Department Mgr / Date

Purchasing / Date

Deborah M Gilbert 1-17-24
Finance Director / Date

City Manager / Date

BOARD / Date

TERMS AND CONDITIONS OF PO / CONTRACT

ARTICLE 1 PURCHASE ORDER AUTHORIZATION

Vendors are required to be registered with the City and to have an authorized City Purchase Order (P.O.) before any items/goods/services are delivered. Any shipments made prior to the receipt of a City P.O. are made at the sole risk of the vendor. Payment may be withheld for any and all items/goods/services delivered without an authorized P.O.

ARTICLE 2 PURCHASE ORDER NUMBER

The Purchaser's purchase order number and the successful seller's name (from the bid or proposal) must appear on all packing slips, packages, invoices, bills of lading, warehouse receipts and correspondence with Purchaser. Materials must be properly packaged and marked with the order number. Damaged material will not be accepted.

ARTICLE 3 ACCEPTANCES

All terms and conditions of the purchase order shall become part of the contract between the Seller and Purchaser; the Seller's different or additional terms will not become part of this contract.

ARTICLE 4 PRICE

Seller warrants that the prices quoted hereunder are the lowest prices these or similar articles are sold by the Seller to other customers and in the event of any price reduction between execution of the purchase order and delivery of the goods, purchaser shall be entitled to such reduction.

ARTICLE 5 DELIVERIES, TITLE AND RISK OF LOSS

Title shall pass to Purchaser on delivery of the conforming goods to Purchaser's designated plant or location. Notwithstanding any agreement to pay freight express or other transportation charges, the risk of loss or damage in transit shall be upon the Seller. Delivery shall not be complete until the goods have been actually received, inspected and accepted by the Purchaser.

ARTICLE 6 PARTS

The Seller agrees to make functional parts available for a period of five years after final production run.

ARTICLE 7 WARRANTIES

The Seller warrants that the goods and services supplied hereunder will be of good workmanship and of proper materials, free from defects and in accordance with specifications. If the Seller knows of the Purchaser's intended use, the Seller warrants that the goods or services are suitable for that intended use.

ARTICLE 8 REMEDIES

Regardless of whether goods are being sold or leased or whether services are being performed, the Seller and Purchaser agree that both parties have all the Uniform Commercial Code rights, duties, and remedies available as well as all remedies allowed by law and the purchase order.

ARTICLE 9 CONFLICTS OF LAWS

The agreement of purchase and the performance of the parties hereunder shall be construed with and governed by the laws of the State of Georgia.

ARTICLE 10 MODIFICATIONS

No modifications in prices, delivery methods or schedule, quality, quantity, specifications or any other term of the contract will be effective unless agreed to in writing, signed by Procurement

ARTICLE 11 PATENT INFRINGEMENT

Seller shall hold purchaser harmless from all judgments and expenses arising out of any alleged patent infringement by our use of the merchandise ordered.

ARTICLE 12 TERMINATIONS FOR CAUSE

Purchaser may terminate this contract for cause in the event of a default by Seller. In such event, Purchaser shall not be liable to Seller for any amounts, and Seller shall be liable for and shall hold Purchaser harmless from any damage occasioned by Seller's breach or default.

ARTICLE 13 TERMINATIONS FOR CONVENIENCE

Purchaser may at any time terminate the order in whole or in part for its convenience upon which written notice to Seller in which event Seller shall be entitled to reasonable termination charges which reflects the percentage of the work performed prior to termination.

ARTICLE 14 ENTIRE AGREEMENTS

The purchase order and any documents referred to on the face thereof constitute the entire agreement between the parties and can only be modified in writing and signed by both parties. No part of this order may be assigned or subcontracted without the written approval of the Purchaser. Any moneys due Purchaser from Seller can be set off from any moneys due Seller from Purchaser whether or not under this contract. Purchaser's failure to insist on any right shall not operate as a waiver of any other right. Time is of the essence of this contract.

ARTICLE 15 WORKS ON PREMISES

If the order includes work to be performed on Purchaser's premises, Seller agrees to indemnify the Purchaser from all loss or damage arising out of such work, to observe the highest safety standard, to maintain adequate insurance and to furnish evidence of such insurance at Purchaser's request.

ARTICLE 16 QUALITY GUARANTEE

If any product delivered does not meet applicable specifications, or if the product shall not produce the effect that the supplier represents to the City, the supplier shall pick up the product from the City at no expense to the City. Also, the supplier shall refund to The City of Griffin any money which has been paid for the same. The supplier shall be responsible for attorney fees in the event the supplier defaults and court action is required.

ARTICLE 17 QUALITY TERMS

The City reserves the right to reject any and/or all materials if, in its judgment, the items reflect unsatisfactory workmanship, manufacturing or shipping damage.

Waveko
600 N Walkers Mill Rd
Griffin, GA 30223 US
drewsmsmith@aol.com

Estimate

ADDRESS
Jimmy Hardy
City of griffin

ESTIMATE 1338
DATE 10/11/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Flooring	removal of old carpet and VCT purchase and install of 20 mil 2.5mm. install 4inch cove base. purchase and install of stairs treads with riser.	1	57,675.00	57,675.00
	Labor	moving furniture throughout project	1	5,150.00	5,150.00

P.D flooring

TOTAL **$62,825.00**

Accepted By

Accepted Date

F & F FLOOR COVERING & CARPET, INC

Estimate

OFFICE 770-957-2165/FAX 770-957-6825
45 GRIFFIN STREET
MCDONOUGH, GA 30253

Date	Estimate #
9/29/2023	5380

www.fandffloorcovering.com

CITY OF GRIFFIN POLICE DEPARTMENT
234 NORTH HILL STREET
GRIFFIN, GA 30223

*"Trust in the LORD with all thine heart...
He shall direct thy paths." Proverbs 3:5,6*

Description	Quantity	Cost	Total
TEAR UP EXISTING GLUE DOWN CARPET, & TURBO MACHINE		3,930.00	3,930.00
TEAR UP EXISTING VCT		500.00	500.00
Shoemold - STAINED		714.00	714.00
Shoemold - WHITE		273.00	273.00
Transitions- RUBBER REDUCERS		50.00	50.00
Transitions- SILVER STAIR NOSE		125.00	125.00
Cove Base- 4" MATERIALS & INSTALLATION		7,830.00	7,830.00
Luxury Vinyl Plank- GLUE DOWN 20 MIL (COLOR TO BE DETERMINED) MATERIALS & INSTALLATION		42,611.80	42,611.80
24" X 24" RUBBER INTERLOCKING FLOOR TILE- MATERIALS & INSTALLATION		2,045.00	2,045.00
Cove Base- 4" MATERIALS & INSTALLATION		270.00	270.00
SALES TAX		8.00%	0.00

We Are Grateful For The Opportunity To Serve A Flooring Customer!

Total $58,348.80

F & F FLOOR COVERING & CARPET, INC

Estimate

OFFICE 770-957-2165/FAX 770-957-6825
45 GRIFFIN STREET
MCDONOUGH, GA 30253

Date	Estimate #
10/12/2023	5815

www.fandffloorcovering.com

CITY OF GRIFFIN POLICE DEPARTMENT
234 NORTH HILL STREET
GRIFFIN, GA 30223

*"Trust in the LORD with all thine heart...
He shall direct thy paths." Proverbs 3:5,6*

Description	Quantity	Cost	Total
MOVING OF DESKS, CREDENZAS, CHAIRS, TABLES, BRK RM BOOTHS, VENDING MACHINE, ICE MACHINE, COKE MACHINE, STORAGE CABINETS, & CONFERENCE TABLES IN THE OFFICES & BREAK ROOMS PREVIOUSLY ADDRESSED FOR NEW FLOORING INSTALLATIONS. THIS DOES NOT INCLUDE MOVING OF ANY PERSONAL ITEM, OR ITEMS SITTING ON THE DESKS OR TABLES. THIS DOES NOT INCLUDE DISCONNECTING OF ANY ELECTRONICS, COMPUTERS, & ETC. ANY STORAGE CABINETS THAT ARE HEAVILY STOCKED WILL NEED TO BE EMPTIED OUT PRIOR TO MOVING THEM.		3,200.00	3,200.00
SALES TAX		8.00%	0.00
We Are Grateful For The Opportunity To Serve A Flooring Customer!		Total	$3,200.00

CLEVELAND CARPETS & FLOORS

2045 N. Expressway, Griffin, GA 30223
Phone: 770-228-6110 / Fax: 770-467-9745
E-mail: Clevelandcarpets@gmail.com

City of Griffin
234 N. Hill Street
Griffin, GA 30224
Phone: 678-972-3056
Email: jhardy@cityofgriffin.com

10/12/2023

Thank you for allowing us to come to 234 N. Hill Street and measure for new flooring. The interview room we have quoted in a floating WPC flooring to help with the sound. We have quoted good, better, best qualities of gluedown LVP for the other areas. There are other price points available and once the product is selected we will gladly adjust the quote. This should at least get you started. Please take a look at the quotes below.

Interview Room Pricing Includes: 240 sq.ft. WPC Flooring, 6 Mil Poly underlayment, Freight, Installation, Cove Base Installed **$1,840.00**

Pricing for Other Areas Include: 12,947 sq. ft. Glue Down LVP, Adhesive, Freight, Installation, Transitions and Cove Base installed

Best Quality 4.5/20 Mil:	**$87,826.39**
Better Quality 3 mm/20 Mil:	**$77,468.79**
Good Quality 2.5 mm/20 MIl:	**$69,441.65**

Take up and disposal of existing flooring would be an additional **$5,000.00**
If Cleveland Carpets and Floors handles furniture moving it would be an additional **$5,000.00**

Please keep in mind with the ever changing price increases this quote is good for 30 days. We will gladly refigure the quote if you would like more time to decide. Should you decide to move forward with this install, a 50% deposit is required. **If the deposit is placed on a credit card there is a processing fee of 3.99%.** If you have any questions or need further information please give us a call. We look forward to hearing from you soon. Have a great day.

Thank you,
Josh Adams

Justification – Recommendation to Purchase

Type of Purchase (Bid#/Quote#/PO): 1338

Date (Bid Open or Date Submitted): 1/11/2024

Title or Description:

Recommended Supplier

Company Name: Waveko

City, State: Griffin, Ga

Award/PO Amount: $62,825.00

The recommended supplier for this purchase is not the lowest bid/quote submission or the only quote submitted. The justification to consider accepting this supplier is below:

Justification for the Selection of Only Submitted Quote OR Other Than Lowest Responsive Bid:

Quote #1. ($62,825.00) - Waveko's quote includes moving all furniture without it having
to be emptied or gone through. No employees from the City will be required to do any
lifting or moving of any items. This quote also includes the installation of new stair treads
that the other quotes do not contain.
Quote #2. ($61,548.80) - F&F Flooring is $1,276.20 under the quote of Waveko. F&F
does include the moving of furniture that is full and heavy. This will cause a strain on the
police department due to the amount of furniture that we have that is heavy and loaded
with files and other equipment.
Quote #3. ($69,441.65) - Highest Bidder (Cleveland Carpets).



AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a contract with Calix, Inc., sole source, to maintain and support the software on Griffin's Fiber PON appliances in the amount of $6,924.50. *Telecommunications Manager, Chris Sprayberry, will address*.

SPECIAL CONSIDERATIONS OR CONCERNS:

The City of Griffin is currently running a Calix E7 platform for our external fiber customers. This support agreement will provide Griffin with remote phone support to troubleshoot E7 Chassis issues, software upgrades and remote support of field ONTs. This support will provide Griffin with 30 minute turn around on critical network issues for our most crucial facilities including police, fire, water, electric and other emergency services.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

The $6,924.50 will be allocated from Telecommunication Repair and Maintenance Services.

Submitted By:
Gibb Cotton

Meeting Date:
23/01/2024

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
FY24 Sole Source.pdf
1.17.24 - Calix Essential Support Order Doc[2].pdf

CITY OF GRIFFIN
FY24 SOLE BRAND/SOLE SOURCE/ SINGLE SOURCE JUSTIFICATION

Request Type and Details (select one)

○ **Sole Brand*** – The item(s) requested have unique performance features (branded) not found in other items but is available on the open market from multiple sources. OEM repair parts are considered sole brand and possibly sole source.

◉ **Sole Source** – The item(s) requested has necessary features and **only one** supplier is capable of satisfying the requirements. A situation where a manufacturer has only one authorized distributor would be classified as sole source, such as parts only available from the manufacturer. Sole source justifications must be re-submitted annually.

○ **Single Source** – The procurement is very similar in nature to Sole Source, although two or more suppliers can satisfy the requirements. The department has 'substantial reasons' for selecting one supplier. A good example would be an IT department buying standardized equipment from a single source for increased warranties and volume discounts or repair from a single authorized repair source.

Provide a description and identify the make/model of the item and quantity: Software and Hardware support

Detail the research that has been done to qualify this for selected method of procurement:

Calix is Griffin's selected telecommunications vendor.

Supplier/Source Name/Address: **Calix, Inc**

Supplier/Source Contact: **Bob MacNaughton** **Phone:** **919-449-8049**

Scope of Work: Provide description of purpose for the request and what other comparable options have evaluated. (Include brand name, model, and vendor name). Can the request be modified to allow for competition?

Remote support of the Calix hardware and software

Is this a 1-time procurement? Estimated expenditure- one-time _____ OR - annual spend x

Exclusive Capability: Provide a detailed description of the goods/services needed and the proposed source's unique capabilities and/or performance of work and why this is the only source.

Only Calix can offer software support of their proprietary hardware and software

Requestor Information

I hereby certify the validity of the information and feel confident this justification for sole brand / sole source meets the criteria and would withstand a vendor protest or an audit .

Date of Request:	1/16/2024	Requestor:	gcotton		
Department:	ITC	Dept Accting Code:	4750	Phone:	x475

Purchasing Use Only ⇓ **Finance Approval:**

Comment:					
Date Processed:		Date Posted to GPR:		Solicitation #:	
Outcome:					
Awarded Sole Source:		Issued PO/Contract:		Competitive Bid:	Protests:

* Sole Brands are specific items that may be available on the open market from multiple dealers. Sole BRAND purchases may possibly be treated as a single source if properly justified. Standardization throughout the City (i.e. Dell technology purchased direct from Dell for volume discounts and Ford fleet vehicles purchased from Speedway for warranty and other reasons) would be examples of sole brands treated as single sources.

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Calix Essential Support Services Order Document

Customer Information

Company Name: City of Griffin
Address: 100 South Hill St,
Griffin, GA 30224
United States

Contact Name: Chris Sprayberry
Contact Email: csprayberry@cityofgriffin.com
Contact Phone: (678) 692-0520

This Order Document ("Order Document") for Calix Essential Support Service ("Support Services") is effective on the date last signed ("Effective Date") and is subject to the current Master Purchase and License Agreement or the current Purchase Agreement between the undersigned ("Customer") and Calix, Inc. ("Calix") ("Agreement"). Calix and Customer may be referred to herein individually as "Party" or together as "Parties".

Calix Support Service Description Document is attached and incorporated as Exhibit "A" and may be found located at https://www.calix.com/content/dam/calix/mycalix-misc/misc/ser- vices/sdd/Services-Description_Calix-Support.pdf.

Service Start Date

Service start date is: 01/26/2024 (**"Service Start Date"**) A Service Start Date is required for this Order Document to be valid. Customer acknowledges that the Service Start Date is appropriate, and invoicing will commence as described herein.

Pricing

Support Year 1 - 01/26/2024 - 01/25/2025	Unit Of Measure	Ext. Price
110-01568 Essential Support Entitlement up to 500 subscribers **CLEI:** N/A	EA - Each	$6,924.50
	Year 1 Total	**$6,924.50**
	Total	**$6,924.50**

The Support Fee is based on the Total Subscriber count on the Service Start Date ("Original Support Tier"). The Total Subscriber Count and Support Fee are subject to an annual review ("True-up"). The Support Fee may be adjusted at the beginning of each period based on the higher of the next period quoted, True-up tier or the Original Support Tier. All prices are in USD.

Essential Support Fee Tier Table

Pricing 2023 - Essential Support Services Tiers	Part Number	Support Fee
Essential Support Entitlement up to 500 subscribers	110-01568	$6,924.50
Essential Support Entitlement - 501 - 1,000 subscribers	110-01568	$8,772.50
Essential Support Entitlement - 1,001 - 2,500 subscribers	110-01568	$11,544.50
Essential Support Entitlement - 2,501 - 5,000 subscribers	110-01568	$14,547.50

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Payment

Customer shall pay Calix the Support Fees as set forth above. Support Fees will be billed annually in advance, starting on the Service Start Date.

Orders are considered non-binding until accepted by Calix and invoiced.

Support Service Upgrade

Customer may upgrade their Support Service from Essential to Premier at any time during the term of this Order Document with a new one (1) year term with the option for two one-year renewal terms. Pricing for Premier Support Service will be based on the Total Subscriber count and Support Fee Table in effect at the time of the new Order Document. True-up of Total Subscriber count will be initiated at the time of upgrade to establish the proper tier of the upgraded service.

Miscellaneous

- Support Services described in this Order Document are provided remotely. Any travel is not included and shall be invoiced separately.
- Unless signed by both Parties, this Order Document remains valid for sixty (60) days from the date sent to Customer by Calix.

Term and Termination

Term: The term of this Order Document commences on Effective Date and shall continue for a period of one (1) year, from the Service Start Date; and thereafter, the Support Services will automatically renew for successive one-year term beginning at the end of the most recent term, unless Customer provides written notice to not renew not less than 30 days before the end of the then-current term; renewal pricing will be provided to Customer 90 days prior to the end of the then-current term and will be based on the Support Fees in effect on the date of the renewal of the most recent term. In the event of non-renewal, this Order Document shall terminate upon the end of the most recent term.

Termination: Customer may terminate this Order Document with thirty (30) days' written notice to Calix, subject to the Early Termination Fees.

A. EARLY TERMINATION FEES.
Customer agrees that in the event Customer terminates this Order Document, Customer shall be obligated to Calix for Early Termination Fees in accordance with this Section. In the event Customer terminates this Order Document, Customer shall be obligated for the total fees equal to the remainder of the initial term or subsequent one (1) year renewal term, as applicable.

IN WITNESS, WHEREOF, each party hereto has caused this Order Document to be executed by an authorized representative as of the Effective Date.

Calix, Inc.

By DocuSigned by: 34FF3FAD7B45456...

Name John Durocher

Title Chief Customer Officer

Date 12/8/2023

City of Griffin

By _____

Name _____

Title _____

Date _____

Attest: _____
Jessica W. O'Connor, Secretary

Approved as to Form:

Andrew J. Whalen, III
Andrew J. Whalen, III, City Attorney

Purchase Order references are required for all periods. Do not use illegitimate placeholder values (such as TBD or otherwise) in these fields. Customer acknowledges Purchase Order references provided below are valid and can be used for billing purposes.

PO Number:

Calix Services Service Description Document

Calix Support: Essential and Premier Support

This document, which may be modified by Calix any time at Calix's sole option and discretion, is subject to the terms of the Calix License Agreement and describes the service offers for Calix Support, available with two levels of service: Essential and Premier for Intelligent Access EDGE, Revenue EDGE Systems, and Calix Cloud.

ESSENTIAL AND PREMIER SUPPORT

Essential and Premier Support provides Calix customers with support options allowing them to select the level of support they require, including faster Calix Support Engineer assignment times and priority case handling. In addition, all support customers have access to the Calix Community and online resources which include, self-guided materials, knowledge base articles and product documentation, support tools, marketing materials, product announcements and advisories, as well as access to the library of recorded webinars.

SUPPORT ACCESS

INCIDENT SUPPORT

Essential and Premier

- Calix technical support will assist customers with diagnosing and resolving trouble issues with Calix products

CASE SUBMISSION

Essential and Premier

- Web Access to Support Case Submission
  - Calix provides Customer with access to the Calix Service Station web support to create, monitor, and update support cases with Calix
  - For access, log into the MyCalix portal (www.mycalix.com) and click the 'Calix Service Station' title
- Support Case Submission via phone message
  - Essential and Premier: Calix provides Customer a telephone number for phone message case submission. Cases will be assigned, and Calix will contact customer for resolution

2777 Orchard Pkwy, San Jose, CA 95131 | T: 1 408-514-3000 | F: 1 707 283 3100 | www.calix.com

FEATURES

	ESSENTIAL	PREMIER
SUPPORT FEATURES		
Incident Support	✓	✓
Case Submission	Web or phone-based voice mail 24x7 access Follow up by Calix Support Engineer	Web or phone-based voice mail 24x7 access Follow up by Calix Support Engineering Specialist
Case Assignment Prioritization and Handling	Case automatically routed to first available Calix Support Engineer	Cases automatically routed to highest qualified Calix Support Engineering Specialist on your platform or system
Case Response	Email notification your case has been assigned	Direct live response from Calix Support Engineering Specialist working your case
Case Routing	Once case is submitted it is automatically routed to the first available Calix Support Engineer	Once case is submitted, it is automatically routed to the highest qualified Calix Support Engineering Specialist for the Customer's platform or system
Case Response Objectives	Assignment notification Critical 30 Minutes Major 60 Minutes Minor 360 Minutes Info Request 12 Business hours	Assignment notification and direct response by Calix Support Engineering Specialist Any Service Affecting Issue <30 Minutes Info Request 2 hours
Office Hours		Biweekly 60 minutes live open Q&A video conference hosted by Calix Support Engineering Specialist
EXPERIENCE INNOVATION PLATFORM SOFTWARE MANAGEMENT		
Cloud Enabled EXOS Devices upgrades up to four (4) times a year		✓
PROACTIVE ALERTS		
Proactive Alerts	Proactive alerts for CRITICAL issues specific to BSP operating environment	Proactive alerts for ALL issues specific to BSP operating environment with easy Access to Premier TAC for additional questions
CRITICAL Issues		Premier TAC Engagement for CRITICAL/ Operations Impacting Issues
Community posts for non-critical issues (Intelligent Access EDGE, Revenue EDGE)	✓	✓
Software Upgrade reminders to proactively prevent known issues	✓	✓
Operational Recommendations		Premier Support + Services Delivery Manager
Services Delivery Manager engagement for all proactive alerts specific to BSP		Premier Support + Services Delivery Manager

	ESSENTIAL	PREMIER
LEARNING COMMUNITY		
Services Delivery Manager engagement for all proactive alerts		✓
Circles of Success Tech Talks. Interactive peer discussions with other Calix customers to share best practices, challenges and user tips, and to stay on top of industry trending topics	✓	✓
Technical Webinar Recordings On-demand Access. Online access to a library of recorded Webinars on various customer related topics	✓	✓
Calix Community and Online Resources. Online access to self-guided adoption materials, knowledge and product documentation, support tools, marketing materials, announcements and collaborative Q&As's	✓	✓
Calix Community Premier Chat Room Moderated by Calix Network Engineering Specialist designed to connect Premier customers and Calix Network Engineering Specialists, to discuss topics related to Calix products and services, as well as overall network health and support processes	✓	✓

Table 1: Comparison of Essential and Premier Support Level entitlements

Support Tier	TAC Coverage	Critical Case	Mjor Case	Minor Case	Information Re-quest Case
Premier	24x7 via Phone & Web	30 minutes	30 minutes	30 minutes	2 Business Hours
Essential	24x7 via Phone & Web	30 minutes	60 minutes	360 minutes	12 Business Hours

Table 2: Support Level Response Objectives

Category	Service Affecting	Business Affecting
Critical	Complete service outages occur across multiple systems. For instance, a complete network shutdown, a network node is down, or a critical subscriber being unable to access services. This level of service interruption not only affects customer satisfaction but can also harm the company's reputation if not resolved promptly. Calix and the Customer will work around the clock (24x7) to resolve the problem.	Issues that Halt Business Operations such as being unable to add, delete, or modify a subscriber configuration. The inability to run a marketing campaign or log into your Cloud or Management Systems
Major	Service impact is significant and could frequently affect multiple subscribers. It could involve more severe issues, such as regular disruptions in service or improper product functionality. An example might be multiple subscribers connected to a node or an ERPS ring are experiencing video tiling. Operation of a network, node, or critical circuit is severely degraded, or significant aspects of the	Issues that significantly reduce business operations such as being unable to add, delete, or modify a subscriber configuration with API (EMS or EWI works). Customer ability to access systems is intermittent. System performance is degraded either slow or delayed.

	Customer's operation are negatively impacted by unacceptable network performance. Calix and Customer will commit full-time resources during normal business hours to resolve the problem. We will develop a plan for appropriate after-hour actions.	
Minor	Minor performance issues infrequently experienced, impacting one or more subscribers. For example, the occasional slow-speed Internet issues. This minor inconvenience can make subscribers feel slightly dissatisfied but does not interrupt their overall service experience. System operations are impaired, but with minimal performance impact. Calix and Customer will commit resources during normal business hours to resolve the problem.	Issues with a low impact on business operations include being unable to view information on existing subscriber configuration objects, such as performance data or being unable to create new profiles.
Information Request	Customer requires information or assistance on the Calix product capabilities, specifications, installation, operation, administration, or configuration. There should be little or no impact to the Customer's service operation. Calix and the Customer are willing to provide appropriate resources during normal business	Customer requires information or assistance on the Calix product capabilities, specifications, installation, operation, administration, or configuration. There should be little or no impact to the Customer's business operation. Calix and the Customer are willing to provide appropriate resources during normal business.

Table 3: Severity Definitions

CUSTOMER RESPONSIBILITIES

Customer will facilitate Support Services as follows:

- Provide current contact information such as: contact name, title, address, telephone number, email address for each role that may need to be contacted by Calix. For critical notifications provide both primary and back-up contact information.
- Maintain a current support contract and execute any renewals in a timely manner to avoid any gaps in support.
- Provide, at Customer's expense, reasonable access via the Internet to Calix products located in the Customer's network (including system login credentials) for the purpose of establishing a data communication link between Customer's environment and Calix TAC, so that problems may be diagnosed and where possible, corrected remotely.
- Calix may require the Customer to provide the location of the product and its physical postal address.
- Make all reasonable efforts to isolate the problem prior to requesting support from Calix.
- Provide any hardware required to perform fault isolation.
- Calix may, to correct a reported problem, request to update to the latest Calix software release and/or third-party software release.
- Arrange for scheduled backups and maintain hardware spares.
- Subscribe to Calix notification channels for updates.
- Maintain Customer's implementation of configurable licensed products currently in use under the same service option, for Calix to provide services for any portion of Customer's licensed product implementation.
- Acquire, install, configure and provide technical support for third-party products, including upgrades required by Calix or related services; and for network infrastructure, including Local and Wide Area Networks and equipment required for operation of Calix licensed products.
- Pay all engineering time, travel, and out-of-pocket expenses if Customer requests performance of onsite services outside the scope of service options described in this document.

SUPPORT ESCALATION GUIDELINES

If reasonable progress is not being made, or the quality of Calix TAC service is not in accordance with this SDD, Customer may escalate any such issue by asking for the assigned Calix Support Manager.

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AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider an amendment to the 2024 holiday schedule. *Director of Human Resources, Stephanie Woods, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

On December 12, 2023 a holiday schedule for 2024 was presented and approved. Due to the already high demand of employees seeking December 24, 2024 off work which will impact the effectiveness of operations, we are requesting to remove the holiday of December 26 and replace it with December 24 (Christmas Eve) as the holiday. There are no other changes.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

N/A

Submitted By:
Stephanie Woods

Meeting Date:
23/01/2024

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Proposed Holiday schedule for 2024.pdf

CITY OF GRIFFIN

RE-PROPOSED (1.23.24) HOLIDAY SCHEDULE 2024

New Years Day	Monday	January 1, 2024
M L King, Jr. Day	Monday	January 15, 2024
Memorial Day	Monday	May 27, 2024
Juneteenth	Wednesday	June 19, 2024
Independence Day	Thursday	July 4, 2024
Day after Independence Day	Friday	July 5, 2024
Labor Day	Monday	September 2, 2024
Veteran's Day	Monday	November 11, 2024
Thanksgiving Day	Thursday	November 28, 2024
Day after Thanksgiving	Friday	November 29, 2024
Christmas Eve	Tuesday	December 24, 2024
Christmas	Wednesday	December 25, 2024
Cultural Day (This is new and in place of prior year observances of Good Friday)	To be determined by the employee so that the employee can observe his or her respective beliefs. The Cultural day must be approved in advance by the Supervisor. Should the employee separate employment prior to August 31st of each year, and if the Cultural Day was already observed, it will be pro-rated on the basis of eight months and deducted from the employees' accrued vacation bank, if available. If the hours are not available, the final paycheck will have a deduction of the gross dollar amount of the pro-rated hours.	

On 12/12/23 the Board approved the holiday schedule that was presented. The schedule had December 26, 2024 as a holiday. Due to the already high demand of employees seeking 12/24/24 off work which will impact the effectiveness of operations, we are requesting to remove the holiday of 12/26/24 and replace it with 12/24/24 instead.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider Memorandum of Understanding with Judicial Council's Administrative Office of the Courts of Georgia for Griffin Municipal Court's participation in the Georgia Tax Refund Interceptor Program. *Clerk of Municipal Court, Melissa Brock, will address*

SPECIAL CONSIDERATIONS OR CONCERNS:

The Georgia Tax Refund Interceptor Program (TRIP) authorizes the Administrative Office of the Courts (AOC) to submit debts on behalf of participating Georgia Courts to the Georgia Department of Revenue (DOR) for collection. The AOC will pursue debts on behalf of the Griffin Municipal Court by intercepting debtor defendant's state tax refunds and remitting to the Court.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

AOC will deduct an administrative collection assistance fee from the debt intercepted. No out of pocket cost will be paid by the city.

Submitted By:
Melissa Brock

Meeting Date:
23/01/2024

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Tax Interceptor MOU with AOC - 1.9.2449.pdf

Georgia's Tax Refund Intercept Program Participation

Memorandum of Understanding

This Memorandum of Understanding ("MOU") is made this ___ day of January, 2024, by and between the Judicial Council's Administrative Office of the Courts of Georgia ("AOC") and the City of Griffin ("Participant").

Statement of Purpose

The AOC exists, in part, to assist judges, administrators, clerks of court, and other officers and employees of the court in matters relating to court administration, and to provide such services as are requested. O.C.G.A. § 15-5-24(1). The AOC serves as staff to the Judicial Council of Georgia and serves as the administrative arm of the Judicial Council. O.C.G.A. § 15-5-22, 15-5-24. The AOC may perform such additional duties as may be assigned by the Judicial Council of Georgia. O.C.G.A. § 15-5-24(8). Article 7 of Chapter 7 of Title 48 of the O.C.G.A. authorizes the AOC to submit debts on behalf of Georgia Courts to the Georgia Department of Revenue ("DOR") for collection. O.C.G.A. § 48-7-162.1. The AOC has developed, and is responsible for, Georgia's Tax Refund Intercept Program ("TRIP"), through which court debts shall be collected.

The Participant is a Georgia Court and desires to collect outstanding court debts through the TRIP.

NOW, THEREFORE, in consideration of their mutual promises and agreements set forth in this intergovernmental MOU, pursuant to the intergovernmental contracts clause of the Georgia Constitution of 1983, Article IX, Section III, Paragraph I, the parties hereto agree as follows:

1. Definitions

A. The term "Debt(s)" means a liquidated sum in excess of $25.00 that constitutes court costs, surcharges, or fines, for which there is an outstanding court judgment payable to the court, or restitution due pursuant to a sentence imposed on a person convicted of a crime and sentenced to restitution. Debt does not include amounts due under parking tickets or photo enforced violations.

B. The term "Debtor" means an individual owing money to, or having a delinquent account with, a Georgia court, which obligation has not been adjudicated as satisfied by court order, set aside by court order, or discharged in bankruptcy.

C. The term "Fee" means the administrative collection assistance fee imposed on each Debt intercepted by DOR as set forth in O.C.G.A. § 48-7-163(c).

D. The term "Refund" means a Georgia state income tax refund that the DOR determines is due to an individual taxpayer.

E. The term "TRIP" means the process by which debts will be deducted from Debtor's refunds and remitted to the courts that are owed those debts.

F. The term “TRIP staff” means the AOC employees or the AOC’s agents responsible for carrying out its powers and duties set forth in Article 7 of Chapter 7 of Title 48 of the O.C.G.A.

G. The term “TRIP user” means the representative of the Participant who is authorized to submit claims to the AOC and maintain the confidentiality of Debtor information.

2. Collections Process and Responsibilities

A. Only the AOC is authorized to submit Debts to DOR for collection. To participate in the TRIP, Participant must apply to the AOC for a court identification number and must receive approval for specific court employees to submit Debts for tax interception. Participant must designate a representative to serve as a point of contact for Debtors and must designate a hearing officer to conduct hearings on contested setoffs. The hearing officer may not be an individual or judge from the Participant, and superior court judges may not preside over appeals from hearing decisions if that superior court was the court collecting the Debt. Participant must also submit additional information and documentation requested by AOC, including but not limited to a Form W-9 and an electronic funds transfer authorization.

B. Participant will hold in confidence any social security information accessed through the TRIP software and web service. Each authorized TRIP user will have a unique login and password. The AOC may periodically review authorized user activities to ensure the confidentiality of social security and other Debtor information.

C. Participant shall only submit claims for Debts that are eligible for TRIP. Debts submitted by Participant for TRIP:

    1. Must be at least ninety (90) calendar days past due and for which the time to appeal the judgment has expired.

    1. Must be less than seven (7) years from the date of the court judgement making the balance due or the expiration of the time set by the court for payment of the Debt; and

    2. Must include a social security number to correctly identify the Debtor.

D. Pursuant to O.C.G.A. § 48-7-163(a), Participant shall not submit claims that are under any other means of collection or enforcement of the judgement where the alternate means of collection are believed to be adequate. Such forms of collection include but are not limited to: Debts submitted to collection agencies; Debts currently payable under probation, unless an outstanding balance due has been reduced to a judgment; Debts under collection through foreclosure, garnishment or any other action provided for the enforcement of a judgement.

E. Participant shall not contact DOR for assistance with the TRIP and shall not refer Debtors to the DOR. Participant shall contact TRIP staff if assistance with the TRIP is needed.

F. At least thirty (30) calendar days before Participant submits a claim for Debt to the AOC, Participant shall notify the Debtor in writing that it may seek to collect a debt from the Debtor's state income tax refund, unless the debt is satisfied within thirty (30) calendar days. The information in such notice shall be substantially similar to the information contained in "Exhibit A" of this agreement, which is hereby incorporated by reference.

G. Participant must submit claims for Debts to the AOC through use of either the TRIP software or the TRIP secure web service.

   Participant must provide sufficient information for the AOC and DOR to identify the Debtor, including the Debtor's social security number. Incomplete submissions will not be submitted to DOR for tax interception.

H. Participant must certify that the claim information provided is accurate, that the Debt is owed and payable to Participant, and should not submit claims for Debts with questionable social security numbers or claim amounts. The AOC and DOR may rely upon the Participant's certification that the claim amount is valid and owed by the Debtor. The AOC, at its discretion, may limit the number of Debts submitted by Participant for interception.

I. The TRIP staff shall forward submitted claims to DOR.

J. After DOR notifies the AOC and Debtor that Debtor tax refund funds have been setoff, the Debtor has thirty (30) calendar days to contest the setoff in writing. The AOC shall collect the setoff funds and the administrative collection assistance fee and hold them in escrow until the validity of the setoff is determined.

K. When the AOC receives valid written notice from a Debtor contesting a setoff, the AOC shall notify Participant that the setoff funds shall not be disbursed until after Participant has granted Debtor a hearing. Such hearing, and any further appeal, must be conducted in accordance with O.C.G.A. § 48-7-165.1. The hearing procedures must be substantially similar to the procedures set forth in "Exhibit B" of this agreement, which is hereby incorporated by reference.

L. Upon notice from the AOC of the requested hearing, Participant shall provide the Debtor with notice of the hearing through certified mail or personal service and will provide the Debtor with an electronic or written copy of the hearing procedures. Prior to the hearing, Participant shall require the Debtor to confirm the Debtor's mailing address and shall forward the Debtor's mailing address to the AOC. If a Participant does not schedule a hearing or resolve a dispute within thirty (30) days, AOC may disburse the disputed funds to the taxpayer and may terminate the intercept request.

M. Upon final determination that a setoff is valid per O.C.G.A. § 48-7-165.1, or, if the Debtor does not contest the setoff within thirty (30) calendar days of the setoff, the AOC shall remove the amount of the Debt from escrow and credit it to the Debtor. The AOC shall then notify the Debtor in writing that the setoff is final. Such notice shall include a final accounting of the refund that was setoff.

N. The AOC is responsible for refunding to the Debtor any funds held in escrow in excess of the valid claim amount.

O. Following completion of the TRIP procedures listed above, the AOC shall transfer to the Participant the funds that were sent off after the conclusion of each tax season and the resolution of all intercept disputes. Participant shall review interceptions for validity within ten (10) business days of receipt and immediately report erroneous interceptions to the AOC.

P. Participant shall disburse the setoff funds in the same manner as if such funds had been originally collected by Participant.

Q. When the intercepted amount is insufficient to satisfy all claims filed by all courts, distribution of setoff funds shall be made in the order of the date the claims for Debt were received by the AOC. The administrative collection assistance fee shall have priority over Participant's claim.

R. When the intercepted amount is insufficient to entirely satisfy a claim for Debt, the claim shall remain active until sufficient setoff funds become available or until the judgment upon which the claim is based expires by law.

S. Participant must submit updates (deletions, reductions, and increases) to existing claims using the TRIP software or the TRIP secure web service if the claim amount previously submitted to the AOC is no longer accurate, the Debt is over 7 years old, or other information is incorrect. Providing updates is the responsibility of the Participant, not the TRIP staff.

   TRIP staff and DOR shall only modify a claim amount without an update from Participant when necessary to apply a payment or clear a negative claim amount.

T. If an unforeseeable, exigent reason requires the Participant to request the TRIP staff to manually update an existing claim, the Participant and not the AOC or TRIP staff shall be liable for applicable fees, penalties and interest caused by an incorrect manual update.

3. Term

This MOU shall be effective as of the date first above written and shall continue in force and effect until June 30, 2026. This MOU may be renewed for additional Terms by mutual agreement of the parties in writing, the total length of which shall not exceed the limitation provided in the intergovernmental contract clause of the Georgia Constitution.

4. Termination

This MOU may be terminated for any reason by any party upon thirty (30) calendar days written notice. Written notice of termination must be given or confirmed in writing by hand delivery, or by certified or registered United States Mail. Notice of termination shall be given to the party Liaisons identified in Section 5 of this MOU. Upon the receipt of a notice of termination from Participant, the AOC will commence winding down its activities according to the notice and will submit notice

to DOR within five (5) business days that outstanding Debts previously submitted for setoff will no longer be collected by DOR. Participant understands that interceptions may still occur for some time until the AOC and DOR have fully removed the outstanding Debts from their intercept files.

5. Notices and Liaisons

The parties will coordinate and conduct communications through their respective Liaisons identified below. Any communication in writing, or any oral communication confirmed in writing, from the respective Liaisons will be deemed communications and notices from the party.

However, a notice of termination must be given or confirmed in writing by hand delivery or by certified or registered United States Mail. The date upon which any notice is delivered will be deemed the date thereof. Any party may, by five (5) business days' prior written notice to the other party, specify a different address to which notices will be sent. Any party or Liaison may designate a new Liaison, indefinitely, for a stated time period or for certain designated matters.

For AOC:	**For Participant:**
Andrew T. Theus III	City of Griffin
Business Operations Manager	Attn: Court Administrator
Judicial Council's Administrative Office of the Courts	City of Griffin Municipal Court
244 Washington Street, Suite 300	100 S. Hill St.
Atlanta, GA 30334	Griffin, GA 30223
andrew.theus@georgiacourts.gov	mbrock@cityofgriffin.com
(404) 463-5177	(770) 233-4124

6. Amendment

This MOU may be amended by mutual agreement of the parties by a writing of equal dignity.

7. Liability

Each party shall act at its own risk and responsibility. Further, neither the AOC, TRIP staff, nor DOR is responsible for fees, costs, penalties or interest incurred due to incorrect claim information submitted to the AOC by Participant. Nothing contained in this MOU shall make, or shall be construed to make, the AOC or Participant liable to a third party for the debts or obligations of the other.

8. Policy Decisions

The parties acknowledge that the rights and obligations of the AOC under this MOU are subject to any decision made by the Judicial Council of Georgia or the Supreme Court of Georgia.

9. Assignment; Subcontractors

The parties agree that the AOC may perform the Services through the use of AOC staff or through subcontractors or may otherwise delegate or assign the performance of the services without prior

notice to the Participant. The parties' rights and obligations under this MOU, including but not limited to Amendments, shall be automatically transferred or assigned, in whole or in part, after notice, to any successor agency or entity that (as determined solely with reference to any act of the General Assembly of the State of Georgia, an executive order of the Governor of the State of Georgia, or order of the Supreme Court of Georgia) succeeds to any or all powers or responsibilities of the parties.

10. Time of the Essence; Force Majeure

Time is of the essence of this MOU. However, no party shall be liable to the other party for any delay or failure of performance of service outside the reasonable control of the affected party, including but not limited to technology failures, fires or other casualties or accidents, acts of God, severe weather conditions, strikes or labor disputes, or war.

11. Execution of MOU electronically or by facsimile

This MOU may be executed in multiple counterparts, electronically and/or by facsimile, each of which counterpart shall be deemed an original, but all of which shall constitute one and the same MOU, so long as the MOU is signed by all parties involved. It is sufficient for one party to sign the MOU and then transmit the MOU, either electronically or by facsimile, to the other party to sign and complete.

IN WITNESS WHEREOF, the parties hereto have caused this MOU to be executed as of date first above written:

For Judicial Council's Administrative Office of the Courts of Georgia ("AOC")	**For ("Participant")**
_____	_____
Cynthia H. Clanton Director	Name: Douglas S. Hollberg, Mayor
Date _____	Date _____

Attest: _____
Jessica W. O'Connor
Secretary

Approved as to Form:

Andrew J. Whalen, III
Andrew J. Whalen, III
City Attorney

Exhibit A

[Date, Year]

[Name]
[Street address]
[City], GA [zip code]

Re: [Case caption that corresponds to overdue debt]

Dear [Mr./Ms. Debtor's Name]:

Our records indicate that you owe $[amount of debt] to the [Court name] of [county name] County. This amount is at least 60 days past due. Please pay this amount in person at the court clerk's office, or send a check to:

[Address of court clerk's office]

Failure to pay this debt within 30 days will result in collection efforts, including a possible reduction in any state income tax refund you may be entitled to in the next six years. Chapter 7 of Title 48 of the Official Code of Georgia Annotated authorizes the Georgia Department of Revenue to deduct from a taxpayer's income tax refund any debts owed by the taxpayer to a Georgia court, as well as the assessment of recovery costs of up to $20.00. After a tax refund offset occurs, the Georgia Department of Revenue will send a notice to the taxpayer with an accounting of the offset.

If you believe this debt amount is incorrect or has already been paid, please contact my [or representative for TRIP] office at [888-888-888] to discuss this matter. If you have filed for bankruptcy, please contact [above contact] immediately.

Sincerely,

[Clerk of Court]

EXHIBIT B

Procedures for Income Tax Refund Offset Hearings

Article 7 of Chapter 7 of Title 48 of the O.C.G.A. authorizes the Judicial Council's Administrative Office of the Courts ("AOC") to submit Debts on behalf of Georgia courts to the Georgia Department of Revenue ("DOR") for collection. The DOR collects court Debts by setting off funds from Debtors' state income tax Refunds and sending those funds to the AOC for distribution. O.C.G.A. § 48-7-164 requires the DOR to notify Debtors that a setoff has been made at the time it transfers funds to the AOC and provides Debtors thirty (30) days to contest the setoff by applying to the AOC in writing for a hearing. Upon receiving written notice from a Debtor contesting a setoff, or the amount of the setoff, the AOC shall notify Participant that the setoff funds shall not be disbursed until it grants a hearing to the Debtor, and a final determination on the Debt has been made and provided to the AOC.

O.C.G.A. § 48-7-165.1 mandates that officers of the court adopt appropriate procedures to govern the conducting of Georgia's Tax Refund Intercept Program ("TRIP") hearings by the hearing officer. As a court participating in TRIP, Participant agrees to adopt hearing procedures substantially similar to the following:

I. DEFINITIONS

(A) "Debt" means a liquidated sum in excess of $25.00 that constitutes court costs, surcharges and fines for which there is a final outstanding court judgment payable to the court.

(B) "Debtor" means an individual owing money to, or having a delinquent account with, a Georgia court, which obligation has not been adjudicated as satisfied by court order, set aside by court order, or discharged in bankruptcy.

(C) "Participant" means a Georgia Court desiring to collect outstanding court Debts through TRIP.

(D) "Refund" means a Georgia state income tax refund that the DOR determines is due to an individual taxpayer.

II. NOTICE

(A) After the DOR notifies the AOC and the Debtor that the Debtor's tax refund funds have been setoff, the Debtor has thirty (30) calendar days to contest the setoff in a writing addressed to the AOC. The AOC shall collect the setoff funds and the administrative collection assistance fee and hold them in escrow until the validity of the setoff is determined.

(B) When the AOC receives valid written notice from a Debtor contesting a setoff, the AOC shall notify Participant that the setoff funds shall not be disbursed until after Participant has granted Debtor a hearing.

(C) Participant shall provide Debtor notice of the hearing by certified mail or personal service. When personal service is used, it shall be made by the officers of the court designated by the judges of that court or any other officers authorized by law to serve process.

(D) The notice shall include:

(1) A statement of the date, time, location, and nature of the hearing;

(2) A statement of the legal authority and jurisdiction under which the hearing is to be held;

(3) A short and plain statement of the issue(s) to be heard;

(4) A statement as to the right of the party to subpoena witnesses and documentary evidence through the hearing officer;

(5) The name of the hearing officer presiding over the hearing and the contact information for the Participant's representative responsible for disseminating the notice; and

(6) A provision informing the Debtor that the Debtor has the right to retain counsel for the hearing.

III. HEARING OFFICER

(A) All hearings conducted pursuant to these procedures will be presided over by a hearing officer, as required by O.C.G.A. § 48-7-165.1(b), and not a jury.

(B) Participant's court officer(s), designated by Participant's judges, shall appoint the hearing officer. The hearing officer may not be an individual or judge from Participant. The hearing officer must be an active member in good standing of the State Bar of Georgia. Alternatively, the hearing officer may be a full-time or part-time magistrate or probate court judge in the county where the hearing is to be held. The hearing officer may be a retired or senior judge. The hearing officer may not advocate for the court and must be impartial.

(C) Within ten (10) days of receiving the required hearing notice, a Debtor wishing to contest the appointment of the hearing officer must do so in writing and include Debtor's reason(s) for contesting the appointment. The writing containing the Debtor's objections must be sent to Participant's representative.

(1) The appointing court officer(s) shall consider the contest within ten (10) days of receipt and issue a ruling thereon.

(2) If the appointing court officer(s) finds an unavoidable conflict of interest, the appointing court officer(s) shall appoint an alternative hearing officer.

(D) The hearing officer shall have the authority to:

(1) Administer oaths and affirmations;

(2) Sign and issue subpoenas;

(3) Rule upon offers of proof;

(4) Regulate the course of the hearing;

(5) Set the time and place for continued hearings;

(6) Dispose of all motions; and

(7) Issue an order detailing the hearing officer's findings.

(E) The hearing officer shall refrain from having ex parte communications with either party regarding the facts of a specific case, unless otherwise permitted by law to do so.

IV. HEARING PROCEDURES

(A) Each party shall bear its own costs of attending and participating in the hearing, including the cost of court reporter services, if such services are requested.

(B) All persons present for or participating in a hearing under these procedures shall conduct themselves according to the standards of decorum commonly prevailing in courts of law. The hearing officer may take such action as the hearing officer deems appropriate to remedy inappropriate decorum.

(C) The hearing is considered informal, and the Georgia rules of evidence and the Georgia Civil Practice Act shall not apply. The hearing is open to the public.

(D) Either party may:

(1) Give opening or closing statements;

(2) Offer witness testimony, either orally or in writing in the form of an affidavit;

(3) Offer documents, exhibits, or other evidence for consideration by the hearing officer;

(4) Provide supplemental briefs;

(5) Make motions before and during the hearing; and

(6) Cross-examine the other party.

(E) The Debtor has the burden of proof and must prove his or her case by a preponderance of the evidence.

(F) Although the hearing officer has the authority to subpoena witnesses, it is the responsibility of each party to arrange the logistics of the witnesses' participation, including travel to and from the hearing.

(G) Issues that have previously been litigated will not be considered at the hearing. Some issues that may be considered at the hearing, if not previously litigated, include, but are not limited to: whether the Debt has already been paid; whether the Debt setoff is in the correct amount; whether the judgment has expired; or whether the Debtor is the person against whom the judgment was issued.

(H) Should the Participant and Debtor informally resolve the setoff contest at any point during the hearing, the hearing shall be cancelled. The Participant and Debtor must inform the hearing officer of the resolution.

(I) The hearing officer shall issue a written order to the Debtor and AOC detailing the hearing officer's findings of fact and conclusions of law within five (5) business days of the conclusion of the hearing, or if the matter is informally resolved, within five (5) business days of the resolution.

V. APPEALS

(A) If the Debtor or Participant disagrees with the determination of the hearing officer, either party may appeal the determination by filing a petition in the superior court of the county where the hearing was held no later than ten (10) days following the date of the hearing officer's written determination.

(B) The superior court judge presiding over the appeal may not be a judge from the court collecting the debt. Retired or senior judges may preside over the appeal if the superior court is the court collecting the debt.

(C) The superior court judge shall conduct a hearing and render a final written determination. The judge shall transmit a copy to the hearing officer, the Debtor, and the AOC not later than ten (10) days after the date of such hearing.

(D) The superior court judge shall give deference to the hearing officer's findings of fact and conclusions of law. The judge may substitute his or her judgment for the hearing officer's only upon a finding that:

(1) The hearing officer acted arbitrarily and capriciously;

(2) The hearing officer abused his or her discretion; or

(3) The hearing officer's decision violates state or federal law.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a request for a special use permit for the expansion of a nonconforming structure within Low Density Residential B (LDR-B) for property located at 1557 W. Poplar Street. *Director of Planning & Development, Chad Jacobs will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The applicant, Rafael Gonzalez, is seeking approval of a Special Use Permit at 1557 W. Poplar St. When the tornados came through Griffin in January of 2023, both homes on the property were damaged; one so severely it had to be demolished. Due to an act of God, Mr. Gonzalez would like to replace the house but wants the new home to have more square footage. In order to enlarge or extend the legal non-conforming structure on the property, he must receive the approval of a Special Use Permit. This parcel is in the Low Density Residential-B (LDR-B) zoning district.

STAFF RECOMMENDATION:

Staff recommends CONDITIONAL APPROVAL of the Special Use Permit (23-SUP-03) submitted by Rafael Gonzalez to allow for a Special Use Permit to enlarge or extend a legal non-conforming structure located at 1557 W Poplar Street with the following conditions:

- New structure must be a single-story dwelling not to exceed 1037 square feet.
- New structure must be a single-family dwelling
- New structure must be built on or near original build location
- New structure must meet side and rear set back and architectural requirements for LDR-B

FINANCIAL IMPACT:

N/A

Submitted By:
Chad Jacobs

Meeting Date:
23/01/2024

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Application; 1557 W Poplar St.pdf
1557 W Poplar Street SU Staff Report.pdf

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

APPLICATION FOR SPECIAL USE

Date Received: 11-6-2023 Application Number: 23-SUP-03

Applicant: Rafael Gonzalez Telephone Number: 770-885-2223

E-mail Address: rgonz45@yahoo.com

Address: 1557 W. Poplar St. Griffin, GA 30224

Project Name/Description: ~~Variance Request~~

Address/Location: 1557 W. Poplar St. Griffin, GA 30224

Tax Map 055 Block 040 Lot Number 15

Zoning LDR-B Parcel(s) Size: 0.178 (acres or square feet)

Applicant is: Property Owner_____ Engineer:_____ Architect:_____

Realtor:_____ Other:_____

Application fee amount: 300.00

Paid by: _____ Check (check #_____) _____ Cash

_____ Cashier's Check X Other

I attest that this Special Use Application and its attachments meet all applicable requirements of the City of Griffin ordinances and development guidelines, codes, and regulations to the best of my knowledge.

Signature of Applicant (or authorized representative) Date: 10-11-2023

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

SPECIAL USE QUESTIONNAIRE

Date Submitted: 11-6-23 Application Number: 23-SUP-03

Applicant Name: Rafael Gonzalez

Address of Property: 1557 W. Poplar St Griffin, GA 30224

Tax Map, Block and Lot Number: 055 04015

Applicable Zoning Ordinance Section: _____

A. The following information must be submitted with the Special Use Application:

1. One (1) copy of a site plan, boundary survey, and Tax Map of the property

B. Please provide written answers to the following questions to justify a Request for Special Use:

1. What is the Special Use being requested and why is it necessary to the development of the identified property?
2. Explain the proposed ingress and egress to the property and buildings with reference to vehicular and pedestrian safety, traffic flow and emergency vehicle access; what parking is available and how will it affect adjoining streets?
3. What are the proposed days and hours of operation of the proposed use and will any outdoor lighting be utilized?
4. For uses involving public access assemblies, such as churches, auditoriums, theatres, meeting halls, restaurants and similar places, explain how the proposed use will meet the required fire, life safety and health code.
5. Detail utilities to the property and provide the names of the providers noting their location and availability (water, sanitary sewer, electric, gas, refuse, etc.)
6. What screening buffers are being proposed with reference to location, type, dimension, and character?
7. Are there any signs proposed? Please provide their location, lighting method, material type, size and compatibility with the surrounding properties.
8. Explain how the proposed use is compatible with the existing uses in the surrounding neighborhood.
9. Will the proposed use constitute a nuisance or hazard or otherwise adversely affect the public interest because of the number of people attending or using the facility, noise, fumes generated, or type of physical activity?

Spalding Designs L.L.C.
Let's put your ideas on paper!

Website: http://spaldingdesignsllc.wix.com/spalding-designs
Email: spaldingdesignsllc@yahoo.com

November 3, 2023

City of Griffin Planning and Development

RE: Special Use application for increased allowed square footage
1555 Popular St
Griffin, Georgia 30224

To whom it may concern,

On behalf of our client and the owner of the property in question, we respectfully submit the answers to the questions listed in the Special Use application.

A1. We are requesting an increase in the allowed square footage of an existing non-conforming structure (Cottage) that was demolished during the recent tornadic event that struck the city of Griffin in 2023. The existing structure was only 300 s.f. Per current zoning regulations the homeowner is allowed only to replace the structure with a new structure limited to only 300 s.f. Limiting the square footage to only 300 s.f. will it not meet the needs for living space requirements of the homeowner, nor will it be a finically viable venture to proceed with. Spalding Designs has prepared a set of renovation plans making the replacement a 2 story structure of approximately 600 s.f.. The homeowner is not opposed to being allowed to expand horizontally if a 2-story structure is not allowed.

A2. Ingress and egress onto the property will be via the existing gravel driveway on the property. If required, the existing driveway may be extended to the cottage along with a parking pad. The existing driveway does not impact vehicular traffic on Popular Street, nor would it hinder emergency vehicles from accessing the property.

A3. The proposed structure would be utilized as residential occupancy 24 hours per day, 7 days a week. This would not be a business occupancy. There will not be any outside lighting added to the property other than what may already exist on the property.

A4. This is not a public space. This will be a private residence.

A5. The property currently has electricity, water and sewage connections, along with sanitation services. The existing structure would have been connected to these services.

A6. At this time there are no planned screening buffers.

A7. There are no signs being proposed.

A8. The proposed use as a residential structure will be consistent with the uses in the area as this is a residential area.

A9. This will not produce or result in any adverse nuisance or hazard to the area the would be different than any other residential structure. As the structure will be limited in size the occupancy will be minimal and there would not be any unusual number of occupants on the property, other than possible family or other personal functions/ events.

Sincerely,

R. Spalding

Richard W. Spalding
(Rikki)

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

OWNER'S AUTHORIZATION

This is to certify that:
Richard Spalding
(Name of Applicant, Property Owner, or other Representative)

The person named above is the Owner or Representative of the Owner holding interest in the property that is the subject of the attached application.

By execution of this form, authorization is given to the person named as "Applicant" below, acting on behalf of the owner, to file for and pursue a request for approval of the following.

____	Rezoning	____	Minor Site Plan
____	Special Use Request	____	Preliminary Site Plan
X	Variance Request	____	Final Site Plan/ Subdivision Plat

Applicant: Rafael Gonzalez Telephone Number: 770-885-2223
Address: 1557 W Poplar St Griffin, GA 30224

[signature]
Signature of Owner

Date: 10-11-23

R.W. Spalding
Signature of Representative

Date: 10/11/23

ANA CASTANEDA NOTARY PUBLIC HENRY COUNTY, GEORGIA

Notary Signature and Seal

Commission expiration date: my commission expires July 2, 2026

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
CONFLICT OF INTEREST DISCLOSURE

Have you, within the two (2) years immediately preceding the filing of this application, made campaign contributions aggregating $250.00 or more to a member of the Board of Commissioners, a member of the Planning & Zoning Board, or any other government official who will consider this application?

____ Yes X No

If yes, please complete the following section:

Name and Official Position of Government Official:

_____

Please list the Date and Amount of Contribution(s) (List all which aggregate $250.00 or more)

_____

_____

_____

_____ Date: 10-11-23
Signature of Applicant

Rafael Gonzalez
Printed Name

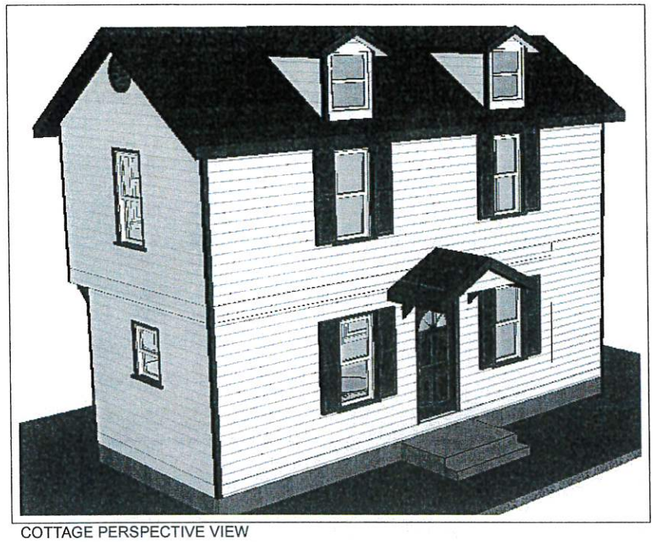
_____ Date: _____
Signature of Applicant's Attorney or Representative

_____
Printed Name

ANA CASTANEDA NOTARY PUBLIC HENRY COUNTY, GEORGIA

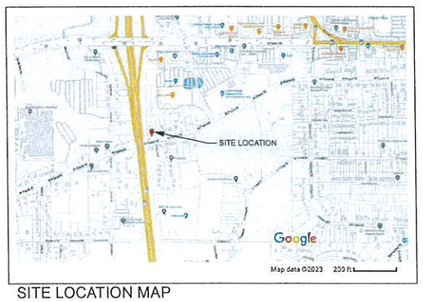
My commission expir
July 02, 2026

COTTAGE RENOVATION FOR RAFAEL GONZALEZ 1555 W. POPLAR ST GRIFFIN,GA 30224



COTTAGE PERSPECTIVE VIEW
NOT TO SCALE

RENOVATED SQUARE FOOTAGES	
AREA DESCRIPTION	AREA (S.F.) +/-
BEDROOM 1	91.14
BEDROOM 2	92.58
CLOSET 1	16.04
CLOSET 2	11.38
FULL BATH	41.90
HALF BATH	23.95
HALLWAY	56.10
KITCHEN	114.44
LIVING ROOM	119.31
STAIRS	46.86
W / D	7.11
	620.81 sq ft



SITE LOCATION MAP

THE STRUCTURE DESCRIBED WITHIN THE SCOPE OF THIS PROJECT SHALL MEET AND/OR EXCEED THE REQUIREMENTS SET FORTH BY THE BELOW MENTIONED CODES AND ADOPTED BY THE STATE OF GEORGIA, WHICH INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

-- INTERNATIONAL BUILDING CODE - 2018 ED. W/ GEORGIA AMENDMENTS (2020)
-- INTERNATIONAL RESIDENTIAL CODE - 2018 ED. W/ GEORGIA AMENDMENTS (2020)
-- INTERNATIONAL MECHANICAL CODE - 2018 ED. W/ GEORGIA AMENDMENTS (2020)
-- INTERNATIONAL PLUMBING CODE - 2018 ED. W/ GEORGIA AMENDMENTS (2020)
-- INTERNATIONAL FUEL GAS CODE - 2018 ED. W/ GEORGIA AMENDMENTS (2020)
-- NFPA NATIONAL ELECTRICAL CODE - 2017 ED. W/ NO GEORGIA AMENDMENTS
-- INTERNATIONAL ENGERY CODE - 2015 ED. W/ GEORGIA SUPPLEMENTS AND AMENDMENTS (2020).
-- THE CURRENT ADDITION OF THE NFPA CODES AND STANDARDS AS ADOPTED AND MODIFIED BY THE STATE FIRE MARSHAL
-- NFPA101 LIFE SAFETY CODE - 2012 ED. W/ GEORGIA AMENDMENTS (2013)
-- INTERNATIONAL FIRE CODE - 2012 ED. W/ GEORGIA AMENDMENTS (2014)
-- OCGA CHAPTERS 25 & 30 GEORGIA ACCESSIBILITY CODE / 2010 STANDARDS

INDEX OF DRAWINGS

SHEET #	DRAWING DESCRIPTION
A00.2	COVERSHEET (RESIDENTIAL)
A01.1	EXISTING & DEMO PLAN
A01.2	RENOVATION FLOOR PLANS
A03.1	ROOF PLAN
A03.2	FLOOR FRAMING PLANS
A04.1	FRONT & REAR ELEVATIONS
A04.2	SIDE ELEVATIONS
A05.1	CROSS SECTIONS
A05.2	WOOD FRAMING DETAILS
A07	KITCHEN CABINET ELEVATIONS
E0	ELECTRICAL NOTES
E1	ELECTRICAL PLAN
MP1	PLUMBING (RESIDENTIAL)

EPA DEMOLITION NOTIFICATION

IF THIS PROJECT INVOLVES THE DEMOLITION OF AN EXISTING STRUCTURE, THE GENERAL CONTRACTOR SHALL NOTIFY THE ENVIRONMENTAL PROTECTION DIVISION BY MAIL 10 DAYS BEFORE THE DEMOLITION IS SCHEDULED TO BEGIN.
NOTIFICATION IS REQUIRED EVEN IF THERE IS NO ASBESTOS OR OTHER HAZARDOUS MATERIALS PRESENT IN THE BUILDING..

SCOPE OF WORK:

RENOVATE/ REPAIR EXISTING KITCHEN AREA OF A RESIDENTIAL STRUCTURE THAT WAS SEVERLY DAMAGED BY A FALLING TREE DURING A RECENT TORNADIC EVENT.

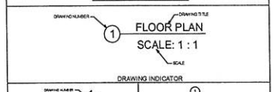
DESIGNER OF RECORD
RICHARD W. SPALDING
SPALDING DESIGNS LLC
P.O. BOX 1778
MONROE, GA 30655
PHONE: (678) - 914 - 5653

24 HOUR CONTACT
RAFAEL GONZALES, OWNER
(770) - 885 - 2223 - CELL

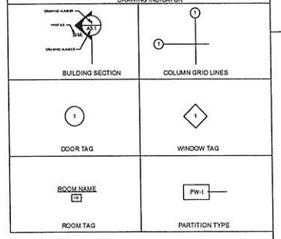
ABBREVIATION LEGEND

A.B. = ANCHOR BOLT
A.F.F. = ABOVE FINISHED FLOOR
ALUM. = ALUMINUM
APROX. = APPROXIMATELY
ARCH. = ARCHITECTURAL
B.F.F. = BELOW FINISHED FLOOR
BLDG. = BUILDING
BLK. = BLOCK
B.M. = BENCH MARK
BOT. = BOTTOM
B.O.F. = BOTTOM OF FOOTING
CAB. = CABINET
C.B. = CATCH BASIN
CEN. = CENTER
C.H. = CEILING HEIGHT
C.J. = CONTROL JOINT
C.L. = CENTER LINE
CLR. = CLEAR
CLG. = CEILING
COL. = COLUMN
CONC. = CONCRETE
CONSTR. = CONSTRUCTION
CONT. = CONTINUOUS
C.M.U. = CONCRETE MASONRY UNIT
CNTR = COUNTER
C.W. = COLD WATER LINE
DBL. = DOUBLE
DEPT. = DEPARTMENT
DET. = DETAIL
D.F. = DRINKING FOUNTAIN
DIA. = DIAMETER
DIM. = DIMENSION
DN. = DOWN
D.O. = DOOR OPENING
DS. = DOWNSPOUT
DWG. = DRAWING
E. = EAST
EA. = EACH
E.H. = EAVE HEIGHT
E.I.F.S. = EXTERNAL INSULATING FINISHING SYSTEM
E.J. = EXPANSION JOINT
ELEC. = ELECTRICAL
EMER. = EMERGENCY
ENCL. = ENCLOSURE
EQUIP. = EQUIPMENT
EXIST. = EXISTING
EXT. = EXTERIOR
E.W. = EACH WAY
EWH. = ELECTRIC WATER HEATER
F.A. = FIRE ALARM
F.B.O. = FINISHED BY OTHERS
F.D. = FLOOR DRAIN
FOUNT. = FOUNTAIN
F.E. = FIRE EXSTINGUSHER
FIN. = FINISH
FL. = FLOOR
FIN. FL. = FINISHED FLOOR
FLASH. = FLASHING
F.O.C. = FACE OF CONCRETE
F.O.F. = FACE OF FINISH
F.O.S. = FACE OF STUDS
FRIG. = REFRIGERATOR
FT. = FEET
FTG. = FOOTING
GA. = GAUGE
GALV. = GALVANIZED
G.C. = GENERAL CONTRACTOR
G.F.I. = GROUND FAULT INTERUPT
GND. = GROUND
G.L. = GRADE LINE
GLS. = GLASS
GLS. = GLASS
G.M. = GAS METER
G.V. = GATE VALVE
GYP. = GYPSUM
H.B. = HOSE BIBB
H.C. = HANDICAPPED
HDWR. = HARDWARE
HGT. = HEIGHT
H.M. = HOLLOW METAL
HORIZ. = HORIZONTAL
H.W. = HOT WATER LINE
I.B.C. = INTERNATIONAL BUILDING CODE
I.D. = INSIDE DIMENSION
INSUL. = INSULATION
INT. = INTERIOR
I.P.F. = IRON PIN FOUND
I.P.S. = IRON PIN SET
JAN. = JANITORIAL
JT. = JOINT
KIT. = KITCHEN
LAV. = LAVATORY
LW. = LIGHT WEIGHT
MAX. = MAXIMUM
MATL = MATERIAL
MECH. = MECHANICAL
M.D.P. = MAIN DISCONNECT PANEL
MFR. = MANUFACTURE
MIN. = MINIMUM
MISC. = MISCELLENEOUS
M.O. = MASONRY OPENING
N. = NORTH
N.I.C. = NOT IN CONTRACT
NOM. = NOMINAL
N.T.S. = NOT TO SCALE
O.C. = ON CENTER
O.D. = OUTSIDE DIMENSION
O.H. = OVER HEAD
PM.B. = PRE-ENGINEERED METAL BUILDING
P.P. = POWER POLE
PRELIM. = PRELIMINARY
P.R.V. = PRESSURE REDUCING VALVE
P.S.I. = POUNDS PER SQUARE FOOT
P.T. = PRESSURE TREATED
RAD. = RADIUS
REF. = REFERENCE
RM. = ROOM
REQD. = REQUIRED
R/W = RIGHT-OF-WAY
S = SOUTH
SCHED. = SCHEDULE
SECT. = SECTION
S.F. = SQUARE FEET
SHWR. = SHOWER
SHT. = SHEET
SIM. = SIMILAR
SPEC. = SPECIFICATION
S.S. = SANITARY SEWER
SQ. = SQUARE
STD. = STANDARD
STRUCT. = STRUCTURAL
SYM. = SYMETRICAL
S.Y.P. = SOUTHERN YELLOW PINE
TELE. = TELEPHONE
TEMP. = TEMPORARY
T & G = TONGUE AND GROOVE
T.O.S. = TOP OF STEEL
T.O.W. = TOP OF WALL
T.S. = TUBE STEEL
TYP. = TYPICAL
U.G. = UNDERGROUND
U.N.O. = UNLESS NOTED OTHERWISE
VERT. = VERTICAL
V.T.R. = VENT THRU ROOF
W.H. = WATER HEATER
W.L. = WASTE LINE
W.M. = WATER METER
W.P. = WATER PROOF OUTLET

DRAFTING SYMBOLS



DRAWING INDICATOR



Seal

PROJECT STATUS
RELEASED FOR CONSTRUCTION
DATE: 08/12/2023

PLOT DATE: 8/12/2023
PROJECT No: 23-012
DRAWN BY: RWS
CHECKED BY: #Architect

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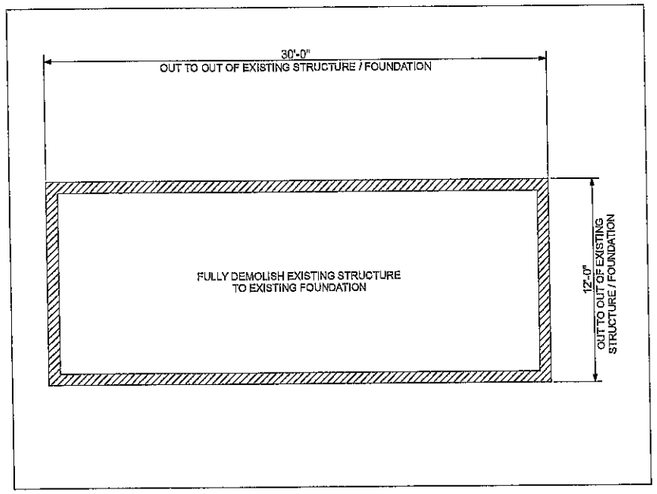
COTTAGE RENOVATION
FOR RAFAEL GONZALEZ
1555 W. POPLAR ST
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-

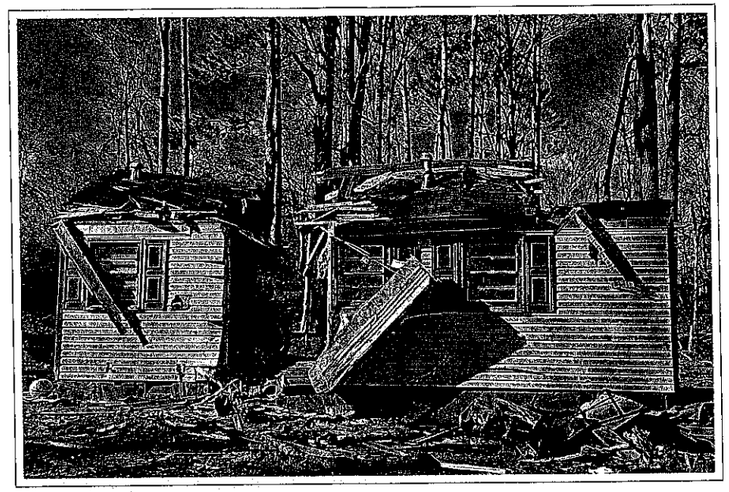
REVISION:	DATE:

COVERSHEET (RESIDENTIAL)
Scale - As Noted
#Notes

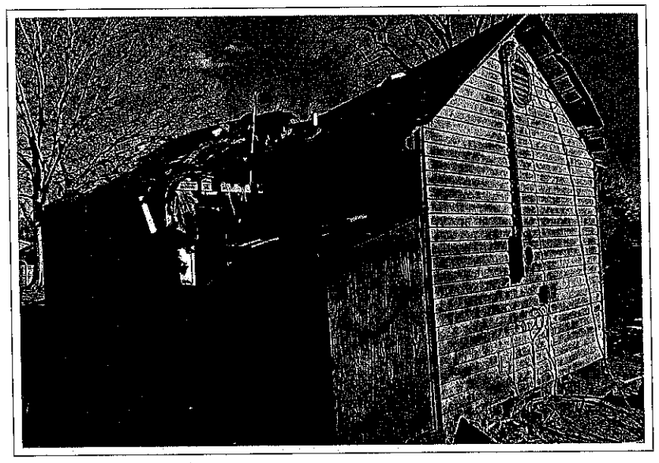
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1 of 40

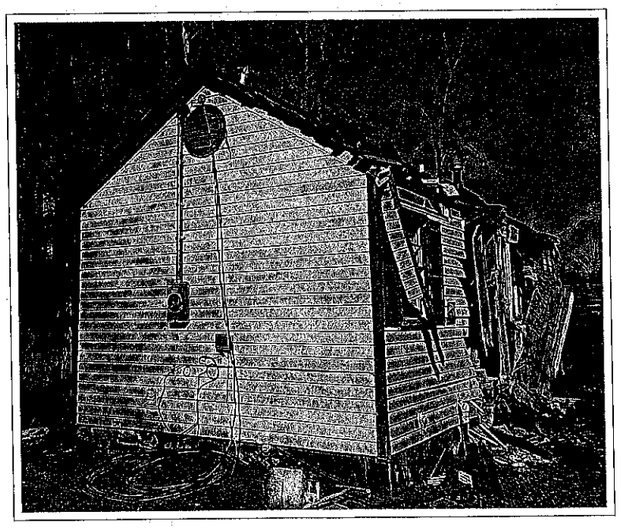




POST TORNADO DAMAGE TO COTTAGE STRUCTURE
NOT TO SCALE



POST TORNADO DAMAGE TO COTTAGE STRUCTURE
NOT TO SCALE



POST TORNADO DAMAGE TO COTTAGE STRUCTURE
NOT TO SCALE

ELECTRICAL LEGEND

E = EXISTING
N= NEW
R= RELO
CV= CONVERT

- DUPLEX RECEPTACLE W/ SWITCH
- DUPLEX RECEPTACLE
- QUAD RECEPTACLE
- WP — WEATHER PROOF RECEPTACLE
- GFI — GFI RECEPTACLE
- USB — USB COMBO RECEPTACLE
- 220 — 220 VOLT RECEPTACLE
- CEILING MOUNTED INCANDESCENT FIXTURE
- CH — CHANDELIER
- INCANDESCENT FLOOD LIGHT FIXTURE
- IC — STANDARD CAN LIGHT FIXTURE (INCADESENT)
- LED — LED LOW PROFILE SURFACE MOUNT LIGHT FIXTURE
- PENDANT LIGHT FIXTURE (LED)
- WALL MOUNTED INCANDESCENT FIXTURE
- JUNCTION BOX
- SWITCH (SINGLE)
- SWITCH (2 WAY)
- SWITCH (3 WAY)
- CEILING FAN WITH LIGHT KIT
- CEILING MOUNTED FLORESCENT LIGHT STRIP
- F — BATH EXHAUST FAN
- FUSE PANEL
- M — ELECTRICAL METER
- ELECTRICAL DISCONNECT
- SD — SMOKE DETECTOR
- CM — CARBON MONOXIDE DETECTOR
- E.W.H. — ELECTRIC WATER HEATER
- THERMOSTAT
- PUSH BOTTON SWITCH
- TEL — TELEPHONE
- ETH — ETHERNET
- CATV — CATV (COAXLE)
- WALL MOUNTED EMERGENCY LIGHT
- EXIT — EXIT LIGHT WITH EMERGENCY BACK-UP BATTERY LIGHT
- EXIT — EXIT LIGHT

AS-BUILT FLOOR PLAN NOTES

1. DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS SHALL GOVERN. LARGE SCALE DIMENSION DRAWINGS SHALL GOVERN OVER SMALLER SCALE DRAWINGS. CONTACT DESIGNER TO CONFIRM ALL DISCREPANCIES.

2. THE REPRESENTED DRAWING IS BASED ON FIELD MEASUREMENTS TAKEN AND PREPARED INTO A DOCUMENT SHOWING THE AS-BUILT CONDITIONS. THE SCOPE OF WORK SHOWN IS BASED SOLEY ON VISIBLE / EXPOSED CONDITIONS. FIELD VERIFY AS-BUILT DRAWING TO ACTUAL FIELD CONDTIONS PRIOR TO THE COMMENCEMENT OF ANY FIELD RELATED WORK.

3. THIS IS NOT A STRUCTURAL REVIEW OF THE EXISTING STRUCTURE. ANY STRUCTURAL REVIEW/ANALYSIS SHALL BE PERFORMED BY A STRUCTURAL ENGINEER DULY LICENSED IN THE STATE OF GEORGIA.

4. OWNER/ CONTRACTOR SHALL BE RESPONSIBLE FOR INSPECTING EXISTING STRUCTURE FOR SIGNS OF ROT, DECAY, PEST INFESTATION, STRUCTURAL DEFICIENCIES OR ANY OTHER ISSUES THAT MAY BE PRESENT. OWNER/ CONTRACTOR SHALL BE RESPONSIBLE FOR THE CORRECTING OF SUCH DEFICIENCIES, PRIOR TO THE COMMMENCEMENT OF ANY RENOVATION WORK.

5. DESIGNER WAS UNABLE TO FULLY INSPECT EXISTING FOUNDATION DUE TO DEBRIS AND COLLAPSED STRUCTURE COVERING THE FOUNDATION. FURTHER INSPECTION OF THE FOUNDATION MAY BE REQUIRED ONCE THE DEBRIS HAS BEEN REMOVED. OWNER/ CONTRACTOR SHALL BE RESPONSIBLE FOR INSPECTING THE EXISTING FOUNDATION FOR SIGNS OF STRUCTURAL DEFICIENCIES AND SHALL BE RESPONSIBLE FOR THE CORRECTING OF SUCH DEFICIENCIES PRIOR TO THE COMMMENCEMENT OF ANY RENOVATION WORK.

WALL LEGEND

- NEW 2x WOOD FRAMED EXTERIOR WALL WITH EXTERIOR SIDING AND INTERIOR FACE COVERED WITH 1/2" SHEETROCK
- NEW 2x WOOD FRAMED INTERIOR WALL PARTITION WALL CONSTRUCTED W/ 1/2" SHEETROCK APPLIED TO EACH SIDE.
- WALL STRUCTURE TO BE DEMOLISHED
- FUTURE INTERIOR WALL PARTITION

Seal

PROJECT STATUS

RELEASED FOR CONSTRUCTION

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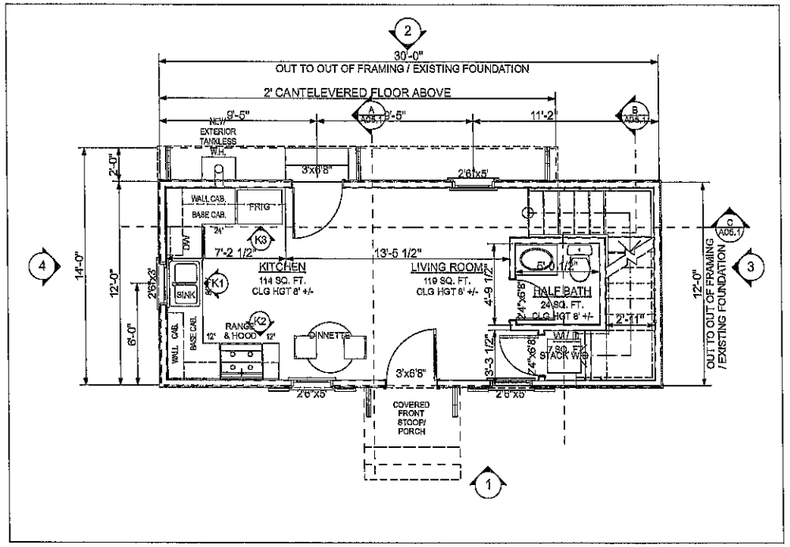
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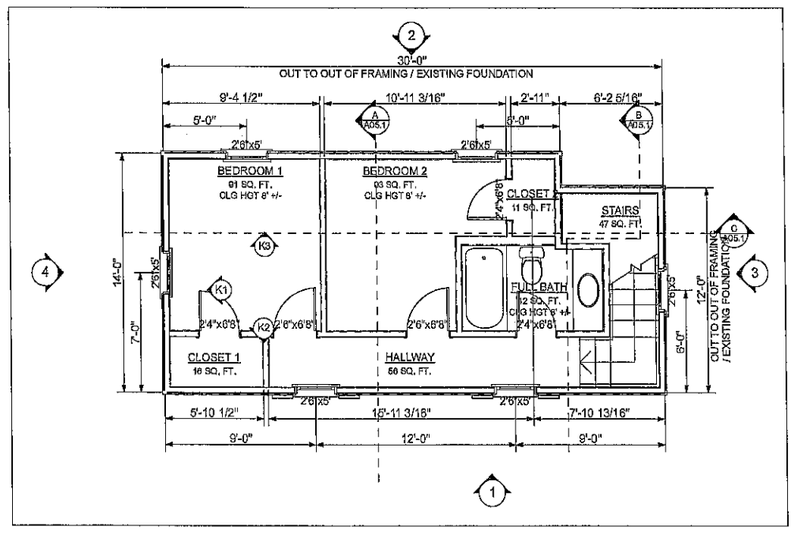
REVISION:	DATE:

EXISTING & DEMO PLAN
Scale - As Noted
#Notes

A01.1



1 COTTAGE DOWNSTAIRS PLAN
SCALE: 1/4" = 1'-0"



2 COTTAGE UPSTAIRS PLAN
SCALE: 1/4" = 1'-0"

ALL NOTED DOOR/ WINDOW DIMENSIONS ARE NOMINAL

ROOM FINISH GENERAL NOTES

1. SURFACES

CONTRACTOR SHALL EXAMINE ALL SURFACES TO BE FINISHED UNDER THIS CONTRACT AND SEE THAT THE WORK OF THEIR TRADES HAS BEEN INSTALLED IN SATISFACTORY CONDITION TO RECEIVE PAINT, STAIN OR SPECIFIED FINISH. THE APPLICATION OF THE FIRST COAT OF ANY FINISH PROCESS SHALL CONSTITUTE ACCEPTANCE OF THE SURFACE.

2. FINISHES

WHERE THE CONTRACTOR IS TO INSTALL NEW FINISHES ADJACENT TO ANY EXISTING FINISHES, MATERIALS ARE TO BE INSTALLED TO OBSCURE DEFINITIVE TRANSITIONS BETWEEN EXISTING AND NEW FINISHES.

3. MATERIAL PACKAGING

MATERIALS SHALL BE DELIVERED IN THEIR ORIGINAL CARTONS OR CONTAINERS AS PACKAGED BY THE MANUFACTURER AND BEARING THE ORIGINAL MANUFACTURER'S LABELS. CONTRACTOR SHALL BE RESPONSIBLE FOR RECEIVING SUCH GOODS.

4. MATERIAL STORAGE

MATERIALS STORED ON THE SITE SHALL BE PROTECTED FROM DAMAGE BY MOISTURE, WIND, SUN, ABUSE, OR ANY OTHER HARMFUL AFFECTS. DAMAGED MATERIALS WILL BE REJECTED AND MUST BE REPLACED.

5. FINISH SUBMITTALS

CONTRACTOR TO SUBMIT ALL FINISHES SPECIFIED WITH IN DRAWINGS TO OWNER FOR APPROVAL PRIOR TO FIELD APPLICATION. (I.E. PAINT, FLOORING, PLASTIC LAMINATE, SHOP FINISH WOOD FOR CUSTOM MILLWORK, ETC.)

6. CARPET INSTALLATION

FLOOR SUBSTRATE SHALL BE FREE OF DIRT AND DEBRIS BEFORE CARPET INSTALLATION. THE INSTALLATION OF CARPET SHALL CONSTITUTE ACCEPTANCE OF THE SLAB.

7. CARPET SEAM/JOINT TRANSITIONS

CARPET INSTALLER SHALL SUBMIT SEAMING DIAGRAMS TO GENERAL CONTRACTOR/OWNER FOR APPROVAL PRIOR TO INSTALLATION. CARPET INSTALLER SHALL INSURE THAT CARPET NAP RUNS IN THE SAME DIRECTION. CARPET TO CARPET TRANSITIONS AT DOORS SHALL OCCUR DIRECTLY UNDER THE CENTER LINE OF CLOSED DOOR.

8. BASE SPECIFICATION

CONTRACTOR SHALL USE 4" COVE BASE UNLESS OTHERWISE NOTED. CONTRACTOR SHALL NOT USE PIECES LESS THAN 18" LONG. ALLOW BASE TO RUN CONTINUOUS AROUND CORNERS. DO NOT USE PRE-MOLDED BASE.

9. BASE INSTALLATION

BASE MATERIAL SHALL BE INSTALLED FLUSH TO THE FLOOR SURFACE UNLESS OTHERWISE NOTED.

10. PAINT

CONTRACTOR SHALL LEAVE REMAINING PAINT (1 GALLON MINIMUM) OF EACH COLOR WITH OWNER FOR FUTURE TOUCH UP NEEDS.

11. WALL COVERING

ALL WALL COVERING TO BE FROM THE SAME MANUFACTURING RUN AND BE CONSISTENT IN COLOR PATTERN AND TEXTURE. ALL WALL COVERING ROLLS TO BE STORED HORIZONTALLY. ALL MATERIALS TO ACCLIMATE TO SITE TEMPERATURE FOR 24 HOURS PRIOR TO INSTALLATION.

12. WALL COVERING

CONTRACTOR SHALL USE MANUFACTURER'S RECOMMENDED PRIMERS, SEALERS, AND ADHESIVES. ALL SEAMS TO BE RUNS IN CONSECUTIVE ORDER. TRIM BE MADE BEFORE APPLYING. DO NOT CUT INTO SUBSTRATE. DO NOT LOCATE SEAMS AT CORNERS. WRAP 6IX INCHES BEYOND MIDDLE FOR OUTSIDE CORNERS, EXCEPT WHERE CHANGE OF WALL COVERING OCCURS. WHEN WALL COVERING TERMINATES AT AN OUTSIDE CORNER, CONTRACTOR SHALL PROVIDE A CLEAR PROTECTIVE CORNER GUARD.

13. WALL COVERING

CONTRACTOR TO REMOVE EXCESS ADHESIVE IMMEDIATELY FROM SURFACE OR WALL COVERING AS EACH JOINT OR SEAM IS MADE AND BEFORE PROCEEDING TO THE NEXT JOINT OR SEAM. ASSURE INSTALLATION IS SECURE, SMOOTH, CLEAN AND WITHOUT BUBBLES, GAPS, TEARS, OVERLAPS OR EDGES NOT ADHERED TO BACKING.

14. TRIM

ALL PAINT GRADE TRIM TO BE SOLID STOCK POPLAR OR EQUIVALENT. FINGER JOINT TRIM IS NOT ALLOWED.

15. TILE INSTALLATION

CONTRACTOR SHALL PREPARE SLAB AS NECESSARY TO RECEIVE SPECIFIED TILE PRODUCT; SKIM COAT AS REQUIRED.

16. CLEAN UP

UPON COMPLETION OF ALL FINISH APPLICATIONS, ALL MATERIALS AND EQUIPMENT SHALL BE REMOVED. CONTRACTOR SHALL INSURE THAT PAINT AND GLUE SPOTS ARE REMOVED AND THAT ALL AREAS ARE LEFT CLEANED AND FREE OF DUST, DIRT, OR DEBRIS.

17. CODE COMPLIANCE

INTERIOR FINISHES SHALL COMPLY WITH 2600 NFPA 101.

FLOOR PLAN NOTES

1. DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS SHALL GOVERN. LARGE SCALE DIMENSION DRAWINGS SHALL GOVERN OVER SMALLER SCALE DRAWINGS. CONTACT DESIGNER TO CONFIRM ALL DISCREPANCIES.

2. ALL INTERIOR DIMENSIONS ARE FROM FACE TO FACE OF FINISHED WALL, FOR, UNLESS NOTED OTHERWISE. ALL EXTERIOR DIMENSIONS ARE FROM FACE OF BRICK (FOB).

3. ALL WORK SHALL CONFORM WITH DRAWINGS AND SPECIFICATIONS IN ACCORDANCE WITH ALL APPLICABLE GOVERNING MUNICIPAL AND REGULATORY AGENCIES, CODES, AND REQUIREMENTS. IT SHALL BE UNDERSTOOD THAT ALL INTENDED WORK IS SUBJECT TO REVIEW AND INTERPRETATION BY THE ADMINISTRATIVE AUTHORITY HAVING JURISDICTION AND IN NO CASE SHALL WORK BE PERFORMED WITHOUT THE WRITTEN APPROVAL OF SAID AUTHORITY. THE GENERAL CONTRACTOR FOR THE PROJECT SHALL BE RESPONSIBLE FOR ALL FEES RELATED TO THE ISSUE OF PERMITS, INSPECTIONS, AND CERTIFICATES NECESSARY FOR THE EXECUTION AND COMPLETION OF THE WORK AND THE OCCUPANCY OF THE AREA OF WORK.

4. ALL SHEETROCK/DRYWALL PARTITIONS ARE TO BE TAPED, MUDDED, AND SANDED TO A LEVEL M SMOOTH FINISH TO RECEIVE WALL FINISH PER ROOM FINISH PLAN AND/OR SCHEDULE.

5. PROVIDE THE REQUIRED NUMBER FIRE EXTINGUISHERS HAVING A MINIMUM RATING OF 2A, 10 BC AS SPECIFIED BY THE JURISDICTION HAVING AUTHORITY. EXTINGUISHERS TO BE CONSPICUOUSLY LOCATED AND READILY ACCESSIBLE. TOPS OF EXTINGUISHERS TO BE SET AT 48" A.F.F. MAXIMUM TRAVEL DISTANCE BETWEEN EXTINGUISHERS NOT TO EXCEED 75 FEET. THE KITCHEN SHALL BE EQUIPPED WITH (1) 10 BC / K EXTINGUISHER.

6. NOTE OMITTED

7. NOTE OMITTED

8. INSULATING MATERIALS, WHERE CONCEALED AS INSTALLED IN BUILDINGS OF ANY TYPE OF CONSTRUCTION, SHALL HAVE A FLAME SPREAD INDEX OF NOT MORE THAN 25 AND A SMOKE DEVELOPED INDEX OF NOT MORE THAN 450.
INSULATING MATERIALS, WHERE EXPOSED AS INSTALLED IN BUILDINGS OF ANY TYPE OF CONSTRUCTION, SHALL HAVE A FLAME SPREAD INDEX OF NOT MORE THAN 25 AND A SMOKE DEVELOPED INDEX OF NOT MORE THAN 450. (IBC SECTION 803)

9. REFER TO ELECTRICAL, MECHANICAL, AND PLUMBING DRAWINGS FOR ADDITIONAL INFORMATION.

10. GENERAL CONTRACTOR TO ENSURE THAT ALL WALLS, FLOORS, AND CEILINGS ARE FREE FROM VOIDS, CRACKS, OR TEARS. IF ANY SUCH DEFECTS IS FOUND, THE GENERAL CONTRACTOR SHALL PATCH, REPAIR, AND SEAL TO OBTAIN A SMOOTH CLEAN FINISH.

11. ALL WOOD FRAMING COMPONENTS SHALL BE A MINIMUM OF #2 SOUTHERN YELLOW PINE (SYP). STUDS SHALL BE STRAIGHT AND FREE OF EXCESSIVE KNOTS OR HOLES.

12. NON LOAD BEARING WOOD SILL PLATES MAY BE ANCHORED TO CONCRETE USING .095" - DRIVE PINS WITH 1 1/4" EMBEDMENT. ALL LOAD BEARING WOOD SILL PLATE SHALL BE ANCHORED TO CONCRETE USING 1/2" LONG MIN. x 1/2" DIA. BOLTS SPACED 32" O.C. APART MAX. W/ A NUT AND WASHER AT EACH END.
ALL DRIVE PINS LOCATED ALONG EXTERIOR WALLS TO BE SPACED AT 16" O.C. (MAX.) AND THOSE LOCATED ALONG INTERIOR WALLS TO BE SPACED AT 24" O.C. (MAX.).

13. ALL WOOD IN CONTACT WITH CONCRETE WILL BE PRESSURE TREATED

14. FOR ALL WALLS, FRAME ALL WALL OPENINGS FOR DOORS & WINDOWS WITH AN APPROPRIATE SIZED PRESSURE TREATED WOOD (2 x) MEMBER TO ALLOW FOR ADDITIONAL SUPPORT OF DOOR & WINDOW JAMBS.

15. ALL NON LOAD BEARING WALL CONSTRUCTION, UNLESS NOTED OTHERWISE ON FLOOR PLANS, CROSS SECTIONS, OR DETAILS, SHALL BE 2x4 WOOD STUDS AT 16" O.C. WITH ONE (1) LAYER OF 1/2" MIN. DRYWALL ON EACH SIDE

16. ALL LOAD BEARING WALL CONSTRUCTION, UNLESS NOTED OTHERWISE ON FLOOR PLANS, CROSS SECTIONS, OR DETAILS, SHALL BE 2x6 WOOD STUDS AT 16" O.C. WITH ONE (1) LAYER OF 1/2" DRYWALL MIN. ON EACH SIDE

17. POST BUILDING ADDRESS AT ROADWAY FOR EMERGENCY VEHICLE RESPONSE.

18. EVERY ROOM DESIGNATED AS A SLEEPING QUARTER TO BE EQUIPPED WITH AN APPROVED NFPA SMOKE DETECTOR.

ADDITIONAL PLAN NOTES

1. THE REPRESENTED DRAWING IS BASED ON MEASURMENTS TAKEN FROM DATA RECORDED BY THE LOCAL TAX ACCESSOR'S OFFICE AND IS AVAILABLE TO THE PUBLIC. CONTRACTOR TO FIELD VERIFY DRAWING DIMENSIONS PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION ACTIVITY.

2. DESIGNER WAS UNABLE TO FULLY INSPECT EXISTING FOUNDATION DUE TO DEBRIS AND COLLAPSED STRUCTURE COVERING THE FOUNDATION. IF DURING FURTHER INSPECTION OF THE FOUNDATION, IT IS DEEMED THAT THE INTEGRITY OF THE FOUNDATION MAY HAVE BEEN COMPRIMISED OR APPEARS TO BE SUBSTANDARD, THE CONTRACTOR SHALL DEMOLISH THE EXISTING FOUNDATION AND CONSTRUCT A NEW 8" C.M.U. BLOCK FOUNDATION PER CONSTRUCTION REQUIREMENTS AS OUTLINED IN THE IRC.

3. ANY DIMENSIONS SHOWN ON THE FLOOR PLAN FOR WINDOWS AND DOOR ARE NOMINAL. REFER TO WINDOW DOOR SCHEDULE OR MANUFACTURER'S SPECIFICATIONS FOR ROUGH OPENING SIZES. ANY ROUGH OPENING DIMENSIONS SHOWN WILL BE LABELED WITH A "R.O." NOTATION.

WALL LEGEND

NEW 2x WOOD FRAMED EXTERIOR WALL WITH EXTERIOR SIDING AND INTERIOR FACE COVERED WITH 1/2" SHEETROCK

NEW 2x WOOD FRAMED INTERIOR WALL PARTITION WALL CONSTRUCTED W/ 1/2" SHEETROCK APPLIED TO EACH SIDE.

WALL STRUCTURE TO BE DEMOLISHED

FUTURE INTERIOR WALL PARTITION

Seal

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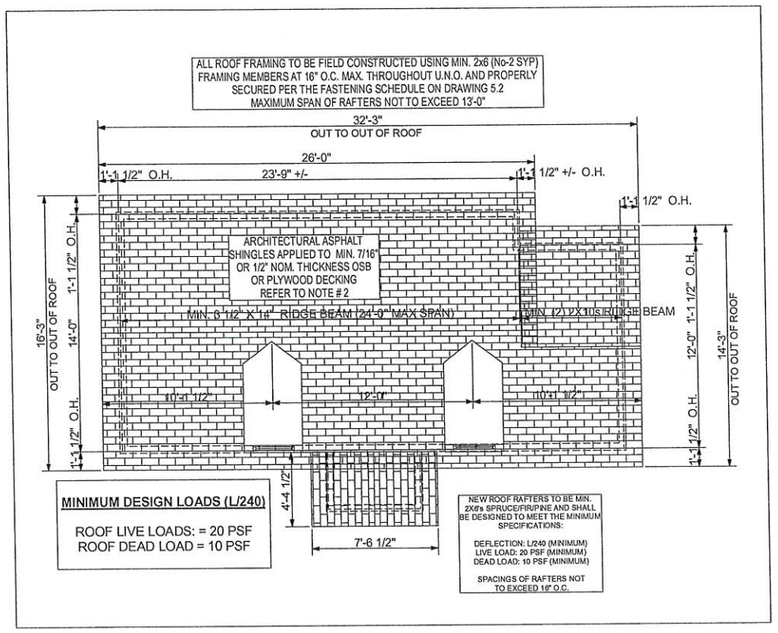
COTTAGE RENOVATION
FOR RAFAEL GONZALEZ
1555 W. POPLAR ST
GRIFFIN, GA 30224
-

REVISION:	DATE:

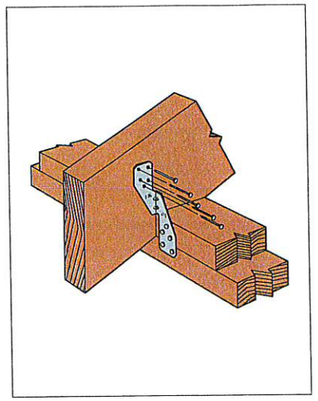
RENOVATION FLOOR PLANS
Scale - As Noted
#Notes

A01.2

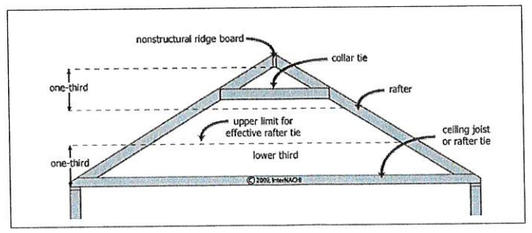
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1 ROOF PLAN
SCALE: 1/4" = 1'-0"



E H 2.5A RAFTER TIE DETAIL
NOT TO SCALE



F TYP. COLLAR TIE DETAIL

ROOF PLAN NOTES

1. DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS SHALL GOVERN. LARGE SCALE DIMENSION DRAWINGS SHALL GOVERN OVER SMALLER SCALE DRAWINGS. CONTACT DESIGNER TO CONFIRM ALL DISCREPANCIES.

2. REMODELED KITCHEN ROOF COVERING TO BE ASPHALT SHINGLES TO MATCH EXISTING ROOF SHINGLES.
SHINGLES TO BE APPLIED TO MIN. 1/2" O.S.B. SHEATHING W/ 12" INSULATION (R-30) IN ATTIC SPAN RATING FOR 1/2" O.S.B. TO BE 24/16.

3. ROOFS ARE NOT EQUIPPED WITH GUTTERS. IF OWNER WISHES TO INSTALL GUTTERS, THEN THE SHALL COORDINATE WITH THE GENERAL CONTRACTOR THE INSTALLATION OF THE NEW GUTTERS.

4. NEW ROOFS TO MATCH OVERHANG OF EXISTING ROOF UNLESS NOTED OTHERWISE.

5. NEW ROOF MATERIAL SHALL BE FREE OF DAMAGE OR DEFECTS. GENERAL CONTRACTOR SHALL REPLACE ANY DAMAGED ROOFING MATERIALS.

6. ANY HOLES CAUSED BY MISLOCATED SCREWS OR NAILS SHALL BE PROPERLY PATCHED AND SEALED PER ROOFING MFG. RECOMMENDATIONS TO PREVENT LEAKAGE.

7. IF METAL ROOF PANELS ARE TO BE UTILIZED, THEY SHALL BE ATTACHED TO CLIPS PER MFG. RECOMENDATIONS. CLIPS TO BE FASTENED TO PLYWOOD DECKING PER MFG. RECOMENDATIONS.

8. GENERAL CONTRACTOR TO VERIFY THAT ALL ROOF CLOSURES AND SEALS HAVE BEEN PROPERLY INSTALLED TO PREVENT LEAKAGE.

9. ROOF HAS NOT BEEN DESIGNED TO SUPPORT ANY ADDITIONAL ROOF TOP EQUIPMENT OR STUCTURES. DO NOT PLACE HVAC EQUIPMENT, STEEPLES, ETC. ON ROOF.

10. INSULATING MATERIALS, WHERE CONCEALED AS INSTALLED IN BUILDINGS OF ANY TYPE OF CONSTRUCTION, SHALL HAVE A FLAME SPREAD INDEX OF NOT MORE THAN 25 AND A SMOKE DEVELOPED INDEX OF NOT MORE THAN 450.
INSULATING MATERIALS, WHERE EXPOSED AS INSTALLED IN BUILDINGS OF ANY TYPE OF CONSTRUCTION, SHALL HAVE A FLAME SPREAD INDEX OF NOT MORE THAN 25 AND A SMOKE DEVELOPED INDEX OF NOT MORE THAN 450. (IBC SECTION 803)

11. IF GUTTERS AND DOWNSPOUTS ARE INSTALLED THEY SHALL BE PROPERLY SIZED TO CARRY THE PROPER AMOUNT OF WATER.

12. IF ENGINEERED ROOF TRUSSES ARE BEING UTILIZED, THEY SHALL BE DESIGNED BY TRUSS MFR. AND SUBMITTED TO ARCHITECT / DESIGNER OF RECORD FOR APPROVAL PRIOR TO TRUSS FABRICATION AND INSTALL.

13. STRUCTURAL ROOF SHEATHING TO BE BE FASTENED TO FRAMING USING 8d NAILS SPACED NO MORE THAN 6" APART.

14. ALL BLOCK ALONG EDGE OF PERIMETER ROOF SHEATHING TO BE A MIN OF 2" IN NOMINAL WIDTH TO SUPPORT THE REQUIRED DIAPHAM BOUNDARY FASTENING.

15. ROOF RAFTERS TO BE CONNECTED TO DOUBLE TOP PLATES USING (3) 8d NAILS (REFER TO FASTENING SCHEDULE ON A5.2 FOR ADDITIONAL INFORMATION)

CONVENTIONAL WOOD FRAMING NOTES

1. ALL ROOF FRAMING MATERIAL TO BE MIN. No2 S.Y.P OR OTHER SUITABLE SPECIES FOR STRUCTURAL CONSTRUCTION.

2. ALL ROOF FRAMING TO BE INSTALLED TO MEET A MINIMUM LIVE LOAD DEFLECTION OF L/240. WHERE FEASIBLE MIN. L/360 IS PREFERED

3. UNLESS NOTED OTHERWISE ALL ROOF FRAMING NOT TO EXCEED 16" O.C. SPACING

4. RIDGE BEAMS ARE EITHER LVL'S OR MULTI-PLY 2x'S. 2X's TO BE FASTENED TOGETHER USING #8D NAILS EVERY 12" AND STAGGERED

5. CONVENTIONAL WOOD BEAMS TO BE MIN. DBL 2x'S OR LVL'S (REFER TO NOTATIONS ON FRAMING PLAN). BEAMS TO FASTENED PER THE IBC FASTENING SCHEDULE.

6. MINIMUM CONVENTIONAL WOOD RAFTER SIZE TO BE 2X8's U.N.O. MULTI-PLY 2x RAFTERS WHERE NOTED SHOULD BE FASTENED TOGETHER USING #8D NAILS EVERY 12" AND STAGGERED. (EACH FACE)

7. ROOF RAFTERS TO BE CONNECTED TO DOUBLE TOP PLATES USING (3) 8d NAILS (REFER TO THE IBC FASTENING SCHEDULE TO THE RIGHT FOR ADDITIONAL INFORMATION)

8. CONVENTIONAL ROOF RAFTERS TO BE CONNECTED TO DOUBLE TOP PLATES PER THE NOTED IBC FASTENING SCHEDULE. SHOULD THE LOCAL JURISDICTION REQUIRE THE ROOF RAFTERS TO BE SIESMICLY SECURED TO THE DOUBLE TOP PLATES, THEN SIMPSON H2.5A HURRICANE TIES OR OTHER SIMILAR APPROVED TIES SHALL BE INSTALLED AT ENDS OF RAFTERS AT A MAX. SPACING OF NO GREATER THAN 32" O.C.

9. A NON-STRUCTURAL 2X10 RIDGE BOARD MAY BE USED IN-LEU OF A STRUCTURAL RIDGE BEAM, HOWEVER THE RAFTERS AND RIDGE BOARD MUST BE ADEQUATELY BRACED WITH THE PROPER FRAMING SUPPORTS AS SPECIFICE BY THE IRC.

Seal

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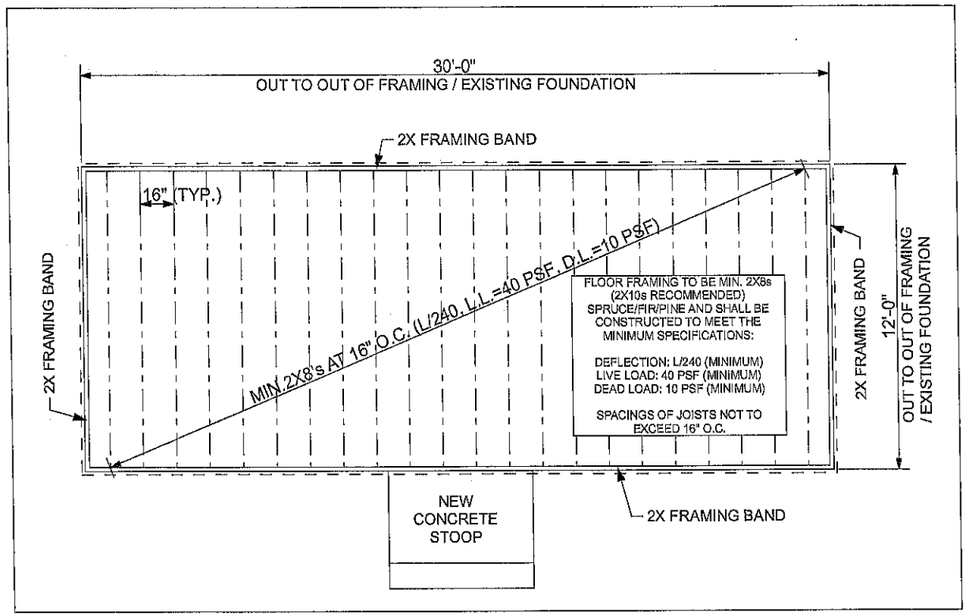
COTTAGE RENOVATION
FOR RAFAEL GONZALEZ
1555 W. POPLAR ST
GRIFFIN, GA 30224
-

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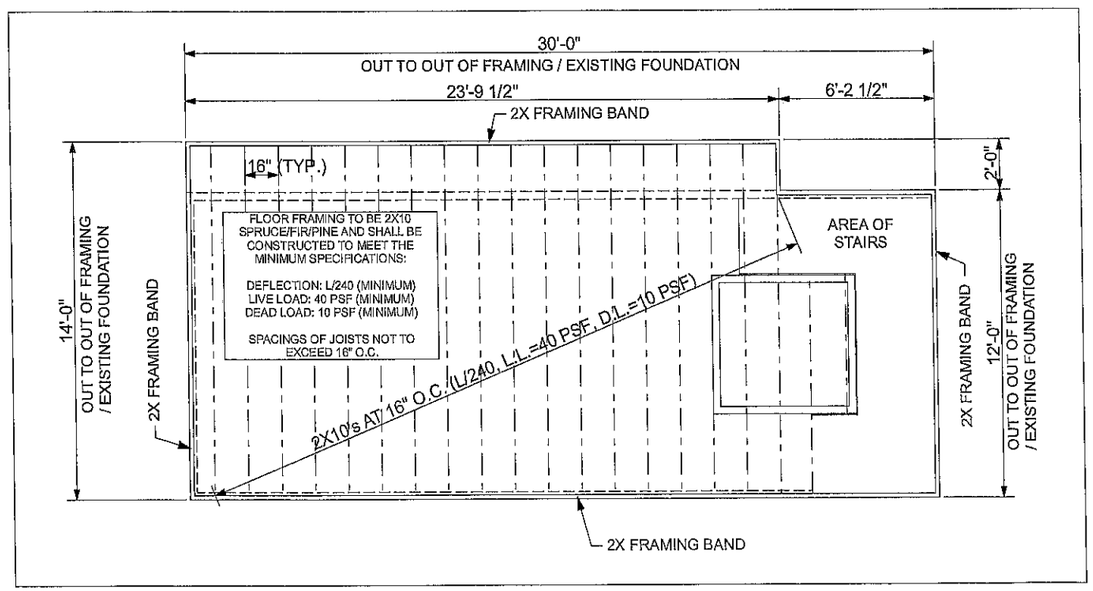
ROOF PLAN
Scale - As Noted
#Notes

A03.1

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1. DOWN STAIRS FRAMING PLAN
NOT TO SCALE



2. UP STAIRS FRAMING PLAN
NOT TO SCALE

CONVENTIONAL WOOD FRAMING NOTES

1. CONVENTIONAL FLOOR FRAMING MEMBERS TO BE MIN. No2 S.Y.P OR OTHER SUITABLE SPECIES FOR STRUCTURAL CONSTRUCTION.

2. ALL FLOOR FRAMING TO BE INSTALLED TO MEET A MINIMUM LIVE LOAD DEFLECTION OF L/240. WHERE FEASIBLE MIN. L/360 IS PREFERED

3. UNLESS NOTED OTHERWISE ALL FLOOR JOIST FRAMING NOT TO EXCEED 16" O.C. SPACING

4. FLOOR SUPPORT BEAMS ARE EITHER LVL'S OR MULTI-PLY 2X'S. MULTI-PLY 2X's SHALL BE FASTENED TOGETHER PER THE IRC FASTENING REQUIREMENTS.

5. CONVENTIONAL WOOD HEADERS FOR DOORS & WINDOWS SHALL BE MIN. DBL 2x10'S OR LVL'S SHALL BE USED FOR OPENINGS 8' OR GREATER. (REFER TO NOTATIONS ON FRAMING PLAN). BEAMS TO FASTENED PER THE IBC FASTENING SCHEDULE.

6. MINIMUM CONVENTIONAL WOOD JOIST SIZE TO BE 2X8's AND SPACED APART NO MORE THAN 16" O.C. U.N.O.

7. JOISTS TO BE CONNECTED TO DOUBLE TOP PLATES USING (3) 8d NAILS (REFER TO THE IBC FASTENING SCHEDULE TO THE RIGHT FOR ADDITIONAL INFORMATION)

8. SUB FLOOR TO BE 23/32" T & G DECKING MATERIAL (ADVANTEC OR SIMILAR) GLUED AND SCREWED TO FLOOR JOISTS. .

9. WHEN JOIST HANGERS ARE USED THEY SHALL BE GALVANIZED STEEL OR STAINLESS STEEL.

10. ALL FRAMING COMPONENTS TO BE #2 SOUTHERN YELLOW PINE WITH A NOM. THICKNESS OF 2".

IF PRE-ENGINEERED WOOD FLOOR JOISTS ARE BEING UTILIZED, REFER TO THE JOIST MANUFACTURER'S SPECIFICATIONS FOR ADDITIONAL INFORMATION.

ALL PRE-ENGINEERED WOOD JOISTS SHALL BE DESIGNED BY A PROFESSIONAL ENGINEER REGISTERED IN THE STATE OF GEORGIA

Seal

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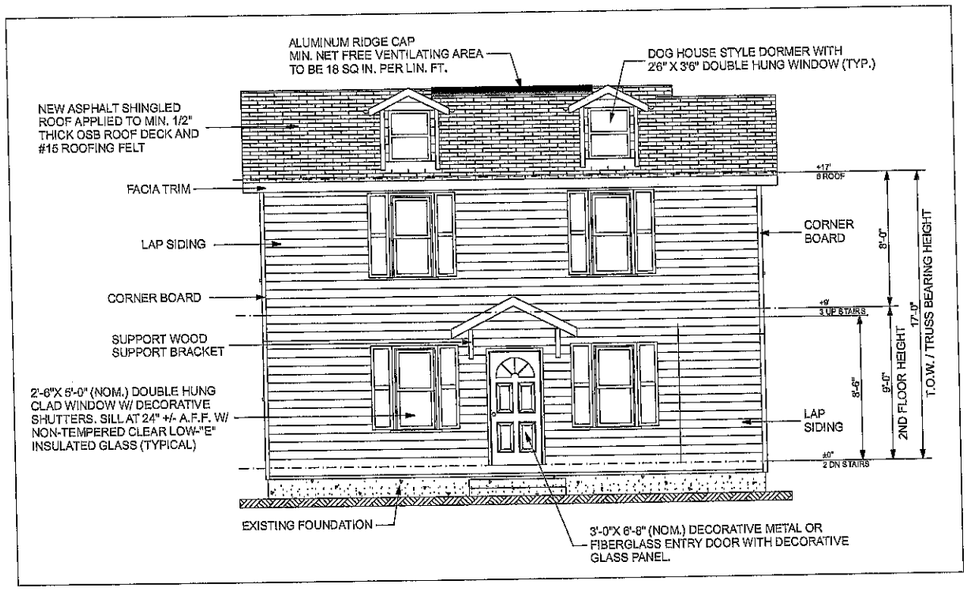
COTTAGE RENOVATION
FOR RAFAEL GONZALEZ
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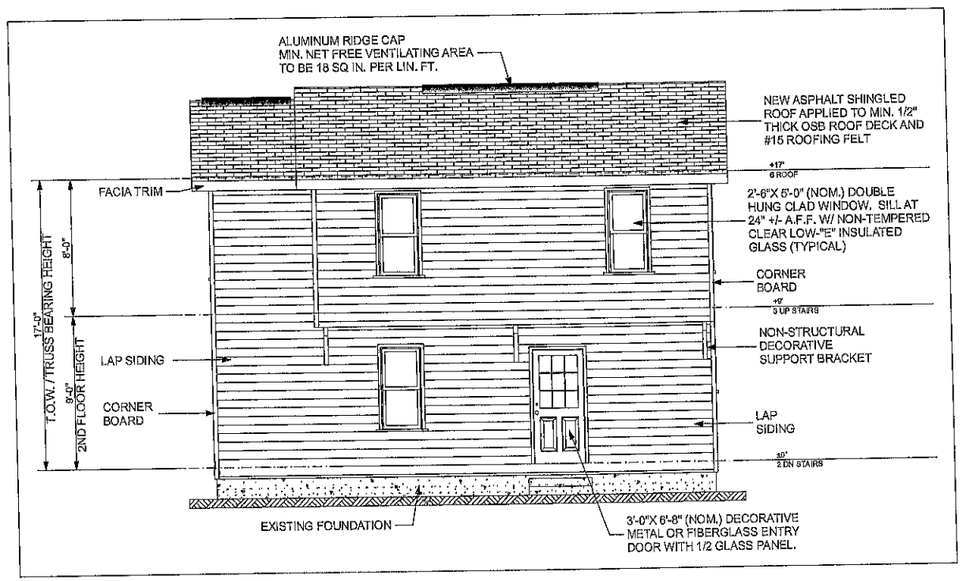
FLOOR FRAMING PLANS
Scale - As Noted
#Notes

A03.2

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1 COTTAGE FRONT ELEVATION
SCALE: 1/4" = 1'-0"



2 COTTAGE REAR ELEVATION
SCALE: 1/4" = 1'-0"

"T" = TEMPERED GLASS

BUILDING ELEVATION NOTES "WS" = WIRE SAFETY GLASS

1. DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS SHALL GOVERN. LARGE SCALE DIMENSION DRAWINGS SHALL GOVERN OVER SMALLER SCALE DRAWINGS. CONTACT DESIGNER TO CONFIRM ALL DISCREPANCIES.

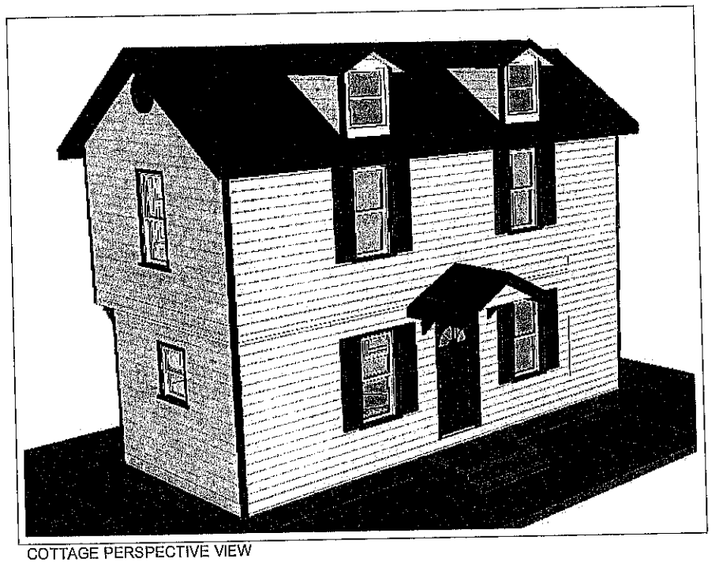
2. ALL HEIGHT DIMENSIONS ARE FROM FINISHED SLAB TO TOP OF EXTERIOR BEAING WALL.

3. EXACT COLORS, STYLES, TEXTURES, ETC. OF EXTERIOR CLADDING, INCLUDING BUT NOT LIMITED TO BRICK, MORTAR, METAL PANELS, E.I.F.S., GUTTERS, AND DOWNSPOUTS ARE TO MATCH COLORS SIMILAR TO EXISTING HOUSE ON PROPERTY.

4. MASONRY CONTROL JOINT SPACING NOT TO EXCEED 50'-0" MAX. CONTROL JOINT TO BE 1/2" WIDE AND FILLED WITH AN ELASTIC CAULK TO MATCH BRICK MORTAR COLOR

5. DOWNSPOUTS TO BE LOCATED EVERY 25'-0" MAX. LOCATE DOWNSPOUTS TO CONCEAL MASONRY EXPANSION JOINTS WHERE FEASIBLE .

6. DOWNSPOUTS TO BE ALUMINUM MATERIAL AND SHALL MATCH THE COLOR OF THE GUTTERS.



COTTAGE PERSPECTIVE VIEW
NOT TO SCALE

Seal

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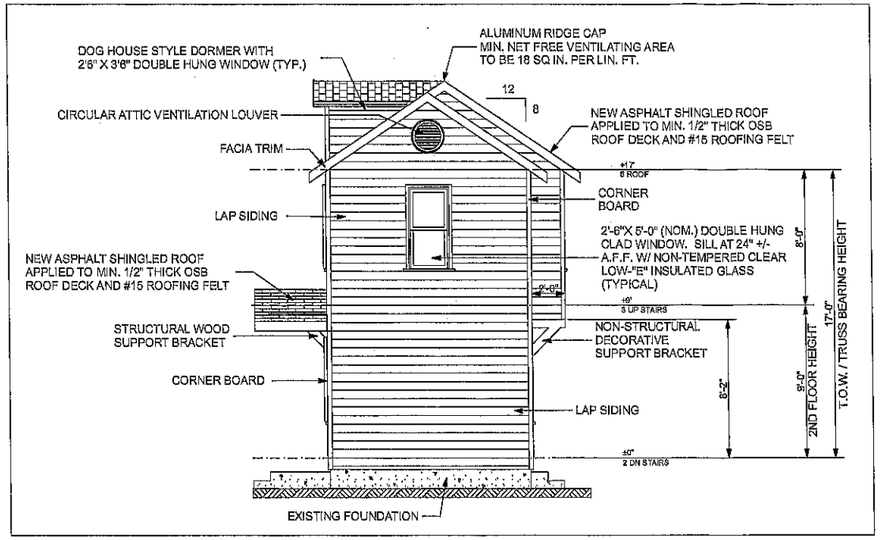
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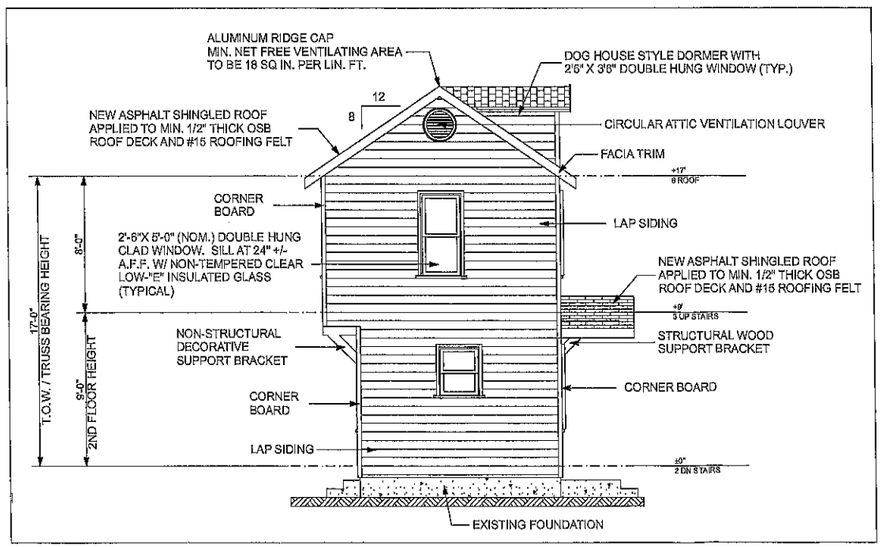
FRONT & REAR ELEVATIONS
Scale - As Noted
#Notes

A04.1

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3 COTTAGE RIGHT SIDE ELEVATION
SCALE: 1/4" = 1'-0"



4 COTTAGE LEFT SIDE ELEVATION
SCALE: 1/4" = 1'-0"

"T" = TEMPERED GLASS

"WS" = WIRE SAFETY GLASS

BUILDING ELEVATION NOTES

1. DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS SHALL GOVERN. LARGE SCALE DIMENSION DRAWINGS SHALL GOVERN OVER SMALLER SCALE DRAWINGS. CONTACT DESIGNER TO CONFIRM ALL DISCREPANCIES.

2. ALL HEIGHT DIMENSIONS ARE FROM FINISHED SLAB TO TOP OF EXTERIOR BEAING WALL.

3. EXACT COLORS, STYLES, TEXTURES, ETC. OF EXTERIOR CLADDING, INCLUDING BUT NOT LIMITED TO BRICK, MORTAR, METAL PANELS, E.I.F.S., GUTTERS, AND DOWNSPOUTS ARE TO MATCH COLORS SIMILAR TO EXISTING HOUSE ON PROPERTY.

4. MASONRY CONTROL JOINT SPACING NOT TO EXCEED 50'-0" MAX. CONTROL JOINT TO BE 1/2" WIDE AND FILLED WITH AN ELASTIC CAULK TO MATCH BRICK MORTAR COLOR

5. DOWNSPOUTS TO BE LOCATED EVERY 25'-0" MAX. LOCATE DOWNSPOUTS TO CONCEAL MASONRY EXPANSION JOINTS WHERE FEASIBLE .

6. DOWNSPOUTS TO BE ALUMINUM MATERIAL AND SHALL MATCH THE COLOR OF THE GUTTERS.

Seal

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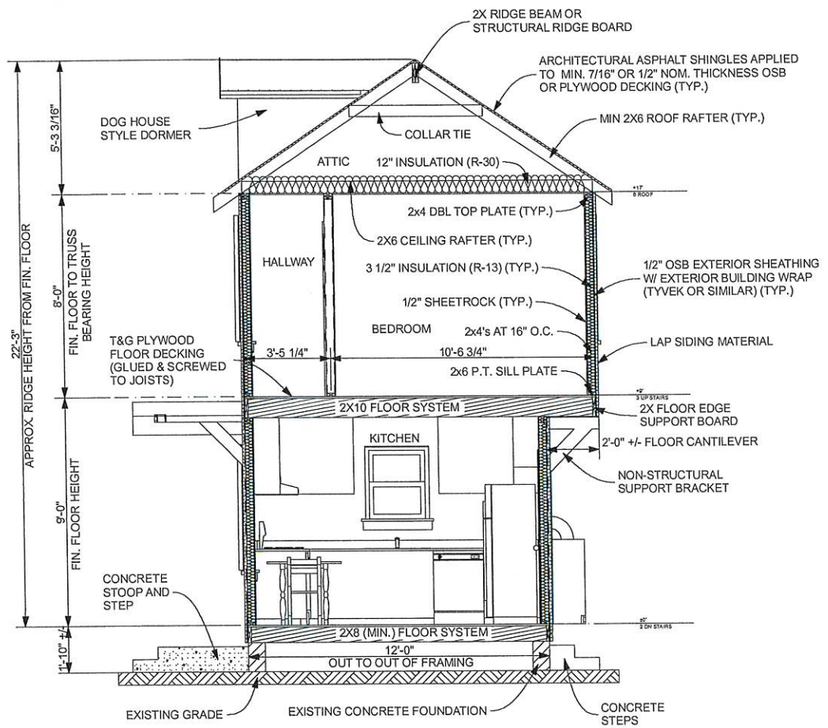
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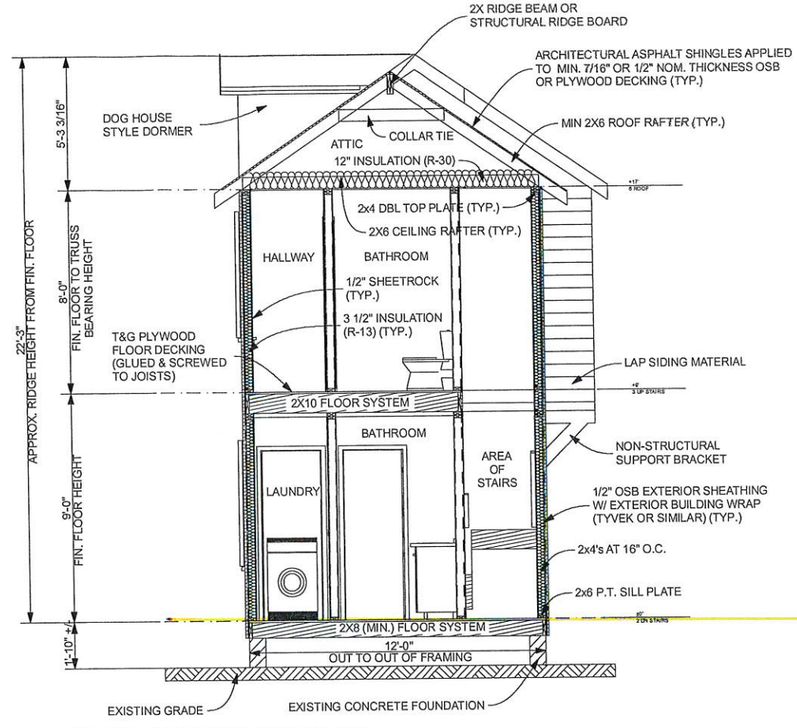
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SIDE ELEVATIONS
Scale - As Noted
#Notes

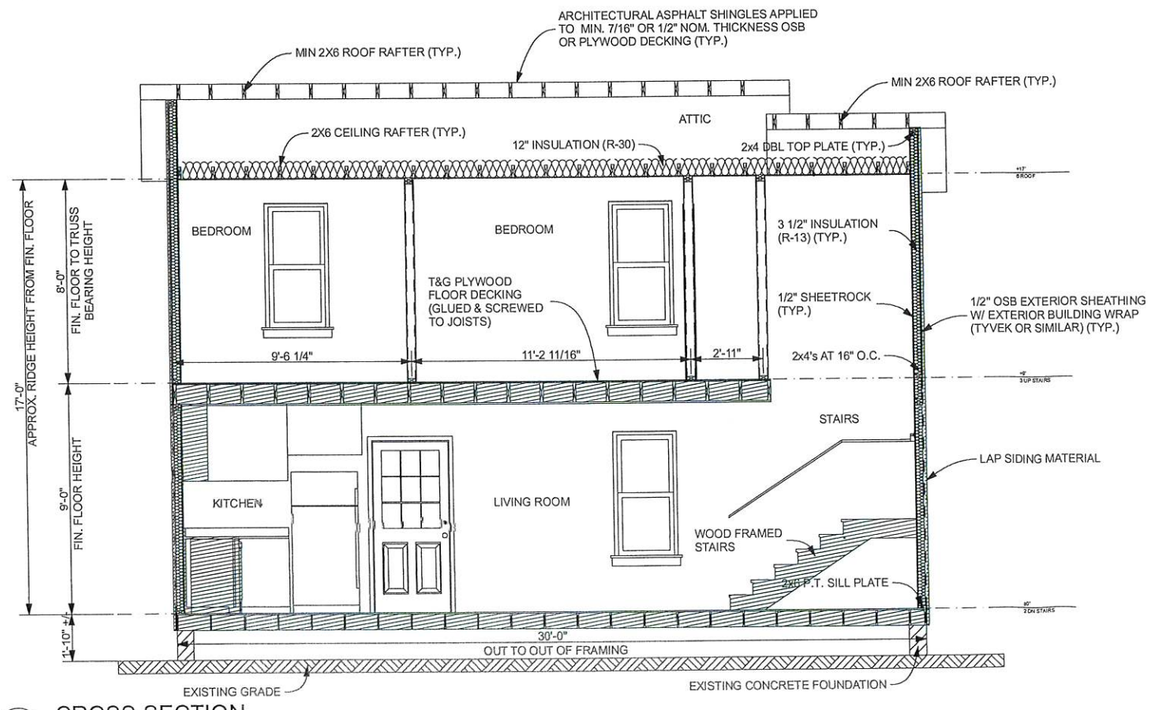
A04.2



A CROSS SECTION AT KITCHEN / LIVING ROOM
SCALE: 3/8" = 1'-0"



B CROSS SECTION AT STAIRS
SCALE: 3/8" = 1'-0"



C CROSS SECTION
SCALE: 3/8" = 1'-0"

Seal

PROJECT STATUS

RELEASED FOR CONSTRUCTION

DATE: 08/12/2023

PLOT DATE: 8/12/2023
PROJECT No: 23-012
DRAWN BY: RWS
CHECKED BY: #Architect

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COTTAGE RENOVATION
FOR RAFAEL GONZALEZ
1555 W. POPLAR ST
GRIFFIN, GA 30224
-

REVISION: DATE:

CROSS SECTIONS
Scale - As Noted
#Notes

A05.1

8 of 40

WOOD FRAMING NOTES:

1. SILL PLATES IN DIRECT CONTACT W/ SLAB SHALL BE 2" IN NOMINAL WIDTH, PRESSURE TREATED LUMBER
2. BEARING/SHEAR WALL SILL PLATES SHALL BE ANCHORED TO 4" CONCRETE SLAB USING 1/2" (MIN.) DIA. STEEL "J" BOLTS OR OTHER APPROVED ANCHORS. BOLTS SHALL BE EMBEDDED AT LEAST 7" INTO CONCRETE AND SPACED NOT MORE THAN 6' FEET APART. A MINIMUM OF TWO BOLTS OR ANCHOR STRAPS PER SILL PLATE W/ ONE BOLT OR ANCHOR STRAP LOCATED NOT MORE THAN 12 INCHES OR LESS THAN 4 INCHES FROM THE END OF EACH SILL PLATE. A PROPERLY SIZED NUT AND WASHER SHALL BE USED TO TIGHTENED EACH BOLT TO THE PLATE. ADDITIONALLY LOCATE ONE "J" BOLT AT EACH END OF SHEAR WALL PANEL.
3. ALL WOOD FRAMING TO CONSTRUCTED USING #2 SOUTHERN YELLOW PINE GRADE OR EQUIVALENT.
4. ALL WOOD FRAMING TO BE FASTENED TOGETHER USING THE IRC FASTENING SCHEDULE PROVIDED ON THIS DRAWING.
5. FOR SHEAR WALLS, PANELS SHEATHING JOINTS SHALL OCCUR OVER STUDS OR BLOCKING SHALL BE INSTALLED TO SUPPORT PANEL EDGES. FRAMING MEMBERS SHALL BE AT LEAST 2 INCHES IN NOMINAL WIDTH. IN GENERAL, ADJOINING PANEL EDGES SHALL BEAR AND BE ATTACHED TO THE FRAMING MEMBERS AND BUTT ALONG THEIR CENTER LINES. NAILS SHALL BE PLACED NOT LESS THAN 3/8 INCH FROM THE PANEL EDGE, NOT MORE THAN 12 INCHES APART ALONG INTERMEDIATE SUPPORTS, AND 6 INCHES ALONG PANEL EDGE BEARING, AND SHALL BE FIRMLY DRIVEN INTO THE FRAMING MEMBERS.
6. ANCHORAGE OF SHEAR WALLS TO THE SLAB SHALL BE THE SAME AS FOR LOAD BEARING WALLS. (SEE NOTE #2 ABOVE).
7. ALL WOOD WHICH IS EITHER EMBEDDED IN EARTH OR CONCRETE, OR PLACED ON CONCRETE IN DIRECT CONTACT WITH EARTH, OR DIRECTLY EXPOSED TO THE WEATHER SHALL BE PRESERVATIVE-TREATED INCLUDING BUT NOT LIMITED TO POSTS, BEAMS, COLUMNS, JOISTS, SLEEPERS, SILLS, AND SOLE PLATES.
8. EIGHT (8) INCHES MINIMUM CLEARANCE BETWEEN EXPOSED EARTH AND WOOD FRAMING COMPONENTS INCLUDING SHEATHING EXCEPT FOR PRESERVATIVE-TREATED WOOD.
9. ALL NON-LOADBEARING WALL CONSTRUCTION, UNLESS NOTED OTHERWISE ON FLOOR PLANS, CROSS SECTIONS, OR DETAILS, SHALL BE 2x4 WOOD STUDS AT 16" O.C. WITH ONE LAYER OF 1/2" DRYWALL ON EACH SIDE.
10. ALL LOADBEARING WALL CONSTRUCTION, UNLESS NOTED OTHERWISE ON FLOOR PLANS, CROSS SECTIONS, OR DETAILS, SHALL BE MIN. 2x4 WOOD STUDS AT 16" O.C. WITH ONE LAYER OF 1/2" DRYWALL ON EACH SIDE.
11. WOOD SILL PLATES FOR EXTERIOR WALLS TO BE ATTACHED TO CONCRETE SLAB WITH 1/2" DIA. ANCHOR BOLTS SPACED APART AT 6'-0" O.C. MAX. AND EMBEDDED INTO SLAB A MIN. OF 7". EACH BOLT TO BE FITTED W A PROPERLY SIZED NUT AND WASHER. A MIN. OF (2) TWO BOLTS PER PER PLATE W (1) ONE BOLT NOT MORE THAN 12" OR LESS THAN 4" FROM EACH END. (REFER TO IBC SECTION 2308 FOR FURTHER DETAILS) ALL ANCHOR BOLTS TO BE GALVANIZED. FOR OUTSIDE AND BEARING WALLS LOCATE ANCHOR BOLTS AT 4'-0" O.C. OR LESS.
12. WOOD SILL PLATES FOR INTERIOR WALLS SHALL BE ANCHORED TO CONCRETE SLAB USING .205" – DRIVE PINS WITH 1 1/4" EMBEDMENT. ALL DRIVE PINS LOCATED ALONG INTERIOR WALLS TO BE SPACED AT 24" O.C. (MAX.).
13. ALL EXTERIOR WALLS SHALL BE SHEATED WITH NOMINAL 1/2" STRUCTURAL GRADE O.S.B. O.S.B SHALL BE KEPT DRY AND COVERED WITH BUILDING WRAP AS SOON AS POSSIBLE. O.S.B. TO BE ATTACHED TO STUD FRAMING USING MIN. 6d NAILS (OR EQUALENT TYPE SCREWS) AT A 4" VERT. SPACING PER STUD FRAMING MEMBER. O.S.B. IS USED AS PRIMARY BRACING SYSTEM FOR BUILDING.
14. CONNECTORS AND FASTENERS FOR PRESERVATIVE-TREATED WOOD AND FIRE-RETARDANT TREATED WOOD SHALL BE OF HOT-DIPPED ZINC-COATED GALVANIZED STEEL, STAINLESS STEEL, SILICON BRONZE, OR COPPER INCLUDING BUT NOT LIMITED TO ANCHOR BOLTS, POWDER ACTUATED FASTENERS, NAILS, SCREWS, BOLTS, AND METAL FRAMING HARDWARE.

TABLE R602.3(1)
FASTENING SCHEDULE

ITEM	DESCRIPTION OF BUILDING ELEMENTS	NUMBER AND TYPE OF FASTENER[a, b, c]	SPACING AND LOCATION
	Roof		
1	Blocking between ceiling joists or rafters to top plate	4-8d box (2½" × 0.113"); or 3-8d common (2½" × 0.131"); or 3-10d box (3" × 0.128"); or 3-3" × 0.031" nails	Toe nail
2	Ceiling joists to top plate	4-8d box (2½" × 0.113"); or 3-8d common (2½" × 0.131"); or 4-10d box (3" × 0.128"); or 3-3" × 0.031" nails	Parapet, toe nail
3	Ceiling joist, not attached to parallel rafter, laps over partitions (see Section R802.5.2 and Table R802.5.2)	3-10d box (3" × 0.128"); or 3-16d common (3½" × 0.162"); or 4-3" × 0.131" nails	Face nail
4	Ceiling joist attached to parallel rafter (heel joint) (see Section R802.5.2 and Table R802.5.2)	Table R802.5.2	Face nail
5	Collar tie to rafter, face nail or 1¼" × 20 ga. ridge strap to rafter	4-10d box (3" × 0.128"); or 3-10d common (3" × 0.148"); or 4-3" × 0.131" nails	Face nail each rafter
6	Rafter or roof truss to plate	3-16d box nails (3½" × 0.135"); or 3-10d common nails (3" × 0.148"); or 4-10d box (3" × 0.128"); or 4-3" × 0.131" nails	2 toe nails on one side and 1 toe nail on opposite side of each rafter or truss[i]
7	Roof rafters to ridge, valley or hip rafters or roof rafter to minimum 2" ridge beam	4-16d (3½" × 0.135"); or 3-16d common (3" × 0.148"); or 4-10d box (3" × 0.128"); or 4-3" × 0.131" nails	Toe nail
		3-16d box (3½" × 0.135"); or 2-16d common (3½" × 0.162"); or 3-16d box (3" × 0.128"); or 3-3" × 0.131" nails	End nail
	Wall		
8	Stud to stud (not at braced wall panels)	16d common (3½" × 0.162")	24" o.c. face nail
9	Stud to stud and abutting studs at intersecting wall corners (at braced wall panels)	16d box (3½" × 0.135"); or 3" × 0.131" nails	16" o.c. face nail
10	Built-up header (2" to 2" header with ½" space)	16d common (3½" × 0.162")	16" o.c. face nail
11	Continuous header to stud	16d box (3½" × 0.135")	12" o.c. each edge face nail
12	Top plate to top plate	5-8d box (2½" × 0.113"); or 4-8d common (2½" × 0.131"); or 4-10d box (3" × 0.128")	Top nail
		16d common (3½" × 0.162")	16" o.c. face nail
13	Double top plate splice.	10d box (3" × 0.128"); or 3" × 0.131" nails	12" o.c. face nail
		8-16d common (3½" × 0.162"); or 12-10d box (3½" × 0.135"); or 12-10d box (3" × 0.128"); or 12-3" × 0.131" nails	Face nail on each side of end joint (minimum 24" lap splice length each side of end joint)
14	Bottom plate to joint, rim joint, band joint or blocking (at braced wall panels)	16d common (3½" × 0.162")	16" o.c. face nail
		16d box (3½" × 0.135"); or 3" × 0.131" nails	12" o.c. face nail
15	Bottom plate to joint, rim joint, band joint or blocking (at braced wall panels)	5-16d box (3½" × 0.135"); or 3-16d common (3½" × 0.162"); or 4-3" × 0.131" nails	3 each 16" o.c. face nail 2 each 16" o.c. face nail 4 each 16" o.c. face nail

ITEM	DESCRIPTION OF BUILDING ELEMENTS	NUMBER AND TYPE OF FASTENER[b, c]	SPACING OF FASTENERS: Edges (inches)[h]	SPACING OF FASTENERS: Intermediate supports[e, h] (inches)
	Wood structural panels, subfloor, roof and interior shear walls sheathing to framing and particleboard wall sheathing to framing (see Table R602.3(3) for wood structural panel exterior wall sheathing to wall framing)			
30	⅜" – ½"	6d common (2" × 0.113") nail (subfloor, wall) 8d common (2½" × 0.131") nail (roof); or RSRS-01 (2½" × 0.113") nail (roof)	6	12[f]
31	⅝"–¾"	8d common nail (2½" × 0.131"); or RSRS-01 (2½" × 0.113") nail (roof)	6	12[f]
32	7/8" – 1"	10d common (3" × 0.148") nail; or 8d (2½" × 0.131") deformed nail	6	12
	Other wall sheathing[g]			
33	½" structural cellulosic fiberboard sheathing	1½" galvanized roofing nail, ⅞" head diameter, or 1¼" long 16 ga. staple with 7/16" or 1" crown	3	6
34	25/32" structural cellulosic fiberboard sheathing	1½" galvanized roofing nail, 7/16" head diameter, or 1½" long 16 ga. staple with 7/16" or 1" crown	3	6
35	½" gypsum sheathing[d]	1½" galvanized roofing nail, staple galvanized, 1½" long; 1¼" screws, Type W or S	7	7
36	⅝" gypsum sheathing[d]	1¾" galvanized roofing nail, staple galvanized, 1¾" long; 1⅝" screws, Type W or S	7	7
	Wood structural panels, combination subfloor underlayment to framing			
37	¾" and less	8d deformed (2" × 0.120") nail; or 8d common (2½" × 0.131") nail	6	12
38	⅞" – 1"	8d common (2½" × 0.131") nail; or 8d deformed (2½" × 0.120") nail	6	12
39	1⅛" – 1¼"	10d common (3" × 0.148") nail; or 8d deformed (2½" × 0.120") nail	6	12

16	Top or bottom plate to stud	4-8d box (2½" × 0.113"); or 3-10d box (3" × 0.128"); or 4-8d common (2½" × 0.131"); or 4-10d box(3" × 0.128"); or 4-3" × 0.131" nails	Toe nail
		3-16d box (3½" × 0.135"); or 2-16d common (3½" × 0.162"); or 3-10d box (3" × 0.128"); or 3-3" × 0.131" nails	End nail
17	Top plates, laps at corners and intersections	2-10d box (3" × 0.128"); or 2-16d common (3½" × 0.162"); or 3-3" × 0.131" nails	Face nail
18	1" brace to each stud and plate	2-8d box (2½" × 0.113"); or 2-8d common (2½" × 0.131"); or 2-10d box (3" × 0.128"); or 2 staples 1½"	Face nail
19	1" × 6" sheathing to each bearing	2-8d box (2½" × 0.113"); or 2-8d common (2½" × 0.131"); or 2-10d box (3" × 0.128"); or 3 staples, 1" crown, 16 ga., 1½" long	Face nail
20	1" × 8" and wider sheathing to each bearing	3-8d box (2½" × 0.113"); or 3-8d common (2½" × 0.131"); or 3-10d box (3" × 0.128"); or 3 staples, 1" crown, 16 ga., 1½" long	Face nail
		Wider than 1" × 8" 4-8d box (2½" × 0.113"); or 3-8d common (2½" × 0.131"); or 3-10d box (3" × 0.128"); or 4 staples, 1" crown, 16 ga., 1½" long	Face nail
	Floor		
21	Joist to sill, top plate or girder	4-8d box (2½" × 0.113"); or 3-8d common (2½" × 0.131"); or 3-10d box (3" × 0.128"); or 3-3" × 0.131" nails	Toe nail
22	Rim joist, band joist or blocking to sill or top plate (roof applications also)	6d common (2" × 0.113"); or 8d box (2½" × 0.113"); or 3" × 0.131" nails	6" o.c. toe nail
		6d common (2" × 0.113"); or 10d box (3" × 0.128"); or 3" × 0.131" nails	6" o.c. toe nail
23	1" × 6" subfloor or less to each joist	3-8d box (2½" × 0.113"); or 3-8d common (2½" × 0.131"); or 3-10d box (3" × 0.128"); or 2 staples, 1" crown, 16 ga., 1½" long	Face nail
24	2" subfloor to joist or girder	3-16d box (3½" × 0.135"); or 2-16d common (3½" × 0.162")	Blind and face nail
25	2" planks (plank & beam—floor & roof)	3-16d common (3½" × 0.162")	At each bearing, face nail
26	Blocked to joist	3-16d common (3½" × 0.162"); or 4-10 box (3" × 0.128"); or 4-3" × 0.131" nails; or 4-3" × 14 ga. staples, 7/16" crown	End nail
27	Built-up girders and beams, 2-inch lumber layers	20d common (4" × 0.192"); or	Nail each layer as follows: 32" o.c. at top and bottom and staggered.
		10d box (3" × 0.128"); or 3" × 0.131" nails	24" o.c. face nail at top and bottom, staggered on opposite sides
		Bolt 2-20d common (4" × 0.192"); or 3-10d box (3" × 0.128"); or 3-3" × 0.131" nails	Face nail at ends and at each splice
28	Ledger strip supporting joists or rafters	4-16d box (3½" × 0.135"); or 3-16d common (3½" × 0.162"); or 4-10d box (3" × 0.128"); or 4-3" × 0.131" nails	At each joist or rafter, face nail
29	Bridging or blocking to joist	2-16d box (3" × 0.128"), or 2-8d common (2½" × 0.131", or 2-3" × 0.131") nails	Each end, toe nail

For SI: 1 inch = 25.4 mm, 1 foot = 304.8 mm, 1 pound per square foot = 0.047 kN/m², 1 pound per square inch = 6.895 kPa.

a. Nails are smooth-common, box or deformed shank except where otherwise noted. Nails used for framing and sheathing connections shall have minimum average bending yield strength as shown: 80 ksi for shank diameters of 0.177 inch (4.5 mm) or less, 90 ksi for shank diameters larger than 0.177 inch but smaller than 0.227 inch (5.7 mm), and 100 ksi for shank diameters of 0.227 inch or less.

b. Staples are 16 gauge wire and have a minimum ½-inch (12.7 mm) crown width, unless otherwise noted.

c. Nails shall be spaced at not more than 6 inches (152 mm) on center at all supports where spans are 48 inches (1219 mm) or greater.

d. Four-foot by 8-foot (1219 mm by 2438 mm) sheets shall be applied in the strength direction.

e. Spacing of fasteners not included in this table shall be based on Table R602.3(2).

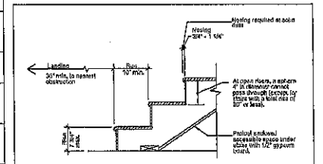
f. For wood structural panel roof sheathing used on roof slopes and roof framing and to intermediate supports where 24 inches or more on center (610 mm) are allowed, nails shall be spaced at 6 inches (152 mm) on center where ultimate design wind speed is less than 130 mph and shall be spaced 4 inches (102 mm) on center where the ultimate design wind speed is 130 mph or greater but less than 140 mph.

g. Gypsum sheathing shall conform to ASTM C79 and shall be installed in accordance with GA 216. Fiberboard sheathing shall conform to ASTM C208.

h. Spacing of fasteners on minor framing panel edges applied to panel edges supported by framing members and required blocking and at floor perimeters only. Spacing of fasteners on roof sheathing panel edges applies to panel edges supported by framing members and required blocking. Blocking at roof or floor sheathing panel edges perpendicular to the framing members need not be provided except as required by other provisions of this code. Floor perimeter shall be supported by framing members or solid blocking.

i. Toe nails are permitted to be used to attach ceiling joists to top plates in accordance with this schedule. Toe nail nail on the opposite side of joist or rafter shall not be required.

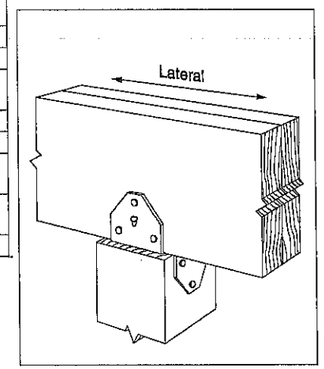
j. RSRS-01 is a Roof Sheathing Ring Shank developed by the specification in ASTM F1667.



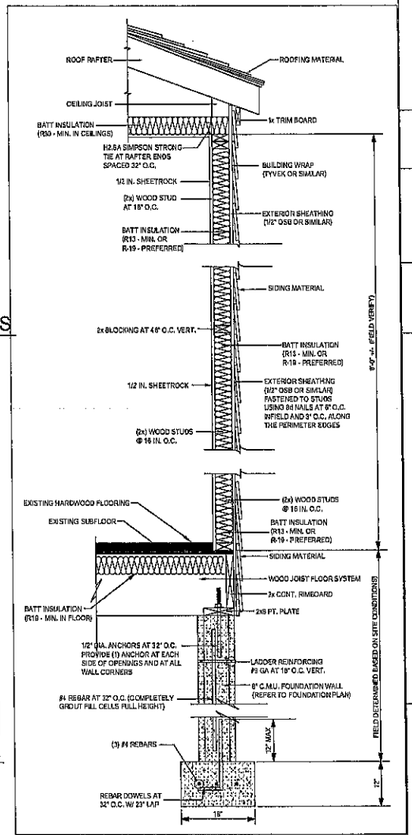
Typical Stair Section
R311.7

NOTES:
1. These regulations apply to stairways for one- and two-family dwellings and townhouses subject to the 2009 International Residential Code (IRC). Refer to the 2009 International Building Code for requirements for stairs in all other conditions.
2. For exceptions related to the construction of circular, spiral, or winding stairways, see R311.7.8.
3. The largest riser or run within any flight of stairs is not to exceed the smallest by more than 3/8".
4. A handrail projecting the width of the stairs and measuring a minimum of 34" in this direction or fitting in required at the top and bottom of every stairway.
5. A landing shall be not required at the top of an interior flight of stairs, provided a door does not swing over the stairs.
6. Handrails are required for stairways with four or more risers. See Tip Sheet 3 for additional information regarding handrails.
7. Interior and exterior stairs must be illuminated with an artificial light source. At each landing or door each stairway section (or FIGURE. Light activation shall be accessible at the top and bottom of each stairway without traversing any stairs. Exterior stairways shall be controlled from inside the dwelling unit unless continuously illuminated or automatically controlled.

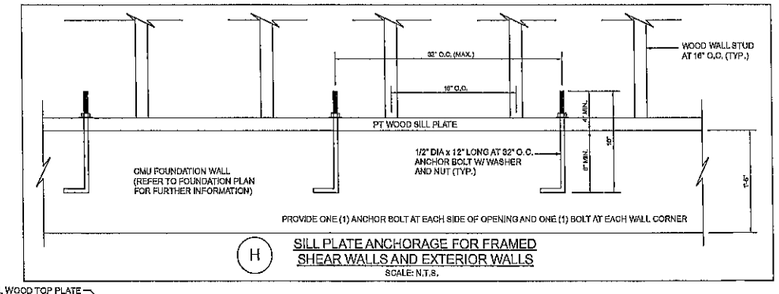
K RESIDENTIAL STAIR DETAILS
NOT TO SCALE



F POST CAP TO BEAM DETAIL
NOT TO SCALE

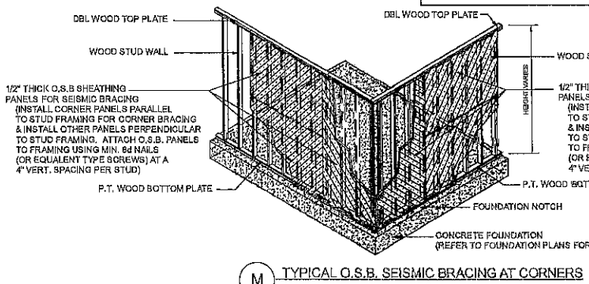


A TYP EXTERIOR WALL SECTION
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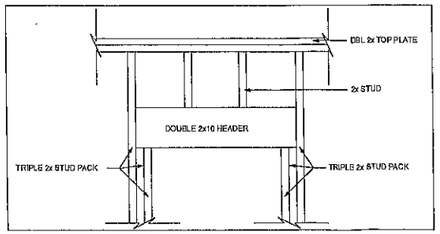


H SILL PLATE ANCHORAGE FOR FRAMED SHEAR WALLS AND EXTERIOR WALLS
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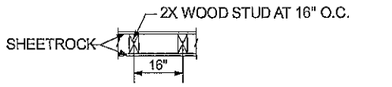
WOOD WALL FRAMING DETAILS:



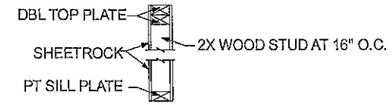
M TYPICAL O.S.B. SEISMIC BRACING AT CORNERS
N.T.S.



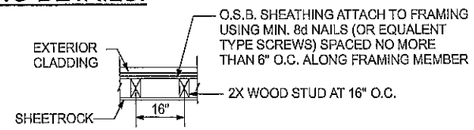
G TYPICAL HEADER DETAIL
NOT TO SCALE



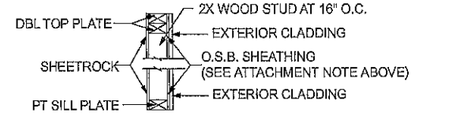
TYPICAL INTERIOR PARTITION
PLAN VIEW "A.1"



TYPICAL INTERIOR PARTITION
SECTION VIEW "A.1"



EXTERIOR WALL - SHEAR WALL
PLAN VIEW "B.1"



EXTERIOR WALL - SHEAR WALL
SECTION VIEW "B.1"

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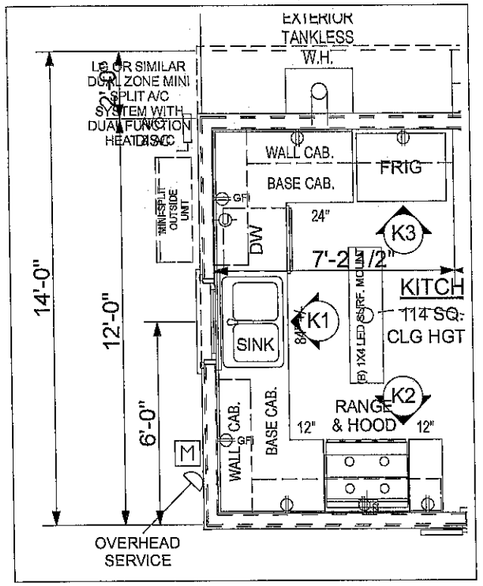
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COTTAGE RENOVATION
FOR RAFAEL GONZALEZ
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GRIFFIN, GA 30224

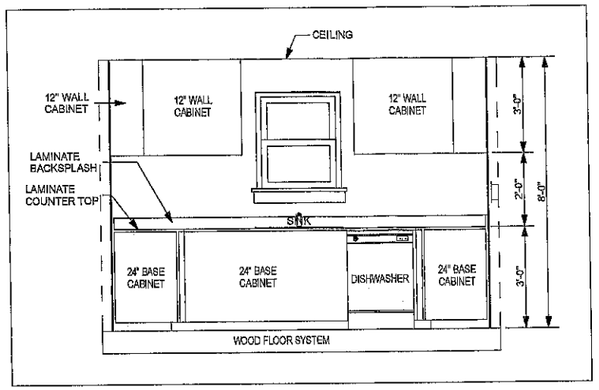
REVISION:	DATE:

WOOD FRAMING DETAILS
Scale - As Noted
#Notes

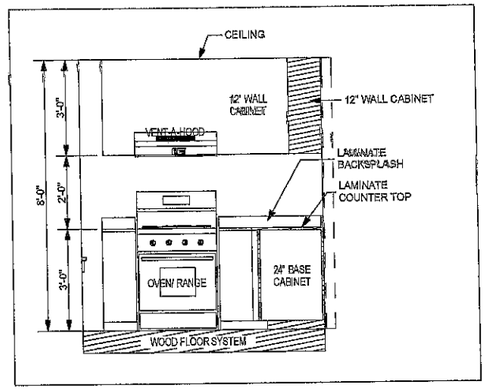
A05.2



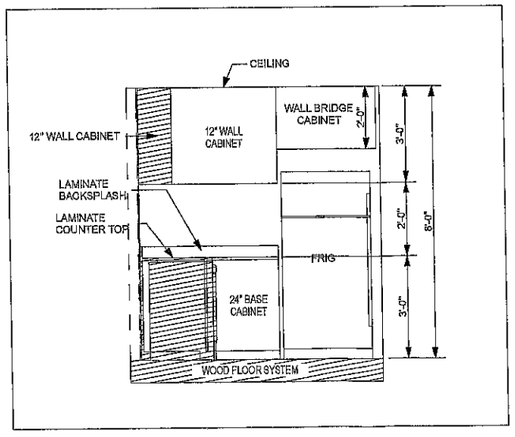
K0 ENLARGED KITCHEN PLAN
SCALE: 1/2" = 1'-0"



K1 CABINET ELEVATION
SCALE: 1/2" = 1'-0"



K2 CABINET ELEVATION
SCALE: 1/2" = 1'-0"



K3 CABINET ELEVATION
SCALE: 1/2" = 1'-0"

Seal

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DRAWN BY: RWS
CHECKED BY: #Architect

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COTTAGE RENOVATION
FOR RAFAEL GONZALEZ
1555 W. POPLAR ST
GRIFFIN, GA 30224
-

REVISION: DATE:

KITCHEN CABINET ELEVATIONS
Scale - As Noted
#Notes

A07

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ELECTRICAL LEGEND

E = EXISTING
N= NEW
R= RELO
CV= CONVERT

- DUPLEX RECEPTACLE W/ SWITCH
- DUPLEX RECEPTACLE
- QUAD RECEPTACLE
- WP — WEATHER PROOF RECEPTACLE
- GFI — GFI RECEPTACLE
- USB — USB COMBO RECEPTACLE
- 220 — 220 VOLT RECEPTACLE
- CEILING MOUNTED INCANDESCENT FIXTURE
- CH — CHANDELIER
- INCANDESCENT FLOOD LIGHT FIXTURE
- STANDARD CAN LIGHT FIXTURE (INCADESENT)
- LED — LED LOW PROFILE SURFACE MOUNT LIGHT FIXTURE
- PENDANT LIGHT FIXTURE (LED)
- WALL MOUNTED INCANDESCENT FIXTURE
- JUNCTION BOX
- SWITCH (SINGLE)
- 2 — SWITCH (2 WAY)
- 3 — SWITCH (3 WAY)
- CEILING FAN WITH LIGHT KIT
- CEILING MOUNTED FLORESCENT LIGHT STRIP
- F — BATH EXHAUST FAN
- FUSE PANEL
- M — ELECTRICAL METER
- ELECTRICAL DISCONNECT
- SD — SMOKE DETECTOR
- CM — CARBON MONOXIDE DETECTOR
- EWH — ELECTRIC WATER HEATER
- T — THERMOSTAT
- PUSH BOTTON SWITCH
- TEL — TELEPHONE
- ETH — ETHERNET
- TV — CATV (COAXLE)
- EM — WALL MOUNTED EMERGENCY LIGHT
- EXIT — EXIT LIGHT WITH EMERGENCY BACK-UP BATTERY LIGHT
- EXIT — EXIT LIGHT

ELECTRICAL NOTES (RESIDENTIAL)

1. DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS SHALL GOVERN. LARGE SCALE DIMENSION DRAWINGS SHALL GOVERN OVER SMALLER SCALE DRAWINGS. CONTACT DESIGNER TO CONFIRM ALL DISCREPANCIES.

2. THIS DRAWING REPRESENTS POWER AND COMMUNICATION RECEPTICAL LOCATIONS ONLY AND IS NOT TO BE UTILIZED AS AN ENGINEERING DOCUMENT.

3. GENERAL CONTRACTOR TO NOTIFY DESIGNER OF ANY OBSTRUCTIONS PROHIBITING RECEPTICALS FROM BEING LOCATED AS SHOWN ON THIS PLAN. DIRECTION SHALL BE OBTAINED FROM THE DESIGNER FOR THE REVISED RECEPTICAL LOCATIONS.

4. CONTRACTOR SHALL COMPLY WITH THE CURRENT EDITIONS OF THE NATIONAL ELECTRICAL CODE, INTERNATIONAL RESIDENTIAL CODE, N.F.PA. 101, AND ALL OTHER APPLICABLE STATE AND LOCAL CODES IN EFFECT.

5. ALL DIMENSIONS SHOWN ARE FROM CENTER LINE OF JUNCTION BOX. RECEPTICALS TO BE INSTALLED AT 18" O.C. A.F.F., UNLESS NOTED OTHERWISE.

6. WALL RECEPTICALS SHOWN BACK TO BACK MAY BE OFFSET, BUT SHALL BE INSTALLED DIRECTLY ADJACENT TO ONE ANOTHER.

7. CONTRACTOR SHALL SUBMIT THERMOSTAT LOCATIONS TO DESIGNER FOR APPROVAL PRIOR TO INSTALLATION.

8. NOTE OMITTED

9. TWO OR MORE ADJACENT POWER OR COMMUNICATION RECEPTICALS SHALL BE GANGED WITH A COMMON FACE PLATE. IF THEY CANNOT BE GANGED, THEY SHALL BE INSTALLED WITH IN MINIMUM DISTANCE BETWEEN RECEPTICALS.

10. CONTRACTOR TO INSTALL MATCHING FACE PLATES FOR ALL RECEPTICALS, UNLESS NOTED OTHERWISE.

11. NOTE OMITTED

12. STRUCTURE TO BE SUPPLIED WITH A MINIUM 200 AMP (?? PHASE) SERVICE PANEL. PANEL TO BE PROPERLY SIZED TO ACCOMODATE AN ELECTRIC (TANKLESS) WATER HEATER AND 2 MINI SPLIT HVAC SYSTEMS. (VERIFY PANEL SIZE WITH EQUIPMENT SPECS PRIOR TO INSTALLATION)

13. TELEPHONE AND DATA CABLING TO BE SUPPLIED AND INSTALLED BY OWNERS SELECTED VENDOR AND PERMITTED SEPARATELY AND REFERENCED TO THE PERMIT FOR THIS WORK. ALL LOW VOLTAGE CABLING SHALL BE PLENIUM RATED, UNLESS NOTED OTHERWISE.

14. SITE LIGHTING IS NOT INCLUDED, UNLESS NOTED OTHERWISE.

15. ALL CIRCUIT WIRING SHALL BE THE MINIMUM REQUIREMENT SET FORTH IN THE CURRENT EDITION OF THE NEC AND LOCAL JURISDICTIONAL CODE REQUIREMENTS.

16. ALL SLEEPING QUARTERS TO BE EQUIPED WITH SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS

??. STRUCTURE TO BE EQUIPPED WITH A TANKLESS ELECTRIC WATER HEATER. THE PROPOSED TANKLESS HEATER IS A MIN. REHEEM MODEL RETEX-18. (MODEL RETEX-36 IS RECOMMENDED). THE RETEX-18 IS IS A 18 kW / 240 V UNIT AND REQUIRES A MIN. (2) DOUBLE POLE 40 AMP BREAKERS FOR OPERATION. IF AN ALTERNATE HEATER IS USED CONTRACTOR SHALL VERIFY ELECTRICAL REQUIREMENTS PRIOR TO INSTALLATION.

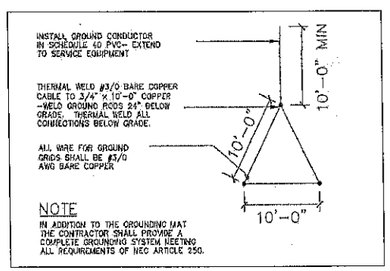
ELECTRICAL NOTES

1. ELECTRICAL CONTRACTOR TO SIZE ALL PANELS, DO ALL LOAD CALCULATIONS, AND MEET WITH POWER COMPANY TO DECIDE TRANSFORMER LOCATION.
2. ELECTRICAL CONTRACTOR TO BE RESPONSIBLE FOR ALL ELECTRICAL RELATED ITEMS AND TO MAKE SURE HIS WORK MEETS ALL CODES.
3. ELECTRICAL CONTRACTOR SHALL FURNISH: LABOR, SUPPLIES, MATERIALS, PERMITS, CERTIFICATE OF FINAL INSPECTION AND APPROVAL, ONE YEAR GUARANTEE, ENGINEER TO REVIEW AND STAMP DRAWINGS, AND ELECTRICAL DIST. LAYOUT (THIS INFORMATION TO BE PROVIDED TO GENERAL CONTRACTOR FOR REVIEW AND IN A FORMAT THAT CAN BE PLACED ON ELECTRICAL DRAWING.
4. ELECTRICAL CONTRACTOR SHALL PERFORM: INSTALLATION OF ALL ELECTRICAL EQUIPMENT AND TO COORDINATE WITH OTHER TRADES THE INSTALLATION OF SAID EQUIPMENT, MATERIAL PROTECTION THROUGH ALL PHASES OF CONSTRUCTION, TO TEST ENTIRE SYSTEM IN THE PRESENCE OF THE OWNER OR HIS/HER REPRESENTATIVE, COORDINATE WITH SIGN INSTALLER, COORDINATION OF TELEPHONE SERVICE WITH LOCAL TELEPHONE COMPANY.
5. GOVERNING CODES: LOCAL, CITY, OR COUNTY ELECTRICAL CODES, NATIONAL ELECTRICAL CODES, UTILITY COMPANY REGULATIONS.
6. MATERIAL STANDARDS: ONLY NEW U.L. LISTED MATERIAL IS TO BE USED.
7. OUTLET BOXES: ATTACH SECURELY TO BUILDING CONSTRUCTION OF SUPPORT FROM SAME, MASONRY BOXES RACO OR STEEL CITY, EXPOSED BOXES CAST TYPE SIMILAR TO CROUSE HINDS FS, ALL OTHERS STAMPED STEEL.
8. ELECTRICAL SERVICE: PROVIDE OVERHEAD AND/OR UNDERGROUND SERVICE (SEE LOCAL UTILITY COMPANY) INCLUDING CONDUCTORS IN RIGID CONDUIT AND WEATHERHEAD. COORDINATE SERVICE REQUIREMENTS AND METERING WITH LOCAL UTILITY COMPANY PRIOR TO BID.
9. TELEPHONE SERVICE: PROVIDE EMPTY CONDUIT WITH PULL STRING FOR USE BY LOCAL TELEPHONE COMPANY, COORDINATE FURTHER REQUIREMENTS WITH TELEPHONE COMPANY PRIOR TO BID.
10. MAINTENANCE MANUALS: PROVIDE OWNERS MANUALS FOR ALL INSTALLED USER SERVICABLE EQUIPMENT.
11. HVAC CONDUIT SYSTEM: PROVIDE JUNCTION BOXES FOR THERMOSTATS WITH CONDUIT SYSTEM FROM BOXES TO MECHANICAL UNITS. PROVIDE CONDUIT SYSTEMS FOR ALL OTHER WIRING. COORDINATE JUNCTION BOX LOCATIONS AND CONDUIT ROUTING WITH MECHANICAL CONTRACTOR.
12. CONDUCTORS SHALL BE COPPER THW OR THNN, ULESS NOTED OTHERWISE.
13. RACEWAYS BELOW GRADE SHALL BE SCHEDULE 40 PVC. RACEWAYS ABOVE GRADE SHALL BE RIGID EMT WITH STEEL COMPRESSION OR SET SCREW FITTINGS.
14. EQUIPMENT CONNECTIONS SHALL BE MADE WITH A SHORT SECTION OF FLEXIBLE CONDUIT (SEALTITE IN EXTERIOR LOCATIONS) USING COMPATIBLE FITTINGS.
15. PROVIDE GROUND CONDUCTORS AS NOTED, AND IN ALL PVC AND FLEXIBLE CONDUITS.
16. DEVICES SHALL BE SPECIFICATION GRADE WITH COLOR AS SELECTED. DEVICE PLATES SMALL BE SMOOTH PLASTIC.
17. INDOOR DISCONNECT SWITCHES ARE GENERAL DUTY NEMA 1 OUTDOOR DISCONNECT SWITCHES ARE HEAVY DUTY NEMA 3R
18. PANELBOARDS (INDOOR): NEMA 1 WITH PLATED ALUMINUM OR COPPER BUSSES ARRANGED FOR DISTRIBUTED PHASE CONNECTIONS, FULL NEUTRAL BUS, GROUND BAR AND PLUG IN CIRCUIT BREAKERS.
19. INSTALL A TYPEWRITTEN CONDUIT DIRECTORY ON PANELBOARD COVER INTERIOR REFLECTING AN "AS WIRED" CONDITION AFTER WIRING IS COMPLETE.
20. LIGHTING FIXTURES SHALL BE SUPPLIED COMPLETE WITH LAMPS AND ALL NECESSARY MOUNTING HARDWARE, HANGERS AND TRIM.
21. CIRCUIT BREAKER INTERRUPTING DATA IS ASSUMED. ACTUAL A.I.C. WILL FOLLOW AFTER RECEIPT OF REQUESTED AVAILABLE FAULT CURRENT FROM THE LOCAL ELECTRIC COMPANY. ELECTRICAL CONTRACTOR TO VERIFY BEFORE ORDERING EQUIPMENT.
22. ELECTRICAL CONTRACTOR TO VERIFY ALL CIRCUIT REQUIREMENTS WITH ACTUAL EQUIPMENT PROVIDED.
23. ALL OUTLETS AND RECEPTACLES IN ALL ONE-HOUR WALLS SHALL BE FIRE STOPPED; AND ALL CONDUIT IN SUCH WALLS SHALL BE EMT. SEAL ALL POINTS OF PENETRATION WITH 3M FIRE BARRIER CAULK OR EQUAL.

NEW LIGHT FIXTURE SCHEDULE

COORIDATE ALL FIXTURES WITH OWNER PRIOR TO INSTALLATION

SYM	MANUFACTURER	PRODUCT DESCRIPTION AND NUMBER	VOLTS	BULBS / WATTAGE	MOUNT	REMARKS	QTY
A	LITHONIA OR APPROVED EQUAL	6" OR 8" RECESSED DOWN LIGHT	120	LED 8W, 11W	RECESSED	RECESSED DOWN LIGHT FIXTURE W/ OPT. EYEBALL	0
B	LITHONIA OR APPROVED EQUAL	LOW PROFILE FLUSH MOUNT LED BOX LIGHT	120	LED - 50 W MAX	SURFACE	48" X 12" LOW PROFILE LED LIGHT	1
C	HUNTER OR APPROVED EQUAL	ROD SUPPORTED CEILING FAN WITH LIGHT KIT	120	2, 3, OR 4 BULB / 60 W	ROD	4 BULB CLUSTER OR BOWL STYLE LIGHT KIT (2 BULBS)	3
E	LITHONIA OR APPROVED EQUAL	CEILING MOUNT LED OR INCADECENT LIGHT	120	1 BULB/ 75 W MAX.	SURFACE	CEILING MOUNTED LIGHT FIXTURE W/ DOME LENS	4
F	LITHONIA OR APPROVED EQUAL	WALL MOUNT LED OR INCADESCENT VANITY FIXTURE	120	2, 3, OR 4 BULB / 60 W	SURFACE	DECORATIVE INTERIOR WALL MOUNT VANITY FIXTURE WITH GLASS DOMES	2
G	LITHONIA OR APPROVED EQUAL	WALL MOUNT LED OR INCADESCENT FIXTURE	120	1 BULB / 60 W	SURFACE	DECORATIVE WALL MOUNT FIXTURE WITH GLASS DOMES	5
CH	T.B.D.	ROD OR CHAIN MOUNTED LIGHT FIXTURE	120	MULTI BULB / 60 W	ROD	LED OR INCADESENT BULBS	1
P	T.B.D.	ROD MOUNTED PENDANT LED LIGHT	120	LED 8W, 11W	ROD	CEILING MOUNTED LIGHT FIXTURE W/ DOME LENS	0



E1.3 GROUNDING MAT DETAIL
NOT TO SCALE

Seal

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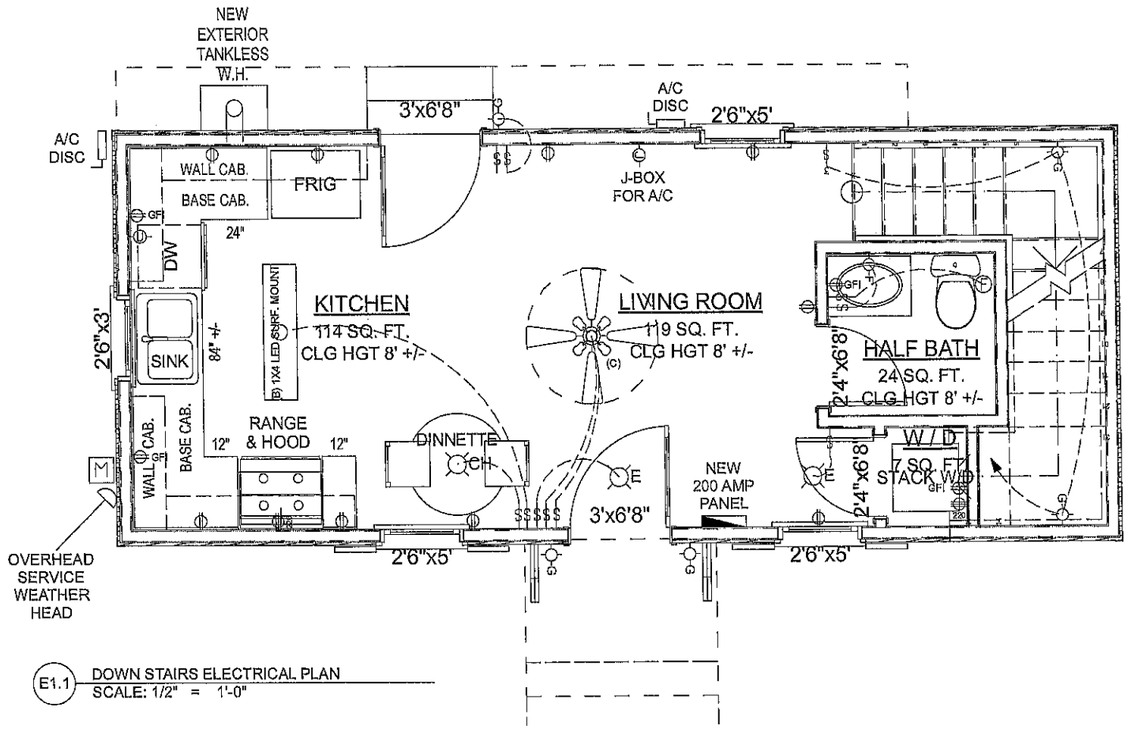
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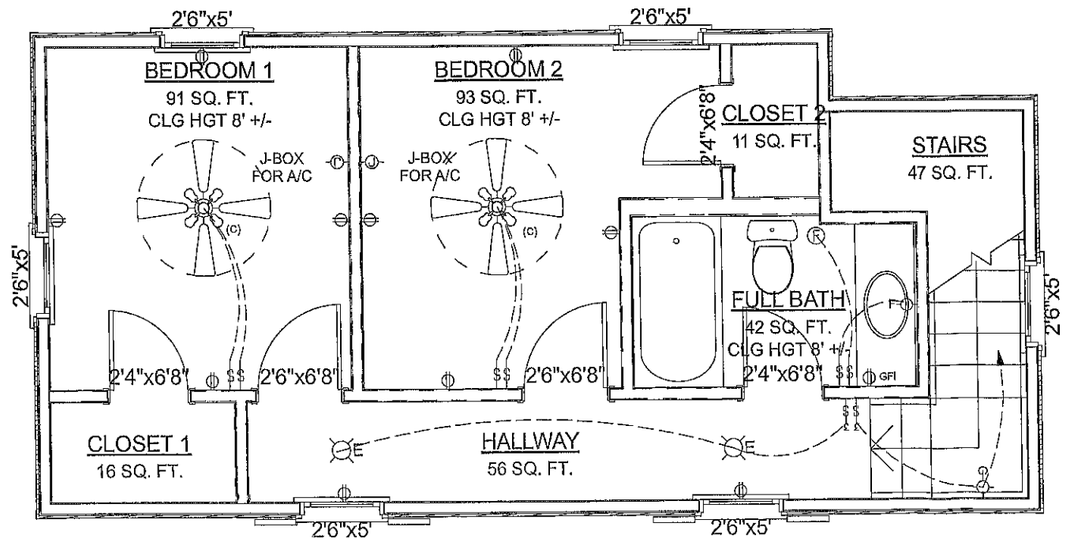
ELECTRICAL NOTES
Scale - As Noted
#Notes

E0

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E1.1 DOWN STAIRS ELECTRICAL PLAN
SCALE: 1/2" = 1'-0"



E1.2 UP STAIRS ELECTRICAL PLAN
SCALE: 1/2" = 1'-0"

Seal

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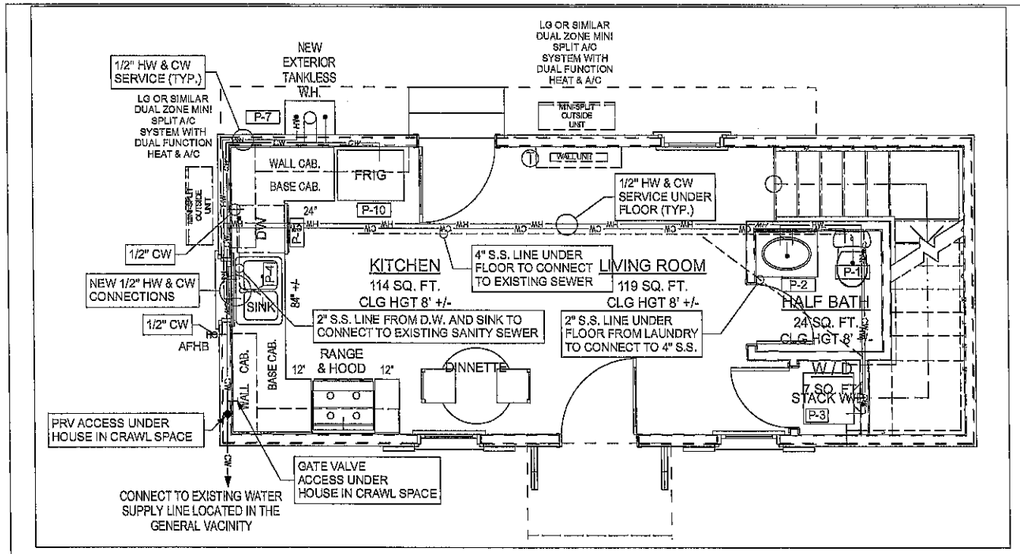
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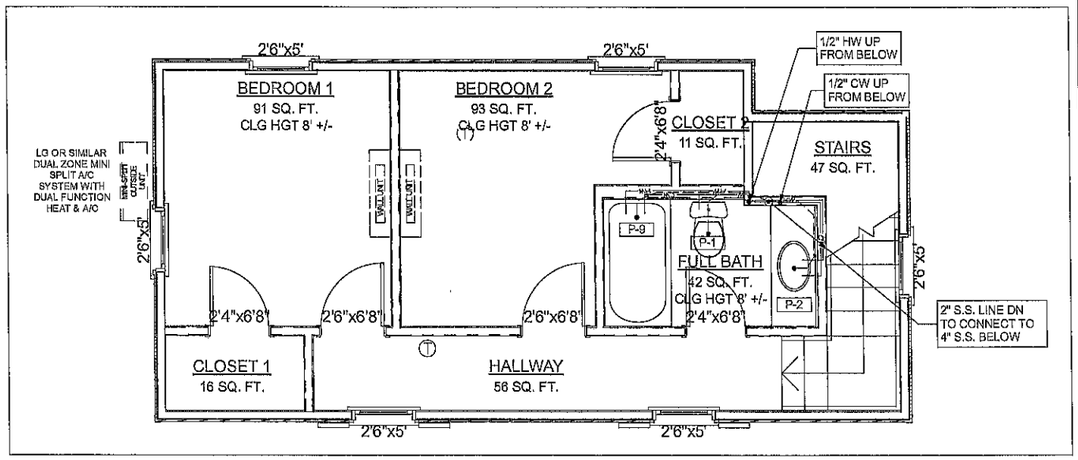
ELECTRICAL PLAN
Scale - As Noted
#Notes

E1

12 of 40



P1.1 DOWN STAIRS PLUMBING PLAN
SCALE: 3/8" = 1'-0"



P1.2 UP STAIRS PLUMBING PLAN
SCALE: 3/8" = 1'-0"

MECHANICAL NOTES:

1. THE CONTRACTOR SHALL PROVIDE MULTIPLE MULTI-FUNCTION MINI SPLIT H.V.A.C. SYSTEMS FOR THIS RESIDENTIAL STRUCTURE.
2. THE CONTRACTOR SHALL VISIT THE JOB SITE AND THOROUGHLY FAMILIARIZE HIMSELF WITH ALL DETAILS OF THE WORK AND THE CONDITIONS AND SHALL VERIFY DIMENSIONS AND CLEARANCES AND BE ASSURED THAT ANY EQUIPMENT PURCHASED WILL FIT INTO THE AVAILIBLE SPACE.
3. ALL WORK PERFORMED SHALL PROVIDE FOR THE FOLLOWING:
   - TO INCLUDE ALL LABOR MATERIALS, TOOLS, AND EQUIPMENT FOR
   - A COMPLETE AND FUNCTIONAL SYSTEM INCLUDING ALL NECESSARY APPURTENANCES CUSTOMARILY INCLUDED IF NOT SPECIFICALLY CALLED OUT
4. ALL WORK SHALL BE PERFORMED IN COMPLIANCE WITH ALL LOCAL, STATE AND FEDERAL CODES, LAWS AND ORDINANCES.
5. THE CONTRACTOR SHALL ALL ARCHITECTURAL DRAWINGS BEFORE FABRICATING OR INSTALLING DUCTWORK OR EQUIPMENT TO AVOID ANY CONFLICT.
6. ALL DUCTWORK SHALL BE FABRICATED OF GALVINIZED STEEL OF THICKNESS AND GAUGE TO CONFORM TO SMACNA DUCT CONSTRUCTION STANDARDS
7. THE CONTRACTOR SHALL VERIFY ALL ELECTRICAL CHARACTERISTICS WITH ELECTRICAL DRAWINGS BEFORE PURCHASING EQUIPMENT.
8. ALL DUCT SHALL BE AIR TIGHT, FREE OF LEAKS, AND SHALL BE INSPECTED FOR LEAKS PRIOR TO INSTALLATION OF FINISHED CEILING SYSTEM.
9. CONTRACTOR SHALL BE RESPONSIBLE FOR PROPERLY SIZING ALL SYSTEM COMPONENTS INCLUDING BUT NOT LIMITED TO ANY DUCTWORK, FURNACE UNITS, AIR HANDLERS, ETC. TO COMPLY WITH LOCAL CODES. ALL ROOMS SHALL MEET MIN. CFM REQUIRMENTS PER CODE.
10. DUCTWORK, DAMPERS, LOUVERS, DIFFUSERS AND OTHER DISTRIBUTION EQUIPMENT AND MATERIAL SHALL CONFORM TO THE FOLLOWING:
    A. ASHRAE/ANSI
    B. SBCCI/ASME
    C. SMACNA
    D. NFPA
    E. INTERNATIONAL RESIDENTIAL CODE, 2018 ED.
    F. ANY OTHER LOCAL CODES NOT STATED HERE
11. ALL THERMOSTATS SHALL BE INSTALLED 5'-0" AFF.
12. SUPPLY AND RETURN REGISTERS SHALL STANDARD RESIDENTIAL TYPE
13. ALL DUCT DIMESIONS TO BE SIZED USING CLEAR NET INSIDE DIMENSIONS.
14. REFRIGERANT PIPING MUST BE SIZED IN STRICT ACCORDANCE WITH MANUFACTURES RECOMMENDATIONS FOR LIQUID, VAPOR HORIZONTALS AND VAPOR RISERS. JOINT SHALL BE MADE WITH SILVER SOLDER.
15. INSULATE REFIGERANT SUCTION LINES WITH ARMAFLEX OR EQUAL INSTALLED PER MANUFACTUER'S RECOMMENDATIONS.
16. CONDENSATE DRAIN MUST TERMINATE AT AN APPROVED POINT (VERIFY ON SITE)
17. ANY NEW GAS FURNACE UNITS SHALL BE PROVIDED WITH SMOKE DETECTORS IN THE SUPPLY PLENUM.
18. ALL SUPPLY DUCT SHALL BE EXTERNALLY INSULATED WITH 2" DUCTWRAP.
19. COORDINATE ALL REGISTER LOCATIONS AND STYLE WITH OWNER
20. ALL GAS EQUIPMENT TO HAVE REGULATORS.

PLUMBING LEGEND

- TOILET FIXTURE
- URINAL FIXTURE
- WALL HUNG LAVATORY FIXTURE
- COUNTER LAVATORY FIXTURE
- TUB / SHOWER COMBO FIXTURE
- PRE-FAB SHOWER FIXTURE
- WH — WATER HEATER (GAS/ ELECTRIC)
- DOUBLE BOWL SINK
- SINGLE BOWL SINK
- FARM STYLE SINK FIXTURE
- W — CLOTHES WASHER
- D — CLOTHES DRYER
- DW — DISHWASHER WASHER
- HI/LO DRINKING FOUNTAIN
- PRV — PRESURE REDUCING VALVE
- GV — GATE VALVE
- CO — CLEAN OUT
- MH — MANHOLE
- GREASE TRAP
- HW — HOT WATER LINE
- CW — COLD WATER LINE
- SW — SEWER WASTE LINE

PLUMBING NOTES

1. DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS SHALL GOVERN. LARGE SCALE DIMENSION DRAWINGS SHALL GOVERN OVER SMALLER SCALE DRAWINGS. CONTACT DESIGNER TO CONFIRM ALL DISCREPANCIES.
2. THE INFORMATION CONTAINED IN THESE PLUMBING DRAWINGS ARE SCHEMATIC IN NATURE. ACTUAL FIELD CONDITIONS MAY REQUIRE MINOR ADJUSTMENTS TO WHAT IS SHOWN.
3. PLUMBING CONTRACTOR OR GENERAL CONTRACTOR TO NOTIFY DESIGNER OF ANY OMITIONS, ERRORS OR DISCREPANCIES. THE DESIGNER SHALL NOT BE HELD RESPONSIBLE FOR ANY DISCREPANCIES WHICH THE CONTRACTOR FAILED TO NOTIFY THE DESIGNER.
4. DURING INSTALLATION, CONTRACTOR SHALL COMPLY WITH ALL APPICABLE NATIONAL, STATE, AND LOCAL CODES.
5. GENERAL CONTRACTOR TO ENSURE THAT ALL PLUMBING MATERIALS, FIXTURES, ETC. ARE FREE ANY DEFECTS. IF ANY MATERIAL IS FOUND TO BE DEFECTIVE, IT SHALL BE REPLACED.
6. ALL PIPING SHALL BE CONCEALED WITHIN THE BUILDING STRUCTURE AND ABOVE DROP CEILINGS
7. ALL DOMESTIC WATER PIPING SHALL BE COPPER PIPING WITH FITTINGS PROPERLY WELDED.
8. ALL WASTE WATER PIPING SHALL BE PVC PIPING WITH FITTINGS PROPERLY GLUED.
9. PLUMBING CONTRACTOR SHALL VERIFY ALL FITTING CONNECTIONS BY DRY FITTING ALL CONNECTIONS PRIOR TO WELDING OR GLUING.
10. DOMESTIC WATER PIPING TO RECEIVE INSULATING FOAM WRAPPING.
11. MINIMUM SLOPE FOR GRAVITY FED WASTE LINES TO BE 1/4" PER FOOT.

RESIDENTIAL PLUMBING EQUIPMENT SPECIFICATIONS

1. TOILET FIXTURES (P-1)

FIXTURES TO BE AMERICAN STANDARD TANK TYPE OR SIMILAR WITH THE FOLLOWING SPECIFICATIONS:

- FLOOR MOUNTED
- ELONGATED BOWL
- LOW CONSUMTION GRAVITY FLUSH (1.6 GPF)
- VITREOUS CHINA (WHITE)

2. PREFAB TUB/ SHOWER FIXTURES (P-9)

FIXTURES TO BE AMERICAN STANDARD OR SIMILAR WITH THE FOLLOWING SPECIFICATIONS:

- FIBERGLASS PREFAB UNIT
- FAUCET STYLES TO BE DETERMINED BY OWNER
- PER CLIENT OPTION SHOWER MAY ALSO BE CUSTOM FORMED BY LAYING CERAMIC TILE FLOOR AND TILED WALLS (TILE T.B.D.)

3. SHOWER FIXTURE ONLY (P-9A)

FIXTURES TO BE AMERICAN STANDARD OR SIMILAR WITH THE FOLLOWING SPECIFICATIONS:

- FIBERGLASS PREFAB FLOOR PAN OR COMPLETE UNIT W/ TEXTURED NON-SLIP BOTTOM
- FAUCETS TO BE STAINLESS STEEL W/ ADA COMPLIANT HANDLES
- SHOWER PAN/ UNIT TO BE ADA COMPLIANT AS REQUIRED.
- PER CLIENT OPTION SHOWER MAY ALSO BE CUSTOM FORMED BY LAYING CERAMIC TILE FLOOR AND TILED WALLS (TILE T.B.D.)

4. LAVORITORIES/ VANITY FIXTURES (P-2)

FIXTURES TO BE AMERICAN STANDARD OR SIMILAR WITH THE FOLLOWING SPECIFICATIONS:

- ONE PIECE SEAMLESS VANITY TOP
- RECESSED OVAL OR ROUND BOWL W/ 4" BACKSPLASH OR CUSTOM BOWL
- CULTURED MARBLE FINISH (WHITE)
- CULTURED MARBLE OR GRANITE (TO BE DETERMINED BY OWNER)
- FAUCET STYLES TO BE DETERMINED BY OWNER

5. LAUNDRY SERVICE SINK FIXTURE (P-6)

FIXTURE TO BE AMERICAN STANDARD OR SIMILAR WITH THE FOLLOWING SPECIFICATIONS:

- WALL HUNG
- FIBERGLASS TUB
- FAUCET STYLES TO BE DETERMINED BY OWNER

5. KITCHEN SINK FIXTURE

FIXTURE TO BE AMERICAN STANDARD OR SIMILAR WITH THE FOLLOWING SPECIFICATIONS:

- TOP OR UNDER COUNTER MOUNT
- DOUBLE BOWL 18GA 18/10 STAINLESS STEEL
- FAUCET STYLES TO BE DETERMINED BY OWNER

6. GARDEN TUB / JACUZZI TUB (P-12)

FIXTURES TO BE AMERICAN STANDARD OR SIMILAR WITH THE FOLLOWING SPECIFICATIONS:

- FIBERGLASS PREFAB UNIT
- FAUCET STYLES TO BE DETERMINED BY OWNER
- MULTIPLE ADJUSTABLE JETS
- ELECTRIC PUMP MOTOR W/ ON/ OFF SWITCH

7. WATER HEATER (ELECTRIC) (P-7)

FIXTURE TO BE RHEEM RETEX MODDEL TANKLESS WATER HEATER OR SIMILAR TANKLESS HEATERS WITH THE FOLLOWING SPECIFICATIONS:

- MIN. 4.0 GPM RISE AT 62 DEGREES (RECOMMENDED)
- 75-150 AMPS (DEPENDING ON MODEL) / 240 VOLTS
- COPPER IMMERSION HEATING ELEMENTS
- UL LISTED
- DIGITAL THERMOSTAT DISPLAY
- MIN. 5 YR WARRANTY

RESIDENTIAL PLUMBING FIXTURE SCHEDULE

MARKER	DESCRIPTION
P-1	STANDARD WATER CLOSET
P-2	BATH VANITY
P-3	LAUNDRY MACHINE
P-4	DOUBL BOWL SINK OR SINGLE BOWL FARM STYLE SINK
P-5	SINGLE BOWL BAR SINK
P-6	LAUNDRY SINK
P-7	WATER HEATER (GAS OR ELECTRIC AS SPECIFIED)
P-8	CERAMIC TILE SHOWER
P-9	FIBERGLASS TUB/ SHOWER
P-10	REFRIGERATOR WATER/ ICE CONNECTION
P-11	DISHWASHER
P-12	GARDEN TUB / WHIRPOOL TUB

Seal

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"LET'S PUT YOUR IDEAS ON PAPER!"

COTTAGE RENOVATION
FOR RAFAEL GONZALEZ
1555 W. POPLAR ST
GRIFFIN, GA 30224

REVISION:	DATE:

PLUMBING (RESIDENTIAL)
Scale - As Noted
#Notes

MP1

13 of 40

THE FIELD DATA UPON WHICH THIS MAP OR PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 12,022 FEET, AND AN ANGULAR ERROR OF 10" PER ANGLE POINT, AND WAS ADJUSTED USING COMPASS RULE.

THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 967,630,000 FEET.

EQUIPMENT USED ROBTIC GEOMAX ZOOM 90

PARCEL ID# 055-04015
N/F RAFAEL GONZALEZ
DB:3006 PG:330
CARL C. HUCKABY S/D
LOT 1
PB: 3 PG:451

THIS BLOCK RESERVED FOR THE CLERK OF THE SUPERIOR COURT

This plat is a retracement of an existing parcel or parcels of land and does not subdivide or create a new parcel or make any changes to any real property boundaries. The recording information of the documents, maps, plats, or other instruments which created the parcel or parcels are stated hereon. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, NOR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. Furthermore the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A.Section 15-6-67.

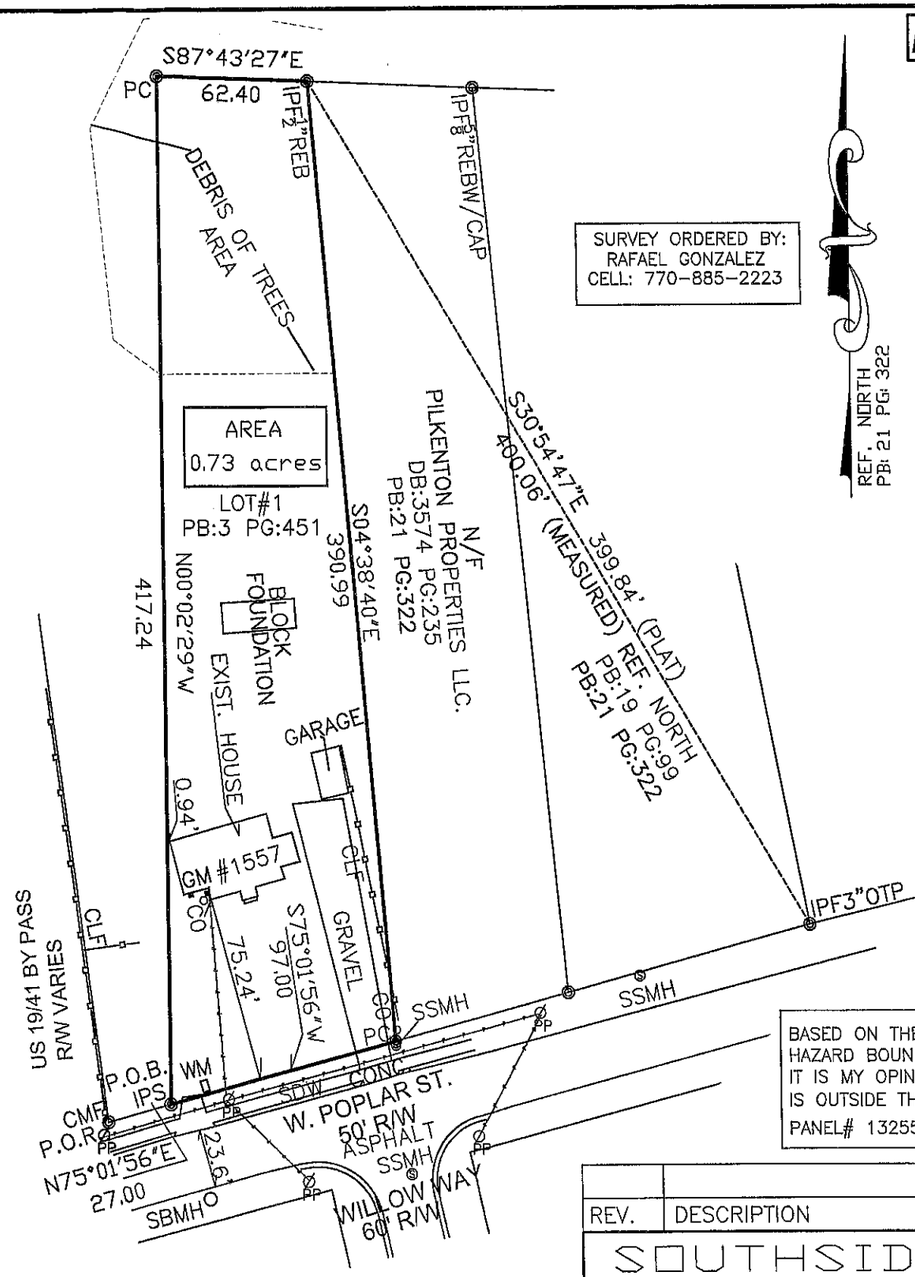
GEORGIA PROFESSIONAL No. 2642 LAND SURVEYOR ANGEL M. MARRERO

A'NGEL M. MARRERO P.L.S. #2642
Certified Design Professional # 4479

GENERAL NOTES

1. TOGETHER WITH ALL EASEMENTS RECORDED OR UNRECORDED.
2. LAST DATE OF FIELD SURVEY 10/18/2023
3. ALL LINEAR DISTANCES SHOWN ON PLAT SHALL BE HORIZONTAL.
4. INFORMATION REGARDING THE PRESENCE, SIZE, AND LOCATION OF UNDERGROUND UTILITIES IS SHOWN HEREON. THE INFORMATION IS BASED ON THE LOCATION OF ABOVE GROUND APPURTENANCES, AVAILABLE SITE PLANS, AND PAINT PLACED BY UNDERGROUND SERVICES. "NO CERTIFICATION IS MADE AS TO THE ACCURACY"
5. ALL BEARINGS AND DISTANCES WERE MEASURED AND USED.
6. THIS SURVEY WAS PREPARED WITHOUT BENEFIT OF A TITLE REPORT WHICH MAY REVEAL ADDITIONAL CONVEYANCES, EASEMENTS OR RIGHTS-OF-WAY NOT SHOWN HEREON.

** PURSUANT TO RULE 180-6.09 OF THE GEORGIA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS, THE TERM "CERTIFY" OR "CERTIFICATION" MEANS TO DECLARE A PROFESSIONAL OPINION REGARDING THOSE FACTS OR FINDINGS AND DOES NOT CONSTITUTE A WARRANTY OR GUARANTEE, EITHER EXPRESSED OR IMPLIED.



60' 0' 60' 120'
Scale: 1" = 60'

LEGENDS OF SYMBOLS

P.O.B.	POINT OF BEGINNING
P.O.R.	POINT OF REFERENCE
GM	GAS MARKER/GAS METER
OOTP	OPEN TOP PIPE
OIPF	IRON PIN FOUND
OIPS	IRON PIN SET 1/2"ø REBAR W/ CAP
C/G	CURB AND GUTTER
P/L	PROPERTY LINE
R/W	RIGHT-OF-WAY
L.L.L.	LAND LOT LINE
CMF	CONCRETE MONUMENT FOUND
POL	POINT ON LINE
B.O.C.	BACK OF CURB
FNC	FENCE CORNER
EP	EDGE OF PAVEMENT
PC	PROPERTY CORNER
LP	LIGHT POLE
PP	POWER POLE
GW	GUY WIRE
JB	EXISTING JUNCTION BOX
WV	EXISTING WATER VALVE
FH	EXSITING FIRE HYDRANT
T.B.M.	TEMPORARY BENCH MARK
B.F.E.	BASE FLOOD ELEVATION
M.F.E.	MINIMUM FLOOR ELEVATION
HW	HEADWALL
SWCB	SINGLE WALL CATCH BASIN
DWCB	DOUBLE WALL CATCH BASIN
OS	OUTLET STRUCUTRE (RISER)
DI	DROP INLET
W	WATER METER
-W-	WATERLINE
-SS-	SANITARY SEWER LINE
OVP	OVERHEAD POWERLINE
-UFO-	UNDERGROUND FIBER OPTICS
-G-	GASLINE
-LS-	LANDSCAPING
PKS (F)	PK NAIL SET (FOUND)
EX-MH	EXISTING SANITARY SEWER MANHOLE
SSMH	SANITARY SEWER MANHOLE
S.S.E.	SANITARY EASEMENT
C/O	CLEAN-OUT
FDC	FIRE DEPARTMENT CONNECTOR
C.L.F.	CHAIN LINK FENCE
D.E.	DRAINAGE EASEMENT
R.R.E.	RAIL ROAD EASEMENT
H	HEIGHT
UE	UNDERGROUND ELECTRIC
AC	AIRCONDITION UNITS

SURVEY ORDERED BY:
RAFAEL GONZALEZ
CELL: 770-885-2223

FLOOD NOTES

BASED ON THE INFORMATION SHOWN ON THE FLOOD HAZARD BOUNDARY MAPS FURNISHED BY FEMA, IT IS MY OPINION THAT THE PROPERTY SHOWN HEREON IS OUTSIDE THE 100-YEAR FLOOD HAZARD AREA.
PANEL# 13255C0185D DATED 5/3/2010

REV.	DESCRIPTION	DATE

SOUTHSIDE
SURVEYING & PLANNING
LSF000831

#155 WESTRIDGE PKWY
SUITE 212
MCDONOUGH, GA 30253
Phone: (770) 320-8009

1/1

RETRACEMENT SURVEY FOR:
RAFAEL GONZALEZ
City Of Griffin
Spalding County, GA

Land Lot 111 2ND Dist.

Drawn By: AMM JR. Scale: 1"=60'

Dwg No: 2-2310102 Date: 10/20/2023

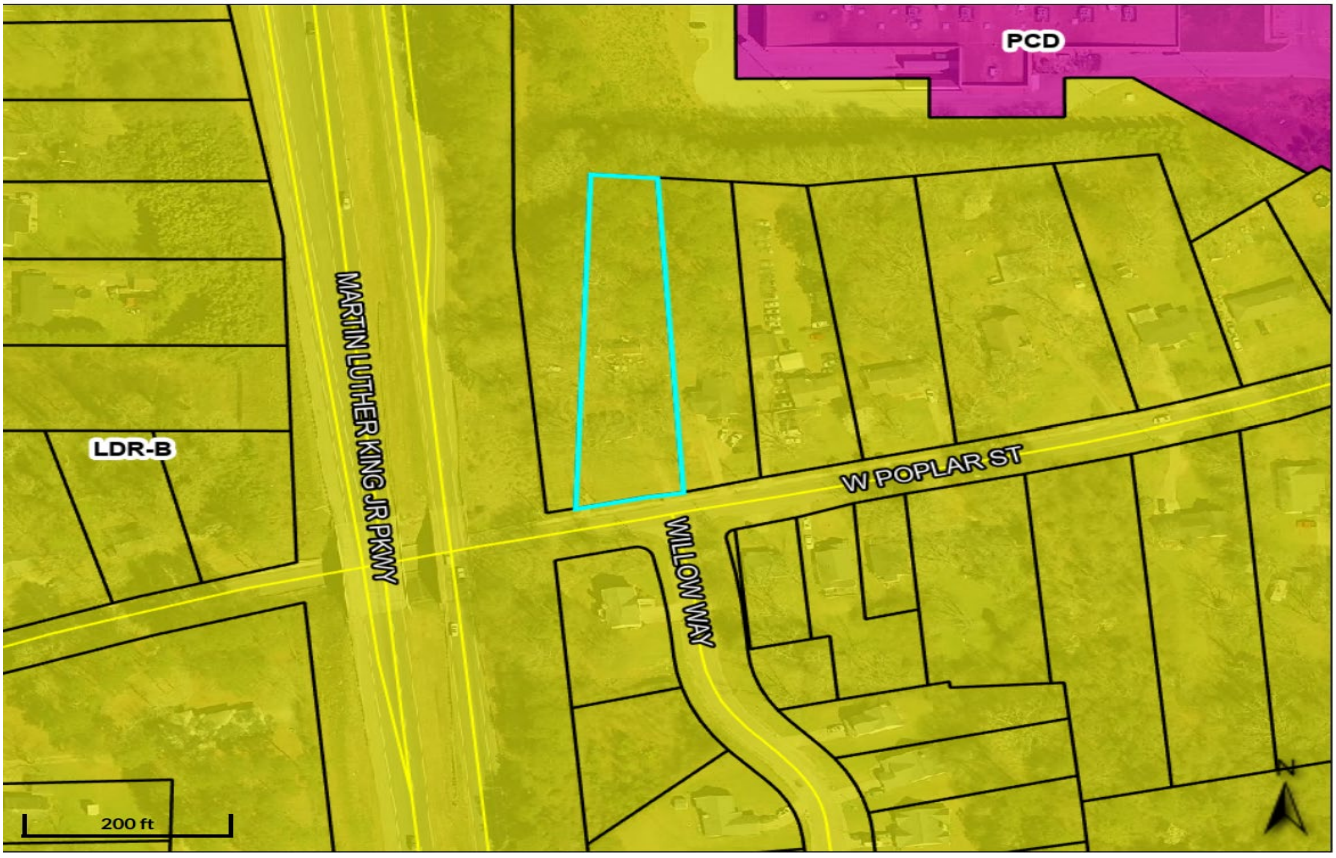
Permit #: 10298
Permit Type:
Address: 1557 W POPLAR ST
City:
State:
Zip: 30224
Owner: GONZALEZ RAFAEL
Owner Address: 7058 TARA BLVD
Owner City: JONESBORO
Owner State: GA
Owner Zip: 30236
Owner Phone:
Owner Email:
Receipt #: 10673
Date: 12/01/2023
Paid By: Rafael Gonzalez
Description: 101700487
Payment Type: iTransact CC
Payment Type Description:
Accepted By:

Fees Paid

Fee Name	Fee Type	Description	Factor	Total Fee Amount	Amount Paid
Convenience Fee	3.5% Convenience Fee (CC)		300.00	10.50	10.50
Residential - Special Use	Zoning - Land Use Permit		0.00	300.00	300.00
				Total:	**$310.50**

1557 West Poplar Street
Special Use Permit Request
File No. 23-SUP-03

Applicant: Rafael Gonzalez
Owner: Rafael Gonzalez



Land Use Classification	Residential
Current Zoning	Low Density Residential-B
Proposed Use	Single Family Dwelling
Parcel Size	.78/- Acres
Tax Map, Block and Lot No.	055 04015
Planning and Zoning Board	Truman Tinsley District 5
City Commission	Gen. Bill Thielemann District 5
Citizen Notification	Legal notice was run in the January 6, 2024 edition of the Griffin Daily News for the Planning & Zoning Meeting and for the City Board of Commissioners Public Hearing. A sign was placed on the proposed property illustrating the purpose, date and time of both meetings on January 8, 2024.

Proposal:

The applicant, Rafael Gonzalez, is seeking approval of a Special Use Permit at 1557 W. Poplar St. When the tornados came through Griffin in January of 2023, both homes on the property were damaged; one so severely it had to be demolished. Due to an act of God, Mr. Gonzalez would like to replace the house but wants the new home to have more square footage. In order to enlarge or extend the legal non-conforming structure on the property, he must receive the approval of a Special Use Permit. This parcel is in the Low Density Residential-B (LDR-B) zoning district.



Zoning Ordinance Sections applicable to this Application:

The following sections of the City of Griffin Unified Development Code (UDC) apply to the Special Use permit request:

Article 406	Special Use Permit Provision
Article 408	Public Hearing
Article 505 A, B, & C	Non-conforming Uses and Structures
Article 706	Low Density Residential-B

Article 505: Non-conforming Uses and Structures:

1. 505 A- A legal non-conforming structure may not be enlarged or extended unless a special use permit is issued in accordance with Section 406. A legal non-conforming structure may be maintained, repaired or structurally altered, under permit, in accordance with all pertinent building codes and ordinances. Failure to maintain a non-conforming structure in minimal compliance with applicable codes and ordinances, such that the general condition of the structure constitutes dilapidation or significant disrepair, shall create a rebuttable presumption of the owner or occupier's intent to abandon the non-conforming structure. Revocation of a structure's certificate of occupancy for a period in excess of one year shall also evidence the owner or occupier's intent to abandon the non-conforming structure.

2. 505 B- A legal non-conforming use, in active existence on the effective date of this ordinance, may be continued without interference until such time as the property owner or occupier intentionally relinquishes his right to maintain such use, as evidenced by an overt act, or failure to act, sufficient to support a finding of such intent. For purposes of this ordinance, discontinuance of the use for a period of one year or more shall create a rebuttable presumption of the owner or occupier's intent to abandon the non-conforming use. A legal, non-conforming use may not be enlarged or expanded to a less restrictive use (i.e. residential to commercial) unless a special use permit is issued in accordance with Article 4 of this ordinance.

3. 505 C- Discontinuance of a legal non-conforming use or structure following its destruction by fire or other natural hazard shall not evidence intent to abandon if the owner applies for a permit to rebuild the structure or otherwise reactivate the use, within six months of the occurrence; provided, however, this period may be extended for an additional six months, but not to exceed a total of one year from the date of the occurrence, if the owner demonstrates substantial progress, time, effort and money in renovation of the structure.

Article 406 Special Uses:

ALL PROPOSED SPECIAL USES FOR PROPERTY SHALL BE EVALUATED IN LIGHT OF THE FOLLOWING STANDARDS:

1. IT MUST NOT BE DETRIMENTAL TO THE USE OR DEVELOPMENT OF THE ADJACENT PROPERTIES, OR TO THE GENERAL NEIGHBORHOOD SO AS TO ADVERSELY AFFECT THE HEALTH, SAFETY OR GENERAL WELFARE OF CITIZENS;

   FINDINGS: Upon review and evaluation of the applicant’s request, Planning Staff cannot find any detrimental impacts on the development of adjacent properties, or to the general neighborhood so as to adversely affect the health, safety, or general welfare of citizens.

2. IT MUST NOT ADVERSELY AFFECT EXISTING PROPERTY AND USES AND IT MUST BE PROPOSED TO BE PLACED ON A LOT OF SUFFICIENT SIZE TO SATISFY THE SPACE REQUIREMENTS FOR THE USE;

   FINDINGS: The structure which was demolished was 360 square feet in size. According to Article 505 A, without a Special Use Permit, the owner may build a house that is 360 square feet. A house of this size will not meet the needs of the living space requirements of the homeowner, nor will it be financially viable to build back. For these reasons, the owner is requesting to build a house that is at least 600 sq ft in size. The building plans do show a two-story model, but the owner is not opposed to extending the house horizontally if the two story is not permitted. The size of the parcel is .78/- acres. There is adequate space on this property to place a larger home on or near the location of the original house. The demolished house sat towards the rear of the property and behind the other house located on the lot. The remaining house, which is 1037 sqft. in size, is currently being rehabbed due to storm damage. Depending on the size, if a house is placed in the same location, all setbacks are able to be met for the LDR-B zoning district.

3. GENERAL COMPATIBILITY OF THE PROPOSED SPECIAL USE WITH ADJACENT PROPERTIES AND OTHER LAND USES IN THE GENERAL AREA.

   FINDINGS: As a result of an act of God, the applicant's proposed use to expand a legal non-conforming structure is compatible with the adjacent properties and land uses within the area. The subject property is located on a local street, W. Poplar St, and the properties on the same side and across the street are residential uses in a residential zoning district.

4. THE PROPOSED USE WILL NOT CONSTITUTE A NUISANCE OR HAZARD OR OTHERWISE ADVERSELY AFFECT THE PUBLIC INTEREST BECAUSE OF THE NUMBER OF PERSONS WHO MAY NORMALLY BE EXPECTED TO USE SUCH FACILITY OR TYPE OF PHYSICAL ACTIVITY.

   FINDINGS: The proposed use will not constitute a nuisance or hazard or otherwise adversely affect the public interest because of the number of persons who may normally be expected to use such facility.

5. AFTER CONSIDERATION OF THE APPLICATION AND THE FACTS, AND THE STANDARDS FOR EXERCISING ZONING POWER CONTAINED IN SECTION 405, THE BOARD OF COMMISSIONERS MUST DETERMINE THAT THE STANDARDS ARE SATISFIED SUCH THAT THE BENEFITS OF AND NEED FOR THE PROPSED SPECIAL USE OUTWEIGH ANY POSSIBLE HARMFUL EFFECTS, NEGATIVE IMPACTS, OR DAMAGES TO THE NEIGHBORING PROPERTIES OR THE CITY IN GENERAL. IN MAKING THIS DETERMINATION, THE BOARD OF COMMISSIONERS MAY CONSIDER THE EFFECTS OF THE PROPOSED USE ON TRAFFIC FLOW, PUBLIC INFRASTRUCTURE AND SERVICES, AVAILABILITY OF OFF-STREET PARKING, HOURS AND MANNER OF OPERATION OF PROPOSED USE, OUTDOOR LIGHTING, SIGNAGE, INGRESS AND EGRESS OF THE

PROPERTY, THE PEACEFUL ENJOYMENT OF PRIVATE PROPERTY IN THE COMMUNITY, AND OTHER RELEVANT FACTORS.

FINDINGS: The proposed use will not have a harmful effect, negative impact, or cause damage to the neighboring properties or the city in general. There is proper ingress and egress at this location and the use should not affect traffic flow. All parking is off-street and there is no proposed signage. Emergency vehicles will have easy access to the location and building should any residents require emergency services.

6. THE APPLICANT MUST MEET ALL SPECIFIC REQUIREMENTS ESTABLISHED IN THIS ORDINANCE FOR THE PARTICULARIZED SPECIAL USE REQUESTED, INCLUDING DESIGN TREATMENTS REQUIRED BY ARTICLE 5 AND 6.

   FINDINGS: The request for a Special Use Permit to allow the owner to increase the square footage of a legal non-conforming structure is compliant with all of the Special Use Permit provisions under the City of Griffin Unified Development Code.

Planning Staff's Comments:

The applicant, Rafael Gonzalez, is seeking approval of a Special Use Permit at 1557 W. Poplar St. When the tornadoes came through Griffin in January of 2023, both homes on the property were damaged; one so severely it had to be demolished. Due to an act of God, Mr. Gonzalez would like to replace the house but wants the new home to have more square footage. In order to enlarge or extend the legal non-conforming structure on the property, he must receive the approval of a Special Use Permit. This parcel is in the Low Density Residential-B (LDR-B) zoning district.

Planning Staff's Recommendation:

Staff recommends **CONDITIONAL APPROVAL** of the Special Use Permit (23-SUP-03) submitted by Rafael Gonzalez to allow for a Special Use Permit to enlarge or extend a legal non-conforming structure located at 1557 W. Poplar Street with the following conditions:

- New structure must be a single-story dwelling not to exceed 1037 sqft.
- New structure must be a single-family dwelling
- New structure must be built on or near original build location
- New structure must meet side and rear set back and architectural requirements for LDR-B

Submitted by:
Michelle Haynes
Principal Planner
Planning and Development Services

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a request for the street renaming of Cabin Creek Drive to Haskell Ward Drive from North 6th Street to the existing portion of Haskell Ward Drive. *Director of GIS, Brian Haynes will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The proposed street renaming is for the portion of Cabin Creek Drive to Haskell Ward Drive. Application submitted by Commissioner Rodney McCord on November 28, 2023 after meeting the required number of signatures for the street renaming petition and receiving a letter of support from the Griffin-Spalding Board of Education. The City of Griffin GIS Department has reviewed the application, the justification letter, and the qualifying Petition for the street renaming of Cabin Creek Drive to Haskell Ward Drive from North 6th Street to the existing Haskell Ward Drive and found that all criteria has been met. GIS has determined that no conflicts exist and this meets continuity standards. Letters consulting the Fire Chief, the Chief of Police, the City Manager, Spalding County Sheriff's Department, and E-911 were all received with favorable approval. GIS staff recommends approval of the request to rename Cabin Creek Drive to Haskell Ward Drive from North 6th Street to the existing Haskell Ward Drive.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

$262.94 cost of sign creation and installation.

Submitted By:
Chad Jacobs

Meeting Date:
23/01/2024

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Application.pdf
GIS Staff Report - Haskell Ward Dr.pdf
Letter of Support.pdf
Petitions Signed.pdf
Agency Review - Signed.pdf
Sign Cost.pdf

APPLICATION FOR STREET RENAMING

Griffin

Please fill out application and return to:
In person - City of Griffin - GIS Department - 100 S Hill St - 3rd Floor - Griffin, GA 30224
Mail to - City of Griffin - GIS Department - PO Box T - Griffin, GA 30224
Scan/picture of signed form emailed to - bhaynes@cityofgriffin.com

EXISTING STREET NAME TO BE CHANGED	PROPOSED NEW STREET NAME
Cabin Creek Drive	Haskell Ward Drive

"FROM STREET"	"TO STREET"
North 6th Street	Existing Haskell Ward Drive

APPLICANT'S NAME
Rodney McCord

APPLICANT'S SIGNATURE	DATE
	11-28-2023

APPLICANT'S MAILING ADDRESS
100 S Hill St - Griffin, GA 30224

ADDITIONAL CONTACT INFO - (EMAIL ADDRESS, PHONE, ETC.)
rmccord@cityofgriffin.com

PREFERRED METHOD OF CONTACT
770-365-5161

JUSTIFICATION OF STREET NAME CHANGE - (LIST BELOW OR ATTACH DOCUMENTATION)
See attached letter

PAYMENT OF $150 NON-REFUNDABLE APPLICATION FEE (DOES NOT APPLY TO MEMBERS OF GOVERNMENT AGENCY)
N/A

Petition for Street Renaming



Current Street Name	Cabin Creek Drive
Proposed New Street Name	Haskell Ward Drive
From Street	North 6th Street
To Street	Existing Haskell Ward Drive
Description	Proposed street renaming of Cabin Creek Drive to Haskell Ward Drive. Application submitted by Commissioner Rodney McCord on November 28, 2023 after meeting the required number of signatures for the street renaming petition and receiving a letter of support from the Griffin-Spalding Board of Education.
City Commission Meeting Date	January 23, 2024
City Commission Member	District 1 Cynthia Ward
Citizen Notification	Citizen notification of a public hearing for the street renaming was sent on January 4, 2024.

Street Renaming Ordinance Sections Applicable to this Application:

Chapter 78 - Streets, Sidewalks, and Other Public Places

Article VII - Street renaming and Honorary Street Designation

(a) *Application.* Any Commissioner, government agency, City Department, Affected Owner, or Affected Tenant that desires to change an existing street name must submit an application to the GIS Director, in writing, via the form provided by the GIS Director. This procedure is independent of that established for naming or changing the name of a street for emergency purposes. The application shall not be considered complete until the following has been submitted:

(1) An GIS Application providing the proposed new name of the subject street and the name, signature, mailing address, and contact information of the Applicant;

(2) A justification for the name change requested;

(3) A letter size (8.5x11) map showing the extent of the road for which the name change is being proposed with the affected parcels highlighted;

(4) A Petition meeting the requirements set forth in Subsection (b) of this Section;

(5) Payment of a non-refundable administrative fee of $150.00, provided that such fee shall be waived if an application is initiated by a Commissioner, another government agency/department, or any City of Griffin Department.

An application was processed for Rodney McCord on November 28, 2023. A justification letter was created by the Griffin-Spalding County School system on March 28, 2023. A map of the street petitioned for renaming was created. No application fees are required as this petition is submitted by a City Commissioner.

(b) *Petition.* An application for street renaming shall include a Petition, completed on a form provided by the GIS Department, stating the proposed name change and signed by Affected Owners or Tenants of at least sixty-six percent (66%) of the Parcels abutting the right-of-way of the street to be renamed. Only one signature per parcel shall be considered in evaluating whether the requisite threshold has been met. Determination of the Affected Owners and/or Affected Tenants will ultimately be made by the GIS Director.

A petition was submitted containing enough signatures from owners or tenants to meet the 66% approval for the street name change.

(c) *Internal Research and Processing.* Upon receipt of a complete application authenticated by the GIS Department, the following internal research and processing steps shall be taken:

(1) GIS shall review the request for continuity. Renaming shall only be considered where an entire street would be affected. Renaming of a segment of a street, where a transition from one name to another at some geographic point would result, shall not be considered. If a requested name change would result in problems of continuity, the GIS Director shall notify the Applicant, in writing via any contact information provided, that the Application cannot be considered and provide an explanation for the rejection. All other objections by GIS, including duplication in wording, sound, or pronunciation with an existing road within Spalding County, regardless of distance between the addresses shall be noted in the Application file.

The GIS Department reviewed the application for continuity and found no issues.

(2) The signatures on the Petition shall be reviewed by GIS to confirm Affected Owners or Tenants of at least sixty-six percent of the Affected Parcels have consented to the name change. Signatures will be authenticated at GIS discretion. If GIS determines that the requisite number of signatures have not been provided based on evaluation of the Affected Owners and Affected Tenants or an evaluation of the Petition, the GIS Director shall notify the Applicant, in writing via any contact information provided, that the Application cannot be considered and provide an explanation for the rejection.

The GIS Department reviewed the signatures to confirm at least 66% of the affected parcels consented to the street renaming.

(3) GIS shall consult and obtain approval from the Fire Chief, the Chief of Police, and the City Manager. Any objections to the name change by the Fire Chief or Chief of Police shall be noted in the Application file, and options for mitigating the public safety concerns shall be explored. In the event the objections cannot be resolved, the City's public safety objections shall be considered in GIS's recommendation to the Board of Commissioners.

The GIS Department sent notices to the Fire Chief, the Chief of police, and the City Manager with all parties sending back confirmation of approval.

(4) GIS shall notify the Spalding County Sheriff's Department, E-911, and the Tax Assessor of the application for street name change via Certified Mail and provide a reasonable deadline by which objections must be provided to GIS. If objections are not received by the deadline set forth in the notice, GIS shall consider the application uncontested by the Sheriff's Department, E-911, and the Tax Assessor. Any objections received in response to this notice shall be noted in the Application file and shall be considered in GIS's recommendation to the Board of Commissioners.

The GIS Department sent notices to the Spalding County Sheriff's Department, E-911, and the Tax Assessor with all parties sending back confirmation of approval except the Tax Assessors which did not reply.

(5) GIS shall determine an estimated cost for the creation and installation of street signage associated with the approval of the street renaming. Prior to the scheduling of a public hearing, the Applicant must provide payment of the estimated costs of street signage to the City of Griffin pending approval by the Board of Commissioners.

An estimated cost of sign creation and installation has been calculated to be $262.94. The fee for this will be waived as this application has been made by a City Commissioner and no fees are required.

(d) *Notice of Public Hearing.* The public hearing on the Application shall be scheduled at a public meeting of the Board of Commissioners. GIS shall send a notice to all Affected Owners and Affected Tenants, via regular mail through USPS with proper postage affixed, at least fourteen (14) days prior to the public hearing. The notice shall provide the current street name, the proposed street name, a location description of the street to be renamed, and the date, time, and location of the public hearing. Notice of the public hearing shall be provided to the Applicant, in writing, via any method of contact provided in the Application.

A notice of public hearing was mailed out to owners and tenants on January 4, 2023 exceeding the 14 day prior notice window.

(e) *Public Hearing.* At the public hearing, the GIS Director or their designee shall first present a recommendation to the Board of Commissioners based on principals of addressing and street naming, feedback from City of Griffin public safety, the Sheriff's Department, E-911, and the Tax Assessor, and the costs of creation and installation of new street signage. Both proponents and opponents shall be provided equal opportunity to speak in favor or opposition of the Application. The presentation of those for and against an Application may be limited to a reasonable length of time, but not less than ten (10) minutes per side. The Applicant shall be permitted to use the entire ten (10) minutes for proponents of the Application.

(f) *Decision.* The decision to rename a street within the City of Griffin shall be made by and in the sole discretion of the Board of Commissioners of the City of Griffin, and decisions by the Board of Commissioners shall be final and conclusive. The Board of Commissioners shall take final action after the conclusion of the public hearing, unless the Board defers final action pending the provision of additional information by either the Applicant or City Staff. In the event of a deferral, the Board of Commissioners shall not be required to conduct an additional public hearing prior to taking final action on the Application. Reapplication for the changing of a specific street shall not be considered for a period not to exceed one (1) year following declination by the Board of Commissioners.

EXHIBIT A **AFFECTED PARCELS AND ADDRESSES**	
AFFECTED PARCEL NUMBERS	**AFFECTED ADDRESSES**
003 05003	0 A Z Kelsey Ave
003 06008	201 Cabin Creek Drive
007 01002	0 Cabin Creek Drive
007 05001	529 McKneely Street
007 05018	202 Cabin Creek Drive
007 05019	212 Cabin Creek Drive – Apartments 1,2,3,4,5,6,7,8 214 Cabin Creek Drive – Apartments 1,2,3,4
007 05050	512 North 6th Street

GIS Department Staff Comments and Recommendation:

The City of Griffin GIS Department has reviewed the application, the justification letter, and the qualifying Petition for the street renaming of Cabin Creek Drive to Haskell Ward Drive from North 6th Street to the existing Haskell Ward Drive and found that all criteria has been met. GIS has determined that no conflicts exist and this meets continuity standards.

Letters consulting the Fire Chief, the Chief of Police, the City Manager, Spalding County Sheriff's Department, and E-911 were all received with favorable approval.

GIS staff recommends approval of the request to rename Cabin Creek Drive to Haskell Ward Drive from North 6th Street to the existing Haskell Ward Drive.

Tuesday, March 28, 2023

Mrs. Jessica O'Connor
City Manager, City of Griffin
100 South Hill St.
Griffin, GA 30223

Dear Mrs. O'Connor,

Griffin-Spalding Board of Education was approached by City of Griffin Commissioner Rodney McCord about renaming Cabin Creek Drive. Moore Elementary School is located at 201 Cabin Creek Drive. The Board of Education is in full unanimous support of renaming Cabin Creek Drive to Haskell Ward Drive so that the whole street is known by the same name. As a scholar in the Griffin Spalding County School System, Mr. Ward attended Broad Street School, Moore Elementary School and later Fairmont High School.

Mr. Ward, a Griffin native, has made a tremendous impact on our city. His philanthropic work, leadership and business acumen have brought our city national and international recognition. Haskell Ward served in the Peace Corps, worked for the Ford Foundation and the U.S. State Department as a key advisor and policy maker during the Carter administration. He was appointed New York City Deputy Mayor where he led the Health Services Administration. He is an expert on economic development and social reform. He earned a master's degree in African Studies from UCLA, authored a book and spent time with and influenced the decisions of prominent leaders including John F. Kennedy, Haile Selassie and Jimmy Carter. He is married to former State Supreme Court Justice Leah Ward Sears.

Recently Mr. Ward and our superintendent, Dr. Keith Simmons, toured Moore Elementary. Mr. Ward shared about his life experiences in Griffin. Mr. Haskell Ward made a significant financial contribution to help some current students attending Moore through scholarships. Ward shared, (when I attended it) "Moore Elementary School probably was, in socioeconomic terms, the lowest in the state in terms of per capita income of parents. But as we were told, by our teachers, that did not mean that our lives were then without possibilities. We could do whatever we set out to do." He added, "If you look at my life, my success in life can be traced to here, Moore Elementary School."

If GSCS can be of further assistance in this effort, please contact Board of Education Chairman Syntel Brown or Superintendent Dr. Keith Simmons. Thank you for your consideration and influence.

Educationally Yours,

R. Syntel Brown, Ed.S.
Chairman – District 1

Will Doss
Vice-Chair-District 2

Dr. Keith Simmons
Superintendent

Cc: Mayor Doug Hollberg
Commissioner Rodney C. McCord

Griffin Spalding County Schools

BOARD MEMBERS

R. Syntel Brown
BarbaraJoCook Will Doss
Zachery Holmes
SueMcDonald

Keith Simmons
Superintendent

216 South Sixth Street
P.O. Drawer N
Griffin, GA 30224
770-229-3700
www.spalding.k12.ga.us

Accredited by Cognia

Spalding COUNTY

BOARD OF COMMISSIONERS
Clay Davis, CHAIRMAN
James R. Dutton, VICE CHAIRMAN
Gwen Flowers-Taylor
Rita C. Johnson
Ryan Bowlden

COUNTY MANAGER
Steve Ledbetter

COUNTY ATTORNEY
Stephanie Windham

November 13, 2023

Mr. Brian Haynes
GIS Director
City of Griffin
100 S. Hill Street
Griffin, GA 30224

Re: Parcel No. 003 05003 – 0 AZ Kelsey Avenue
Parcel No. 007 01002 – 0 Cabin Creek Drive

Dear Brian:

This letter is to advise that the Spalding County Board of Commissioners, at their meeting on Monday, November 6,2023 asked that staff notify the City that Spalding County has no objection to the proposed change in the name of Cabin Creek Drive to Haskell Ward Drive.

Please accept this letter as Spalding County's acknowledgement of notice regarding the change requested for Cabin Creek Drive and our agreement to the Street Renaming Petition.

Best regards,

Steve Ledbetter, PhD.
County Manager

Cc: Kelsey Carden, Staff Attorney

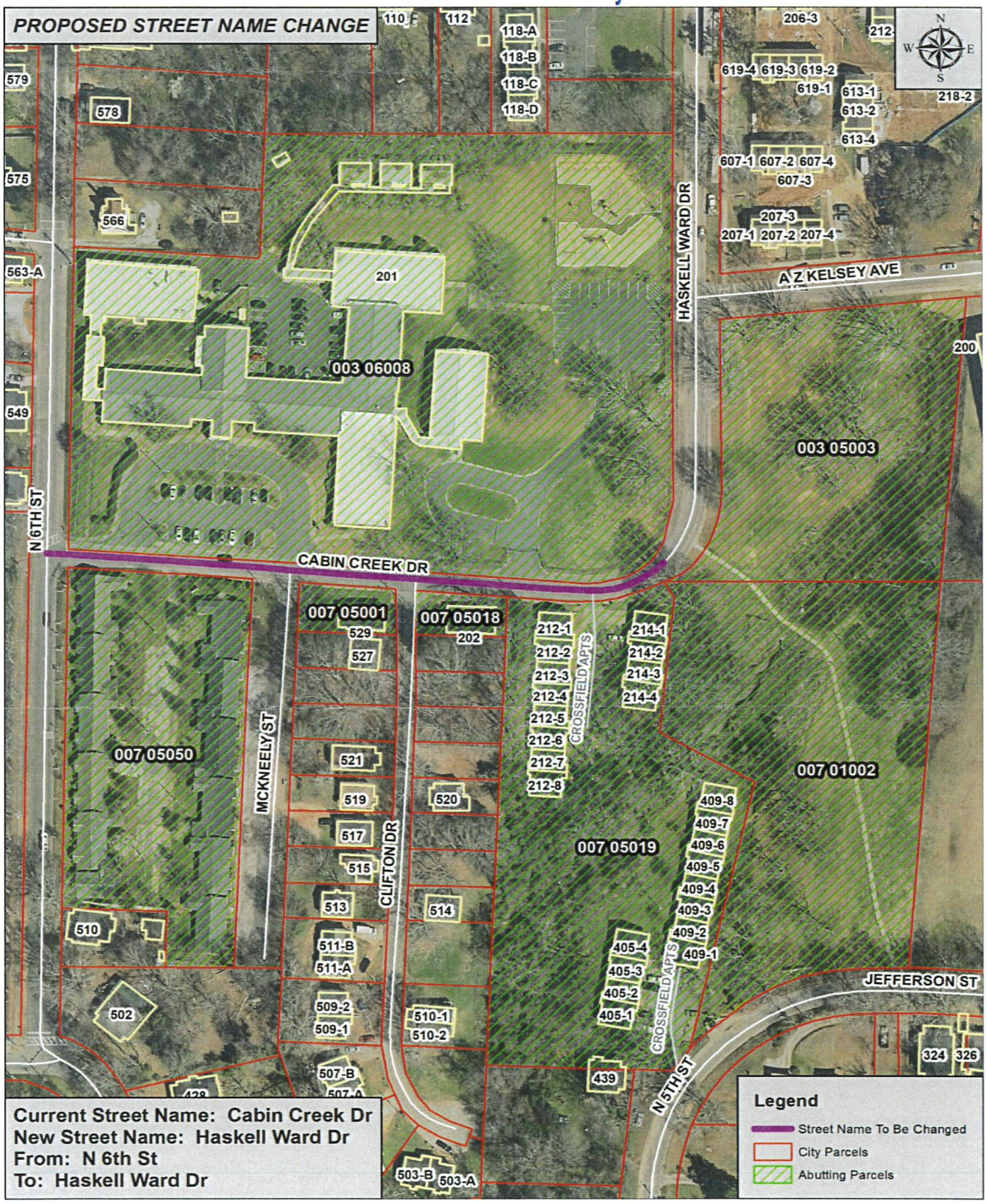
PETITION FOR STREET RENAMING

OCTOBER 19, 2023

This is a Petition for the renaming of Cabin Creek Dr. to Haskell Ward Dr. beginning at N. 6th St. and ending at the existing Haskell Ward Dr.
By signing this petition you **AGREE** that you are in support of renaming Cabin Creek Dr. to Haskell Ward Dr.
Return petition in person to: City of Griffin - GIS Department - 100 S Hill St - 3rd Floor - Griffin, GA 30224 | or |
by mail to: City of Griffin - GIS Department - P.O. Box T - Griffin, GA 30224 | or | scan/picture and email to: bhaynes@cityofgriffin.com

PARCEL ID	PHYSICAL ADDRESS	OWNER OR TENANT
003 06008	201 CABIN CREEK DR	

NAME	SIGNATURE
KEITH L. SIMMONS	



PETITION FOR STREET RENAMING

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PARCEL ID	PHYSICAL ADDRESS	OWNER OR TENANT
007 05019	212-214 CABIN CREEK DR	Tenant

NAME	SIGNATURE
LaChina Harris	LaChina Harris



PETITION FOR STREET RENAMING

OCTOBER 19, 2023

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PARCEL ID	PHYSICAL ADDRESS	OWNER OR TENANT
007 05050	512 N 6TH ST	Owner

NAME	SIGNATURE
Jessica W. O'Connor	



AGENCY/DIVISION REVIEW FOR STREET RENAMING

NOVEMBER 22, 2023

Application for the renaming of Cabin Creek Drive to Haskell Ward Drive beginning at North 6th Street and ending at the existing Haskell Ward Drive.

Return by December 22, 2023
In person - City of Griffin - GIS Department - 100 S Hill St - 3rd Floor - Griffin, GA 30224
Mail to - City of Griffin - GIS Department - PO Box T - Griffin, GA 30224
Scan/picture of signed form emailed to - bhaynes@cityofgriffin.com

NAME OF AGENCY/DIVISION
Spalding County E911

JOB TITLE
Director - E911

SIGNATURE	DATE
	12/6/23

PHONE NUMBER
770-229-9911

EMAIL ADDRESS
RMcleary@SpaldingCounty.com

COMMENTS FOR OR AGAINST APPROVAL
none.

SEE INCLUDED MAP ON BACK

AGENCY/DIVISION REVIEW FOR STREET RENAMING

NOVEMBER 22, 2023

Application for the renaming of Cabin Creek Drive to Haskell Ward Drive beginning at North 6th Street and ending at the existing Haskell Ward Drive.

Return by December 22, 2023
In person - City of Griffin - GIS Department - 100 S Hill St - 3rd Floor - Griffin, GA 30224
Mail to - City of Griffin - GIS Department - PO Box T - Griffin, GA 30224
Scan/picture of signed form emailed to - bhaynes@cityofgriffin.com

NAME OF AGENCY/DIVISION
City of Griffin

JOB TITLE
City Manager

SIGNATURE	DATE
Jessica W Connor	11/22/2023

PHONE NUMBER
770-229-6408

EMAIL ADDRESS
jconnor@cityofgriffin.com

COMMENTS FOR OR AGAINST APPROVAL

SEE INCLUDED MAP ON BACK

AGENCY/DIVISION REVIEW FOR STREET RENAMING

NOVEMBER 22, 2023

Application for the renaming of Cabin Creek Drive to Haskell Ward Drive beginning at North 6th Street and ending at the existing Haskell Ward Drive.

Return by December 22, 2023
In person - City of Griffin - GIS Department - 100 S Hill St - 3rd Floor - Griffin, GA 30224
Mail to - City of Griffin - GIS Department - PO Box T - Griffin, GA 30224
Scan/picture of signed form emailed to - bhaynes@cityofgriffin.com

NAME OF AGENCY/DIVISION
City of Griffin Fire + Emergency Services

JOB TITLE
Fire Chief

SIGNATURE	DATE
	11/29/2023

PHONE NUMBER
770-229-6415

EMAIL ADDRESS
jhamilton@cityofgriffin.com

COMMENTS FOR OR AGAINST APPROVAL
For our personnel this will make it better since the road will have ~~one~~ name.

SEE INCLUDED MAP ON BACK

AGENCY/DIVISION REVIEW FOR STREET RENAMING

NOVEMBER 22, 2023

Application for the renaming of Cabin Creek Drive to Haskell Ward Drive beginning at North 6th Street and ending at the existing Haskell Ward Drive.

Return by December 22, 2023
In person - City of Griffin - GIS Department - 100 S Hill St - 3rd Floor - Griffin, GA 30224
Mail to - City of Griffin - GIS Department - PO Box T - Griffin, GA 30224
Scan/picture of signed form emailed to - bhaynes@cityofgriffin.com

NAME OF AGENCY/DIVISION
Griffin Police Dept

JOB TITLE
Interim Chief of Police

SIGNATURE	DATE
	12.4.23

PHONE NUMBER
770.229.6450

EMAIL ADDRESS
csampsonecityofgriffin.com

COMMENTS FOR OR AGAINST APPROVAL

SEE INCLUDED MAP ON BACK

AGENCY/DIVISION REVIEW FOR STREET RENAMING

Griffin

NOVEMBER 22, 2023

Application for the renaming of Cabin Creek Drive to Haskell Ward Drive beginning at North 6th Street and ending at the existing Haskell Ward Drive.

Return by December 22, 2023
In person - City of Griffin - GIS Department - 100 S Hill St - 3rd Floor - Griffin, GA 30224
Mail to - City of Griffin - GIS Department - PO Box T - Griffin, GA 30224
Scan/picture of signed form emailed to - bhaynes@cityofgriffin.com

NAME OF AGENCY/DIVISION
Spalding County Sheriff's Office

JOB TITLE
Sheriff

SIGNATURE	DATE
	11/28/2023

PHONE NUMBER
770-467-4282

EMAIL ADDRESS
dlix@spaldingcounty.com

COMMENTS FOR OR AGAINST APPROVAL
Approve renaming Cabin Creek Drive to Haskell Ward Drive.

SEE INCLUDED MAP ON BACK

GIS Department, Brian Haynes
One Griffin Center | 100 S. Hill Street - P.O. Box T | Griffin, GA 30224
P 770.412.9950 W cityofgriffin.com

COST SHEET FOR SIGN CREATION AND RECEIPT OF PAYMENT

Calculation of sign cost which includes the cost of labor for making the sign(s), the sign(s) itself, sign(s) posts, installation of the sign(s), and any additional items pertaining to its creation and installation.

NUMBER OF SIGN BLANK(S)	TOTAL COST OF SIGN BLANK(S)
6 - sized at 6" x 36"	$189.50

NUMBER OF SIGN POST(S)	TOTAL COST OF SIGN POST(S)
0	$0.00

LABOR COST FOR SIGN CREATION	LABOR COST FOR SIGN INSTALLATION
2 Employees 1/2 hour @ $36.72	2 Employees 1/2 hour @ $36.72

OTHER ADDITIONAL COSTS (PLEASE NOTE THE REASON)

TOTAL COST OF SIGN MATERIALS, LABOR, AND ANY ADDITIONAL COSTS
$262.94

APPLICANT'S NAME
Rodney McCord

PAYMENT METHOD	DATE
No payment required as applicant is a Commissioner	

PAYMENT RECEIVED BY SIGNATURE	DATE

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a Resolution to amend the City of Griffin's Fiscal Year 2023-2024 Operating & Capital Budget for Second Quarter housekeeping amendments in the amount of $187,697.38. *Budget Analyst, Angela Thompson will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

This budget amendment re-allocates existing appropriations of funds in order to account for the recognition of purchases that result from budgetary changes or accounting treatments for compliance between the nature of the purchase and with the chart of accounts and increases the budget for property acquisition from the Tax Allocation District #1 Fund.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

The budget amendment re-allocates $180,499.94 in funds that have previously been appropriated in the General, Water & Wastewater, Electric and Golf Course Funds and also appropriates an additional $187,697.38 in funds of the Tax Allocation District #1 Special Revenue fund that had not previously been budgeted.

Submitted By:
Angela Thompson

Meeting Date:
23/01/2024

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
AGENDA ITEM 20240123 BA Resolution Housekeeping BA#2.pdf
Q2 housekeeping final.pdf

RESOLUTION

A RESOLUTION TO AMEND THE FISCAL YEAR 2023-2024 OPERATING & CAPITAL BUDGET IN THE AMOUNT OF $187,697.38

WHEREAS, the Board of City Commissioners is charged with the preparation of an annual budget for the City of Griffin; and

WHEREAS, on June 13, 2023, the Board of City Commissioners adopted the Fiscal Year 2023-2024 Operating & Capital Budget; and

WHEREAS, the Board of City Commissioners approve amending the City of Griffin's Fiscal Year 2023-2024 Operating and Capital Budget by reallocating $180,499.94 within the General Fund, Water & Wastewater Fund, Electric Fund, and Golf Course Fund and appropriate additional funds totaling $187,697.38 within the Tax Allocation District #1 Fund

BE IT RESOLVED by the Board of City Commissioners this 23rd day of January, 2024, that the Fiscal Year 2023-2024 Operating & Capital Budget be, and is hereby, amended in the amount of $187,697.38 as follows:

SEE DETAILED FISCAL YEAR 2023-2024 Operating & Capital Budget Second Quarter Housekeeping Amendment- Attached

_____

Douglas Hollberg, Mayor

_____

Jessica O'Connor, Secretary

Fiscal Year 2023-2024 Operating Capital Budget
Second Quarter Housekeeping Amendment

Item or Project	Account Number	Account Description	Budgetary Debit	Budgetary Credit
Amendment #1				
To grant use of Commission Contingency Funds for a TOF to Paragon for Grant Preparation	101-1110-57-9000-0000	Commission Contingency	-	(8,175.00)
To grant use of Commission Contingency Funds for a TOF to Paragon for Grant Preparation	101-4220-52-1200-0000	Professional Fees	8,175.00	-
			8,175.00	(8,175.00)
Amendment #2				
To reclass funds from Capital Equipment to R&M Services for Gate Valve Repair Influent Pond #2	505-4332-54-2500-0000	Capital Equipment	-	(30,000.00)
To reclass funds from Capital Equipment to R&M Services for Gate Valve Repair Influent Pond #2	505-4332-52-2200-0000	Repair & Maintenance Services	30,000.00	-
			30,000.00	(30,000.00)
Amendment #3				
To appropriate contingency funds for increased cost of conference room chairs	101-1320-57-9000-0000	Contingency	-	(2,437.00)
To appropriate contingency funds for increased cost of conference room chairs	101-1320-53-1600-0000	Tools & Small Equipment	2,437.00	-
			2,437.00	(2,437.00)
Amendment #4				
To appropriate Tax Allocation District #1 Funds for purchase of property within the district	101-0000-39-11144-000	Transfers to General Fund from TAD #1 Fund	-	(187,697.38)
To appropriate Tax Allocation District #1 Funds for purchase of property within the district	101-4220-54-1100-0000	Sites	187,697.38	-
To appropriate Tax Allocation District #1 Funds for purchase of property within the district	271-0000-61-1000-0000	Transfers to General Fund	187,697.38	-
			375,394.76	(187,697.38)
Amendment #5				
To use savings on Golf Course Capital Equipment to assist in replacement of Diesel Fuel Tank	591-5130-54-2500-0000	Capital Equipment	-	(1,299.54)
To reclass funds in Repair & Maintenance Supplies to assist in replacement of Diesel Fuel Tank	591-5130-53-1130-0000	Repair & Maintenance Supplies	-	(2,588.40)
To reclass funds from Repair & Maintenance Supplies and Capital Equipment to replace Diesel Fuel Tank	591-5130-53-1600-0000	Tools & Small Equipment	3,887.94	-
			3,887.94	(3,887.94)
Amendment #6				
To reclass funds from Simmons Water Treatment Plant Operating Supplies to Capital Equipment due to cost of item	505-4431-53-1120-0000	Operating Supplies	-	(6,000.00)
To reclass funds from Simmons Water Treatment Plant Operating Supplies to Capital Equipment due to cost of item	505-4431-54-2500-0000	Capital Equipment	6,000.00	-
			6,000.00	(6,000.00)
Amendment #7				
To reclass funds from Electric Line Construction Capital Infrastructure to Electric Line Construction Technical Services	510-4630-54-1400-0000	Capital Infrastructure	-	(130,000.00)
To reclass funds from Electric Line Construction Capital Infrastructure to Electric Line Construction Technical Services	510-4630-52-1300-0000	Technical Services	130,000.00	-
			130,000.00	(130,000.00)
		Total Revenue	-	-
		Total Expenditures/Expenses	238,197.32	(50,499.94)
		Total Transfers In	-	(187,697.38)
		Total Transfers Out	187,697.38	-
		Total Budgetary Debits/Credits	425,894.70	(238,197.32)
		General Fund	198,309.38	(198,309.38)
		Tax Allocation District #1 Fund	187,697.38	-
		Water & Wastewater Fund	36,000.00	(36,000.00)
		Electric Fund	130,000.00	(130,000.00)
		Golf Course Fund	3,887.94	(3,887.94)
			555,894.70	(368,197.32)

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a Task Order Form to the Master Services Agreement between the City of Griffin and Paragon Consulting Group in the amount of $24,850.00 for contract management, preparing repair plans adding in temporary shoring, providing construction cost estimate, and bid administration for the bridge repair at Poplar Street . *Public Works Director, Mariza Eller, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

Norfolk Southern reviewed repair plans that need to take place at the City's Poplar Street Bridge. During this review process Norfolk Southern advised we would need to add temporary shoring details for steel H-pile repairs at 14 locations to prevent movement of their tracks during the repair process. In order to add temporary shoring Paragon will need to revise the current construction plans in place.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

The TOF will be paid for using SPLOST 2016 funds in the amount of $24,850.00.

Submitted By:
Mariza Eller

Meeting Date:
23/01/2024

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Poplar Street Bridge Repair TOF.pdf

TASK ORDER FORM
REPAIR OF POPLAR STREET BRIDGE OVER NS RAILROAD
TEMPORARY SHORING DETAILS
For
CITY OF GRIFFIN
Project No. PCG3152-22059
January 8, 2024

Paragon Consulting Group (PCG) has prepared this Task Order Form (TOF) in accordance with the Master Services Agreement. This TOF has been prepared to provide our services to the City of Griffin related to the repair of Poplar Street Bridge over NS Railroad.

Scope of Work:

The Scope of Work for this TOF includes preparation of temporary shoring details for steel H-pile repairs at 14 locations on the Poplar Street Bridge over the NSRR and developing a Construction Cost.

Background Information:

- Existing Bridge (Bridge Serial Number 255-0025-0) is a three span 66' long by 48' wide prestressed concrete box beam bridge on concrete caps with steel H-piles built in 1977.
- Current minimum vertical clearance is 17'-7". Current horizontal clearance is 13.2'.
- The rating for the substructure during this inspection was lowered to a "4" due to corrosion of the steel H-piles and GDOT has ordered that the bridge be load posted.
- Corrosion of the steel H-piles is widespread but worst near a concrete flume draining a deck inlet, outfalling from a pipe through bridge Abutment 1. The piles appear to be unpainted.
- Piles at Bents 2 & 3 are braced by 2 steel angles welded to the piles in an X pattern.
- Extensive slope erosion occurs at both abutments.
- Norfolk Southern RR has asked for temporary shoring to prevent movement of their tracks during repairs.

Task 1 – Contract Management

a) Monthly progress meetings
b) Coordination with the railroad

Task 2 – Prepare Repair Plans

a) Structural assessment of required temporary shoring
b) Update Title Sheet for the plan package
c) Update Index of sheets
d) Modify Quantity Sheet to document temporary shoring totals
e) Create plan details consisting of:
    1. Removal and replacement of pile sway bracing
    2. Details and notes for temporary shoring during H-pile repairs
    3. Sequence of steps needed to place and remove temporary shoring
    4. Details and notes for backfilling excavations

Task 3 – Develop a Construction Cost Estimate

a) Develop Construction Cost Estimate for temporary shoring and backfill

Task 4 – Bid Administration

a) Advertisement of project
b) Solicitation of qualified bidders
c) Addressing contractor questions
d) Issuance of addenda
e) Facilitate bid opening
f) Review bids

Schedule:

Upon receipt of the signed notice to proceed, PCG anticipates completion of the scope of work described as follows:

Task 1 – Contract Management	*Ongoing*
Task 2 – Prepare Temporary Shoring Plans	*3 weeks*
Task 3 – Develop a Shoring Cost Estimate	*1 week*
Task 4 – Bid Administration	*5 weeks after Advertisement*

Fee:

Task 1 – Contract Management	*$ 5,000.00, lump sum*
Task 2 – Prepare Repair Plans	*$ 14,350.00, lump sum*
Task 3 – Develop a Construction Cost Estimate	*$ 1,000.00, lump sum*
Task 4 – Bid Administration	*$ 4,500.00, lump sum*
	$ 24,850.00 Total

Any work requested outside of the above scope of work will be invoiced on a time and expenses basis in accordance with our current Unit Rates.

AUTHORIZATION

As our authorization to proceed, please sign in the space provided below.

City of Griffin, Georgia	**Paragon Consulting Group, Inc.**
Signature:_____	Signature: Brian K. Upson
	Brian K. Upson, PE President
Date:_____	Date: 1/8/24

Attested by:

City of Griffin, Georgia

Signature:_____

Date:_____

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a Master Services Agreement with UniFirst, lowest quote, not to exceed $98,400.00, for employee uniforms within Public Works, Solid Waste, and Water/Wastewater. *Public Works Director, Mariza Eller, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The City of Griffin currently utilizes Cintas for employee uniforms within Public Works, Solid Waste, and Water/Wastewater. The current Cintas contract expires March 12, 2024. In order to obtain the lowest and best pricing, City of Griffin staff from each respective department, along with the Finance Director and Staff Attorney, worked on obtaining updated pricing from Cintas, pricing from UniFirst, and pricing from Aramark. UniFirst was the lowest quote.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

The total not to exceed amount for the Masters Services Agreement is $98,400.00 for Public Works, Solid Waste, and Water/Waster. This breaks down to monthly charges in the following:

- Public Works shall not exceed $2,200.00 per month
- Solid Waste shall not exceed $3,000.00 per month
- Water/Wastewater shall not exceed $3,000.00 per month

Funds are allocated within each respective departments' budgets for employee uniforms.

Submitted By:
Mariza Eller

Meeting Date:
23/01/2024

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
City of Griffin Sourcewell Corporate Accounts Master Service Agreement - 01.15.2024[39].pdf

UniFirst

NEW ACCOUNT ■ EXISTING ACCOUNT ☐

CUSTOMER SERVICE AGREEMENT

COMPANY NAME (Customer) City of Griffin | LOC NO. 304

ADDRESS 100 S Hill St, Griffin, GA 30223 | ROUTE NO.

PHONE (770) 229-6400 | SIC/NAICS

The undersigned (the "CUSTOMER") orders from UniFirst Corporation and/or UniFirst Holdings, Inc. d.b.a. UniFirst and/or UniFirst Canada LTD. ("UNIFIRST") the rental service(s) at the prices set forth on Schedule I attached hereto and made a part hereof and upon the conditions outlined.

MERCHANDISE SERVICED

ITEM DESCRIPTION	LOST DAMAGED REPLACEMENT CHARGE	SERVICE FREQUENCY	NO. OF PERSONS/ ISSUE PER PERSON	TOTAL NO. OF CHANGES/ PIECES	PRICE PER CHANGE/ PIECE	STANDARD// NON-STANDARD[1]	TOTAL FULL SERVICE	TOTAL VAL-U-LEASE[2]
See Schedule I								

COMMENTS

Schedule I, Pricing, is attached hereto and incorporated herein.

Schedule II, Locations, is attached hereto and incorporated herein.

Schedule III, Not to Exceed Limits, is attached hereto and incorporated herein.

Sourcewell Contract #040920 is attached hereto and incorporated herein. In the event of a conflict between the terms and conditions of the Sourcewell Agreement and this agreement the terms and conditions of the Sourcewell agreement shall govern and control. Notwithstanding anything to the contrary contained in the Sourcewell Agreement, this Agreement shall be governed by the laws of the State of Georgia.

Approved charge: CUSTOMER agrees to make payments within 30 days of invoice receipt. A late charge of 1½% per month (18% per year) for any amount in arrears may be applied.[4]

SALES REP: _____
SALES REP (Print Name)

ACCEPTED[5]: _____
LOCATION MANAGER (Signature) DATE

_____
LOCATION MANAGER (Print Name and Title)

The undersigned agrees to all Customer Service Agreement Terms on Pages 2 and 3, and Schedules I, II, and III, and attests to have authority to execute for the named CUSTOMER and to approve use of any personalization – including logos or brand identities – that has been requested.

ACCEPTED: _____
CUSTOMER (Signature)

_____
CUSTOMER (Print Name and Title)

Attest:

_____
Jessica W. O'Connor, Secretary

Approved as to Form:

Andrew J. Whalen, III
Andrew J. Whalen, III, City Attorney

joconnor@cityofgriffin.com
City Manager Email

[1] Out-sizes of otherwise Standard Merchandise are deemed to be Non-Standard Merchandise.

[2] Merchandise which is Val-U-Leases is not cleaned by UniFirst.

[3] Charge status contingent upon continuing credit worthiness and may be revoked at UniFirst's discretion.

[4] All returned checks and declined credit/debit cards subject to $35 processing fee.

[5] This Agreement is effective only upon acceptance by UniFirst Location Manager.

[6] Customer Service Agreement Terms must be signed by CUSTOMER on Page 4 and must accompany all copies of Customer Service Agreement.

REQUIREMENTS SUPPLIED. Customer orders from UniFirst Corp. ("UniFirst") the rental garments and/or other items of the type specified on Schedule I attached hereto ("Merchandise") and related pickup/delivery and maintenance services (collectively with Merchandise, "Services") for all of Customer's requirements therefor, at the locations now or hereinafter identified on Schedule II attached hereto and at all other additional locations in UniFirst's rental service area, where the decision has been made to utilize garments or other merchandise rental services, ("Location(s)"), and at the prices set forth on Schedule I and upon the terms and conditions set forth herein. Additional Services requested by Customer, in writing, will also be covered by this Agreement. All rental Merchandise supplied to Customer remains the property of UniFirst. Customer warrants that it is not subject to, and that this Agreement does not interfere or conflict with, any existing agreement for the supply of the Merchandise or Services covered.

PERFORMANCE GUARANTEE. UNIFIRST GUARANTEES TO DELIVER HIGH-QUALITY SERVICE AT ALL TIMES. All items of Merchandise cleaned, finished, inspected, repaired and delivered by UniFirst will meet or exceed industry standards, or non-conforming items will be replaced by the next scheduled delivery day at no cost to Customer. Items of rental Merchandise requiring replacement due to normal wear and tear will be replaced at no cost to Customer, save for any applicable personalization and setup charges.

Customer expressly waives the right to terminate this Agreement during the initial term or any extension thereof for deficiencies in the quality of Services unless: (1) complaints are first made in writing to UniFirst which set forth the precise nature of any deficiencies; (2) UniFirst is afforded at least 60 days to correct any deficiencies complained of; and (3) UniFirst fails to correct those deficiencies complained of within 60 days. In the event Customer complies with the foregoing and UniFirst fails to correct such deficiencies, Customer may terminate this Agreement, as to the affected Location(s), by written notice to UniFirst, providing that all previous balances due to UniFirst have been paid in full and that all other conditions to terminate have been satisfied. Provided, however, that while Customer hereby certifies that it has made sufficient appropriation in its current Fiscal Year budget (ending June 30, 2024) to fund its obligations for the Initial Term and has the present intention to appropriate for and budget for future renewal terms, this Agreement shall terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the Customer therein. Any delay or interruption of the Services provided for in this Agreement by reason of acts of God, fires, explosions, strikes or other industrial disturbances, or any other cause not within the control of UniFirst, shall not be deemed a breach or violation of this Agreement.

TERM AND RENEWAL. This Agreement is effective when signed by both the Customer and UniFirst location Manager and continues in effect for 12 months from the date of execution.. This Agreement will be renewed automatically and continuously for 4 successive 12-month periods unless Customer or UniFirst gives written notice of non-renewal at least 90 days prior to the next expiration date.

PRICES AND PAYMENTS. Prices are based on 52 weeks of service per year. The costs of service for each of Customer's divisions shall not exceed the values set forth in Schedule III. Any increase to Services or Service Frequency which would result in additional charges in excess of the Not-To-Exceed limitation for any division must be made in writing and signed by both parties prior to delivery of service. Any changes in payment terms, including the amendments to the not-to-exceed values in Schedule III and other charges not contemplated by this Agreement for each division, must be authorized in writing, signed by both parties. Verbal authorizations will not be binding. . If UniFirst proposes a price increase and Customer declines said additional price increases or amendments to this Agreement, or otherwise fails to respond within sixty (60) days of notice of the proposed price increase, UniFirst may terminate this Agreement. Customer also agrees to pay the other charges herein specified, provided that the limits set forth in Schedule III shall not be exceeded without written authorization signed by both parties. Once Merchandise is ordered by UniFirst for the installation at the Locations, Customer shall not, without the prior written agreement of the parties, change the styles, fabrics or colors of the Merchandise. Absent any such prior agreement of the parties, Customer shall then be obligated to purchase and will purchase all such affected Merchandise that either could not be installed into service, or if installed, later removed from service, at each such thus affected Location, paying for each such item, the applicable replacement prices then in effect hereunder. Notwithstanding the foregoing, Customer may reduce the Merchandise and Services related thereto in the event an employee is no longer employed by Customer and is not replaced by another employee, subject to Customer's obligation to timely notify UniFirst of the employee's termination, to return any standard Merchandise or pay the applicable replacement price therefor, and purchase any Non-Standard Merchandise as set forth herein. Any Merchandise payments required pursuant to this Agreement will be at the replacement price(s) then in effect hereunder. If an authorized Customer representative is not available to receive and acknowledge delivery of Merchandise, Customer authorizes UniFirst to make delivery and assumes responsibility for related charges/invoices, provided that the services in said invoice have prior approval pursuant to the terms of this Agreement.

If Customer fails to make timely payment, UniFirst may, at any time and in its sole discretion, terminate this Agreement by giving written notice to Customer, whether or not UniFirst has previously strictly enforced Customer's obligation to make timely payments. Customer agrees to pay, and will pay, all applicable sales, use, personal property and other taxes and assessments arising out of this Agreement.

DEFE CHARGE. Customer's invoices may also include a DEFE charge to cover all or portions of certain expenses including:
D = DELIVERY, or expenses associated with the actual delivery of Services and Merchandise to Customer's place of business, primarily Route Sales Representative commissions, management salaries, vehicle depreciation, equipment maintenance, insurance, road use charges and local access fees.
E = ENVIRONMENTAL, or expenses (past, present and future) UniFirst absorbs related to wastewater testing, purification, effluent control, solids disposal, supplies and equipment for pollution controls and energy conservation and overall regulatory compliance.
F = FUEL, or the gas, diesel fuel, oil and lubricant expenses associated with keeping UniFirst's fleet vehicles on the road and servicing its customers.
E = ENERGY, primarily the natural gas UniFirst uses to run boilers and gas dryers, plus other local utility charges.

MERCHANDISE. Customer acknowledges and agrees to notify all employees that Merchandise supplied is for general occupational use and, except as expressly specified below, affords no special user protections. Customer further acknowledges that: (1) Customer has unilaterally and independently determined and selected the nature, style, performance characteristics, number of changes and scope of all Merchandise to be used and the appropriateness of such Merchandise for Customer's specific needs or intended uses; (2) UniFirst does not have any obligation to advise, and has not advised, Customer concerning the fitness or suitability of the Merchandise for Customer's intended use; (3) UniFirst makes no representation, warranty or covenant regarding the performance of the Merchandise (including without limitation Flame Resistant and Visibility Merchandise); and (4) UniFirst shall in no way be responsible or liable for any injury or harm suffered by any Customer employees while wearing or using any Merchandise.

Flame Resistant ("FR") *Merchandise* supplied hereunder is intended only to prevent the ignition and burning of fabric away from the point of high heat impingement and to be self-extinguishing upon removal of the ignition source. FR items will not provide significant protection from burns in the immediate area of high heat contact due to thermal transfer through the fabric and/or destruction of the fabric in the area of such exposure. FR items are designed for continuous wear as only a secondary level of protection. Primary protection is still required for work activities where direct or significant exposure to heat or open flame is likely to occur.

Visibility Merchandise is intended to provide improved conspicuity of the wearer under daylight conditions and when illuminated by a light source of sufficient candlepower at night. It is Customer's responsibility to determine the level of conspicuity needed by wearers under specific work conditions. Further, Customer agrees that Visibility Merchandise alone does not ensure conspicuity of the wearer and that additional safety precautions may be necessary. The Visibility Merchandise supplied satisfied particular ANSI/ISEA standards only when they were new and unused and only if so labeled. Customer acknowledges that usage and laundering of Visibility Merchandise may adversely affect its conspicuity.

Healthcare/Food-Related Customer acknowledges that: (1) UniFirst does not guarantee or warrant that the Merchandise selected by Customer or that processed garments delivered by UniFirst will be appropriate or sufficient to provide a hygienic level adequate for individual Customer's needs; and (2) optional poly-bagging* is recommended to reduce the risk of cross-contamination of Merchandise, and the failure to utilize such service may adversely affect the efficacy of UniFirst's hygienic cleaning process. (* *Poly-bag services incur additional charges.)*

Floor Mats. If UniFirst is providing floor mats to Customer, Customer is ultimately responsible for choosing the type and placement of any floor mats provided and ensuring floor safety at its Location. If a mat needs to be replaced for any reason prior to its next scheduled service, Customer should remove it and contact UniFirst to request a replacement.

If any Merchandise supplied hereunder is Merchandise that: (1) UniFirst does not stock for whatever reason (including due to style, color, size or brand); (2) consists of non-UniFirst manufactured or customized FR Merchandise; or (3) consists of Merchandise that has been permanently personalized (in all cases known as "Non-Standard Merchandise"), then, upon the discontinuance of any Service hereunder at any time for any reason, including expiration, termination, or cancellation of this Agreement, with or without cause, deletion of any Non-Standard Merchandise from Customer's Service Program, or due to employee or Location reductions (in each case a "Discontinuance of Service"), Customer will purchase at the time of such Discontinuance of Service all affected Non-Standard Merchandise items then in UniFirst's inventory (in-service, shelf, as well as any manufacturer's supplies ordered for Customer's use), paying for same the replacement charges then in effect.

Customer agrees not to contaminate any Merchandise with asbestos, heavy metals, solvents, inks or other hazardous or toxic substances ("contaminants"). Customer agrees to pay UniFirst for all Merchandise that is lost, stolen, damaged or abused beyond repair. As a condition to the termination of this Agreement, for whatever reason, Customer will return to UniFirst all standard Merchandise in good and usable condition or pay for same at the replacement charges then in effect. If Customer terminates this Agreement as to any Location after the effective date but prior to installation, Customer shall pay UniFirst for all Merchandise ordered between the effective date and Customer's termination date, at the replacement charges then in effect.

OBLIGATIONS AND REMEDIES. This Agreement shall be governed by Georgia law (exclusive of choice of law). If a dispute arises from or relates in any way to this Agreement or any alleged breach thereof at any time, the parties will first attempt to resolve the claim or dispute by negotiation at agreed time(s) and location(s). All negotiations are confidential and will be treated as settlement negotiations.

MISCELLANEOUS. The parties agree that this Agreement represents the entire agreement between them. In the event Customer issues a purchase order to UniFirst at any time, none of the standard pre-printed terms and conditions therein shall have any application to this Agreement, or any transactions occurring pursuant hereto or thereto.. Neither UniFirst nor Customer may assign this Agreement without the prior written consent of the other party. Neither party will be liable for any incidental, consequential, or punitive damages. In no event shall UniFirst's aggregate liability to Customer for any and all claims exceed the sum of all amounts actually paid by Customer to UniFirst during the Initial Term or any subsequent Renewal Terms of this Agreement. In the event any portion of this Agreement is held by a court of competent jurisdiction to be unenforceable, the balance will remain in effect. All written notices provided to UniFirst must be sent by certified mail to the attention of the Location Manager, provided that notice shall not be void if acknowledged by UniFirst via electronic mail.

Customer Signature _____ Date: _____ (I have read and agreed to all of the above terms)
Douglas S. Hollberg, Mayor

Attest: _____ Approved as to Form: Andrew J. Whalen, III
Jessica W. O'Connor, Secretary Andrew J. Whalen, III, City Attorney

SALES REP:

SALES REP (Print Name)

ACCEPTED:

LOCATION MANAGER (Signature) DATE

LOCATION MANAGER (Print Name and Title)

UNIFORM PROGRAM			
US Contract Item - Description	**UniFirst Item #**	**Weekly Rental Rate**	**Lost / Damage Charge**
BLEND GARMENTS			
Woven Shirts			
Long Sleeve Work Shirt, 4.75 oz. 65/35 Poly/Cotton Blend.	0102	$0.16	$13.70
Short Sleeve Work Shirt, 4.75 oz. 65/35 Poly/Cotton Blend.	0202	$0.14	$11.68
Long Sleeve MIMIX Ripstop Work Shirt with Color-Matched Stretch Mesh Panels on Back, 4.25 oz. 65/35 Poly/Cotton Blend.	08MX	$0.45	$27.47
Short Sleeve MIMIX Ripstop Work Shirt with Color-Matched Stretch Mesh Panels on Back, 4.25 oz. 65/35 Poly/Cotton Blend.	06MX	$0.41	$24.65
Women's Long Sleeve MIMIX Ripstop Work Shirt with Color-Matched Stretch Mesh Panels on Back, 4.25 oz. 65/35 Poly/Cotton Blend.	05MW	$0.45	$27.03
Women's Short Sleeve MIMIX Ripstop Work Shirt with Color-Matched Stretch Mesh Panels on Back, 4.25 oz. 65/35 Poly/Cotton Blend.	05MX	$0.40	$24.36
Long Sleeve OilBlok Ripstop Shirt, 65/35 Poly/Cotton Blend.	01OB	$0.51	$30.68
Short Sleeve OilBlok Ripstop Shirt, 65/35 Poly/Cotton Blend.	02OB	$0.47	$28.53
Women's Long Sleeve OilBlok Ripstop Shirt, 65/35 Poly/Cotton Blend.	05OB	$0.50	$30.44
Women's Short Sleeve OilBlok Ripstop Shirt, 65/35 Poly/Cotton Blend.	05OC	$0.46	$27.99
Women's Long Sleeve Work Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0335	$0.18	$15.39
Women's Short Sleeve Work Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0436	$0.15	$12.57
Women's 3/4 Sleeve Work Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	05AH	$0.23	$20.10
Micro Check Long Sleeve Shirt, 4 oz. 65/35 Poly/Cotton Blend.	03UM	$0.22	$18.98
Micro Check Short Sleeve Shirt, 4 oz. 65/35 Poly/Cotton Blend.	04UM	$0.19	$16.23
Micro Check Short Sleeve Shirt-Jac, 4 oz. 65/35 Poly/Cotton Blend.	15UM	$0.24	$21.09
Thin Stripe Long Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0314	$0.23	$19.48
Thin Stripe Short Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0414	$0.18	$15.65
Thin Stripe Long Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend. CH/WH Stripe.	0137	$0.24	$20.90
Thin Stripe Short Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend. CH/WH Stripe	0237	$0.22	$19.24
Breeze Weave Striped Long Sleeve Shirt, 3.85 oz. 65/35 Poly/Cotton Blend.	0172	$0.21	$18.29
Breeze Weave Striped Short Sleeve Shirt, 3.85 oz. 65/35 Poly/Cotton Blend.	0405	$0.18	$15.61
UniWeave Service Stripe Long Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0348	$0.20	$17.20
UniWeave Service Stripe Short Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0448	$0.18	$15.86
UniWeave Stripe Long Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0123	$0.20	$16.93
UniWeave Stripe Short Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0223	$0.17	$14.71
Contrast Stripe Long Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0171	$0.24	$20.95
Contrast Stripe Short Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0276	$0.18	$15.92
Bold Stripe Long Sleeve Shirt w/Navy Body, 4.25 oz. 65/35 Poly/Cotton Blend.	0373	$0.21	$18.52
Bold Stripe Short Sleeve Shirt w/Navy Body, 4.25 oz. 65/35 Poly/Cotton Blend.	0482	$0.19	$16.79
Striped Long Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0138	$0.19	$16.68
Striped Short Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0238	$0.16	$14.14
Long Sleeve Solid Ripstop Shirt, 4.25oz. 65/35 Poly/Cotton Blend.	01MB	$0.27	$23.05
Short Sleeve Solid Ripstop Shirt, 4.25oz. 65/35 Poly/Cotton Blend.	02MB	$0.24	$20.72
Heathered Long Sleeve Shirt, 65/35 Poly/Cotton Blend.	0381	$0.24	$20.74
Heathered Short Sleeve Shirt, 65/35 Poly/Cotton Blend.	0481	$0.21	$18.08
Long Sleeve Oxford Shirt, 60/40 Cotton/Poly Blend.	0111	$0.20	$17.54
Short Sleeve Oxford Shirt, 60/40 Cotton/Poly Blend.	0211	$0.19	$16.05

UNIFORM PROGRAM			
US Contract Item - Description	**UniFirst Item #**	**Weekly Rental Rate**	**Lost / Damage Charge**
Women's Long Sleeve Oxford Shirt, 60/40 Cotton/Poly Blend.	0112	$0.21	$18.17
Women's Short Sleeve Oxford Shirt, 60/40 Cotton/Poly Blend.	0422	$0.21	$17.84
Long Sleeve Canvas Weave, 60/40 Cotton/Poly Blend.	08WW	$0.32	$27.55
Short Sleeve Canvas Weave, 60/40 Cotton/Poly Blend.	07WW	$0.30	$25.72
Long Sleeve Button Down Shirt, 65/35 Cotton/Poly Blend.	0820	$0.24	$20.77
Short Sleeve Button Down Shirt, 65/35 Cotton/Poly Blend.	0636	$0.23	$19.77
Women's Long Sleeve Button Down Shirt, 65/35 Cotton/Poly Blend.	0960	$0.23	$19.71
Women's Short Sleeve Button Down Shirt, 65/35 Cotton/Poly Blend.	4248	$0.22	$18.71
Security Shirt Long Sleeve, Epaulets, Military Creases 4.25oz. 65/35 Poly/Cotton Blend.	0167	$0.31	$26.67
Security Shirt Short Sleeve, Epaulets, Military Creases 4.25oz. 65/35 Poly/Cotton Blend.	0607	$0.27	$23.30
Pants & Shorts			
Flat Front Pant, 7.75 oz. 65/35 Poly/Cotton Blend.	1002	$0.22	$19.25
MIMIX Utility Pant with Color-Matched Stretch Panels, 7.5 oz 65/35 Poly/Cotton Blend.	10MX	$0.50	$30.18
Women's MIMIX Utility Pant with Color-Matched Stretch Panels, 7.5 oz 65/35 Poly/Cotton Blend.	11MX	$0.52	$31.75
Flexwaist Pant, 8 oz. 65/35 Poly/Cotton Blend.	1138	$0.22	$19.25
Pleated Pant, 7.75 oz. 65/35 Poly/Cotton Blend.	1122	$0.24	$21.11
Cargo Pant, 8 oz. 65/35 Poly/Cotton Blend.	10AI	$0.28	$24.60
Jean Style Pant, 7.75 oz. 65/35 Poly/Cotton Blend.	1060	$0.24	$20.59
Cargo Pant, Canvas Weave 60/40 Cotton/Poly Blend.	11WW	$0.36	$31.39
Flat Front Short, 7.5 oz. 65/35 Poly/Cotton Blend.	1034	$0.17	$15.05
Pleated Short, 65/35 Poly/Cotton Blend.	1129	$0.20	$17.68
Cargo Short, 65/35 Poly/Cotton Blend.	1271	$0.25	$21.20
Cell Phone Short, 7.75 oz. 65/35 Poly/Cotton Blend.	12KB	$0.23	$19.50
Women's Flat Front Flexwaist Pant, 7.5 oz. 65/35 Poly/Cotton Blend.	1167	$0.22	$18.74
Women's Flat Front Work-N-Motion Pant, 7.75 oz. 75/25 Poly/Cotton Blend.	12AG	$0.28	$24.39
Women's Pleated Pant, 7.5 oz. 65/35 Poly/Cotton Blend.	1113	$0.34	$29.09
Women's Cargo Pant, 7.5 oz. 65/35 Poly/Cotton Blend.	10A4	$0.33	$28.73
Women's Elastic Back Pant, 8 oz. 65/35 Poly/Cotton Blend.	1043	$0.23	$19.97
Women's Flat Front Short, 65/35 Poly/Cotton Blend. ***Non-Standard Merchandise.	114D	$0.26	$22.89
Women's Pleated Short, 65/35 Poly/Cotton Blend.	1125	$0.29	$25.28
Women's Cargo Short, 65/35 Poly/Cotton Blend.	10A9	$0.28	$24.64
Jackets, Shop Coat, Coveralls,			
Insulated Vest, 65/35 Poly/Cotton Blend.	1640	$0.35	$30.36
Permalined Jacket, 7.5 oz 65/35 Poly/Cotton Blend.	1506	$0.41	$35.12
Ike Jacket, 65/35 Poly/Cotton Blend. (opt. zip-in zip-out liner 1721).	1507	$0.35	$30.12
Permalined Team Jacket, 65/35 Poly/Cotton Blend.	1550	$0.42	$36.57
Coaches Jacket, 65/35 Poly/Cotton Blend. (opt. zip-in zip-out liner 1721).	1540	$0.36	$31.19
Duo Tone Team Jacket, 65/35 Poly/Cotton Blend.	1581	$0.49	$42.10
Permalined Hip Jacket, 65/35 Poly/Cotton Blend.	1527	$0.44	$37.64
Zip-in Liner, 100% Polyester.	1721	$0.22	$18.67

UNIFORM PROGRAM			
US Contract Item - Description	**UniFirst Item #**	**Weekly Rental Rate**	**Lost / Damage Charge**
Shop Coat with 2 Chest Pockets & 2 Lower Pockets, Concealed Snap Front, 7.5 oz. 65/35 Poly/Cotton Blend.	2525	$0.33	$28.29
Long Sleeve Coverall, 7.5 oz. 65/35 Poly/Cotton Blend.	3002	$0.35	$29.93
Short Sleeve Speed Suit, 65/35 Poly/Cotton Blend.	4022	$0.38	$32.78
Deluxe Insulated Coverall.	3045	$0.95	$81.92
Deluxe Insulated Bib-Overall.	3528	$0.74	$63.80
POLYESTER GARMENTS			
Polo Pocketless 3.8 oz Sport-Wick Moisture Management Polyester Tricot.	04MM	$0.14	$16.59
Women's Polo Pocketless 3.8 oz Sport-Wick Moisture Management Polyester Tricot.	05MM	$0.15	$15.81
Polo w/Pockets 3.8 oz Sport-Wick Moisture Management Polyester Tricot.	04MR	$0.18	$22.37
Polo Pocketless 5.4 oz 100% Post Consumer recycled Polyester.	047A	$0.10	$13.03
Women's Polo Pocketless 5.4 oz 100% Post Consumer recycled Polyester.	057A	$0.14	$17.13
Short Sleeve T-Shirt w/Pocket Moisture Management 100% Spun Poly.	4277	$0.10	$12.22
Long Sleeve T-Shirt w/Pocket Moisture Management 100% Spun Poly.	0871	$0.12	$15.06
Security Pant Flat Front, 10 oz Polyester.	10B8	$0.18	$22.77
COTTON GARMENTS			
Long Sleeve Shirt, 6 oz. 100% Cotton.	0101	$0.23	$18.82
Short Sleeve Shirt, 6 oz. 100% Cotton.	0201	$0.20	$17.01
Long Sleeve, Snap Front Shirt Heavyweight 8 oz. 100% Cotton Denim.	0178	$0.23	$19.32
Long Sleeve Open Collar Shirt, 7 oz. 100% Cotton Denim.	0361	$0.20	$16.77
Short Sleeve Open Collar Shirt, 7 oz. 100% Cotton Denim.	04SS	$0.18	$14.88
Long Sleeve Button Down Collar Shirt, 7 oz. 100% Cotton Denim.	0850	$0.20	$16.32
Short Sleeve Button Down Collar Shirt, 7 oz. 100% Cotton Denim.	2205	$0.17	$14.51
Flat Front Pant, 8.25 oz. 100% Cotton.	1001	$0.28	$23.32
Pleated Front Pant, 100% Cotton	1148	$0.41	$34.27
UniFirst Classic Fit Jean, 13.75 oz. 100% Cotton Denim.	1091	$0.25	$20.40
UniFirst Relaxed Fit Jean, 13.75 oz. 100% Cotton Denim.	10HD	$0.29	$24.13
Wrangler Regular Fit Jean, 15 oz. 100% Cotton Denim.	1150	$0.33	$27.56
Wrangler Relaxed Fit Jean, 14.5 oz. 100% Cotton Denim.	1144	$0.34	$27.93
Wrangler Cowboy Cut Jean, 14.5 oz. 100% Cotton Denim.	1118	$0.38	$31.37
Dickies Carpenter Jeans, 100% Cotton Denim.	12CH	$0.25	$20.64
Dickies Carpenter Shorts, 100% Cotton Denim.	12BU	$0.25	$20.80
Wrangle Women's Jean, 100% Cotton Denim.	1092	$0.34	$28.15
Women's Pleated Pant, 100% Cotton.	1146	$0.42	$34.81
Duck Jacket, 12 oz. 100% Washed Cotton.	18BW	$0.65	$53.67
LS Coverall, 8.75 oz. 100% Cotton.	3001	$0.43	$35.83
FR GARMENTS			
100% Cotton FR			
Prewashed Relaxed Fit Denim Jean, Armorex Indura 14 oz. FR Cotton. HRC-2, ATPV-20.7	11KG	$0.59	$51.00
Wrangler Relaxed Fit FR Jean, HRC-2, ATPV 23.7	10FB	$0.77	$66.35
Wrangler Carpenter FR Jean, HRC-2, ATPV 23.7	10FC	$0.75	$64.64
88/12 Cotton/Nylon Flame Resistant Blend			

UNIFORM PROGRAM			
US Contract Item - Description	**UniFirst Item #**	**Weekly Rental Rate**	**Lost / Damage Charge**
Long Sleeve Shirt, Armorex 7 oz. UltraSoft. HRC-2, ATPV- 8.7	09FR	$0.36	$46.54
Pant, Armorex 9 oz. UltraSoft. HRC-2, ATPV-12.4	10FR	$0.39	$50.36
Coverall, Armorex 9 oz. UltraSoft. HRC-2, ATPV-12.4	30FR	$0.66	$85.64
Enhanced Vis FR Blend Coverall w/Yllw/Slvr 3M Scotchlite Reflective FR Striping on upper back, under pockets, and around biceps, 7 oz. 88/12 Excel Comfortouch. HRC-2, ATPV 8.6	30RX	$1.13	$146.67
SS Tee Shirt,6 oz 88/12 Cotton/Nylon Blend FR Fabric. HRC-2, ATPV-10.9 ***Non-Standard Merchandise.	02US	$0.45	$58.65
TecaSafe			
Long Sleeve Shirt w/Snap Front, 7 oz. Armorex Tecasafe Plus FR. HRC-2, ATPV-10.1 Navy, ATPV-9.0 Lt. Blue & Khaki	09AU	$0.32	$58.34
Long Sleeve Shirt, 7 oz. Armorex Tecasafe Plus FR. HRC-2, ATPV-10.1 Navy, ATPV-9.0 Lt. Blue & Khaki	09TC	$0.39	$69.87
Pant, 8.5 oz. Armorex Tecasafe Plus FR. HRC-2, ATPV-10.2	10TS	$0.44	$79.03
Coverall, 7 oz. Armorex Tecasafe Plus FR. HRC-2, ATPV-10.1 Navy, ATPV-9.0 Khaki	30TS	$0.69	$123.69
Nomex			
Long Sleeve Shirt, 4.5 oz. Armorex Nomex CXP. HRC-1, ATPV-5.1	01NX	$0.45	$89.54
Pant, 6 oz. Armorex Nomex. HRC-1, ATPV-5.8	10NX	$0.47	$94.31
Coverall, 6 oz. Armorex Nomex CXP. HRC-1, ATPV 6.5	30NX	$0.83	$166.98
ENHANCED VISIBILITY GARMENTS			
Enhanced Visibility Long Sleeve Shirt, 4.25 oz 65/35 Poly/Cotton Blend, w/Yellow 3M Scotchlite Reflecting Striping on Front, Back and Sleeves.	013C	$0.32	$29.91
Enhanced Visibility Short Sleeve Shirt, 4.25 oz 65/35 Poly/Cotton Blend, w/Yellow 3M Scotchlite Reflecting Striping on Front, Back and Sleeves.	023C	$0.28	$26.09
Enhanced Visibility Pant, 65/35 Poly/Cotton Blend, w/Yellow 3M Scotchlite Reflecting Striping on Legs.	123C	$0.32	$29.83
Enhanced Visibility Jacket, 65/35 Poly/Cotton Blend, w/Yellow 3M Scotchlite Reflecting Striping on Front, Back and Sleeves. (optional liner 1721)	15EH	$0.43	$39.83
Enhanced Visibility Coverall, 65/35 Poly/Cotton Blend, w/Yellow 3M Scotchlite Reflecting Striping on Front, Back and Sleeves. (Navy)	30RR	$0.77	$71.67
Enhanced Visibility Long Sleeve Shirt, 65/35 Poly/Cotton Blend, w/Orange 3M Scotchlite Reflecting Striping on Front, Back and Sleeves.	013B	$0.31	$28.49
Enhanced Visibility Short Sleeve Shirt, 65/35 Poly/Cotton Blend, w/Orange 3M Scotchlite Reflecting Striping on Front, Back and Sleeves.	023B	$0.28	$26.09
Enhanced Visibility Pant, 65/35 Poly/Cotton Blend, w/Orange 3M Scotchlite Reflecting Striping on Legs.	123B	$0.32	$29.83
Enhanced Visibility Jacket, 65/35 Poly/Cotton Blend, w/Orange 3M Scotchlite Reflecting Striping on Front, Back and Sleeves. (optional liner 1721)	15EI	$0.43	$39.84
Enhanced Visibility Coverall, 65/35 Poly/Cotton Blend, w/Orange 3M Scotchlite Reflecting Striping on Front, Back and Sleeves. ***Non-Standard Merchandise.	30RQ	$0.78	$72.57
Hi-VIS GARMENTS			
Hi-Vis Long Sleeve Shirt, 5.5 oz 65/35 Poly/Cotton Fluorescent Lime-Yellow with 1 1/2" 3M Scotchlite Reflective Striping on Front, Back, and Sleeves.	09AH	$0.60	$52.18
Hi-Vis Short Sleeve Shirt, 5.5 oz 65/35 Poly/Cotton Fluorescent Lime-Yellow with 1 1/2" 3M Scotchlite Reflective Striping on Front, Back, and Sleeves.	06AH	$0.52	$44.84
Hi-Vis Long Sleeve Shirt, 65/35 Poly/Cotton Fluorescent Lime-Yellow with 2" 3M Scotchlite Reflective Striping on Front, Back, and Sleeves.	09DH	$0.78	$67.42
Hi-Vis Short Sleeve Shirt, 65/35 Poly/Cotton Fluorescent Lime-Yellow with 2" 3M Scotchlite Reflective Striping on Front, Back, and Sleeves.	06DH	$0.62	$53.80
Hi-Vis Long Sleeve Ripstop Work Shirt, 4.25 oz 65/35 Poly/Cotton, Navy/Yellow Color-block with YSY Reflective Striping on Front, Back, and Sleeves.	03TO	$0.49	$42.68
Hi-Vis Short Sleeve Ripstop Work Shirt, 4.25 oz 65/35 Poly/Cotton, Navy/Yellow Color-block with YSY Reflective Striping on Front, Back, and Sleeves.	04TO	$0.46	$40.20

UNIFORM PROGRAM			
US Contract Item - Description	**UniFirst Item #**	**Weekly Rental Rate**	**Lost / Damage Charge**
Hi-Vis Short Sleeve Tee-Shirt, 5.75 oz 100% Fluorescent Lime-Yellow or Orange Polyester with 3M Scotchlite Reflective Striping on Front and Back.	02HY	$0.19	$25.17
Hi-Vis Short Sleeve Tee-Shirt, 100% Fluorescent Lime-Yellow or Orange Polyester with 3M Scotchlite Reflective Segmented Striping on Front and Back. ***Non-Standard Merchandise.	02IY	$0.25	$32.68
Hi-Vis Jacket, 100% Fluorescent Lime-Yellow Polyester with 2" 3M Scotchlite Reflective Striping on Front, Back, and Sleeves. (optional liner 1727)	15EG	$0.73	$95.19
Optional Zip in/out Liner for Style 15EG.	1727	$0.24	$20.97
FOOD PREP GARMENTS			
Snap Front Food Prep Long Sleeve Shirt 4.25 oz. 65/35 Poly/Cotton Blend.	0198	$0.17	$14.91
Snap Front Food Prep Short Sleeve Shirt 4.25 oz. 65/35 Poly/Cotton Blend.	0240	$0.14	$12.06
Women's Snap Front Food Prep Long Sleeve Shirt 65/35 Poly/Cotton Blend.	0369	$0.18	$15.29
Women's Snap Front Food Prep Short Sleeve Shirt 65/35 Poly/Cotton Blend.	0540	$0.15	$13.09
Snap Front Food Long Sleeve Shirt 100% Cotton.	0157	$0.23	$18.99
Snap Front Food Short Sleeve Shirt 100% Cotton.	0626	$0.20	$16.96
Food Prep Polo with Snap Placket, 100% Polyester.	04GM	$0.15	$19.38
Snap Front Food Prep Long Sleeve Shirt w/Knit Cuffs 65/35 Poly/Cotton Blend.	03UA	$0.19	$16.68
V-neck Baker's Short Sleeve Shirt 100% Polyester.	02SF	$0.07	$8.99
Food Prep Pant - no Buttons 65/35 Poly/Cotton Blend.	10HE	$0.23	$19.93
Pleated Front Food Prep Pant - no Buttons - no Pockets 65/35 Poly/Cotton Blend.	11UM	$0.20	$17.58
CHEF WEAR			
Long Sleeve Chef Coat, Double Breasted w/Plastic Buttons 7 oz. 65/35 Poly/Cotton Blend.	2531	$0.17	$14.99
3/4 Sleeve Chef Coat, Double Breasted w/Knotted Buttons 65/35 Poly/Cotton Blend.	2537	$0.21	$17.75
1/2 Sleeve Chef Coat, Double Breasted w/Plastic Buttons 65/35 Poly/Cotton Blend.	5025	$0.15	$12.64
Full Sleeve Chef Coat, Double Breasted w/Knotted Buttons 100% polyester.	25GA	$0.19	$23.60
Baggy Chef Pants 100% Spun Poly.	117A	$0.14	$17.06
BUTCHER/LABS/SMOCKS			
Snap Front Frock, Knit Cuffs, Inside Lower Pocket 7.2 oz. 100% Spun Poly.	50AY	$0.14	$17.68
Snap Front Frock, Open Cuffs, Inside Lower Pocket 7.2 oz. 100% Spun Poly.	50AZ	$0.13	$16.80
Snap Front Butcher Coat, Open Cuffs no Pockets 100% Spun Poly.	5026	$0.12	$14.60
Snap Front Butcher Coat, Open Cuffs Inside Chest & 2 Lower Pockets 7.2 oz. 100% Spun Poly.	5033	$0.12	$14.77
Snap Front Butcher Coat, Open Cuffs, Outside Chest & 2 Lower Pockets 7 oz. 65/35 Poly/Cotton.	5009	$0.19	$16.78
Snap Front Butcher Coat, Open Cuffs, Inside Chest & 2 Lower Pockets 65/35 Poly/Cotton.	5020	$0.20	$17.01
Men's Lab Coat with Outside Chest & 2 Lower Pockets 80/20 Poly/Cotton Blend.	2524	$0.18	$15.15
Snap Front Lab Coat, Knit Cuffs, Outside Chest & 2 Lower Pockets 80/20 Poly/Cotton Blend.	2550	$0.27	$23.07
Snap Front Lab Coat, Knit Cuffs, Inside Chest & 2 Lower Pockets 80/20 Poly/Cotton Blend. ***Non-Standard Merchandise.	2630	$0.30	$25.78
Unisex Consultation Lab Coat with 2 Chest, 2 Lower Oversized (Pocket within a Pocket), and 2 Lower Inside Pockets 65/35 Poly/Cotton Blend.	25CL	$0.20	$17.16
Texture Shield Front Protective Coat with Outside Chest & 2 Lower Pockets 65/35 Poly/Cotton.	25BD	$0.23	$19.75
Men's Counter Coat with 3 Outside Pockets 5 oz. 80/20 Poly/Cotton Blend.	2526	$0.15	$12.99
Women's 3/4 Sleeve Smock 2 Lower Pockets 80/20 Poly/Cotton Blend.	4544	$0.21	$18.55
Women's Short Sleeve Smock 2 Lower Pockets 5 oz. 80/20 Poly/Cotton Blend.	4520	$0.19	$16.77

FACILITIES SERVICE PRICING				
US Contract Item - Description	**UniFirst Item**	**ARC %**	**Weekly Price**	**Loss / Damage**
MATS				
Great Impression 2.0 HD 90ml Dust Control Mat 3x5	76GF	NA	$1.35	$81.65
Great Impression 2.0 HD 90ml Dust Control Mat 4x6	76GG	NA	$2.16	$125.57
Great Impression 2.0 HD 90 ml Dust Control Mat 3x10	76GH	NA	$2.70	$166.78
Great Impression 2.0 HD 90 ml Dust Control Mat 4x8	76GI	NA	$2.88	$170.71
Comfort First Mat 3x5	7751	NA	$1.20	$155.95
Comfort First Mat 4x6	7753	NA	$1.92	$238.44
Comfort First Mat 3x10	7754	NA	$2.40	$291.26
Comfort Plus, Antimicrobial, Flow-Thru Wet Mat 3x5	76AT	NA	$1.20	$122.06
Comfort Plus, Antimicrobial, Flow-Thru Wet Mat 3x9	76AH	NA	$2.16	$233.52
Scraper Mat 3x5	5388	NA	$1.20	$103.22
Scraper Mat 4x6	5389	NA	$1.92	$165.46
Scraper Mat 3x10	5391	NA	$2.40	$160.49
Custom Logo Mat 3x5 ***Non-Standard Merchandise. ***Logo Mat designs are a local site decision.**	UL03/UL46	NA	$1.95	$136.30
Custom Logo Mat 4x6 ***Non-Standard Merchandise. ***Logo Mat designs are a local site decision.**	UL16/UL59	NA	$3.12	$199.51
Custom Logo Mat 3x10 ***Non-Standard Merchandise. ***Logo Mat designs are a local site decision.**	UL07/UL50	NA	$3.90	$254.35
Safety Mat 3x5 English - 6 Images	UM28	NA	$1.35	$92.71
Coffee Message Mat 3x5 - 2 Images	7827	NA	$1.35	$92.71
MOPS				
Wet Mop Large 24 oz.	8116	NA	$0.48	$11.59
Wet Mop Small 12 oz.	8117	NA	$0.24	$8.35
Wet Mop X-Large 28 oz.	8118	NA	$0.56	$13.08
Wet Mop Handle	8165	NA	$0.00	$13.56
Dust Mop 18"	8318	NA	$0.27	$12.14
Dust Mop 24"	8324	NA	$0.36	$13.58
Dust Mop 36"	8336	NA	$0.54	$17.42
Dust Mop 48"	8348	NA	$0.72	$20.90
Dust Mop 60"	8360	NA	$0.90	$24.26
Dust Mop Frame 12"	8135	NA	$0.00	$9.36
Dust Mop Frame 18"	8134	NA	$0.00	$9.74
Dust Mop Frame 20"	8136	NA	$0.00	$9.84
Dust Mop Frame 24"	8132	NA	$0.00	$11.54
Dust Mop Frame 30"	813B	NA	$0.00	$14.76
Dust Mop Frame 36"	8133	NA	$0.00	$14.90
Dust Mop Frame 42"	8137	NA	$0.00	$16.85
Dust Mop Frame 48"	8138	NA	$0.00	$17.02
Dust Mop Frame 60"	8139	NA	$0.00	$24.41
Dust Mop Handle 1 1/8" x 60"	8131	NA	$0.00	$15.12
MICROFIBER				
Microfiber Canvas Back Dust Mop 18"	8432	0.50%	$0.60	$5.40
Microfiber Canvas Back Dust Mop 24"	8433	0.50%	$0.75	$6.55
Microfiber Canvas Back Dust Mop 36"	8434	0.50%	$1.10	$8.98

FACILITIES SERVICE PRICING				
US Contract Item - Description	**UniFirst Item**	**ARC %**	**Weekly Price**	**Loss / Damage**
Microfiber Canvas Back Dust Mop 48"	8435	0.50%	$1.35	$11.59
Microfiber Canvas Back Dust Mop 60"	8441	0.50%	$1.60	$14.35
Microfiber Dust Mop 18"	8418	0.50%	$0.50	$4.08
Microfiber Dust Mop 24"	8424	0.50%	$0.64	$5.16
Microfiber Dust Mop 36"	8436	0.50%	$1.00	$7.10
Microfiber Dust Mop Base 24"	8426	NA	$0.39	$12.29
Microfiber Dust Mop Base 36"	8427	NA	$0.47	$18.29
Microfiber Dust/Wet Mop Handle	8419	NA	$0.35	$7.51
Microfiber Dust/Wet Mop Base 18"	8425	NA	$0.20	$9.62
Microfiber Wet Mop 18" Scrubber Pad	8423	0.50%	$0.14	$3.46
Microfiber Mitt	8430	0.50%	$0.14	$2.04
Microfiber High Duster Cover	8421	0.50%	$0.14	$1.70
High Duster Frame	8429	NA	$0.50	$8.09
Microfiber Glass Towel 16x16	8437	3.00%	$0.09	$1.46
Microfiber Multipurpose Towel 12x12	8417	3.00%	$0.06	$0.65
Microfiber Multipurpose Towel 16x16	8438	3.00%	$0.07	$1.08
WIPERS - TOWELS				
18 X 18 Red Wiper Bagged	8023-10	2.00%	$0.050	$0.26
18 X 18 Red Wiper Folded	8021-10	2.00%	$0.060	$0.26
18 X 18 White Wiper Folded	8021-07	2.00%	$0.070	$0.26
Bath Towel 20 X 40	8523	2.00%	$0.300	$2.14
Bath Towel 24 x 48	8574	2.00%	$0.360	$3.29
Bath Towel 27 X 54	8586	2.00%	$0.490	$14.28
Bath Towel 22 X 44	8577	2.00%	$0.340	$4.10
Soda Towel Red Border 15 X 22	8560	2.00%	$0.100	$0.79
Grill Pad 8 X 10	9987	2.00%	$0.090	$1.25
Wash Cloth Terry 12 X 12	8545	2.00%	$0.100	$0.38
Towels Turk 16 X 27	8521	2.00%	$0.110	$1.13
Terry Cloths U1st Green Stripe 16 X 19 Bagged	8581	2.00%	$0.090	$0.77
Terry Cloths U1st Green Stripe 16 X 19 Folded	8554	2.00%	$0.100	$0.77
Glass Towel Red Striped 16 X 30	8561	2.00%	$0.100	$0.74
APRONS				
100% Cotton Shop Apron 2 Upper & 2 Lower Pkts 40" Long **(Not Personalized)**	7006	1.00%	$0.35	$17.45
100% Spun Poly Bib Apron No Pocket 34" Long **(Not Personalized)**	7046	1.00%	$0.15	$3.46
LOCKERS/HARDWARE				
Laundry Soil Lock-Up	8950	NA	$0.00	$252.00
8 Compartment Hanger Standard	8951	NA	$0.00	$542.40
Laundry Soil Lock-Up Maxi	8958	NA	$0.00	$410.40
8 Compartment Hanger Wide w/Pad Lock	8959	NA	$0.00	$616.80
Hanger Recovery Rack	8957	NA	$0.00	$16.10
Bag Rack	8956	NA	$0.00	$14.76
Laundry/Linen Mesh Bags (30x40)	9075	NA	$0.00	$9.60
Towel Manager	8964	NA	$0.00	$542.40

FACILITIES SERVICE PRICING				
US Contract Item - Description	**UniFirst Item**	**ARC %**	**Weekly Price**	**Loss / Damage**
6 Gallon Wiper/Safety Can	9949	NA	$0.00	$127.20
4 Compartment Hanger	8962	NA	$0.00	$487.20
6 Compartment Hanger	8955	NA	$0.00	$684.55
9 Compartment Folded	8952	NA	$0.00	$582.60
Laundry Pipe Rail	8939	NA	$0.00	$384.00
Hamper	9958	NA	$0.00	$484.80
Rolling Rack	9917	NA	$0.00	$264.00
Wiper/Towel Exchange	8917	NA	$0.00	$487.20
15 Gallon Wiper/Safety Can	9948	NA	$0.00	$163.20
FENDER COVER				
Fender Cover 30x50	7521	NA	$0.52	$7.18
Seat Cover 54x60	7522	NA	$0.80	$10.92

DISPOSABLES			
US Contract Item - Description	**Item #**	**Price Per Unit**	**Loss/Damage**
PAPER			
Mini-Twin Sanitary Tissue Roll (751 ft per roll, 2 ply)	6221	$3.45	NA
Mini-Twin Dispenser	6210	$0.00	$38.28
Toilet Seat Covers Pack of 250	99T0	$3.35	NA
Toilet Seat Cover Dispenser	99F2	$0.00	$31.22
Hard Wound roll Towel, Brown (700 ft/884 towels per roll)	6232	$8.55	NA
Touchless Electric Dispenser for Hard Wound Roll Towel	6229	$0.50	$76.01
Touchless Mechanical Dispenser For Hard Wound Roll Towel	6231	$0.25	$64.92
Tri-Fold Hand Towel 2 PLY - Pack	6226	$1.90	NA
Tri-Fold Dispenser	6257	$0.00	$43.94
RESTROOM PRODUCT			
Auto Flush Urinal/Toilet Clamp System/Service.	99GY	$2.50	$204.00
Mat Disposable Toilet (E4W)	99FF	$6.20	NA
Mat Disposable Urinal (E4W)	6299	$9.70	NA
Autojanitor Drip Refill Country Delight	99G6	$8.35	NA
Autojanitor Drip Tube Kit (to add 2nd toilet)	99Z1	$0.00	$9.96
Autojanitor Drip Dispenser	99G3	$0.00	$44.04
Clean Seat Refill	99GX	$9.75	NA
Clean Seat Dispenser	99GW	$0.00	$11.88
SOAPS			
Hand Cleaners General Purpose			
800 ml Pink-n-Clean Skin Cleanser	1914	$3.10	NA
1250 ml Luxury Foam Wash	1980	$16.65	NA
800 ml Dispensing System	1908/1909	$0.00	$15.60
1250 ml Dispensing System Foam Soap	1943	$0.00	$18.00
Anti-Bacterial Cleaners			
800 ml Micrell Anti-Bacterial Soap-amber	1918	$4.95	NA

DISPOSABLES			
US Contract Item - Description	**Item #**	**Price Per Unit**	**Loss/Damage**
1200 ml Touch Free Antibacterial Foam	8807	$26.10	NA
1250 ml Luxury Foam Wash Anti-Bacterial	1981	$18.30	NA
2000 ml Antibacterial Lotion Soap	1982	$16.90	NA
800 ml Micrell Dispensing System	1917	$0.00	$15.60
1200 ml Touch Free Foam Dispenser	8806	$0.00	$43.20
1250 ml Dispensing System Foam Soap	1943	$0.00	$18.00
2000 ml Dispensing System (for 1982)	1983	$0.00	$23.52
1000 ml UniFirst Foam Soap	88UH	$10.65	NA
Purell Waterless Hand Sanitizers & Wipes			
Purell Sanitizing Hand Wipes - 1200 Count Canister.	8830	$54.00	NA
Purell Sanitizing Hand Wipes Stand - 270 Count Canister.	8808	$0.00	$228.00
Purell Sanitizing Hand Wipes 1200 Count Canister Dispenser.	8818	$0.00	$50.93
Purell Waterless Hand Sanitizers			
800 ml Purell Refill	1920	$6.55	NA
1200 ml Purell Foam Instant Hand Sanitizer - Touch Free	1976	$39.10	NA
1200 ml Purell Gel Instant Hand Sanitizer - Touch Free	19AT	$18.85	NA
800 ml Purell Dispensing System	1919	$0.00	$15.60
1200 ml Purell Foam or Gel Touch Free Dispenser	1975	$0.00	$43.20
Purell Foam or Gel Touch Free Dispenser Floor Stand	8817	$0.00	$144.00
1000 ml UniFirst Gel Sanitizer	88UC	$15.20	NA
1000 ml UniFirst Manual Dispenser	88UD	$0.00	$21.63
Healthcare Products			
2000 ml Provon Foaming Antimicrobial Soap w/Moisturizers	1967	$30.35	NA
2000 ml Provon Dispensing System Foam Soap	1966	$0.00	$75.60
E2 Rated Food Industry Hand Soaps			
1250 ml E2 Foam Soap Sanitizing	1945	$28.30	NA
2000 ml E2 Foam Soap Sanitizing	1944	$39.55	NA
1250 ml Dispensing System Foam Soap	1943	$0.00	$18.00
2000 ml Dispensing System Foam Soap	191A	$0.00	$31.78
Shower Soaps			
1250 ml Luxury Foam Hair and Body Wash	1964	$18.10	NA
1250 ml Dispensing System Foam Soap	1943	$0.00	$18.00
Skin Conditioners			
500 ml Hand Medic Refill	1987	$10.30	NA
500 ml Hand Medic Dispensing System	1986	$0.00	$27.50
GREEN Cert. Soaps			
800 ml GREEN Cert. Liquid Hand Soap	8811	$7.80	NA
1250 ml GREEN Cert. Foam Soap	8810	$18.60	NA
800 ml Dispensing System	1908/1909	$0.00	$15.60
1250 ml Dispensing System Foam Soap	1943	$0.00	$18.00
TRASH CAN LINERS			
Trash Can Liner 33 Gal Low Density 33X39 (250/CS) Clear	8929	$40.90	NA
Trash Can Liner 56 Gal Low Density 43X47 (100/CS) Black	8933	$36.60	NA
Trash Can Liner 60 Gal Low Density 38X58 (100/CS) Black	8934	$39.05	NA

DISPOSABLES			
US Contract Item - Description	**Item #**	**Price Per Unit**	**Loss/Damage**
AIR FRESHENERS			
T Cell Dispenser (areas up to 6,000 cubic ft 3-4 stalls)	8793	$0.00	$7.49
T Cell Fan Dispenser (areas up to 6,000 cubic ft 3-4 stalls)	8303	$0.00	$22.32
Fragrance T Cell Citrus **(E8W Fill / Bill)**	8794	$13.60	NA
Fragrance T Cell Crystal Breeze **(E8W Fill / Bill)**	8795	$13.60	NA
Fragrance T Cell Blue Splash **(E8W Fill / Bill or Weekly Bill*)**	8796	$13.60	NA
Fragrance T Cell Polar Mist **(E8W Fill / Bill)**	8797	$13.60	NA
Fragrance T Cell Wakening Spring **(E8W Fill / Bill)**	8798	$13.60	NA
Fragrance T Cell Mango Blossom **(E8W Fill / Bill)**	8799	$13.60	NA
Fragrance T Cell Cucumber Melon **(E8W Fill / Bill)**	8800	$13.60	NA
Fragrance T Cell Pure **(E8W Fill / Bill)**	8815	$13.60	NA
Microburst 9000 Aerosol Dispenser (areas up to 6,000 cubic ft 3-4 stalls)	8787	$0.00	$21.48
Fragrance Aerosol MB 9000 Linen Fresh **(E12W Fill / Bill)**	8788	$17.40	NA
Fragrance Aerosol MB 9000 Ocean Breeze **(E12W Fill / Bill)**	8789	$17.40	NA
Fragrance Aerosol MB 9000 Mountain Peaks **(E12W Fill / Bill)**	8790	$17.40	NA
Fragrance Aerosol MB 9000 Orchard Fields **(E12W Fill / Bill)**	8791	$17.40	NA
Fragrance Aerosol MB 9000 Country Delight **(E12W Fill / Bill)**	8792	$17.40	NA
Fragrance Aerosol MB 9000 Cinnamon **(E12W Fill / Bill)**	8801	$17.40	NA
Fragrance Aerosol MB 9000 Mango **(E12W Fill / Bill)**	8802	$17.40	NA
Fragrance Aerosol MB 9000 Orange **(E12W Fill / Bill)**	8804	$17.40	NA
Fragrance Aerosol MB 9000 Vanilla **(E12W Fill / Bill)**	8805	$17.40	NA

Service Charges:

1. Garment Preparation Charge. A one-time charge applicable to each garment, no matter its size, at the time each such item is placed into service. $0.75 each
This charge is waived for the initial installation of Services at each Location.

2. Emblems, embroidered, provided and affixed by UniFirst, in standard UniFirst sizes and colors.
These fees are waived for the initial installation of Services at each Location.

Employee Name		$0.45 each
***Non-Standard Merchandise,** Customer Identity		$1.50 each
Direct Embroidery- First Name		$2.50 each
Direct Embroidery- Customer Logo (up to 4,999 stitches)	$3.55	each
Direct Embroidery- Customer Logo (5,000-9,999 stitches)	$5.35	each

3. Outsize Garment Charge. A one-time charge applicable to each garment, which applies only when a given garment is placed into service and only in the event and only to the extent that the below sized garments (by category) are utilized. The outsize garment charges are system defined and may change periodically. UniFirst will give Customer notice of any such changes.

Category	Size	Charge
Shirts	Size 2XL – 6XL	$3.65 each
	Size 7XL and up	$5.25 each
Men's Pants	Size 44 – 48	$4.20 each
	Size 50 - 56	$4.70 each
	Size 58 and up	$5.25 each
Woman's Pants	Size 22 – 28	$4.20 each
	Size 30 and up	$4.70 each
Jackets	Size 2XL – 5XL	$4.90 each
	Size 6XL	$7.40 each
	Size 7XL and up	$9.60 each
Coveralls	Size 52 – 58	$4.90 each
	Size 60 – 64	$7.40 each
	Size 66 and up	$9.60 each
Misc.	Size 50 – 56	$3.90 each
	Size 58 and up	$4.45 each

4. Minimum Service Charge $25.00 per service invoice

Note: The Minimum Service Charge applies ONLY in the event, and even then, ONLY to the extent that the rental service charges listed on each weekly service invoice (exclusive of the DEFE Charge) fail to equal this minimum sum.

5. DEFE Charge $3.50 per service invoice

DEFE CHARGE. Customer's invoices may include a DEFE CHARGE that may vary for different customers, to cover all or only portions of certain expenses including:

D = **DELIVERY**, or expenses associated with the actual delivery of services and products to customers' places of business, primarily Route Sales Representative commissions, management salaries, vehicle depreciation, equipment maintenance, insurance, road use charges and local access fees.

E = **ENVIRONMENTAL**, or expenses (past, present and future) UniFirst absorbs related to wastewater resting, purification, effluent control, solids disposal, supplies and equipment for pollution controls an energy conservation and overall regulatory compliance.

F = **FUEL**, or the gas, diesel fuel, oil and lubricant expenses associated with keeping UniFirst's fleet vehicles on the road and servicing its customers.

E = **ENERGY**, primarily the natural gas UniFirst uses to run boilers and gas dryers, plus other local utility charges.

6. Unscheduled Deliveries. If Customer requests an unscheduled delivery of goods or services, the following charges apply.

During normal business hours Mon-Fri:	$25.00
After normal business hours Mon-Fri:	$75.00
Saturday, Sunday & Holidays:	$250.00

Notes:

1. *******Indicates an Item of Non-Standard Merchandise, hereby made expressly subject to the buy-back provisions set forth the Agreement. The application of direct embroidery, silkscreen, or custom size emblems to any Contract Item, or the application of emblems to the sleeve of any Contract Item, automatically classifies that item as a "Non-Standard Merchandise" item subject to the buy-back provisions specified in the Agreement.

2. All employees shall have the option of selecting, where available, either long or short sleeve shirts, or any combination thereof, at the time of installation of Services, or thereafter only whenever replacement garments are being ordered.

3. The weekly rental rates listed above are quoted in individual units. The weekly rental charges associated with the utilization of each such item will be flat rated and invoiced based upon the "Billed Quantity" indicated on the service invoice, whether or not such quantity is actually delivered in a given week.

4. In certain specified instances, Auto Replacement Charges ("ARC") may apply but any such charge is intended to cover ongoing replacements of lost items to maintain agreed-upon inventory levels. Replacement items will be added to returned inventory to compensate for the possible misplacement of such items. It being understood, however, that the ARC is only an estimate, and accordingly, additional charges or credits (as the case may be) will be applied (as necessary) upon agreement of the Parties acting in good faith, following a review of actual losses.

Public Works

Streets/Golf/Parks – 700 Beck St., Griffin, GA

Motor Pool – 240 Emlet Dr., Griffin, GA

Facilities – 100 S. Hill St., 3rd Floor, Griffin, GA

Cemetery – 797 Memorial Dr., Griffin, GA

Solid Waste

Residential/Commercial – 238 Emlet Dr., Griffin, GA

Landfill – 575 Shoal Creek Rd., Griffin, GA

Transfer Station – 1515 Industrial Dr., Griffin, GA

Water/Wastewater

Water Distribution/Wastewater Collection/Construction – 700 Beck St., Griffin, GA

Shoal Creek WWTP/Blanton Mill LAS/Solids Management – 2940 West Ellis Rd., Griffin, GA

Potato Creek WWTP/Wastewater Lab – 1150 County Line Rd., Griffin, GA 30224

Cabin Creek WWTP – 1140 N. Hill St., Griffin, GA

Harry Simmons WTP – 229 N. Expressway, Griffin, GA

Still Branch WTP – 2045 Flat Shoals Rd., Concord, GA

Public Works

Combined monthly charges to service locations for the Public Works Department shall not exceed $2,200.00.

Solid Waste

Combined monthly charges to service locations for the Solid Waste Department shall not exceed $3,000.00.

Water/Wastewater

Combined monthly charges to service locations for the Water/Wastewater Department shall not exceed $3,000.00.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a resolution authorizing the 2024 Mayor, Douglas S. Hollberg, and renaming Jessica O'Connor, City Manager, as the two approved signatories in relation to the MEAG-City of Griffin, Municipal Competitive Trust. *Electric Director, Jennifer Freeman will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The updated signatures are required in order to execute items related to the Municipal Competitive Trust (MCT).

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

N/A

Submitted By:
Jennifer Freeman

Meeting Date:
23/01/2024

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Form MCT Signature Resolution-2024.pdf

Resolution of
City of Griffin

WHEREAS, the City is a Beneficiary of the Municipal Competitive Trust (the "Trust") that MEAG Power established as of January 1, 1999; and

WHEREAS, pursuant to the terms of the Trust, the City is allowed to transfer certain funds between accounts and withdraw certain funds from accounts by written direction to MEAG Power and the Trustee; and

WHEREAS, by official action of the City, a City official was delegated authority to make deposits to the Trust and to communicate City decisions with respect to the Trust to MEAG Power and the Trustee; and

WHEREAS, in order to improve the notification process, MEAG Power has requested that all written directions communicating City decisions with respect to the Trust be executed by two independent City officials; and

WHEREAS, the City, after due consideration, has determined that such procedural changes are in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED that henceforth Douglas S. Hollberg, Mayor and Jessica W. O'Connor, City Manager (together, the "Authorized Officials") are authorized to communicate City decisions with respect to the Trust by jointly executing written directions to MEAG Power and the Trustee; and

FURTHER RESOLVED that the City hereby authorizes the Authorized Officials to execute, and the City Clerk to attest and deliver, certificates specifying the names, titles, term of office and specimen signatures of the Authorized Officials and other certificates and documents that MEAG Power may require from time to time to effect the purposes of the Trust and this Resolution.

This the 23rd day of January, 2024.

_____
Douglas S. Hollberg, Mayor

ATTEST:

_____
City Clerk
[SEAL]

_____
Jessica W. O'Connor, City Manager

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider Resolution accepting an Easement Agreement whereby the City would obtain a permanent twenty foot (20') easement, totaling 481 square feet, together with the right to construct, operate, and maintain a sanitary sewer line and manhole on or over the parcel commonly known as 1689 Martin Luther King Jr. Parkway, currently owned by St. John Lutheran Church of Griffin, and authorizing the City Manager to record the Easement Agreement in the Clerk of Superior Court, Spalding County, Georgia records. *Director of Water/Wastewater, Brandon Lewis, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

If accepted, the City would accept responsibility for future maintenance beginning at the manhole and continuing onto and across adjacent Georgia Department of Transportation right of way of U.S. Highway 19/41 a/k/a Martin Luther King Jr. Parkway, to the point of connection with an existing sanitary sewer line within the highway right of way. The City would not accept future maintenance responsibility for the force main north of the manhole within this easement, nor running from the private lift station on the property currently owned by Zaxby's, to the manhole.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

The City will be responsible for the operation and maintenance of the manhole within the permanent easement.

Submitted By:
Kelsey Carden

Meeting Date:
23/01/2024

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
RES - Accepting St. John Easement Agreement for Sewer Manhole 1.23.24.pdf

No. 24 –

A RESOLUTION

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE CITY OF GRIFFIN, GEORGIA, AUTHORIZING THE ACCEPTANCE OF AN EASEMENT AGREEMENT WHEREBY THE CITY WILL OBTAIN THE A PERMANENT EASEMENT WITH AN EVEN WIDTH OF TWENTY (20') FEET, TOTALING 481 SQUARE FEET, TOGETHER WITH THE RIGHT TO CONSTRUCT, OPERATE, AND MAINTAIN A SANITARY SEWER LINE AND MANHOLE ON OR OVER THE PARCEL COMMONLY KNOWN AS 1689 MARTIN LUTHER KING JR. PKWY, IDENTIFIED AS TAX PARCEL 233 03008A, ON SPALDING COUNTY TAX MAP; AUTHORIZING THE CITY MANAGER TO RECORD THE EASEMENT AGREEMENT IN THE GENERAL EXECUTION DOCKET OF THE CLERK OF SUPERIOR COURT, SPALDING COUNTY, GEORGIA; AND FOR OTHER PURPOSES.

WHEREAS, St. John Lutheran Church of Griffin, record owner of the property commonly known as 1689 Martin Luther King Jr. Pkwy, Griffin, Georgia ("Parcel"), Tax Parcel 233 03008A, has executed the attached Easement Agreement for purposes of conveying to the City of Griffin a permanent easement with an even width of twenty (20') feet, totaling 481 square feet, together with the right to construct, operate, and maintain a sanitary sewer line and manhole on or over the Parcel ("Easement"), as shown on Exhibit "A" to the attached Easement Agreement;

WHEREAS, if accepted, the City would accept responsibility for future maintenance beginning at the manhole and continuing onto and across adjacent Georgia Department of Transportation right of way of U.S. Highway 19/41 a/k/a Martin Luther King Jr. Parkway to the point of connection with an existing sanitary sewer line within the highway right of way;

WHEREAS, the City would not accept future maintenance responsibility for the force main north of the manhole within this easement, nor running from the lift station on the property currently owned by Zaxby's, to the manhole;

WHEREAS, this Board of Commissioners, based upon its staff's review of the Easement Agreement and construction plans, desires to accept the Easement Agreement;

[CONTINUED ON FOLLOWING PAGE]

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners hereby accepts the Easement Agreement, and the rights and responsibilities outlined therein, and authorizes the City Manager to record the Easement Agreement in the General Execution Docket of the Clerk of Superior Court, Spalding County, Georgia upon proper execution.

SO RESOLVED, this 23th day of January, 2024.

_____
Douglas S. Hollberg, Mayor

ATTEST:

_____
Jessica W. O'Connor, Secretary

After recording, return to:
THE WHALEN LAW FIRM LLC
100 S. Hill St., Ste. 524
Griffin, GA 30223
(770) 227-9456

STATE OF GEORGIA,
SPALDING COUNTY.

NTC

GRANTOR: ST. JOHN LUTHERAN CHURCH OF GRIFFIN
TAX MAP NO.: 23303008A

EASEMENT AGREEMENT

THIS INDENTURE made this 18 day of JANUARY, 2024, between ST. JOHN LUTHERAN CHURCH OF GRIFFIN, hereinafter called the Grantor, as Party of the First Part, and the CITY OF GRIFFIN, a Georgia municipal corporation (hereinafter called the Grantee), as Party of the Second Part.

WITNESSETH:

1. That the Grantor for and in consideration of the sum of TEN DOLLARS ($10.00) AND OTHER GOOD AND VALUABLE CONSIDERATION in hand paid at and before the

sealing and delivery of this instrument, has granted, bargained, sold and conveyed unto the Grantee, its successors and assigns, a perpetual (permanent) easement, having an even width of twenty (20') feet, totaling 481 square feet, together with the right to construct, operate and maintain a sanitary sewer line and manhole, within, upon and across Grantor's property as shown in Exhibit "A" attached hereto and made a part hereof. Upon completion of the installation of the force main and manhole to City specifications, the City shall accept responsibility for future maintenance *beginning at the manhole* and continuing onto and across adjacent Georgia Department of Transportation right of way of U.S. Highway 19/41 aka Martin Luther King Jr. Parkway to the point of connection with an existing sanitary sewer line within the highway right of way, as shown on Exhibit A. The City will not accept future maintenance responsibility for the force main north of the manhole within this easement nor running from a lift station on property of Zaxby's to the manhole.

Together with the rights of access to the manhole and any sanitary sewer line conveying sewage from the manhole onto the highway right of way, and the right of ingress and egress on, over and through the permanent easement. Grantee shall have the right to maintain said permanent easement strip clear of trees, undergrowth and brush in the event that Grantor or Grantor's assigns fail to do so.

2. Grantor covenants and agrees that Grantor will not impound water or construct any building, structure, engineering works, embankments, or other obstructions of any type whatsoever on the above described permanent easement strip except as listed herein under SPECIAL CONDITIONS. Grantor agrees to leave Grantee's sanitary sewer line(s) undisturbed as to location and depth.

These covenants and agreements shall be covenants running with the land and shall be binding on the Grantor, its heirs, successors and assigns. After the sanitary sewer line(s) have been installed, Grantee shall not be liable for damages caused on the easement by keeping said permanent easement clear of trees, undergrowth, brush, building, structures, engineering works, embankments, and obstructions in the exercise of its rights granted herein.

3. After any construction, repair or maintenance by the Grantee, Grantee shall reseed with grass any portions of said easement strip covered with grass prior to such construction, repair, or maintenance and will replace any pre-existing improvements damaged during the construction, repair or maintenance which are permitted by Grantee pursuant to the preceding paragraph, excepting trees and other deep rooted vegetation. Except for any above-ground manholes and manhole covers; any sanitary sewer pipeline to be constructed by the Grantee across any portion of the above described easement strip shall, at the time of construction thereof, be buried to such depths as will not interfere with Grantor's subsequent use of said property for normal landscaping purposes.

4. Delay of Grantee in the use of exercise of any right or easement hereby granted, or in laying or installing the sanitary sewer line(s) in or along said easement, shall not result in the loss,

limitation or abandonment of any of the rights, title, interest, easement, or estate hereby granted. The rights herein granted are divisible and assignable in whole or in part. The terms, covenants and provisions of this easement shall extend to and be binding upon the heirs, executors, administrators, personal representatives, successors and assigns of the parties hereto.

5. TEMPORARY CONSTRUCTION EASEMENT:

None.

6. SPECIAL CONDITIONS

None.

IN WITNESS WHEREOF, the Grantor, by act of its duly authorized representative(s), has hereunto set its hand and affixed its seal the day and year above written.

Grantor: ST. JOHN LUTHERAN CHURCH OF GRIFFIN

By: Phyllis Hutchings
Phyllis Hutchings, Council President

Signed, sealed and delivered in the presence of:

(Witness)

Notary Public
My Commission Expires: 03/20/2027

BREVIN PUGH
NOTARY PUBLIC
Clayton County
State of Georgia
My Commission Expires March 20,2027

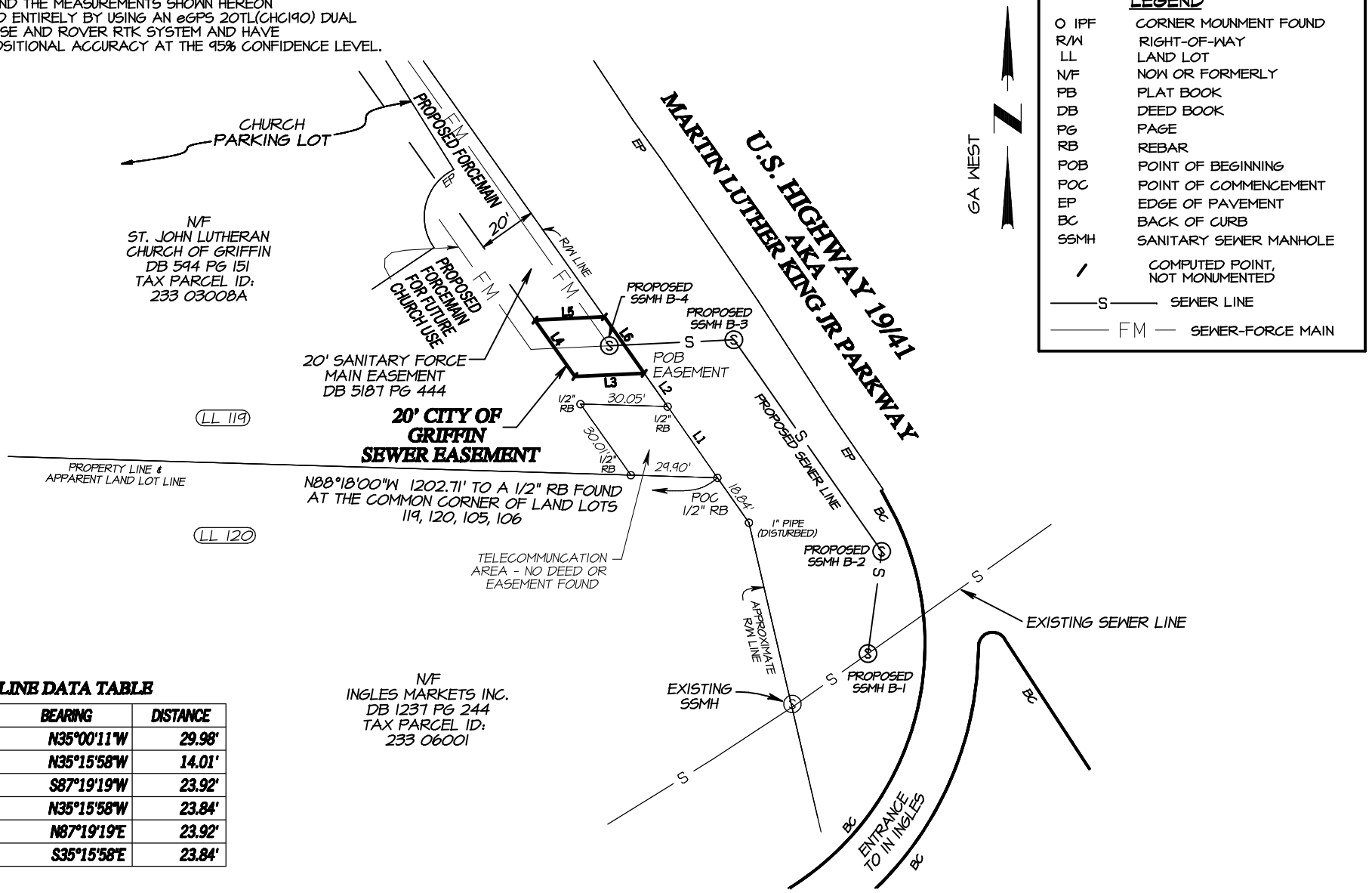
Legal Description for City of Griffin Sewer Easement

COMMENCING at a 1/2” rebar found at the intersection of the Land Lot Line common to Land Lots 119 and 120 and the southwesterly right-of-way line of U.S. Highways 19 & 41; Thence running in a northwesterly direction along said southwesterly right-of-way line of U.S. Highways 19&41 North 35°15'58" West, 14.01 feet to a point and the true Point of Beginning; Thence leaving said southwesterly right-of-way line of U.S. Highways 19&41 and running South 87°19'19" West, 23.92 feet to a point; Thence, North 35°15'58" West, 23.84 feet to a point; Thence, North 87°19'19" East, 23.92 feet to a point on the southwesterly right-of-way line of U.S. Highways 19&41; Thence, South 35°15'58" East, 23.84 feet to a point; and the true POINT OF BEGINNING.

Said Easement contains 0.011 ACRES (481 square feet), more or less, as shown in

A Plat of Easement Prepared for The City of Griffin by TERRA SERVICES COMPANY, LLC dated 12/22/2023.

THIS SURVEY AND THE MEASUREMENTS SHOWN HEREON WERE OBTAINED ENTIRELY BY USING AN eGPS 20TL(CHC190) DUAL FREQUENCY BASE AND ROVER RTK SYSTEM AND HAVE A RELATIVE POSITIONAL ACCURACY AT THE 95% CONFIDENCE LEVEL.



LINE DATA TABLE

LINE	BEARING	DISTANCE
L1	N35°00'11"W	29.98'
L2	N35°15'58"W	14.01'
L3	S87°19'19"W	23.92'
L4	N35°15'58"W	23.84'
L5	N87°19'19"E	23.92'
L6	S35°15'58"E	23.84'

TERRA SERVICES COMPANY, LLC
Randy Davis
Georgia Registered Professional Land Surveyor # 3448
Randy.tscllc@gmail.com
770-468-9838

PLAT OF EASEMENT PREPARED FOR:

THE CITY OF GRIFFIN

LAND LOT 119 2ND DISTRICT SPALDING COUNTY

LAST DATE OF FIELD WORK:	DATE OF SURVEY PLAT:	CITY:
12/08/2023	12/22/2023	N/A

JOB #: 2023.083A

REV.	DATE:	DESCRIPTION:

SCALE: 1" = 50'

DRAWN BY: JRD

GEORGIA REGISTERED No. 3448 PROFESSIONAL LAND SURVEYOR JOHN R. DAVIS

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AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider Commercial Real Estate Land Lease between City of Griffin and Iris City Lot LLC to lease the parking lot located at 202 W. Solomon Street for purposes of public parking and community events in the amount of $2,400.00 per month. *City Manager, Jessica O'Connor, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The City will pay a security deposit in the amount of $2,350.00 in lieu of a Guaranty Agreement with the Landlord. The City will also be responsible for utility bills and maintenance of the leased grounds and will add parking lot to its list of insured assets with GIRMA.

The initial term for this lease is January 1, 2024 through December 31, 2024 with the option to renew for an additional term following ninety (90) days' advance notice of the City's intent to exercise that option.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

Initial Term Annual Cost - $28,800.00
Security Deposit (Refundable upon expiration) - $2,350.00
General maintenance costs for maintenance by Public Works Department

Submitted By:
Kelsey Carden

Meeting Date:
23/01/2024

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
City of Griffin_ 202 West Solomon Lease Agreement - Final with Changes for Agenda with AJW Sig.pdf

COMMERCIAL REAL ESTATE LAND LEASE

Tenant's Name: THE CITY OF GRIFFIN
Date: **_December 30, 2023_**
Location Address: **202 West. Solomon Street, Griffin GA 30223** (the "Leased Land").

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COMMERCIAL REAL ESTATE LEASE

THIS AGREEMENT made this 30th day of December 2023, by and between **IRIS CITY LOT LLC** ("Landlord") and **THE CITY OF GRIFFIN** ("Tenant").

W I T N E S S E T H :

THAT, in consideration of the mutual covenants contained herein, the parties have agreed as follows:

1. Leased Land. Landlord, for and in consideration of the rents, covenants, agreements and stipulations herein contained, to be paid, kept, and performed by Tenant, has leased and rented, and by these presents does lease and rent unto said Tenant, and said Tenant hereby agrees to lease and take upon the terms and conditions which hereinafter appear, property and improvements located at and being known as IRIS CITY LOT**, 202 West Solomon Street, Griffin, GA 30223** (the "Leased Land").

2. Term of Lease. The term of this Lease shall commence on January 01, 2024, and, unless sooner terminated as hereinafter provided, shall expire on the **31st of December 2024** (the “Initial Term”).

2: A: Options to Renew. Both parties must give a ninety (90) days' notice in advance, with the Tenant providing the notice, to extend the lease for an additional term at the conclusion of the initial term.

3. Rental.

(a) Tenant agrees to pay Landlord, promptly on the first (1st) day of each month in advance, during the term of this Lease, monthly rental as follows:

i. Year 1: $2,400.00 per month base rent

(b) On the date hereof, Tenant shall pay a security deposit in the amount of $2,350.00.

(c) Tenant's security deposit is given to Landlord for the faithful performance and observance of Tenant of the terms, provisions, and conditions of this Lease. In the event Tenant defaults in the payment of rent and said rent, or any portion thereof, remains unpaid by the fifteenth (15th) day of the month, Landlord may elect to draw upon the security deposit. In the event Tenant defaults in respect to any of the other terms, provisions and conditions of this Lease, and such default continues fifteen days after Tenant's receipt of written notice from Landlord of such default, Landlord may also elect to draw upon the security deposit. Landlord may use, apply or retain the whole or any part of the security deposit to the extent required for the payment of any rent or any other sums as to which Tenant is in default or for any sum which Landlord may expend or may be required to expend by reason of Tenant's default in respect of any of the terms, covenants and conditions of this Lease, including but not limited to, any damages or deficiency in the re-letting of the Leased Land.

If Tenant shall fully and faithfully comply with all of the terms, provisions, covenants and conditions of this Lease, the security deposit shall be returned to Tenant after the date fixed as the end of this Lease and after delivery of possession of the Leased Land to Landlord. In the event of a sale of the Leased Land, Landlord shall have the right to transfer the security deposit to the purchaser and Landlord shall thereupon be released by Tenant from all liability for the return of such security deposit; and Tenant agrees to look to the new landlord solely for the return of said security deposit.

(d) An additional sum of ten percent (10%) of any rental payment made subsequent to the fifteenth (15th) day of any month shall be paid by Tenant to Landlord as a late fee.

(e) Tenant shall make payment of rent and all other amounts owed hereunder by pre-authorized Automated Clearing House (ACH) payments, or in such other manner as Landlord may direct.

4. Utility Bills. Tenant shall be responsible for and pay all utility bills, including but not limited to, water charges, sewer, gas, electricity, fuel, light, and heat for the Leased Land. Tenant shall also be responsible for and pay all charges for garbage collection services or other sanitary services rendered to the Leased Land or used by Tenant in connection therewith. If Tenant fails to pay any of said utility bills or charges for garbage collection or other sanitary services, Landlord may pay same and such payment may be added to the monthly rent of the Leased Land next due.

5. Use of Leased Land. The Leased Land shall be used for the operation of **public parking spaces and community events, as specially stipulated herein**. The Leased Land shall not be used by Tenant for any other purpose unless Landlord agrees in writing and such approval will be at the sole discretion of Landlord. The Leased Land shall not be used for any illegal purpose, nor in any manner so as to create any nuisance or trespass, nor in any manner to vitiate the insurance or increase the rate of insurance on the Leased Land. Tenant shall have no right to construct or erect any type of building or improvements on the leased premises. The erection of any fence around the leased land must be with the consent of Landlord. Tenant may add lights to the leased premises, including underground wiring, at Tenant's expense.

To the extent permitted by law, Tenant agrees to indemnify Landlord for any and all liability Landlord may incur from Tenant's use of the leased Land. Tenant shall not commit or allow any waste or nuisance upon the Leased Land, and shall maintain the Leased Land in a clean, neat, orderly, and attractive condition. Tenant will be allowed to make Parking grounds, electrical, and landscaping improvements to the Leased Land without the prior written consent of Landlord.

6. Operation of the Leased Land. Tenant recognizes that the brand utilized by Landlord is associated with high quality service and products and agrees to conduct business at the Leased Land in a manner to maintain that association. Tenants are responsible for paying their own utility bills. Tenant agrees to the following adhering to the following upkeep of their leased grounds as referenced below:
(1) keeping the Leased Land, grounds, sidewalks, fixtures, and landscaping, clean, safe, sanitary, and free of trash, rubbish, and other debris; (2) keeping the approaches, driveways, and service areas uncluttered and free of parked vehicles, trailers, and other obstructions at all times; (4) rendering efficient, courteous, and diligent services to the public and not engaging in or permitting others to engage in any improper act or conduct on the Leased Land detrimental to Tenant, Landlord, or any member of the public; (5) complying with all laws, ordinances, rules, and regulations of constituted public authority applicable to the use and occupancy of the Leased Land and the conduct. (6) comply with all laws and ordinances for the obtaining and maintenance of beer, wine, alcohol, or food licenses for sale of these commodities upon the Leased Land.

7. Abandonment of Leased Land. Tenant agrees not to abandon or vacate the Leased Land during the period of this Lease and agrees to use said Leased Land only for purposes herein leased until the expiration hereof.

8. Repairs by Tenant. Landlord gives to Tenant exclusive control of the Leased Land for parking and shall be under no obligation to inspect said Leased Land. Tenant accepts the Leased Land in its present condition and as suited for the intended use by Tenant. Tenant shall, throughout the Initial Term and all Renewals, at its expense, maintain in good order and repair the leased land, other improvements located thereon. Tenant further agrees, to pay all property taxes, owner's commercial liability insurance, maintenance for the grounds around the building, including the mowing of grass, care of shrubs, general landscaping and any required paving which is not included in the monthly rental amount. Tenant agrees to return said Leased Land to Landlord at the expiration or prior termination of this Lease in as good or better condition and repair as when first received, normal wear and tear excepted.

9. Repairs and Improvements by Landlord. Landlord, during the term of this Lease, shall not be assessed for any improvements, repairs to any area, street or streets abutting the Leased Land.

10. Destruction of or Damage to Leased Land. If the Leased Lands are totally destroyed by storm, fire, lightning, earthquake or other casualty, this Lease shall terminate as of the date of such destruction, and rental shall be computed and paid by Tenant or prepaid amounts returned to Tenant as of that date. If the Leased Lands are damaged, but not wholly destroyed by any such casualties, rental shall abate in such proportion as use of the Leased Land has been destroyed, and Landlord shall restore the Leased Land to substantially the same condition as before damage as speedily as practicable, whereupon full monthly rental shall recommence. For avoidance of doubt, this Section shall not apply to damage to the Leased Land or property occurring on or within the Leased Land arising in any manner, directly or indirectly, out of the use and occupancy of said Leased Land by Tenant.

11. Insurance/Indemnification of Landlord Against Loss or Claims.

For and during the term of this Lease, and only to the extent permitted by law, Tenant shall protect, indemnify and hold harmless Landlord from and against all claims, demands, liabilities, losses, or costs, and all expenses incurred by Landlord because thereof, including attorney's fees and court costs, or costs to which Landlord may be subjected to by reason of any person, firm or corporation seeking to hold or holding Lessor liable for or in any way responsible for the debts or obligations incurred in connection with the conduct and operation of the public's business conducted from the Leased Land, whether from injury to persons or loss of life or damage to the Leased Land or property occurring on or within the Leased Land and arising in any manner, directly or indirectly, out of the use and occupancy of said Leased Land by Tenant. Tenant shall, at its expense, provide and keep in force for the benefit of the Landlord Commercial General Liability Insurance covering the Leased Land and the public's business to be operated thereon, in which such insurance policy or policies Landlord, shall be named as an Additional Insured. The said policy or policies of insurance shall provide:

(i) Public liability and property damage insurance insuring Tenant in the amount of not less than $1,000,000.00 for bodily injury or death or property damage of any one person and $1,000,000.00 for any one occurrence.
(ii) Such other insurance as Landlord may reasonably require.

The aforementioned coverages shall be provided with an insurance company rated no less than "A" rating or a Georgia licensed Interlocal Risk Management agency of which the City may be a participant. The Certificates of Insurance, or equivalent, evidencing the above mentioned coverage shall be provided by Tenant prior to

occupancy of the Leased Land or the effective date of this Lease, whichever is the earlier. Such policies or duly executed Certificates of Insurance shall be mailed, emailed, or uploaded to the Tenant portal online to the Property Management office at the time of signing of the lease. Landlord and renewals thereof as required shall be delivered to Landlord at least thirty (30) days prior to the expiration of the respective policy terms. Business Personal Property/Improvements and Betterment's Policies shall provide for payment of loss thereunder to, Tenant and any mortgagee or mortgagees as their interest may appear and shall be delivered to Landlord, such mortgagee or mortgagees, or any assignee of Landlord or mortgagee, if so requested.

12. Governmental Orders. Tenant agrees, at its own expense, to promptly comply with all requirements of any legally constituted public authority made necessary by reason of Tenant's occupancy or use of said Leased Land. Landlord agrees to promptly comply with any such requirements if not made necessary by reason of Tenant's occupancy or use of said Leased Land.

13. Condemnation. If the whole of the Leased Land, or such portion thereof as will make the Leased Land unusable for the purposes herein leased, shall be condemned by any legally constituted authority for any public use of purpose, then in either of said events, the Term hereby granted shall cease from the date when possession thereof is taken by public authorities, and rental shall be computed and paid as of said date. Such termination, however, shall be without prejudice to the rights of the Landlord to recover compensation and damage caused by condemnation from the condemner. It is further understood and agreed that Tenant waives any and all rights in any award made by any condemnation authority notwithstanding the termination of the Lease as herein provided.

14. Assignment and Subletting. Tenant shall not assign, arbitrage, short term rental or sublease this Lease or any interest hereunder, or sublet the Leased Land or any part thereof, or permit the use of the Leased Land by any party other than Tenant without the prior written consent of Landlord, which may be withheld in Landlord's sole discretion. Any such assignee of Tenant shall be responsible for performance under the terms of this Lease. Consent to any assignment or sublease shall not waive any of Landlord's rights under this Section, and all later assignments or subleases shall be allowable only upon the prior written consent of Landlord. Any assignee or sublessee of Tenant, at the option of Landlord, shall become directly liable to Landlord for all obligations of Tenant hereunder, but no sublease or assignment by Tenant shall relieve Tenant of any liability hereunder.

15. Defaults.

(a) If Tenant fails to keep or perform any covenant of this Lease (except payment of any installment of rent or other charge or money obligation herein required to be paid by Tenant) or violates any such covenant or provision, Landlord may without notice and in addition to any other remedies at law or in equity or elsewhere in this Lease provided, enjoin Tenant from any such failure or violation hereunder. Further, if Tenant fails to keep or perform any covenant or provision of this Lease (except the payment of any installment of rent or other charge or money obligation herein required to be paid by Tenant) or violates any covenant or provision, and such failure or violation shall continue for a period of fifteen (15) days after written notice by Landlord, or in case of a failure or violation which cannot with due diligence be cured within a period of fifteen (15) days, and Tenant fails to cure such failure or violation promptly after the service of such notice and with all due diligence, then Landlord may in addition to any other remedies at law or in equity or elsewhere in this Lease provided, cure or prosecute the curing of such failure or violation at reasonable expense, which expense shall be deemed to be additional rent hereunder and shall be paid to Landlord by Tenant on demand. Tenant agrees that in the event of any failure or violation covered by this Section 15 and Landlord's failure to give notice or to exercise any rights under this Section 15, all rights of Landlord under this Section 15 may be exercised by persons acting on behalf of Landlord, under authority granted by Landlord, with full right of reimbursement as provided hereunder. Tenant agrees that neither Landlord nor any such person acting on Landlord's behalf shall be liable for any loss or damage suffered by Tenant resulting from the exercise of the rights granted under this section.

(b) The happening of any one or more of the following shall be deemed to be Events of Default under this Lease:

(1) The making by Tenant of an assignment for the benefit of his creditors.

(2) The levying of a writ of execution or attachment on or against the property of Tenant within the Leased Land and the same not being released or discharged within fifteen (15) days thereafter.

(3) The institution of proceedings in a court of competent jurisdiction for the reorganization, liquidation, or voluntary or involuntary dissolution of Tenant, or for his adjudication as a bankrupt or insolvent, or for the appointment of a receiver of the property of Tenant, and/or for the appointment of a receiver of the property of Tenant, and said proceedings not being dismissed, and any receiver, trustee or liquidator appointed therein not being discharged within fifteen (15) days after the institution of such proceedings;

(4) The doing, or permitting, of any act by Tenant which creates a lien or claim therefor against the land of which the Leased Land are a part and the same not being released or otherwise provided for by indemnification satisfactory to Landlord within fifteen (15) days thereafter;

(5) Failure of Tenant to pay any installment of rent or other charge or money obligation herein required to be paid by Tenant within fifteen (15) days after such payment is due and payable;

(6) Failure of Tenant to comply with any covenant or provision of this Lease (except payment of any installment of rent or other charge or money obligation herein required to be paid by Tenant) within fifteen (15) days after written notice of such failure to comply is given by Landlord, or if it is not feasible to cure such failure within such period, to begin performance of such covenant within such period and diligently pursue performance to completion in a reasonable time thereafter.

(7) Failure of Tenant to correct any failure to comply with the requirements of Sections 6 or 8 herein after notice has been mailed to Tenant by Certified mail, return receipt requested, three (3) times by Landlord; or

(8) A failure to make any payment under or a default pursuant to the terms of any other Lease, Note, Guaranty, Security Deed, or any other agreement, obligation, or covenant now existing or hereafter made by Lessee for the benefit of Landlord, or any of Landlord's subsidiaries, affiliates, directors, or officers, if such failure or default is not cured within any applicable grace period.

(9) Tenant ceases to operate as the City of Griffin for more than five days without prior approval from Landlord.

(10) Tenant agrees that if Tenant makes any effort or attempt to harass any neighboring tenants or the landlord for any reason, this will consider an immediate default of the lease.

16. Remedies Upon Default. Upon the occurrence of any of such Events of Default, Landlord shall have the option to pursue any one or more of the following remedies upon written notice to Tenant:

(a) Terminate this Lease, in which event Tenant shall at once surrender possession of the Leased Land to Landlord and remove all of Tenant's effects therefrom; and Landlord may forthwith re-enter the Leased Land and repossess itself thereof, and remove all persons and effects therefrom, using such force as may be necessary without being liable for prosecution or guilty of trespass, forcible entry, detainer or other tort, or any claim for damage therefore. If Tenant refuses to surrender possession immediately, then Landlord may institute appropriate legal proceedings and Tenant agrees that Landlord may obtain injunctive relief for removal of Tenant should Tenant's leasehold become subject to termination hereunder.

(b) Not terminate this Lease but rather enter upon and take possession of the Leased Land and, if Landlord so elects, make such alterations and repairs as may be necessary to relet the Leased Land, and relet the Leased Land or any part thereof, as the agent of Tenant, at such rent and for such term and subject to such terms and conditions as Landlord may deem advisable and receive the rent therefor. Upon each such reletting all rentals received by the Landlord from such reletting shall be applied, first, to the payment of any indebtedness other than rent due hereunder from Tenant to Landlord; second, to the payment of any loss and expenses of such reletting, including brokerage fees and attorneys' fees and costs of such alterations and repairs; third, to the payment of rent due and unpaid hereunder; and the residue, if any, shall be held by Landlord and applied in payment of future rent as the same may become due and payable hereunder; and Tenant agrees to pay to Landlord on demand any deficiency that may arise by reason of such reletting. Notwithstanding any such reletting without termination, Landlord may at any time thereafter elect to terminate this Lease for such previous breach.

(c) Should Landlord at any time terminate this Lease for any breach, in addition to any other remedies it may have, it may recover from Tenant all damages it may incur by reason of such breach, including the cost of recovering the Leased Land and reasonable attorneys' fees. In case of any such default (including non-payment of rent), re-entry, expiration and/or dispossession by summary proceedings or otherwise all rents and other charges shall become due thereupon and be paid up to the time of such re-entry, dispossession and/or expiration and Landlord may relet the Leased Land or any part or parts thereof, either in the name of Landlord otherwise for a term which may at Landlord's option be less than or exceed the period which would otherwise have constituted the balance of the lease term. Tenant shall also pay Landlord as liquidated damages for the failure of Tenant to observe and perform said Tenant's covenants herein contained, for each month of the period which would otherwise have constituted the balance of the lease term, any deficiency between (i) the sum of one monthly installment of rent and all charges that would otherwise have become due and (ii) the net amount, if any, of the rents collected on account of the lease of the Leased Land for the balance of the lease term.

Pursuit of any of the foregoing remedies shall not preclude pursuit of any of the other remedies herein provided or any other remedies provided by law, nor shall pursuit of any remedy herein provided constitute a forfeiture or waiver of any rent due to Landlord hereunder or of any damages accruing to Landlord by reason of the violations of any of the covenants and provisions herein contained. Forbearance by Landlord to enforce one or more of the remedies herein provided upon an event of default shall not be deemed or construed to constitute a waiver of such default.

17. Exterior Signs. Tenant shall place no signs upon the Leased Land except with the written consent of Landlord, which shall not be unreasonably withheld. Any and all signs placed on the Leased Land by Tenant shall be maintained in compliance with rules and regulations governing such signs and Tenant shall be responsible to Landlord for any damage to the Leased Land caused by the installation, use or maintenance of Tenant's signs, and Tenant agrees upon removal of said signs to repair all damage incident to such removal. Tenant also agrees that Landlord shall retain the right to erect, maintain and lease general outdoor advertising signs upon the Leased Land as long as the sign does not interfere with the normal operation of Tenant's business. Tenant will make no claim to the rents received by Landlord for said outdoor advertising signs. Tenant grants Landlord a license for ingress and egress to erect, maintain and replace said signs during the term of this Lease and any extensions thereof.

18. Entry for Carding, Etc. Landlord may card the Leased Land "For Rent" or "For Sale" ninety (90) days before termination of this Lease. Landlord may enter the Leased Land at reasonable hours to exhibit same to prospective purchasers or tenants or to make repairs to Landlord's adjoining property, if any.

19. Mortgagee's Rights. Tenant's rights shall be subject to any bona fide mortgage or deed to secure debt which is now, or may hereafter be, placed upon the Leased Land by Landlord.

20. No Estate in Land. This contract shall create the relationship of Landlord and Tenant between the parties hereto; no estate shall pass out of Landlord. Tenant's interest in the Leased Land is possessory only, and personal to Tenant, and is not subject to levy or sale, nor assignable by Tenant except by Landlord's consent.

21. Holding Over. If Tenant remains in possession of the Leased Land after expiration of the term hereof, without Landlord's acquiescence and without any express agreement of the parties, Tenant shall be a Tenant at will at one hundred fifty percent (150%) the rental rate in effect at the end of Lease. There shall be no renewal of this Lease by operation of law.

22. Attorney's Fees and Homestead. If any rent owing under this Lease is collected by or through an attorney at law, Tenant agrees to pay twenty-five percent (25%) thereof as reasonable attorneys' fees in accordance with O.C.G.A. Section 13-1-11. Tenant waives all homestead rights and exemptions which it may have under any law as against any obligations owing under this Lease. Tenant hereby assigns to Landlord his homestead and exemption.

23. Rights Cumulative. All rights, powers, and privileges conferred hereunder upon parties hereto shall be cumulative, including those rights given by law.

24. Service of Notice. Tenant hereby appoints as his agent to receive service of all dispossessory or distraint proceedings and notices hereunder, and all notices required under this Lease, the person in charge of the Leased Land at the time or occupying said Leased Land. If no person is in charge of occupying said Leased Land, then such a service or notice may be made by attaching the same on the main entrance to the Leased Land. A copy of all notices under this Lease shall also be sent to Tenant's last known address, if different from the Leased Land.

25. Waiver of Rights. No failure of Landlord to exercise any power given Landlord hereunder, or to insist upon strict compliance by Tenant with his obligation hereunder, and no custom or practice of the parties at variance with the terms hereof shall constitute a waiver of Landlord's right to demand exact compliance with the terms hereof.

26. Legality of Agreement. In the event any portion or portions of this Lease are declared unconstitutional, illegal, void or of no force and effect, the balance of said Agreement shall remain in full force and effect and enforceable as a binding contract.

27. Time of Essence. Time is of the essence in this Lease.

28. Terms Inclusive. "Landlord" as used in this Lease shall include the Landlord, his heirs, representatives, assigns, property managers and successors in title to the Leased Land. "Tenant" shall include the City of Griffin, and representatives, and if this Lease shall be validly assigned or sublet, shall include also Tenant's assignees or sublessees, as to such assignment or sublease. "Landlord" and "Tenant" include male and female, singular, and plural, and shall also include any corporation, partnership or individual, as may fit the particular parties.

29. Special Stipulations. Insofar as the following stipulations conflict with any of the foregoing provisions, the following shall control:

Triple Net Fees are not included in the monthly rent, can change on a yearly basis, based on operating expenses and tenant occupancy and utilization. but the terms of such fees are of the following: In addition to the rental described in Section 3, Tenant shall be responsible for and agrees to pay during the Initial Term of this Lease and any Renewals (i) all personal property, real estate property taxes, ad valorem, and other taxes due in connection with the Leased Land, including the occupation and/or use thereof, immediately upon receipt of the tax bill from any governmental authorities, or notice from Landlord that such taxes are due, and (ii) all insurance for the Leased Land carried by the Landlord, upon demand. Landlord may, in its discretion, require Tenant to pay a monthly estimate of such taxes and insurance costs. (iii) All Maintenance. (iv) All cost related to the repairs and maintenance of the leased land (v) Any and all other

expenses related to the operation and maintenance of the Leased Land

Community Event Provision:

The landlord, property manager, representatives and associated staff shall be granted the right to utilize the Leased Land and property for up to three (3) community events per year. The landlord shall provide advance notice to the Tenant and the City of Griffin for Community Events. In the circumstance of adverse weather conditions, the community event may be rescheduled for another time. It is explicitly clarified that such rescheduling due to inclement weather shall not be considered as counting towards the maximum limit of three events per year as specified in this provision.

For the purposes of this provision, "community events" shall be defined as gatherings or activities organized for the benefit of the local community, including but not limited to cultural events, fundraisers, and for-profit social activities. The length of each community event shall not exceed three (3) consecutive days for any one event.

Landlord or property managers will always have the right to 5 designated parking spaces marked by private parking signs installed by the City to keep parking signage consistent with other signage.

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WITNESS OUR HANDS AND SEALS THE DAY AND YEAR FIRST ABOVE WRITTEN.

LANDLORD:

Iris City Lot LLC and its representative

By: _____.

Managing Member

TENANT:

_____

Douglas S. Hollberg, Mayor

TENANT:

_____

Jessica W. O'Connor, Secretary

Approved as to Form:

Andrew J. Whalen, III

_____

Andrew J. Whalen, III, City Attorney

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Appointment of Mayor, or his designee, to Three Rivers Regional Commission Board of Directors for the length of his/her term of office to succeed Mayor Doug Hollberg whose term expired 12/31/23.

SPECIAL CONSIDERATIONS OR CONCERNS:

N/A

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:

Susan Bartholomew

Meeting Date:

23/01/2024

Reviewed By:

Jessica O'Connor

ATTACHMENTS:

TRRC_By-Laws.pdf

BY-LAWS OF THE

THREE RIVERS REGIONAL COMMISSION

ARTICLE I

NAME, LOCATION, AND JURISDICTION

SECTION 1. Name. The name of this organization shall be the Three Rivers Regional Commission, hereinafter called the "Commission".

SECTION 2. Location. The principal office of the Commission shall be located within its boundaries at such location as the Council shall designate. Additional offices or locations may be established within the Commission's boundaries as its Council, from time to time, may deem necessary or desirable.

SECTION 3. Membership in the Regional Commission. Eligible member counties of the Commission are: Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup, and Upson including the municipal governments within those counties.

SECTION 4. Expanded Members. No additional county may be admitted to this Commission except by affirmative vote of the majority of the county governments of the Commission and with prior approval of the State of Georgia.

SECTION 5. Membership Withdrawal. No member county may withdraw except by action of the Board of the Georgia Department of Community Affairs and by applicable Georgia Laws.

SECTION 6: Active Participation. Active participation is defined as those member governments who actively participate in the overall economic development planning for this area and this Commission and who comply with the provisions as set forth in this article.

Each municipality and county within the boundaries of the Commission shall automatically be a member; provided, however, to be deemed an Active Participant and be eligible to be represented by membership on the Council or to serve on a Committee, as hereafter set forth in these By-laws, the member shall be current in payment of its annual dues assessment, as established by the Council.

ARTICLE II

PURPOSE & MISSION

SECTION 1. Purpose Defined. The Commission is established as a public agency and instrumentality of its members. The Commission is a local government entity, organized pursuant to Article II of Chapter 8 of Title 50 of the Official Code of Georgia for the purpose of developing, promoting and assisting in member local governments in establishing coordinated and comprehensive land use, environmental, transportation , and historic preservation planning, to assist local governments participate in an orderly process for coordinated and comprehensive planning, to assist local governments prepare and implement comprehensive plans which will develop and promote the essential public interests of the State of Georgia and its citizens and advance positive governmental relations among the State, regional, and local levels of government.

The Commission, as authorized by resolution of its Council and consistent with federal and state law, shall perform the duties, responsibilities, and functions and may exercise the power and authority more particularly set forth or described in O.C.G.A. Sec. 50-8-35.

ARTICLE III

MEMBERSHIP APPOINTMENTS AND TERMS OF OFFICE

SECTION 1. Council Members, Terms of Office. The Commission shall be governed by a Council (hereafter, the "Council"), established in accordance with O.C.G.A. Sec. 50-8-34 and these By-laws. In the event of any conflict between these By-laws and the statute, the statute shall be controlling.

The Council shall be composed of at least thirty-five (35) members, as follows:

a. The chief elected official of each county governing body for a period of time concurrent with such elected official's term of elected office; however, if the chief elected official is unable to serve, he or she shall appoint another elected official of the county governing body for such official's term of elected office.
b. One elected official from one municipality in each county for a period of time concurrent with such official's term of elected office; in the absence of an agreement to the contrary, such member shall be the chief elected official of the governing body of the municipality that serves as the county seat for the county; provided, however, if he or she is unable to serve, he or she shall appoint another elected official of his or her municipality for a period of time concurrent with such elected official's term of office; provided, however, all elected municipal officials of the municipalities within a county may caucus

and select an alternative method for selection of the municipal representative and present such method to the Council for approval by amendment to the By-laws.

c. Three residents of the region appointed by the Governor, each for a term of two years; one of such appointees shall be a member of a school board located within the region or a superintendent of schools within the region, and two of such appointees shall be nonpublic council members.
d. One nonpublic member from the region appointed by the Lieutenant Governor for a term of two years. .
e. One nonpublic member from the region appointed by the Speaker of the House of Representatives for a term of two years.
f. Ten additional nonpublic representatives appointed by the county and municipal representatives jointly appointed from their respective member counties. They shall be appointed for a term of one year.
g. The members of the original council shall serve terms of office in accordance with these by-laws until their successor is named.

SECTION 2. Non-public Representation. Certain federal contracts require a minimum of 35% of the Council Members shall be Non-public representatives, where "Non-public Representative" is defined as an individual in a responsible decision making position in a for profit organization, or that individual's representative. A minimum of one member of this category must be a representative from:

a. Executive Directors of Chambers of Commerce within the Region; or
b. Institutions of post-secondary education; or
c. Workforce development groups; or
d. Labor groups.

SECTION 3. Residency. Domicile within a county within the region shall be a prerequisite for appointment as a Council member.

SECTION 4. Termination. The term of a member shall be terminated immediately upon:

a. Resignation by a member;

b. Death of a member or inability to serve as a member due to a medical infirmity or other incapacity; or

c. Any change in local elective office or domicile of a member, which would cause the composition of the Council not to comply with the requirements of these By-Laws or applicable Georgia Law.

SECTION 5. Vote. Each member of the Council shall have one vote.

SECTION 6. Compensation. All Council Members shall serve without compensation; however, Council members may be reimbursed for reasonable expenses while on Council business in accordance with the Travel Policies adopted by the Council for the Commission.

ARTICLE IV

DUTIES OF THE COUNCIL

SECTION 1. Council Oversight. The Council shall manage the Commission's affairs in accordance with its By-Laws. It shall direct the investment of and care for Commission funds, make appropriations for specific purposes directly connected with Commission activities, take measures to advance the interests of the Commission, and generally direct its business.

SECTION 2. Executive Director. The Council shall appoint an Executive Director, who shall serve at the pleasure of the Council and shall be subject to appointment and removal by a majority vote of the members of the Council. The Executive Director shall be responsible for carrying out the specific programs in accordance with the objectives of the Commission and the policies established by the Council. The Executive Director shall be the chief executive officer of the Commission and shall have the authority and responsibility for the day-to-day administration of Commission affairs.

The Executive Director shall have sole responsibility for employing and releasing personnel.

SECTION 3. Formation of Committees. The Council may also establish such committees, as the Council shall deem appropriate.

SECTION 4. Annual Work Program. The Council shall adopt an annual work program based on its determination of the policies and programs to be implemented and operated by the Commission as may be provided or authorized by law.

SECTION 5. Annual Budget. The Council shall adopt the Commission's annual budget to support the annual work program.

SECTION 6. Performance Standards. The Council shall require performance standards for measurement of the activities of the Commission. The Council shall conduct an annual performance review of the Executive Director of the Commission measured by standards developed by the Council.

SECTION 7. Dues Assessment. The Council shall determine the per capita dues assessment for member governments; provided that the minimum per capita dues shall be $1.00.

ARTICLE V

OFFICERS OF THE COUNCIL

SECTION 1. Officers Defined. The Council shall elect from among its council members a chairperson, vice chairperson, and secretary who shall serve for a term of two years and until their successors are elected and qualified. The Executive Director shall serve as Treasurer by virtue of his position.

SECTION 2. Election of Officers. Officers of the Council shall be elected at the biennially January Council meeting and shall take office (for the year beginning January 1) upon their election. They shall serve for a term of two (2) years. Officers may succeed themselves. .

SECTION 3. Vacancy. In the event of a vacancy in the office of Chairperson, Vice-Chairperson, or Secretary, the Council shall expeditiously elect a replacement. Such election shall be by a majority vote of a quorum of the next regular meeting. Newly elected officers shall take office immediately upon election and serve out the remaining term.

ARTICLE VI

DUTIES OF OFFICERS

SECTION 1. Duties of the Chairperson/Vice Chairperson. The Chairperson, or in his absence, the Vice-Chairperson shall preside over all meetings of the Council. In the absence of both, the Secretary shall preside. In the absence of all three elected officers, a temporary presiding officer shall be elected from among the members present. The Chairperson shall exercise general supervision over all affairs of the Commission. The Chairperson shall be an ex-officio member of all committees.

SECTION 2. Formation of Committees. The Council may also authorize the formation of advisory committees, which shall assist the Council in carrying out its duties. The advisory committees may be composed of Council members and interested citizens. The Committees shall be appointed by the Chairperson at the regular July meeting and at any other time as deemed necessary by the Council.

SECTION 3. Duties of the Secretary. The Secretary shall attend all meetings of the Council and shall be responsible for duly recording the proceedings thereof. In case of his/her absence from a meeting, he/she shall appoint a substitute, subject to approval of the Chairperson. The Secretary shall perform all other duties assigned by the Council. Such staff assistance as the Secretary may deem necessary shall be provided by the Executive Director.

SECTION 4. Duties of the Treasurer. As Treasurer, the Executive Director shall furnish such bond as the Council may require. He/she shall ascertain that all monies due the Commission are collected and deposited in the name of the Commission in such bank or banks, as the Council shall direct. He/she shall have charge of the books of account of the Commission, and shall render a monthly statement of same along with other reports when requested by the Council. He/she shall be responsible for paying all Commission bills and shall ensure that an annual report and audit of the books of account are prepared by a certified public accountant is distributed to the Council and other interested parties as required by law.

SECTION 5. Powers and Privileges not Specifically Assigned. Powers and privileges not specifically assigned to the officers in these By-Laws and not contrary thereto are reserved to the Council.

ARTICLE VII

COMMISSION MEETINGS

SECTION 1. Number of Meetings. The Council shall hold regular meetings not less than four times a year and at such time and place as the Council may determine.

SECTION 2. Annual Meeting. The Commission shall hold an annual meeting which shall serve as the regular meeting for the month of June.

SECTION 3. Quorum Defined. A quorum of the Council shall be defined as a majority of the members of the Council. A quorum shall be present at any Council meetings at which Council business is transacted.

SECTION 4. Public Meeting. All meetings of the Council shall be open to the public.

SECTION 5. Rules of Procedure. The Council, shall by resolution, adopt rules of procedure.

SECTION 6. Agenda. There shall be an agenda for each regular and called meeting of the Council. The agenda will be submitted to the members a minimum of seventy-two (72) hours in advance of the meeting. The agenda shall be prepared by the Executive Director after consultation with the Chairperson.

ARTICLE VIII

FINANCE

SECTION 1. Fiscal Year Defined. The fiscal year of the Commission shall be from July 1st to June 30th.

SECTION 2. Budget. The proposed annual operating budget shall be submitted to the Council for consideration no later than the last meeting of the fiscal year. The Council shall adopt the annual operating budget for the Commission no later than the last day of June.

SECTION 3. Auditor. The Council shall select an independent auditor for the Commission.

ARTICLE IX

EQUAL OPPORTUNITY EMPLOYMENT POLICY

SECTION 1. EEO Policy. The internal and external affairs of the Commission shall be administered in strict compliance with the letter and spirit of all applicable local, state, and federal laws or administrative regulations pertinent to equal employment opportunity. Specific policies in support of this commitment shall be included in the Commission's Personnel Policies and Procedures Manual. The Executive Director shall be responsible to the Council for the implementation of these guidelines.

ARTICLE X

AMENDMENTS

SECTION 1. Vote Requirement. These By-Laws may be amended, supplemented, or superseded only by an affirmative vote of not less than two-thirds of the members of the Council; provided, however, members shall be given at least ten days prior written notice of such proposed amendments.

ARTICLE XI

ENACTMENT

These By-Laws were adopted by the Council of the Three Rivers Regional Commission at a duly constituted meeting on July 30, 2009.