City Council - Regular Session
The Chambers at City Center

8534 Main Street, Woodstock GA
(Main) 770.592.6000 (Fax) 770.926.1375
http://www.woodstockga.gov
***Hearing Assistance Available Upon Request**

AGENDA

Monday, October 26, 2026

City Council - Regular Session
7:00 PM

ITEM 1. MEETING CALLED TO ORDER

7:00 PM Meeting called to order at The Chambers at City Center,
8534 Main Street, Woodstock, GA.

ITEM 2. APPOINTMENTS/OATH OF OFFICE

1. **Appointment and Oath of Office - Tara Healy - Planning Commission (Council Member Warren Johnson, Ward 1)** (Colin Ake)

ITEM 3. ANNOUNCEMENTS

1. **Announcements** (Colin Ake)
On Thursday, October 29th, explore unique & interesting aspects of the city with the Weird Woodstock Walking Tour. This tour will highlight little known stories, funny facts, and unusual historical episodes, each connected to the downtown area. Get tickets at visitwoodstockga.com or the Woodstock Visitors Center.

Mark your calendars for our Household Hazardous Waste + Book Recycling Event and Tis the Season to Be Green Recycle and Paper Shredding Event on Saturday, November 14th from 9:00 a.m. to 1:00 p.m. at Woodstock City Church. Registration is required for household hazardous waste + book recycling at livethrive.org/woodstock. Find the list of acceptable items on livethrive.org/woodstock and woodstockparksandrec.com.

ITEM 4. MEETING DECORUM

ITEM 5. PUBLIC COMMENT

ITEM 6. CONSENT AGENDA

1. **Approve Alcohol License - PRABHU9, LLC dba Dixie Beverage Outlet** (Melissa Sigmund)
Request for approval of an alcohol license for PRABHU9, LLC dba Dixie Beverage Outlet. Priya Chintan Patel on behalf of PRABHU9, LLC dba Dixie Beverage Outlet is

requesting an alcohol license for the package sales of distilled spirits, wine, and malt beverages at a package store located at 8507 Highway 92 within the city limits of Woodstock. PRABHU9, LLC dba Dixie Beverage Outlet is owned by Priya Chintan Patel. The registered agent will be Priya Chintan Patel.

2. **Approve Change Order 1B and Related MAJBA JE 22384 for I-575 DDI (Ridgewalk Interchange) Project** (Coty Thigpen)
Request for approval of Change Order 1B and the related MAJBA JE 22384 to fund additional bridge design with the City's engineer, Arcadis, for the DDI at I-575 (Ridgewalk interchange). This is due to an overhang deficiency on the bridge discovered by Arcadis. This is GDOT's responsibility and the City will be requesting reimbursement at a later date. This MAJBA also recognizes the anticipated GDOT reimbursement.

3. **Approve FY 2027 PTO Payouts and Related MAJBA JE 22437 - PTO Payouts** (Ron Shelby)
Request for approval of a major budget amendment (MAJBA) JE 22437 to allocate expenses from Transfers and Other Uses (Dept 9999) to respective departments for the PTO payout in accordance with the Personnel Policy Sec 34-143(l). Funds for this item were budgeted for in Transfers & Other Uses (Dept 9999) within each respective fund. This budget amendment will disperse the funds to the individual departmental budgets upon approval. This request is also for approval to proceed with the PTO payout.

4. **Approve Partnership Agreement - Woodstock Elementary School** (Coty Thigpen)
Request for approval of a partnership agreement between the City of Woodstock and Woodstock Elementary School through Cherokee County Chamber of Commerce Partners in Education program. The City agrees to support Woodstock Elementary with volunteer time and/or contributions to the programs identified in the agreement included as part of the agenda packet.

5. **Approve Road Closure - Truck & Tap Anniversary Party** (Melissa Sigmund)

Request for approval for closure of Wall Street as requested on the permit application for Truck & Tap's Anniversary Party. The Applicant, Zach Yurchuck, on behalf of Truck & Tap, LLC, requests closure of Wall Street from the Elm Street crosswalk to the Mill Street crosswalk adjacent to Truck & Tap's western property line. The requested closure date and time is November 7, 2026, from 10:00 AM to Midnight to accommodate setup and clean up time. The anniversary party will include live music from approximately 5:00 PM to 11:00 PM. Staff approval is contingent upon applicant providing written permission from adjacent property owner that their private parking spaces will be closed.

6. **Approve Special Event Request for "Oyster Fest" with Temporary Alcohol** (Melissa Sigmund)
Request for approval of a Temporary Alcohol Permit to serve beer, wine, and mixed drinks for the Oyster Fest Special Event. The event will be held November 13-14, 2026, at 8212 Main Street, within the city limits of Woodstock, GA. Jason Sheetz applied for the permit on behalf of Hammock's Trading Co DBA Roberto's Deluxe. The application and Committee Response Sheet for daily event times and various details of the event are included as part of the agenda packet.

7. **Approve RFP 2027-02 Award & Contract for Economic Development Plan Update** (Brian Stockton)
Request for approval to award RFP 2027-02 Economic Development Plan Update to the highest scored respondent, KB Advisory Group. The City received 10 submittals. The evaluation matrix has been attached for reference. Additionally, staff requests authorization for the Mayor to execute the contract.

8. **Approve RFP 2027-01 Award & Contract for Comprehensive Plan 10 Year Update** (Niwana Ray)
Request for approval to award RFP 2027-01 Comprehensive Plan 10 Year Update to the highest scored respondent, Inspire Placemaking Collective, Inc. The City received six submittals. The evaluation matrix is attached for reference. Additionally, staff requests authorization for the Mayor to execute the contract, contingent upon final review by the City Attorney.

9. **Approve Reclassification of Position from Financial Analyst (Purchasing) to Purchasing Manager** (Ron Shelby)
Request for approval of the reclassification of the Financial Analyst (Purchasing) position to Purchasing Manager. Mid-year position reclassification is an explicit policy exception based upon retainment issue. Staff strongly recommends approval.

10. **Approve Reallocation of DDA Salary Savings to DDA Tourism Information Coordinator Pooled Funding and Overtime & Related MAJBA JE 22450** (Brian Stockton)
Request for approval to reallocate savings in Salaries and Wages budget to fund an additional amount for the Tourism Information Coordinator (TIC) (Seasonal) pooled funding and overtime needs in the DDA. There are salary savings due to a permanent part-time position not being filled to date. It is staff's intention to use the additional seasonal TIC positions through the holidays and then hire the permanent part-time position after the holidays. MAJBA JE 22450 reallocates the portion of salary savings to the pooled funding.

ITEM 7. PUBLIC HEARING

1. **Consideration of Z#172-26 - Adair Park North, Casteel & A-Frame Properties (Public Hearing & Vote)** (Melissa Sigmund)
Request for approval of the Rezoning, CUP, and associated Variances for a 5.595± acre project located at 7950 and 8020 Main Street (Z#172-26). The application seeks to rezone the larger parcel from DT-MR-A to DT-RO and receive a CUP for attached single-family residential uses in order to develop a continuation of the mixed-use Adair Park project that would include commercial uses, as well as condominiums, townhomes, cottages, and detached single-family homes. Requested Variances include a stream buffer variance where the stream will be piped, allowance for townhomes to front onto open spaces instead of a street, elimination of minimum supplemental landscape zones, reduction of stormwater and sanitary sewer easement widths, and increase in the maximum building height from 40’ to 48’.

ITEM 8. NEW BUSINESS

ITEM 9. MINUTES APPROVAL

1. **Consideration of Approval to Adopt Council Meeting Minutes - October 12, 2026** (Robyn Adams)

ITEM 10. DEPARTMENTAL REPORTS

1. **Information Technology Monthly Report (September 2026)** (Katy Leggett)

2. **Capital Projects Monthly Report (September 2026)** (Chris Luly)

3. **Fire Monthly Report (September 2026)** (Shane Dobson)

4. **Parks and Recreation Report (September 2026)** (Brian Borden)

5. **Public Works Project Status Report (September & October 2026)** (Jeremy Parker)

ITEM 11. MAYOR AND COUNCIL COMMENTS

ITEM 12. CITY MANAGER AND STAFF COMMENTS

ITEM 13. EXECUTIVE SESSION - Personnel, Litigation, Real Estate

ITEM 14. FINAL ADJOURNMENT

AGENDA ITEM NO. 2.1

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	October 26, 2026
SUBMITTED BY:	Robyn Adams, City Clerk
ITEM TYPE:	Appointments to Boards, Committees, Oaths of Office
AGENDA SECTION:	APPOINTMENTS/OATH OF OFFICE
SUBJECT:	**Appointment and Oath of Office - Tara Healy - Planning Commission (Council Member Warren Johnson, Ward 1)**

SUGGESTED ACTION:

ATTACHMENTS:
Oath of Office - Tara Healy - PC Ward 1.pdf

City of Woodstock, Georgia

Oath of Office

I, Tara Healy, do solemnly affirm that I will well and truly perform the duties of Planning Commissioner of the City of Woodstock, Georgia to which I have been appointed; and that I will support and defend the Charter thereof as well as the Constitution and laws of the State of Georgia and the United States of America, so help me God.

As sworn to this 26th day of October 2026

_____

Tara Healy
Planning Commissioner, Ward 1

Notary Public:_____

Notary Expires:_____

Oath of Office Administered by: _____
Colin Ake, Mayor Pro Tem

on this 26th day of October 2026

AGENDA ITEM NO. 3.1

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 26, 2026

SUBMITTED BY: Stacy Brown, Communications

ITEM TYPE: Announcements

AGENDA SECTION: ANNOUNCEMENTS

SUBJECT: **Announcements**

SUGGESTED ACTION: On Thursday, October 29th, explore unique & interesting aspects of the city with the Weird Woodstock Walking Tour. This tour will highlight little known stories, funny facts, and unusual historical episodes, each connected to the downtown area. Get tickets at visitwoodstockga.com or the Woodstock Visitors Center.

Mark your calendars for our Household Hazardous Waste + Book Recycling Event and Tis the Season to Be Green Recycle and Paper Shredding Event on Saturday, November 14th from 9:00 a.m. to 1:00 p.m. at Woodstock City Church. Registration is required for household hazardous waste + book recycling at livethrive.org/woodstock. Find the list of acceptable items on livethrive.org/woodstock and woodstockparksandrec.com.

ATTACHMENTS:

AGENDA ITEM NO. 6.1

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	October 26, 2026
SUBMITTED BY:	Delana Price, Community Development
ITEM TYPE:	License Approval
AGENDA SECTION:	CONSENT AGENDA
SUBJECT:	**Approve Alcohol License - PRABHU9, LLC dba Dixie Beverage Outlet**
SUGGESTED ACTION:	Request for approval of an alcohol license for PRABHU9, LLC dba Dixie Beverage Outlet. Priya Chintan Patel on behalf of PRABHU9, LLC dba Dixie Beverage Outlet is requesting an alcohol license for the package sales of distilled spirits, wine, and malt beverages at a package store located at 8507 Highway 92 within the city limits of Woodstock. PRABHU9, LLC dba Dixie Beverage Outlet is owned by Priya Chintan Patel. The registered agent will be Priya Chintan Patel.

ATTACHMENTS:

PRABHU9 LLC dba Dixie Beverage Outlet - Redacted.pdf

ALCOHOL LICENSE APPLICATION **(For office use only)**

Business Name: Prabhu 9 LLC dba Dixie Beverage Outlet

Street Location: 8507 Hwy 92

OFFICE USE ONLY: **Date Received** 9/21/26 **Payment $** 700.00

Method of Payment Received: Check **Fingerprint appointment:** 9/21/26

Note: Office recommendation: Any office recommending denial shall attach written justification and any documents necessary to support the recommendation then forward to the next office for review.

D Price — Development Srv. Rep Signature — 9/22/26 Date — ☑ Requirements met ☐ Recommend denial

Comment

[signature] — Community Development Signature — 30 Sep 26 Date — ☑ Requirements met ☐ Recommend denial

Comment

[signature] — Records Clerk Signature — 10/2/26 Date — ☑ Requirements met ☐ Recommend denial

Comment

[signature] — Police Signature — 10/2/26 Date — ☐ Requirements met ☐ Recommend denial

Comment

☒ AD E-MAILED TO CHEROKEE TRIBUNE, DATE: 10/7/26 TO RUN ON THE FOLLOWING DATES: 10/15 & 10/22

☒ COMPLETED SIGNS; NOTIFIED APPLICANT OF HEARING AND TO PLACE SIGNS AT LOCATION.

☐ VERIFIED PUBLIC NOTICE SIGN IS PROPERLY POSTED BY: _____ DATE: _____

☒ COMPLETE AGENDA REQUEST AND FORWARD WITH APPLICATION TO LICENSE ADMINISTRATOR.

☐ CITY COUNCIL ACTION: ☐ APPROVED ☐ DENIED DATE: 10/20/2026

VIA EMAIL

CITY OF WOODSTOCK
Department of Community Development
12453 Highway 92
Woodstock, GA 30188
(770) 592 – 6054

REQUEST FOR ADVERTISEMENT

ATTN: Legal Advertising, Cherokee Tribune
FROM: DeLana Price, Development Services Supervisor
DATE: 10/07/2026

TYPE OF AD: **Legal Line Ad**
RUN DATES: 10/15/2026 and 10/22/2026
REF. NO.: PRABHU9, LLC dba Dixie Beverage Outlet

CITY OF WOODSTOCK
NOTICE OF ALCOHOL LICENSING

City of Woodstock application for the package sales of distilled spirits, wine, and malt beverages at a package store.

Public notice is hereby given that Priya Chintan Patel has applied to the City of Woodstock on behalf of PRABHU9, LLC dba Dixie Beverage Outlet for the package sales of distilled spirits, wine, and malt beverages at a package store located at 8507 Hwy 92 within the city limits of Woodstock. PRABHU9, LLC dba Dixie Beverage Outlet is owned by Priya Chintan Patel. The registered agent will be Priya Chintan Patel.

The Woodstock Mayor and Council will consider said license Monday, October 26, 2026, at 7:00PM at Chambers at City Center located at 8534 Main St., Woodstock, GA.

Any objections to the issuance of said license must be in writing and received by the license administrator at 12453 Hwy 92, Woodstock, GA, 30188 on or before the date and time of consideration by the City Council.

Please acknowledge receipt of this notice and mail a copy of ad from the Newspaper. Thanks.

Development Services Division
12453 Highway 92, Woodstock, GA 30188
Office: (770) 592-6054
businesslicense@woodstockga.gov

ALCOHOL LICENSE APPLICATION

☑ **New Application & Ad Fee, $700**

DISTILLED SPIRITS $5,000/yr Plus monthly excise tax	**MALT BEVERAGE $1,000/yr**	**WINE $1,000/yr**
☐ Restaurant	☐ Restaurant	☐ Restaurant
☐ Bar/Lounge	☐ Bar/Lounge	☐ Bar/Lounge
☐ Private Club	☐ Private Club	☐ Private Club
☑ Package Store	☑ Package Store	☑ Package Store
☐ Live Entertainment	☐ Live Entertainment	☐ Live Entertainment
☐ Manufacturing	☐ Convenience Store	☐ Convenience Store
	☐ Grocery/Super Store	☐ Grocery/Super Store
	☐ Manufacturing	☐ Manufacturing

☐ Sunday Sales (Consumption only), $500
☐ Ancillary Tasting, no fee Circle all that apply: MALT BEVERAGE WINE DISTILLED SPIRITS*
*for manufacturing only
☐ Ancillary Package, $1,000 ea. Circle all that apply: MALT BEVERAGE WINE
☐ Brown-Bagging, $100 Circle all that apply: MALT BEVERAGE WINE DISTILLED SPIRITS
☐ Special Event Facility License – separate application with applicable fees required
☐ Change of Registered Agent, $100

BUSINESS INFORMATION -If Business Owner is Different from Applicant – Fingerprint and Consent Form required for each

☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☑ LLC

Full Name of Business: Prabhu9 LLC

D/B/A: Dixie Beverage Outlet

Street Address of Business: 8507 Highway 92

Location Phone Number: (678) 989-6678

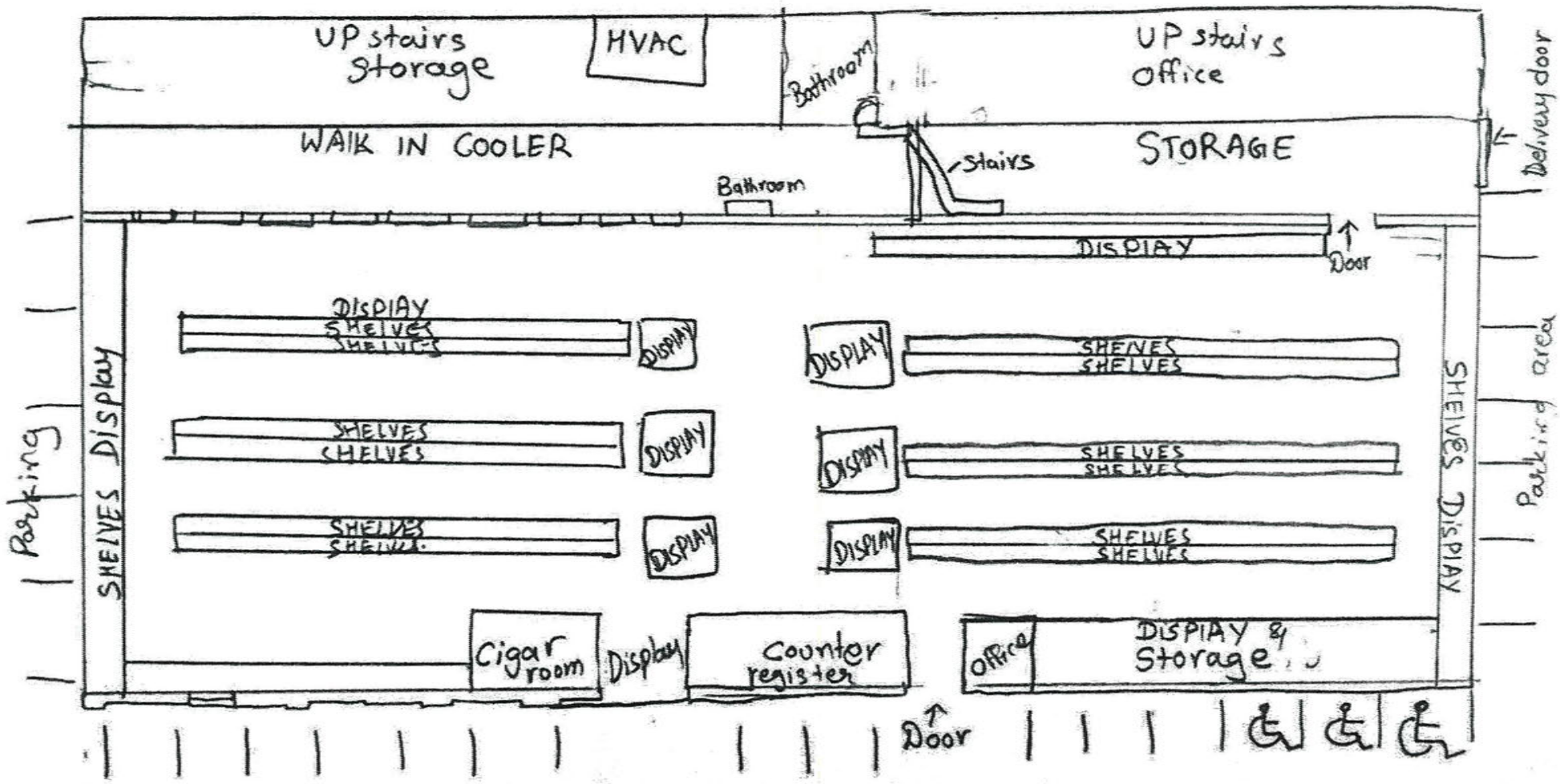
Name of Business Owner: Priya Patel (Prabhu9, LLC sole member)

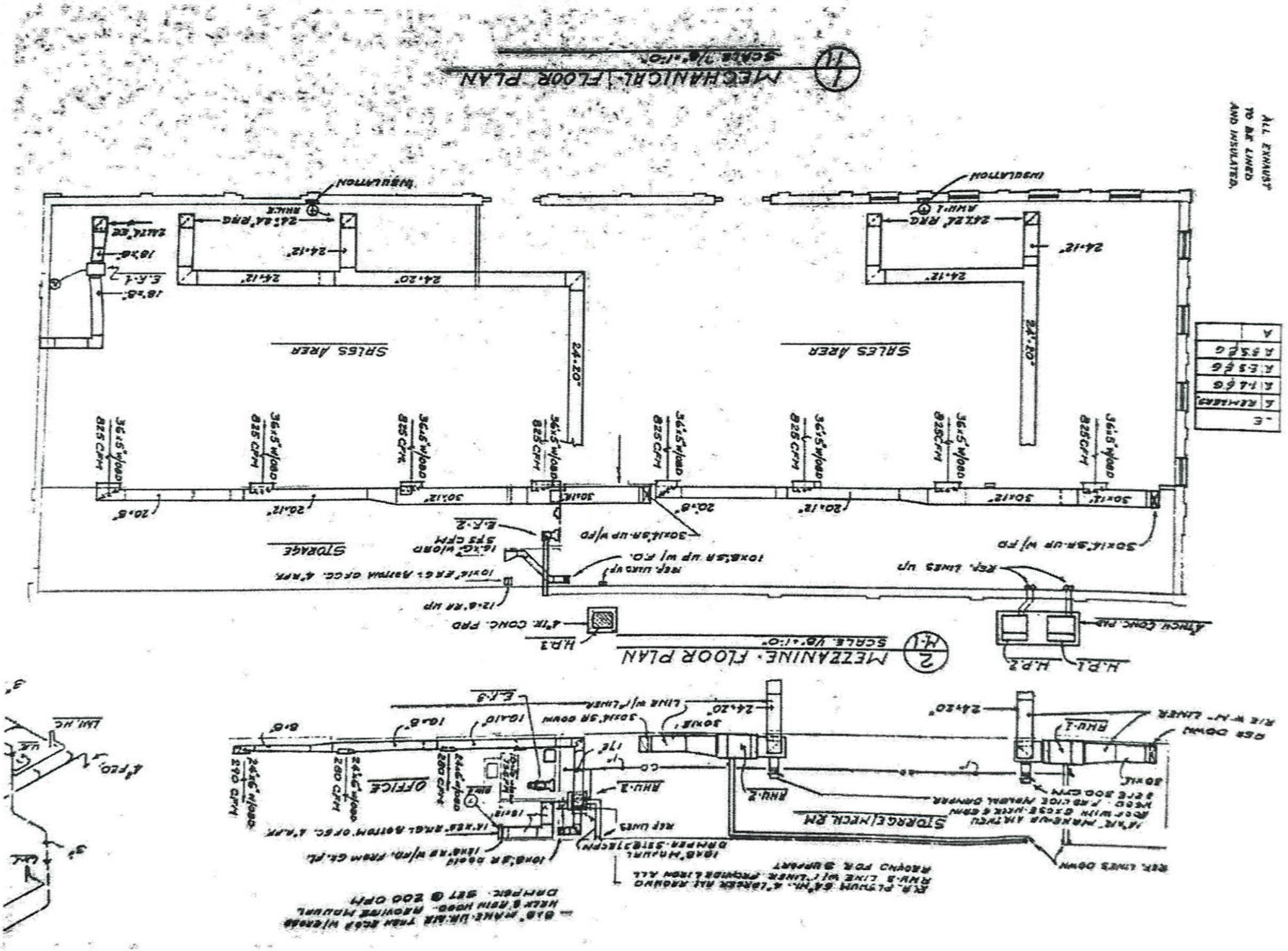
Mailing Address: [redacted]

FEDERAL TAX ID#: 42-4686576 GA SALES & USE TAX #: 309-196866

Owner Phone Number: [redacted] Fax Number: _____

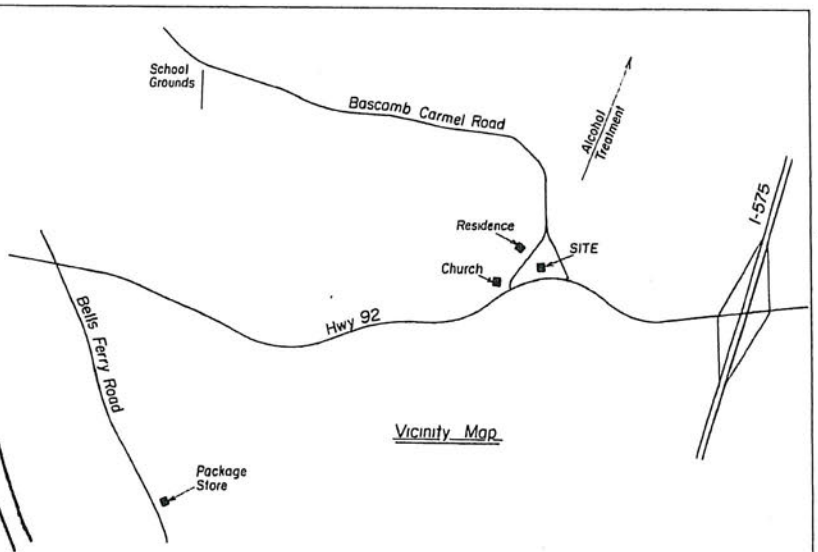
DIXIE BEVERAGE OUTLET

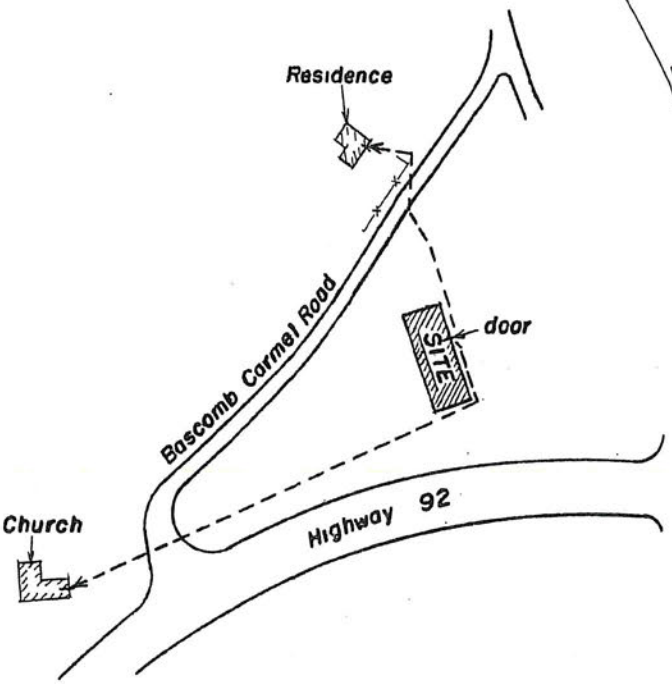



MECHANICAL FLOOR PLAN
SCALE 1/8"=1'-0"
MEZZANINE FLOOR PLAN
SCALE 1/8"=1'-0"
SALES AREA
STORAGE
OFFICE
STORAGE/MECH RM
ALL EXHAUST TO BE LINED AND INSULATED.
REMARKS
H.P.1
H.P.2
RHU-1
RHU-2
RHU-3
E.F.1
E.F.2
E.F.3
REF. LINES UP
REF. LINES DOWN
ATTIC CONC. PAD
4"TR. CONC. PAD
INSULATION
SUPPLY DUCT
RETURN DUCT

MAGNETIC NORTH

Site Address-
8507 Georgia Highway 92
Woodstock, Georgia 30189





GEORGIA REGISTERED No. 3168 PROFESSIONAL LAND SURVEYOR JOSH L. LEWIS, III

The following distances were measured by straight line/most direct route of travel on the ground, per Cherokee County and State of Georgia code:

CHURCH- 870' (290 yds) to Carmel Baptist Church, @ 2100 Bascomb Carmel Road.

SCHOOL- 8325' (2775 yds) to Carmel Elementary School, @ 2275 Bascomb Carmel Rd.

RESIDENCE- 456' (152 yds) to house @ 2017 Bascomb Carmel Road.

PACKAGE DISTILLED- 12300' (4100 yds) to Charlies II Beer Wine and Spirits, @ 5080 Bells Ferry Road.

ALCOHOL TREATMENT- 13.1 miles to Highland Rivers Behavioral Health at Cherokee, @ 191 Lamar Haley Parkway.

Cherokee County Beer, Wine and Distilled Spirits Package License Survey for:
Prabhu #9 LLC d/b/a Dixie Beverage Outlet

DATE: 8/27/2026	SCALE: 1" = 300'	0 150 300 600 GRAPHIC SCALE IN FEET	
DRAWN BY: GD			
LAND LOT 1159	15th DISTRICT	2nd SECTION	
CHEROKEE COUNTY		GEORGIA	

GEORGIA LAND SURVEYING CO.
155 CLIFTWOOD DRIVE, ATLANTA, GA 30328
PHONE (404)255-4671 FAX (404)255-6607
WWW.GEORGIALANDSURVEYING.COM

206260

AGENDA ITEM NO. 6.2

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	October 26, 2026
SUBMITTED BY:	Martyn Detz, Public Works
ITEM TYPE:	Budget Approval/Amendment
AGENDA SECTION:	CONSENT AGENDA
SUBJECT:	**Approve Change Order 1B and Related MAJBA JE 22384 for I-575 DDI (Ridgewalk Interchange) Project**
SUGGESTED ACTION:	Request for approval of Change Order 1B and the related MAJBA JE 22384 to fund additional bridge design with the City's engineer, Arcadis, for the DDI at I-575 (Ridgewalk interchange). This is due to an overhang deficiency on the bridge discovered by Arcadis. This is GDOT's responsibility and the City will be requesting reimbursement at a later date. This MAJBA also recognizes the anticipated GDOT reimbursement.

ATTACHMENTS:

MAJBA JE 22384 - 4215 To Fund I-575 DDI Additional Bridge Engineering.pdf
0019632_Add Bridge Scope_I-575-Ridge Pkwy_CO No. 2_2026.09.25.pdf

City of Woodstock, GA
Major Budget Amendment

Name of Department **335 - 4215 T-SPLOST**
Budget Amendment # **MAJBA JE 22384**

Explanation of Request

This major budget amendment is to fund change order 1b for additional bridge design with the City's engineer, Arcadis, for the DDI at I575 (Ridgewalk Interchange). This is due to an overhang deficiency on the bridge discovered by Acadis. This is GDOT's responsibility and the City will be requesting reimbursement at a later date. This MAJBA also recognizes the anticipated GDOT reimbursement

ACCOUNT NUMBER	ACCOUNT NAME	DEBIT	CREDIT
335-4215-541442-00-00RWIN	i-575 DDI (Ridgewalk Interchange)	$ 90,000.00	
335-4215-334311-00-00RWIN	GDOT Reimbursement - I 575 DDI (Ridgewalk Interchange)		$ 90,000.00
TOTALS		**$ 90,000.00**	**$ 90,000.00**

Arcadis U.S., Inc.
2410 Paces Ferry Road
#400
Atlanta
Georgia 30339
Tel 770 431 8666
Fax 770 435 2666
www.arcadis.com

TRANSPORTATION

Coty Thigpen
Deputy City Manager
City of Woodstock
12453 Highway 92
Woodstock, GA 30188

Subject:
Contract Amendment No. 2
Contract No. 2022-18 – *Final Plans Design*
PI 0019632, I-575 @ CS 698/Ridgewalk Parkway DDI

Date:
September 25, 2026

Contact:
Scott Athey

Phone:
770.431.8666

Email:
scott.athey@arcadis.com

ARCADIS ref:
30307223

Dear Ms. Thigpen:

As requested, we have prepared a Change Order proposal to provide additional services for the above-referenced project. These services build upon the potential bridge changes evaluated under Change Order No.1. These services include additional final bridge design scope, at the request of the Georgia Department of Transportation (GDOT), and design for adding decorative elements to the existing Ridgewalk Parkway bridge over I-575 bridge barrier. These services include:

Scope:

- Final Bridge Design:
  1) Removal of the existing overhang portion of the deck
  2) New final overhang design (both sides), per GDOT requirements
  3) Final bridge detailing for connections and barrier design, to incorporate decorative bridge elements
  4) Special Provision for decorative bridge fence
  5) Contractor shop drawings review for bridge design

Assumptions:

- All design tasks are reserved for the scope tasks stated herein and do not include other engineering disciplines beyond bridge design or other changes in scope of the final project design.
- Additional submittals to GDOT are excluded
- D+E, the architect procured by the city, has confirmed that there will be no further revisions to the Decorative Fence received 06/03/2026 and Arcadis can proceed with the final calculations and design
- Arcadis will add a note in the bridge plans to reference the architectural drawings provided by D+E in the bridge plans.

Deliverables:

1) There are no separate deliverables for this additional bridge design which will become part of the Final Bridge submittal/approval, as required under the original contract scope.

Fee Proposal:

The services described herein will be performed for a lump sum fee, as summarized below, and shown on the attached fee proposal. The additional fee will be added to the original fee for the project. Fees will continue to be invoiced monthly based upon the percentage completed by the invoice date.

Final Bridge Design	$89,296.44
Final Plans Design - Change Order No. 2 Total	**$89,296.44**

We look forward to working with the City to perform these necessary services to allow the project to move forward and stay within the baseline schedule with GDOT. Please let me know if you have any questions or need any additional information regarding this proposal.

Sincerely,
ARCADIS U.S., Inc.

Scott M. Athey, P.E.
Senior Project Manager

Matt McDow, P.E.
Vice-President

cc: Janice Steinbrenner
Chris Luly
File

Enclosures

Executed by the Parties' duly authorized representatives as indicated by their signatures below.

Issued by:
City of Woodstock, Georgia

By: _____ Date: _____
(Printed name and Title)

Accepted by Consultant: **ARCADIS, U.S. Inc.**

By: _____ Date: October 07, 2026

Matt McDow, Vice President
(Printed name and Title)

Georgia Department of Transportation

COST PROPOSAL

Proj. No.: **N/A**
PI No.: **0019632**
Prime: **Arcadis U.S., Inc.**
Date: **29-Jul-2025**

Project: **I-575 @ Ridgwalk Pkwy. DDI**
County: **Cherokee**
Contract Type: **Lump Sum**
Fixed Fee %: **10%**

Master Contract: **N/A**
Contract Expiration: **30-Apr-2028**
Task Order No: **N/A**

Arcadis U.S., Inc.

Discipline: **Bridge Design & Hydraulics**

Hours & Cost Estimate

Phase	Description	Assumptions / Notes	Total Hours	Total Cost	Total Other Direct Costs	Fixed Fee @ 10%	Total Labor Cost	Direct Labor Cost	Indirect Costs (Overhead) @ 166.06%	FCCM @ 0.6237%	
		TOTALS ==>	470	$ 89,296.44	$ -	$ 8,100.60	$ 81,195.84	$ 30,446.50	$ 50,559.45	$ 189.89	
1	Concept Development		-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
2	Database Preparation		-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
3	Environmental Document		-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
4	Preliminary Plans		-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
5	Right of Way Plans		-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
6	Final Plans		422	$ 77,674.90	$ -	$ 7,046.34	$ 70,628.56	$ 26,484.02	$ 43,979.36	$ 165.18	
7	Construction Services		48	$ 11,621.54	$ -	$ 1,054.26	$ 10,567.28	$ 3,962.48	$ 6,580.09	$ 24.71	
8	Special Studies		-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
9	Public Involvement		-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	

Georgia Department of Transportation

COST PROPOSAL

Proj. No.: **N/A**
PI No.: **0019632**
Prime: **Arcadis U.S., Inc.**
Date: **29-Jul-2025**

Project: **I-575 @ Ridgwalk Pkwy. DDI**
County: **Cherokee**
Contract Type: **Lump Sum**
Fixed Fee %: **10%**

Master Contract: **N/A**
Contract Expiration: **30-Apr-2028**
Task Order No: **N/A**

Arcadis U.S., Inc.

Discipline: **Bridge Design & Hydraulics**

Hours & Cost Estimate

Phase Level Summary - Labor

v Enter Employees Current Direct Labor Hourly Rate EXCLUDING ESCALATION

Phase	Description		Total Hours	Staff Type / Project Hourly Rates / Hours: Project Principal	Project Engineer - Sr.	Project Engineer	Engineer	Designer -Sr.	Designer	CADD Technician	Project Administrator		
				$111.51	$86.54		$76.76	$55.00	$45.00				
	TOTALS ==>		**470**	**32**	**25**	**-**	**193**	**-**	**220**	**-**	**-**	**-**	**-**
1	Concept Development		-	-	-	-	-	-	-	-	-	-	-
2	Database Preparation		-	-	-	-	-	-	-	-	-	-	-
3	Environmental Document		-	-	-	-	-	-	-	-	-	-	-
4	Preliminary Plans		-	-	-	-	-	-	-	-	-	-	-
5	Right of Way Plans		-	-	-	-	-	-	-	-	-	-	-
6	Final Plans		422	24	25	-	153	-	220	-	-	-	-
7	Construction Services		48	8	-	-	40	-	-	-	-	-	-
8	Special Studies		-	-	-	-	-	-	-	-	-	-	-
9	Public Involvement		-	-	-	-	-	-	-	-	-	-	-

Phase Level Summary - Other Direct Costs

Phase	Description		Total Other Direct Costs	Other Direct Costs: Express/Mail /Courier	Lodging	Meals	Mileage	Parking	Reproduction /Printing	Car Rental			
	TOTALS ==>		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
1	Concept Development		$ -										
2	Database Preparation		$ -										
3	Environmental Document		$ -										
4	Preliminary Plans		$ -										
5	Right of Way Plans		$ -										
6	Final Plans		$ -										
7	Construction Services		$ -										
8	Special Studies		$ -										
9	Public Involvement		$ -										

Georgia Department of Transportation

COST PROPOSAL

Proj. No.: **N/A**
PI No.: **0019632**
Prime: **Arcadis U.S., Inc.**
Date: **29-Jul-2025**

Project: **I-575 @ Ridgwalk Pkwy. DDI**
County: **Cherokee**
Contract Type: **Lump Sum**
Fixed Fee %: **10%**

Master Contract: **N/A**
Contract Expiration: **30-Apr-2028**
Task Order No: **N/A**

Arcadis U.S., Inc.

Discipline: **Bridge Design & Hydraulics**

Hours & Cost Estimate

			Total Hours	Project Principal	Project Engineer - Sr.	Project Engineer	Engineer	Designer -Sr.	Designer	CADD Technician	Project Administrator	-	-
6	**Final Plans**	**Assumptions / Notes**	**422**	**24**	**25**	**-**	**153**	**-**	**220**	**-**	**-**	**-**	**-**
	Discipline Management & Coordination		**-**										
	~~Analysis of existing bridge~~	~~Beam, Overhang~~	**-**										
	Design new overhang, etc. for fence	Design of barrier and overhang	**80**	8	25		47						
	Details to connect fence to bridge	Fence wall connection to barrier	**124**	4			60		60				
	Full detailing of custom fence	Fence wall detailing	**194**	4			30		160				
	Write special provision for fence		**24**	8			16						
	~~Prepare Alternate Foundation Design - Bridge No. 1~~		**-**										
	~~Prepare Final Wall Plans~~		**-**										
	~~Finalize Detailed Construction Quantities, Cost Estimate~~		**-**										
	~~Internal Quality Control Reviews~~		**-**										
	~~Address Review Comments~~		**-**										
	~~Prepare for, Participate in FFPR~~		**-**										
	~~Address FFPR Comments~~		**-**										
			-										
			-										

			Total Hours	Project Principal	Project Engineer - Sr.	Project Engineer	Engineer	Designer -Sr.	Designer	CADD Technician	Project Administrator	-	-
7	**Construction Services**	**Assumptions / Notes**	**48**	**8**	**-**	**-**	**40**	**-**	**-**	**-**	**-**	**-**	**-**
	Review Bridge Shop Drawings	Contractor shop drawings	**48**	8			40						
			-										
			-										

AGENDA ITEM NO. 6.3

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	October 26, 2026
SUBMITTED BY:	Crystal Welch, Finance Department
ITEM TYPE:	Budget Approval/Amendment
AGENDA SECTION:	CONSENT AGENDA
SUBJECT:	**Approve FY 2027 PTO Payouts and Related MAJBA JE 22437 - PTO Payouts**
SUGGESTED ACTION:	Request for approval of a major budget amendment (MAJBA) JE 22437 to allocate expenses from Transfers and Other Uses (Dept 9999) to respective departments for the PTO payout in accordance with the Personnel Policy Sec 34-143(l). Funds for this item were budgeted for in Transfers & Other Uses (Dept 9999) within each respective fund. This budget amendment will disperse the funds to the individual departmental budgets upon approval. This request is also for approval to proceed with the PTO payout.

ATTACHMENTS:
MAJBA JE 22437 - PTO Payout.pdf

City of Woodstock, GA
Major Budget Amendment

Name of Department VARIOUS
Budget Amendment # MAJBE JE 22437 **Date** 10/26/2026

Account Number	Account Title	Debit Amount	Credit Amount
101-1545-511110-00	Salary & Wages	$ 5,226.40	
101-1545-512215-00	Social Security Taxes	$ 399.82	
101-3210-511110-00	Salary & Wages	$ 10,111.50	
101-3210-512215-00	Social Security Taxes	$ 773.53	
101-3510-511110-00	Salary & Wages	$ 14,919.83	
101-3510-512215-00	Social Security Taxes	$ 1,141.37	
101-4121-511110-00	Salary & Wages	$ 2,115.20	
101-4121-512215-00	Social Security Taxes	$ 161.81	
101-4215-511110-00	Salary & Wages	$ 8,038.62	
101-4215-512215-00	Social Security Taxes	$ 614.95	
101-5535-511110-00	Salary & Wages	$ 706.57	
101-5535-512215-00	Social Security Taxes	$ 54.05	
101-7410-511110-00	Salary & Wages	$ 5,469.09	
101-7410-512215-00	Social Security Taxes	$ 418.39	
101-7510-511110-00	Salary & Wages	$ 5,240.00	
101-7510-512215-00	Social Security Taxes	$ 400.86	
505-4415-511110-00	Salary & Wages	$ 2,243.20	
505-4415-512215-00	Social Security Taxes	$ 171.60	
507-4325-511110-00	Salary & Wages	$ 3,017.60	
507-4325-512215-00	Social Security Taxes	$ 230.85	
742-7610-511110-00	Salary & Wages	$ 1,968.80	
742-7610-512215-00	Social Security Taxes	$ 150.61	
101-9999-511110-00	Salary & Wages		$ 55,791.99
505-9999-511110-00	Salary & Wages		$ 2,414.80
507-9999-511110-00	Salary & Wages		$ 3,248.45
742-9999-511110-00	Salary & Wages		$ 2,119.41
	Total Amount of Transfers	**$ 63,574.66**	**$ 63,574.66**

Explanation of Request Allocation of expenses from Transfers & Other Uses to respective departments for PTO payout in accordance with City personnel policy Sec 34-143 (l).

FY 2027 PTO Payout					
Fund	**Dept #**	**Dept Name**	**Salary Payout**	**FICA**	**Total by Dept**
101	1545	HR	$ 5,226.40	$ 399.82	$ 5,626.22
101	3210	Police	$ 10,111.50	$ 773.53	$ 10,885.03
101	3510	Fire	$ 14,919.83	$ 1,141.37	$ 16,061.20
101	4121	Bldg Maint	$ 2,115.20	$ 161.81	$ 2,277.01
101	4215	Streets	$ 8,038.62	$ 614.95	$ 8,653.58
101	5535	Parks & Rec	$ 706.57	$ 54.05	$ 760.62
101	7410	Comm Dev	$ 5,469.09	$ 418.39	$ 5,887.47
101	7510	Econ Dev	$ 5,240.00	$ 400.86	$ 5,640.86
505	4415	Metering	$ 2,243.20	$ 171.60	$ 2,414.80
507	4325	Stormwater	$ 3,017.60	$ 230.85	$ 3,248.45
742	7610	DDA/CVB	$ 1,968.80	$ 150.61	$ 2,119.41
			$ 59,056.81	**$ 4,517.85**	**$ 63,574.66**
				7.65%	

FY 2027 PTO Payout			
Fund	**PTO Payout**	**P/R Taxes**	**Total**
101	$ 51,827.21	$ 3,964.78	$ 55,791.99
505	$ 2,243.20	$ 171.60	$ 2,414.80
507	$ 3,017.60	$ 230.85	$ 3,248.45
742	$ 1,968.80	$ 150.61	$ 2,119.41
Total	**$ 59,056.81**	**$ 4,517.85**	**$ 63,574.66**

FY 2027
Budget
$ 94,583.00
$ 2,440.00
$ 3,282.00
$ 2,979.00
$ 103,284.00

AGENDA ITEM NO. 6.4

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	October 26, 2026
SUBMITTED BY:	Coty Thigpen, Administration
ITEM TYPE:	Contracts, Agreements, Leases
AGENDA SECTION:	CONSENT AGENDA
SUBJECT:	**Approve Partnership Agreement - Woodstock Elementary School**
SUGGESTED ACTION:	Request for approval of a partnership agreement between the City of Woodstock and Woodstock Elementary School through Cherokee County Chamber of Commerce Partners in Education program. The City agrees to support Woodstock Elementary with volunteer time and/or contributions to the programs identified in the agreement included as part of the agenda packet.

ATTACHMENTS:

PIE - City of Woodstock Complete.pdf

PARTNERS IN EDUCATION
Cherokee County Chamber of Commerce

AGREEMENT

City of Woodstock and Woodstock ES
Company Name *School*

Coty Thigpen, on behalf of City of Woodstock, and Woodstock ES enter into this agreement on 10/14/2026 to provide assistance, support, and services to one another and to enhance the education of the students at. Woodstock ES

City of Woodstock agrees to support Woodstock ES with volunteer time and/or contributions to the following programs:

Local field trips
Guest readers for Read Across America week
Career Day and Touch a Truck
Walk to School

Additionally, City of Woodstock, on occasion, can offer a new program of its own invention to Woodstock ES. Woodstock ES may, from time to time, have additional requests that City of Woodstock will individually review and consider.

Woodstock ES agrees to support City of Woodstock by recognizing them in the following ways:

Logo on school website and social media
Social media/weekly newsletter recognition

City of Woodstock agrees to support Woodstock ES by recognizing them in the following ways:

This agreement will automatically renew each year for no more than three-years. However, either party may end the agreement at anytime by contacting the Chamber of Commerce at 770-345-0400. The agreement will be reviewed annually. Official "Partners In Education" business agrees to remain a member in good standing of the Cherokee County Chamber of Commerce.

The Woodstock ES representative for the current school year is Emily Chaffer and the City of Woodstock representative for the current school year is Coty Thigpen. If either of these change, please contact the Chamber of Commerce at 770-345-0400.

We would like to request that an official "Partners In Education Certificate" be sent to our school and partner business (Please check yes or no). ☑ YES ☐ NO

- Please Sign Next Page -

P.O. Box 4998 • 3605 Marietta Highway • Canton, GA 30114
Phone 770.345.0400 • Fax 770.345.0030
Info@CherokeeChamber.com • www.CherokeeChamber.com

Coty Thigpen
Company Representative

Deputy City Manager
(Title)

Address: 12453 Highway 93

City: Woodstock State: GA Zip: 30188

Telephone Number: 770-592-6000 ext. 1009

Email Address: cthigpen@woodstockga.gov

X _____
Signature

Date

Emily Chaffer
School Representative

Asst. Principal
(Title)

Address: 230 Rope Mill Rd.

City: Woodstock State: GA Zip: 30188

Telephone Number: 770-704-1320 Ext. 1323

Email Address: Emily.Chaffer@cherokeek12.net

X Emily Chaffer
Signature

Date 10/14/2026

After completing page one of the application and acquiring the above signatures, please submit the form to the Cherokee County School District, P.O. Box 769, Canton, GA, 30169 for District Approval. Once approved by CCSD, the district will forward the agreement on to the Cherokee County Chamber of Commerce, P.O. Box 4998, Canton, GA 30114.

SCHOOL DISTRICT APPROVAL
Barbara P. Jacoby
Chief Communications Officer
Cherokee County School District

X _____
Signature

Date _____

CHAMBER OF COMMERCE APPROVAL
Christin Becker
Programs Manager
Cherokee County Chamber of Commerce

X _____
Signature

Date _____

AGENDA ITEM NO. 6.5

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	October 26, 2026
SUBMITTED BY:	Niwana Ray, Community Development
ITEM TYPE:	Permits - Road Closings, Special Events
AGENDA SECTION:	CONSENT AGENDA
SUBJECT:	**Approve Road Closure - Truck & Tap Anniversary Party**
SUGGESTED ACTION:	Request for approval for closure of Wall Street as requested on the permit application for Truck & Tap's Anniversary Party. The Applicant, Zach Yurchuck, on behalf of Truck & Tap, LLC, requests closure of Wall Street from the Elm Street crosswalk to the Mill Street crosswalk adjacent to Truck & Tap's western property line. The requested closure date and time is November 7, 2026, from 10:00 AM to Midnight to accommodate setup and clean up time. The anniversary party will include live music from approximately 5:00 PM to 11:00 PM. Staff approval is contingent upon applicant providing written permission from adjacent property owner that their private parking spaces will be closed.

ATTACHMENTS:

Road_Closure_Request_2026-11-07_Redacted.pdf
COMMITTEE RESPONSE 11-07-26 Truck & Tap Free Concert.pdf
Site Plan for Anniversary Party.pdf

TRUCK & TAP®

FOOD TRUCKS ★ CRAFT BEER

Truck & Tap is requesting the closure of Wall Street from the Elm St. Crosswalk to the Mill St. Crosswalk adjacent to Truck & Tap's western property line. (Drawing Attached, green blocks indicate the proposed barrier sites). The requested closure date and time, is November 7th, from 10AM to Midnight to accommodate setup and clean up time. The concert will take place from approximately 5PM to 11PM.

Thank you for your consideration

Zach Yurchuck
Co-Founder & VP of Operations
[redacted]



Truck & Tap Free Concert by Truck & Tap
11-07-2026

Parks and Recreation

Department	Parks and Recreation Department
Name	Marybeth Stockdale/Brian Borden
Date	28 September 2026
Approve/Deny	Approve
Conditions for the Permit	None.

Public Works

Department	Public Works Department
Name	Jeremy Parker
Date	29 September 2026
Approve/Deny	Approve
Conditions for the Permit	• Road closure must be approved by City Council prior to permit issuance.

Community Development

Department	Community Development Department
Name	DeLana Price
Date	28 September 2026
Approve/Deny	Approve
Conditions for the Permit	None.

Building Department

Department	Building Department
Name	Duane Helton
Date	28 September 2026
Approve/Deny	Approve
Conditions for the Permit	None.

Police Department

Department	Police Department
Name	Ronald Hughes

Date	28 September 2026
Approve/Deny	Approve
Conditions for the Permit	• Officers to be booked via ODM and paid traffic rate.
Number of Officers	1
Number of Vehicles	0
Fees	0

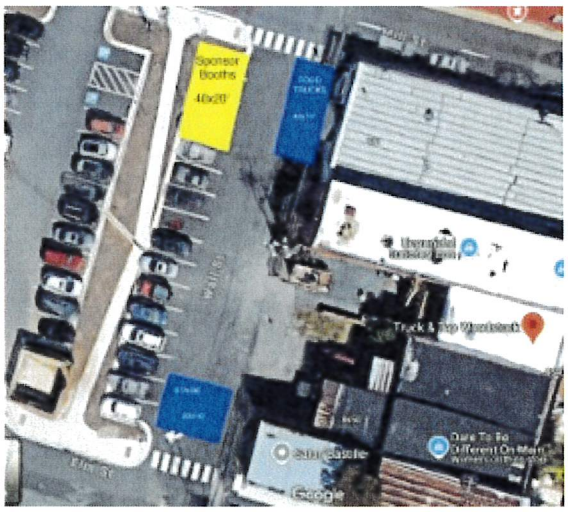
Fire Department

Department	Fire Department
Name	Shane Tetterton/Steve Lester
Date	28 September 2026
Approve/Deny	Approve
Conditions for the Permit	None.
Number of Vehicles	0
Number of EMS/ Fire Personnel	0
Fees	0

Downtown Development Authority

Department	Downtown Development Authority
Name	Brian Stockton
Date	
Approve/Deny	
Conditions for the Permit	• Applicant is required to provide written permission from JD's on Main owner or management that their six private spaces are ok to be included in this closure. If not provided, access to them must be maintained at all times.

	• Applicant is required to allow access for delivery trucks to adjacent businesses prior to noon or work with businesses to provide an alternate delivery location. • Applicant is required to notify business owners between Mill Street and Elm Street of the closure prior to the council meeting for approval and provide any comments received to staff. • Applicant is responsible for litter and trash removal throughout the event area. Additional dumpster must be provided as stated in application.


Sponsor Booths
40x20'
Truck & Trip Wyoming
Google

AGENDA ITEM NO. 6.6

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	October 26, 2026
SUBMITTED BY:	Niwana Ray, Community Development
ITEM TYPE:	License Approval
AGENDA SECTION:	CONSENT AGENDA
SUBJECT:	**Approve Special Event Request for "Oyster Fest" with Temporary Alcohol**
SUGGESTED ACTION:	Request for approval of a Temporary Alcohol Permit to serve beer, wine, and mixed drinks for the Oyster Fest Special Event. The event will be held November 13-14, 2026, at 8212 Main Street, within the city limits of Woodstock, GA. Jason Sheetz applied for the permit on behalf of Hammock's Trading Co DBA Roberto's Deluxe. The application and Committee Response Sheet for daily event times and various details of the event are included as part of the agenda packet.

ATTACHMENTS:

APPLICATION 11-14-26 Oyster Fest redacted.pdf

COMMITTEE RESPONSE 11-14-26 Oyster Fest.pdf

City of Woodstock

Special Event Permit Application

Application Instructions:

1. Please fill out all sections that apply to the special event. Indicate N/A any sections that are not applicable. **Applications will be deemed incomplete and returned to the responsible person if they are missing information or required documentation. TBD is not an acceptable answer.**

2. Submit your Special Event Permit Application to the City of Woodstock Community Development Department at least thirty (30) days prior to the first date the permit is required.

3. Road closures require approval of the Mayor and City Council and must be requested a minimum of ninety (90) days prior to the date of closure. All intersections to be closed must be indicated on the site map or on a separate map if needed.

4. Temporary alcohol license requests require approval of the Mayor and City Council and must be requested a minimum of sixty (60) days prior to the day of the event.

5. If the special event utilizes any City of Woodstock facility including parks, provide an approved rental agreement from the Parks and Recreation Department **prior** to submitting this application. They can be reached at 770.517.6788.

6. Provide a letter of permission from the property owner giving permission for the special event to be held at the location listed on the application. If the application is for multiple dates, include the permission for all the dates requested.

7. Any vendor engaged in any business, trade, profession or occupation within the City of Woodstock shall be required to display an Occupational Tax Certificate from the City of Woodstock. Pursuant to section 24-52(a), if a business, trade, profession or occupation does not have a permanent location within the City of Woodstock, they may be exempt from this requirement by displaying a business registration from another jurisdiction. Contact Development Services at 770.592.6054 for more information.

8. **If food or beverage is to be served or sold at the event, approval from the Cherokee County Health Department may be required. Contact the Cherokee County Health Department at 770.479.0444 to discuss food and beverage regulations before you submit your application.**

9. All applications are required to include a site plan showing the proposed event area and any/all items related to the event. This must include tents, signs, trash containers, portable restrooms, road closures, tables, chairs, etc.

Applicant Information

Application Date: 9/15/26 $50 non-refundable application fee due with application

Company/Organization: Hammocks Trading Co DBA Roberto's Deluxe

City License Number: Occtx26-~~001144~~ 14148 (if applicable) ALCLIC26-001144

Non-Profit FEID: _____ (if applicable)

Street Address: 8217 Main Street Suite 1102 Woodstock, Ga. 30188

City, State, Zip: Woodstock, Ga. 30188

Responsible Person: Jason Sheetz

Contact Number: 678-207-9066

E-mail: jasone succulenthospitality.com

On-Site Person: Jared Holt

On-Site Number: 404-642-3330

Special Event Information

Name of Event: Oyster Fest

Date/Time of Event: Provide the date(s) and time(s) associated with each aspect of the event:

Setup Date 11/13/26 Time (start/end) 1:00 - 6:00

Day 1 Date 11/14/26 Time (start/end) 1:00 - 7:00

Day 2 Date _____ Time (start/end) _____

Dismantle Date 11/14 Time (start/end) 7:00 - 9:00

**If any element of your event schedule is longer than the space above, list the date and start/end time on a separate sheet of paper.

Is this a rain or shine event? Yes ✓ No ___

If no, list the rain date(s) and start/end time:

_____

Description of Event: Describe the purpose of the proposed event:

Oyster Fest is a showcase of our Oyster farmers from accross the southeast. Live music, bloody Mary bar and wine tasting included. 80ppl ticketed event.

Type of Event: Circle all components of your event:

Festival	Outdoor Market	Foot Race
Parade	Race (Walk/Run/Bike)	March
Art Exhibit	(Private Party)	Concert/Performance
Carnival	Other: _____	

Anticipated Attendance: Total: 80

Day 1: 80

Day 2: _____

Day 3: _____

**If any element of your event schedule is longer than the space above, list the date and anticipated attendance on a separate sheet of paper.

Location Information

Location Name: Green Event Space

Street Address: 8212 Main Street

Location Description: Circle all components of the location for the event:

City Park	Public Street	(Private Property)
Sidewalk	Other: _____	

Waste Management Plan

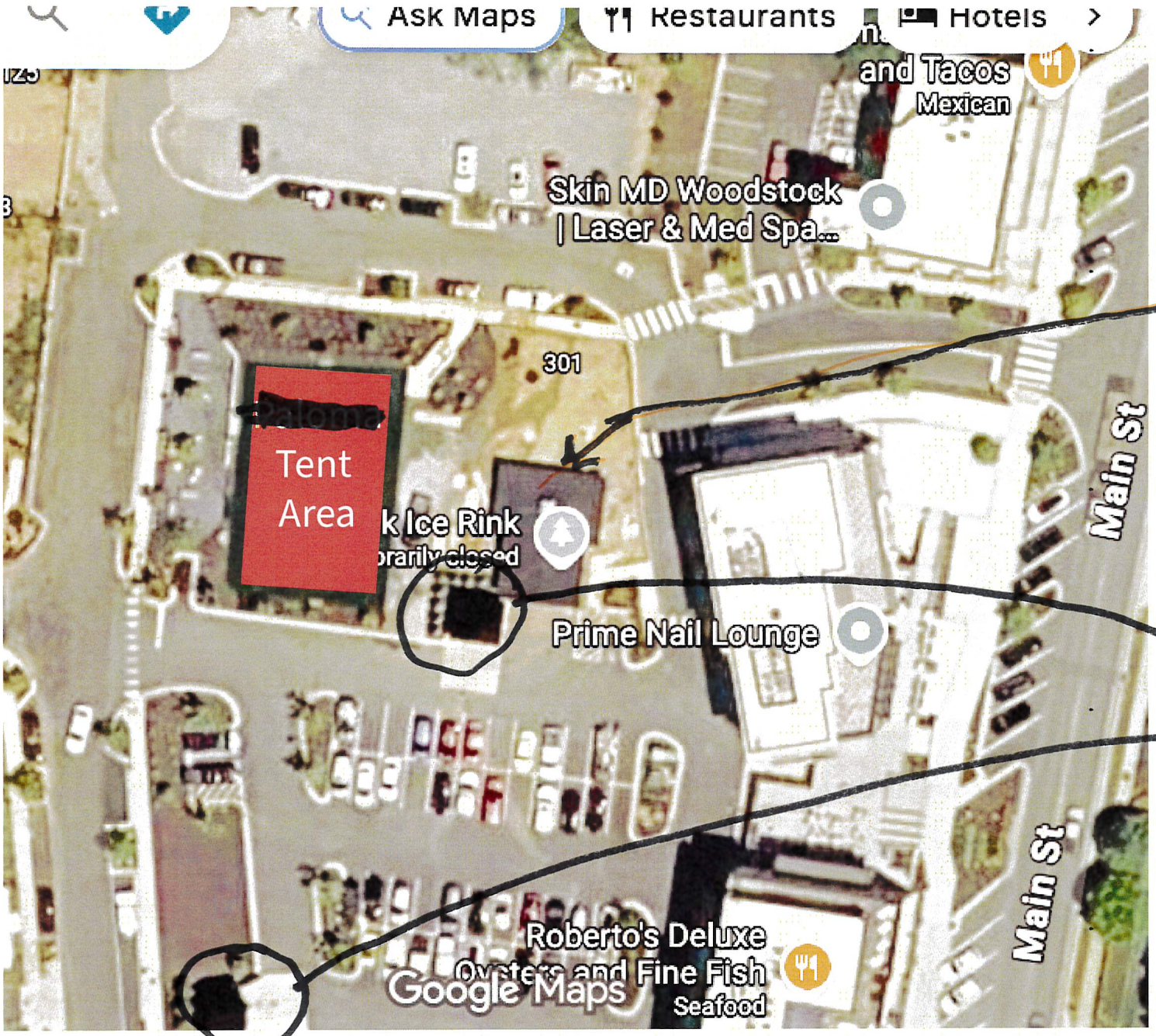
Describe permanent restroom facilities and/or portable restroom facilities provided during event (show location of each on site plan for event):

2 sufficient dumpster corrals on site.

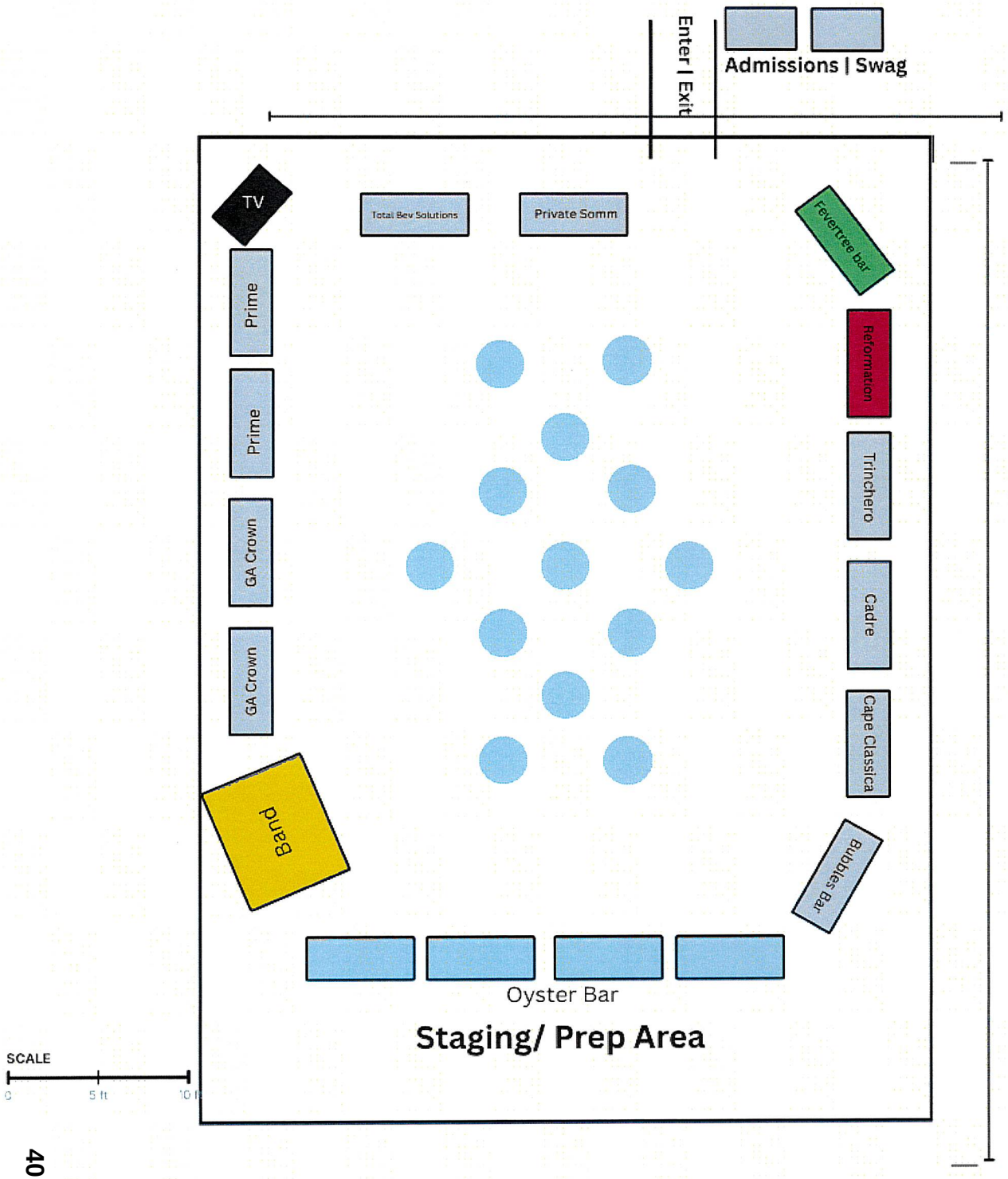
Describe trash removal plan during event (show location of dumpsters, if any, on site plan for event):

Road Closure Information

Does the event require a public road closure? Yes ___ No ✓


Ask Maps
Restaurants
Hotels
and Tacos
Mexican
Skin MD Woodstock
| Laser & Med Spa...
301
Tent
Area
k Ice Rink
Prime Nail Lounge
Main St
Main St
Roberto's Deluxe
Seafood
Google Maps
Public restrooms
2 dumpsters

Food service/bar locations



Fevertree Bar

- 1 Ice Bucket for Service
- Disposibles for Bloodys/ High Balls (Provided by FT)

Reformation

Jocky Box with GAS

All Wine Vendor Tables

- 1 bus Tub wrapped in Linen
- 1 Spill Bucket
- 2 bottles water
- 1 trash can per 3 tables
- 2 Wine Keys

If yes, provide a written request and map showing the exact closures being requested to be approved by the City Council (must be requested a minimum of 90 days prior to the event date).

Food and Beverage Information

Will the event organizer serve or sell food or non-alcoholic beverages during the event? Yes ✓ No ___

If yes, describe the anticipated number of food service locations (show locations on site plan for event):

Will the event organizer serve or sell alcohol during the event? Yes ✓ No ___

If yes, please complete the following (must be requested a minimum of 60 days prior to the event date):

Responsible Person: Jason Sheetz

Contact Number: 678-207-9066

Types of alcohol served:

Liquor, beer, wine

Management plan for checking identifications and limiting open containers to event area:

ID required for wristband. Wristband required for admission. We are within the CBD w/ open container allowances

Public Safety, Traffic and Parking Information

Describe plans for parking and traffic control, include any provisions made for off-site parking and/or shuttle service if necessary and required property owner permissions for those sites:

on site parking available

Will the event organizer require a permit to display fireworks during the event? Yes ___ No ✓

If yes, provide approval from the Fire Marshall's Office with the submission of this application.

Will the event organizer require the use of off-duty police officers, firefighters, public works staff or parks and recreation staff? Yes ___ No ✓

If yes, describe the proposed need:

****NOTE**: during the permit review process, the City of Woodstock will provide the applicant with a proposed event cost based on the required number of City staff the event will utilize. This payment is due at the time of permit issuance. If actual hours worked are greater than the estimated cost, the applicant is

responsible for paying the difference in estimated hours versus actual hours at the special duty rates as adopted in the fee schedule.

Temporary Signage Request

Note: A request for the approval for temporary signage may be submitted below, however all requested signs must be located on private properties and letters of permission for the temporary signage must be included as part of this application. No banner can be larger than 24 square feet in size, and no temporary sign can be larger than 32 square feet in size.

Will the event organizer request the use of temporary signs for this event? Yes ___ No ✓

If yes, describe the locations requested, type, size and days requested for the signs:

Sign 1:

Location: _____

_____

Type: _____

Size: _____

Sign 2:

Location: _____

_____

Type: _____

Size: _____

Sign 3:

Location: _____

_____

Type: _____

Size: _____

Sign 4:

Location: _____

_____

Type: _____

Size: _____

****Note:** The property owner's consent for each sign location must be attached with this application. If you need to request more than 4 signs, please attach the required information on a separate page.

Tents

If any event requires the use of tents, tent permit applications must be submitted for each tent that exceeds 400 square feet. Please either call 770-592-6054 to ask for information or visit www.woodstockga.gov – Building Department Forms to find the permit application. Any tent that exceeds 400 square feet must be permitted and inspected by the Building and Fire Departments prior to the start of the event. The tent(s) must be illustrated and labeled on the attached site plan.

Will this event require the use of tents? Yes ✓ No ___

Please list the square footage for all tents:

TBD - we are using the tents that will be on the event green already

Fees

The special event permit fee is $150.00. $50.00 must be paid at time of application and is non-refundable. The balance of $100.00 must be paid at time of permit issuance. If fees are applicable for other departments such as Police, EMS, Public Works, etc. a separate pay sheet will be required.

Hold Harmless Agreement

The application agrees to defend, pay and save harmless the City, its officers and employees from any and all claims or lawsuits for personal injury or property damage arising from or in any way connected to the special event; excepting any claims arising solely out of the negligent acts of the City, its officers and employees.

Approval of this application shall not be construed as imposing upon the City or its officials or employees any liability or responsibility for any injury or damage to any person in any way connected to the use for which this permit has been issued. The City and its officials and employees shall not be deemed to have assumed any liability or responsibility by reasons of inspections performed, the issuance of any permit, or the approval of any use of the right-of- way or other public property. Application assumes adherence to federal and state laws and local ordinances.

Signature of Applicant: _____ Date: 9/15/26

All information furnished shall be kept in strict confidence by the City, to the extent allowed by law, and shall be utilized only by the officials of the City responsible for administering the application. Any false statement in an application for a permit shall be ground for revocation, denial, and /or denial of future permit applications.

I agree that the person in charge or designated contact will keep the Special Event Permit issued, along with a copy of the Special Event Application form at the site available for inspection throughout the event.

Oyster Fest by Robertos Deluxe
11-14-2026

Parks and Recreation

Department	Parks and Recreation Department
Name	Marybeth Stockdale/Brian Borden
Date	9 October 2026
Approve/Deny	Approve
Conditions for the Permit	None.

Public Works

Department	Public Works Department
Name	Jeremy Parker
Date	9 October 2026
Approve/Deny	Approve
Conditions for the Permit	None.

Community Development

Department	Community Development Department
Name	DeLana Price
Date	9 October 2026
Approve/Deny	Approve
Conditions for the Permit	None.

Building Department

Department	Building Department
Name	Duane Helton
Date	9 October 2026
Approve/Deny	Approve
Conditions for the Permit	All tents over 400 square feet shall be permitted and inspected by both Building and Fire departments. This event shall obtain all required Health Department approvals for food service.

Police Department

Department	Police Department

Name	Ronald Hughes
Date	9 October 2026
Approve/Deny	Approve
Conditions for the Permit	None.
Number of Officers	0
Number of Vehicles	0
Fees	0

Fire Department

Department	Fire Department
Name	Shane Tetterton
Date	9 October 2026
Approve/Deny	Approve
Conditions for the Permit	None.
Number of Vehicles	0
Number of EMS/ Fire Personnel	0
Fees	0

Downtown Development Authority

Department	Downtown Development Authority
Name	Brian Stockton
Date	
Approve/Deny	
Conditions for the Permit	

AGENDA ITEM NO. 6.7

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	October 26, 2026
SUBMITTED BY:	Martyn Detz, Economic Development
ITEM TYPE:	Bids, Authorize, Solicit, Award, Reject, Rebid
AGENDA SECTION:	CONSENT AGENDA
SUBJECT:	**Approve RFP 2027-02 Award & Contract for Economic Development Plan Update**
SUGGESTED ACTION:	Request for approval to award RFP 2027-02 Economic Development Plan Update to the highest scored respondent, KB Advisory Group. The City received 10 submittals. The evaluation matrix has been attached for reference. Additionally, staff requests authorization for the Mayor to execute the contract.

ATTACHMENTS:

2027 - 02 - Evaluation Matrix.pdf

KB Advisory Group - Submittal.pdf

CON - 2027 - 02 - Economic Development Plan Update - KB Advisory Group.pdf

CITY OF WOODSTOCK
GEORGIA

Purchasing Division
12453 Highway 92
Woodstock, GA 30188
770-592-6000
www.woodstockga.gov

RFP 2027 - 02 - Economic Development Plan Update
September 29, 2026, 10:30 A.M.
Evaluation Matrix

Respondent	Economic Development Plan Document Expertise & Performance (30 points)	Staffing (30 points)	Approach (20 points)	Availability (10 points)	Budget (10 points)	TOTAL (100 points)
BAE Urban Economics	25.00	25.00	18.00	7.00	9.00	84.00
BusinessFlare	15.00	15.00	15.00	4.00	7.00	56.00
Community Attributes Inc	20.00	20.00	15.00	7.00	3.00	65.00
Hdl Companies	20.00	20.00	15.00	2.00	4.00	61.00
KB Advisory Group	30.00	30.00	20.00	8.00	6.00	94.00
King City Advisors	20.00	20.00	15.00	6.00	7.00	68.00
National Travel Center	15.00	15.00	10.00	2.00	7.00	49.00
RKG Associates, Inc.	25.00	20.00	10.00	5.00	8.00	68.00
University of Georgia Research Foundation, Inc.	15.00	10.00	10.00	6.00	4.00	45.00
Upsize Economics and Marketing	15.00	15.00	10.00	2.00	9.00	51.00

Proposal

ECONOMIC DEVELOPMENT PLAN

RFP 2027-02

Prepared for:

City of Woodstock, Georgia

Prepared by:
Bleakly Advisory Group Inc. d/b/a

KB ADVISORY GROUP

In collaboration with
Inspire
PLACEMAKING COLLECTIVE

September 29, 2026

September 29, 2026

KB Advisory Group

999 Peachtree St NE
Suite 400
Atlanta, GA 30309

404.845.3550

Martyn Detz
Financial Analyst: Purchasing
City of Woodstock
12453 Highway 92
Woodstock, GA 30188

Proposal
ECONOMIC DEVELOPMENT PLAN, RFP 2027-02
City of Woodstock, Georgia

Dear Mr. Detz:

KB Advisory Group appreciates the opportunity to submit this proposal to prepare the City of Woodstock's Economic Development Plan.

KB has worked successfully for the City in the past and we believe this experience, along with our team's extensive economic development consulting experience across the Atlanta region, can help us hit the ground running in preparing this plan.

Within the recent past we have prepared relevant economic and fiscal impact analyses of downtown Woodstock City Center sites, the City's citywide housing study in 2022, and in 2025, we completed the market analysis and redevelopment feasibility for the Highway 92 Livable Centers Initiative (LCI) study with Lord Aeck Sargent.

For this engagement we have added Inspire Placemaking Collective as a subconsultant to assist with stakeholder and community engagement. Inspire is also pursuing the Comprehensive Plan Update for the City, in which KB is proposing to join Inspire's team as a subconsultant. We understand that the City will decide each engagement independently. In any case, our partnership with Inspire positions us well to complete this Economic Development Plan.

Our proposal covers the Scope of Services in Section 3.0 of the RFP within the City's $60,000 budget, inclusive of all expenses and subconsultant fees. We will focus the plan on opportunities for business retention and small business support, commercial investment in infill and redevelopment sites, and the visitor economy.

KB will lead the analysis, strategy, and implementation plan, driven by extensive stakeholder and community engagement, including coordination with the public events of the Comprehensive Plan Update. We propose to complete the plan in nine (9) months from notice to proceed.

KB acknowledges Addendum No. 1, Questions and Answers, issued September 17, 2026. KB accepts the terms and conditions of this solicitation and takes no exceptions.

KB Advisory Group is registered as Bleakly Advisory Group, Inc., a Georgia S-Corporation, d/b/a KB Advisory Group, and I am authorized as an officer to execute contracts on its behalf.

Thank you for your consideration. We look forward to working with the City again.

Sincerely,

Geoff Koski
President

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Executive Summary

KB Advisory Group proposes to prepare the City of Woodstock's 10-year Economic Development Plan in nine (9) months for a guaranteed maximum fixed price of $60,000.

KB Advisory Group is an Atlanta-based real estate and economic development consulting firm of 10 people. Since 2001, KB has worked for more than 200 Georgia cities and counties.

KB has prepared Economic Development Strategic Plans for Cobb County, the Decide DeKalb Development Authority, and the metro Atlanta cities of East Point, Fairburn, Stockbridge, and Tucker, each with an implementation matrix that identifies important action items and the responsible party, timeline, resources, and performance measure for each action.

Infill and redevelopment. At the core of KB's planning practice is market and financial feasibility analysis for infill and redevelopment sites. Recently, in Woodstock's Highway 92 LCI study, KB tested redevelopment scenarios on the corridor.

Hospitality and tourism economics. KB prepares economic and fiscal impact analyses of hotels and visitor-serving development, including the 2020 downtown Woodstock analysis and a recent analysis of a dual-brand hotel in downtown Decatur for Vision Hospitality Group.

KB's work in downtown master plans and economic development consulting is often focused on tourism visitation and used by clients to identify opportunities to enhance visitor spending and district vibrancy.

Inspire Placemaking Collective. Inspire Placemaking Collective, Inc. was founded in 2022 as a formal spin-off of the planning and landscape architecture divisions of S&ME, Inc., which operated for more than 25 years. Inspire has completed 69 comprehensive plan projects and 55 redevelopment projects. Its economic development work includes the Economic Development Plans for Jellico, Tennessee, where Inspire led public engagement, and Garner, North Carolina. Inspire's Atlanta office is at 817 West Peachtree Street NW, Suite 305.

Statement of Responsibility

KB Advisory Group will serve as Prime Consultant and is responsible for all work and subconsultants in this proposal. The project team includes one subconsultant, Inspire Placemaking Collective, Inc., which will support stakeholder and community engagement. All participants are identified in Section 3.

KB acknowledges the receipt of the original RFP notice and all addendum items.

Qualifications

KB Advisory Group. Bleakly Advisory Group, Inc. is a Georgia S-Corporation incorporated in 2001. Founder Ken Bleakly sold the firm to Geoff Koski in 2017, and the firm has done business as KB Advisory Group since 2021. KB is certified by the City of Atlanta as a Small Business Enterprise. The firm's only office is at 999 Peachtree Street NE, Suite 400, Atlanta, Georgia 30309. Approximately half of KB's staff are certified planners (AICP).

KB's practice covers six areas: real estate market analysis, development economics, economic and fiscal impact analysis, economic development strategy, public finance and tax increment financing, and housing analysis and policy.

KB's work for the City of Woodstock

- Downtown City Center Financial Feasibility Analysis, Office of Economic Development and DDA, 2018
- Economic and Fiscal Impact Analysis, Downtown Redevelopment Project, including hotel/motel, sales, and property tax revenues, Office of Economic Development and DDA, 2020
- Citywide Housing Market Study and Needs Analysis, 2022
- Highway 92 LCI Market Analysis and Redevelopment Feasibility, with Lord Aeck Sargent, 2025
- Economic Impact Analysis of a downtown mixed-use development for a private developer, 2025

Economic development planning for Georgia communities

KB's economic development planning history includes the completion and approval of over 50 TAD redevelopment plans for Georgia cities over the past two decades, as well as nearly a dozen Economic Development Strategic Plans over the past 10 years.

Plan	Client	Completed
Economic Development Strategic Plan	Cobb County	2026
Strategic Economic Development Plan Update	Decide DeKalb Development Authority	2026
Economic Development Strategic Plan	City of East Point	2025
Economic Development Strategic Plan	City of Fairburn	2024
Economic Development Strategic Plan	City of Stockbridge	2024
Economic Development Strategic Plan	City of Tucker	2022
Comprehensive Economic Development Strategy, SWOT and Evaluation Framework	Atlanta Regional Commission	2022

Stakeholder input and data analysis. KB bases each economic development plan that it conducts on behalf of its clients on input from stakeholders and the business community, combined with its own data analysis of the local economy. KB staff interview business owners, property owners, developers, commercial brokers, and economic development partners, and lead focus groups and business surveys. KB's analysts measure employment, wage, and business trends, population and household change, workforce and commuting patterns, and industry concentration and growth to identify target industries.

Similar Projects

KB completed each plan below as prime consultant, with public involvement.

Cobb County Economic Development Strategic Plan

Overview: The County's first Economic Development Strategic Plan: economic baseline, real estate analysis across industrial, office, and retail sectors, target industries, and an implementation framework.

KB's role: Prime consultant. Geoff Koski, Principal-in-Charge; Tate Wilson, AICP, and Gabby Oliverio, AICP, Co-Project Managers.

Status: Complete and approved, 2026.

Public involvement: Stakeholder meetings, interviews with the Board of Commissioners Chair and County leadership, and a countywide business survey.

Techniques and focus areas: Real estate analysis by sector and submarket to connect target industries to available sites; an implementation matrix with named County departments and partners.

Reference: Sabrina Wright, MPA, Director, Cobb County Economic Development, (770) 528-2498, Sabrina.Wright@cobbcounty.gov

Project Cost: $149,000 | Dates: July 2025 to August 2026 | Change Orders: None

Decide DeKalb Strategic Economic Development Plan Update

Overview: The 2025 update of DeKalb County's five-year plan: demographic, labor force, commuting, and commercial real estate analysis, an evaluation of the County's economic development ecosystem, target industries, and redevelopment tools.

KB's role: Prime consultant, leading a multidisciplinary team. Geoff Koski, Principal-in-Charge; Tate Wilson, AICP, and Gabby Oliverio, AICP, Co-Project Managers.

Status: Approved by the Development Authority board, 2026.

Public involvement: Community open houses, public and business surveys, and one-on-one stakeholder interviews.

Techniques and focus areas: An assessment of the County's economic development organizations, programs, and funding tools; a five-year implementation action plan.

Reference: Dorian DeBarr, President and CEO, Decide DeKalb Development Authority, (404) 687-2730, ddebarr@decidedekalb.com

Project Cost: $129,000 | Dates: January 2025 to February 2026 | Change Orders: None

Link to a complete plan: Decide DeKalb Strategic Economic Development Plan: www.decidedekalb.com/reports/strategic-economic-development-plan/

City of East Point Economic Development Strategic Plan

Overview: A 10-year plan that updated the City's 2012 plan, also prepared by KB: economic, workforce, and real estate conditions, target industries, and land use considerations for commercial growth.

KB's role: Prime consultant. Geoff Koski, Principal-in-Charge; Gabby Oliverio, AICP, Project Manager.

Status: Approved by City Council, 2025.

Public involvement: Stakeholder interviews, focus groups, community open houses, and City Council work sessions.

Techniques and focus areas: Employer compatibility criteria to screen business prospects; an implementation roadmap tied to policies, responsible parties, and funding sources.

Reference: Maceo Rogers, former Economic Development Director, City of East Point, Maceo.Rogers@claytoncountyga.gov, 770-477-3564

Project Cost: $105,000 | Dates: April 2024 to April 2025 | Change Orders: None

Similar Projects (continued)

City of Fairburn Economic Development Strategic Plan

Overview: The 2024 update of the City's 2016 plan: demographic, economic, and real estate profiles, a review of progress on the 2016 action plan, target industries including entertainment and leisure, and a five-year action plan.

KB's role: Prime consultant, leading a team with Urban Pulse Community Solutions and Kimley-Horn. Geoff Koski, Principal-in-Charge; Tate Wilson, AICP, Project Manager; Gabby Oliverio, AICP, Analyst.

Status: Completed and approved, 2024.

Public involvement: A business luncheon and a community meeting, both live streamed with live polling; business and community surveys; and one-on-one interviews with elected officials, City administrators, and other stakeholders.

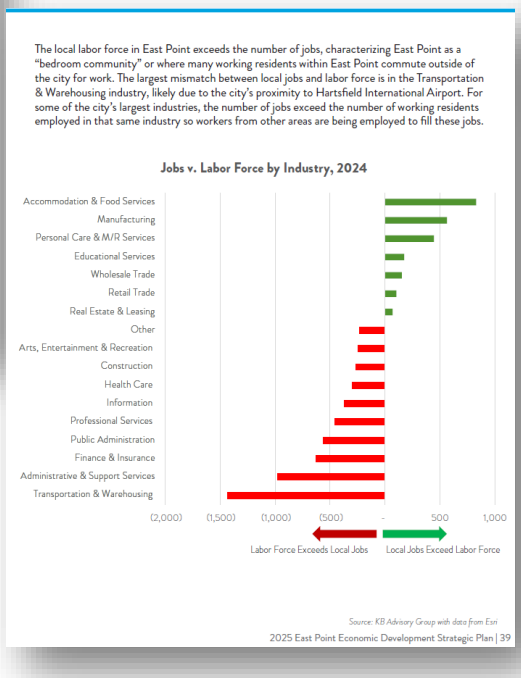
Techniques and focus areas: Target industry assessment comparing local employment growth since 2016 with industry concentration relative to the Atlanta region; an action plan with partners and start years for each action item; quick guides to state and local economic development programs.

Reference: Sylvia Abernathy, Economic Development Director, City of Fairburn, sabernathy@fairburn.com, 770-964-2244 ext. 127

Project Cost: $85,000 | | Dates: May 2024 to April 2025 | Change Orders: None



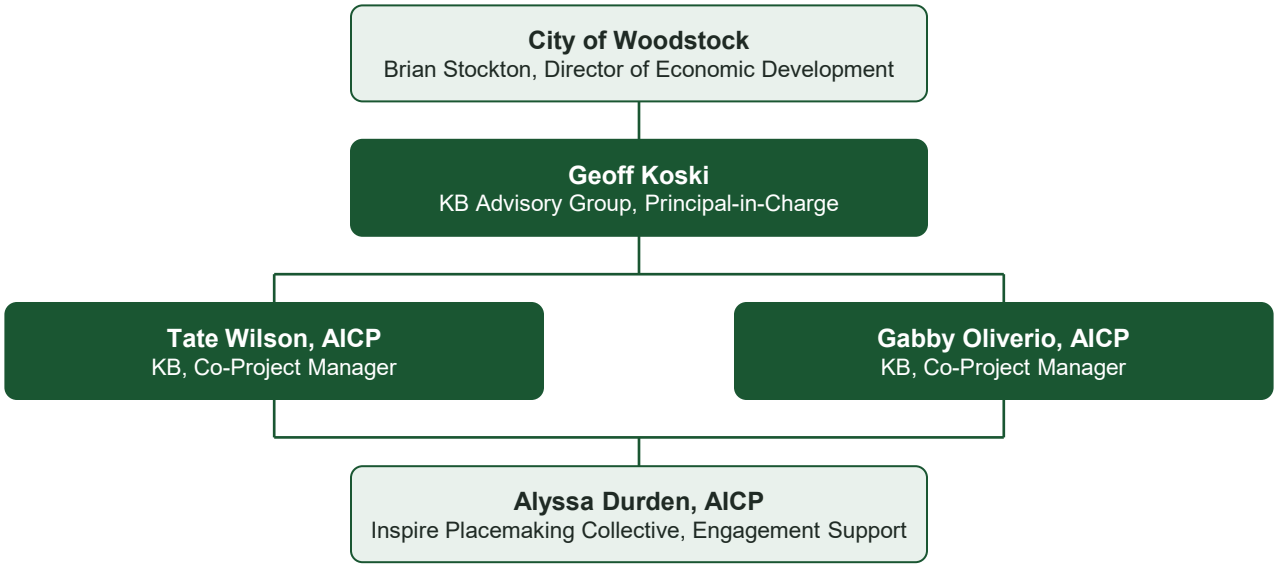




Examples from previous KB Economic Development Strategic Plans

Project Team and Organization

Geoff Koski will serve as Principal-in-Charge. Tate Wilson, AICP, and Gabby Oliverio, AICP, will serve as Co-Project Managers and the City's day-to-day contacts. Tate and Gabby were the Co-Project Managers for the Cobb County and Decide DeKalb plans. Alyssa Durden, AICP, of Inspire Placemaking Collective, will support stakeholder and community engagement.



Team member	Responsibilities	Hours	Share
Geoff Koski, KB	Principal-in-Charge; quality control; SWOT, strategies, and Council presentations	28	11%
Tate Wilson, AICP, KB	Co-Project Manager; engagement plan and interviews; tourism assessment; implementation plan	80	33%
Gabby Oliverio, AICP, KB	Co-Project Manager; economic baseline, competitor, investment readiness, and sector analysis; plan document	98	40%
Alyssa Durden, AICP, Inspire	Focus group and public event facilitation; intercept survey; coordination with Comprehensive Plan events; engagement summary	40	16%

Subconsultant responsibilities. Inspire Placemaking Collective will co-facilitate the focus groups, staff a public input station at Comprehensive Plan events and one downtown event, administer the intercept survey, and prepare the engagement summary with KB. KB will lead the stakeholder interviews and all analysis, strategy, and plan preparation.

Availability. From November 2026 through July 2027, Geoff Koski has 20% of his time available for this project, Tate Wilson has 25%, and Gabby Oliverio has 33%. The hours shown above fit within that capacity. KB completed the Cobb County and Decide DeKalb plans in 2026. KB's schedule delivers the final plan in July 2027, seven months ahead of the City's February 2028 date for the full final draft. KB's office is in Midtown Atlanta, approximately 30 miles from Woodstock City Hall. Geoff, Tate, and Gabby are available for interviews the week of October 12. Resumes for key personnel follow on the next page.

Key Personnel



Geoff Koski

President, KB Advisory Group | Principal-in-Charge

Geoff leads KB and has 25 years of experience in real estate and economic development consulting. He was Principal-in-Charge of the Cobb County and Decide DeKalb plans and of KB's Woodstock work since 2018. Before acquiring KB in 2017, he was Director of Consulting at RCLCO. He is an Adjunct Instructor at Georgia Tech's School of City and Regional Planning, teaching Real Estate Development Methods, has served on six ULI National Advisory Service panels, and serves on the ULI Atlanta and Atlanta Neighborhood Development Partnership Advisory Boards. MA, Western Carolina University.



Tate Wilson, AICP

Managing Director, KB Advisory Group | Co-Project Manager

Tate was Co-Project Manager of the Cobb County and Decide DeKalb plans and Project Manager of the Tucker and Stockbridge plans. She managed KB's work on the Woodstock Highway 92 LCI and has managed citywide housing studies, LCI studies, and economic impact analyses for community improvement districts. She was previously Senior Policy Analyst at the Council for Quality Growth and a real estate consultant at Noell Consulting Group. Master of City and Regional Planning and Master of Architecture, Georgia Institute of Technology.



Gabby Oliverio, AICP

Senior Manager, KB Advisory Group | Co-Project Manager

Gabby was Co-Project Manager of the Cobb County and Decide DeKalb plans and Project Manager of the East Point and Fairburn plans. She prepared KB's 2025 economic impact analysis of a downtown Woodstock mixed-use development. Before KB, she worked for the Georgia Department of Economic Development and the U.S. General Services Administration. Master of City and Regional Planning and BS in Economics and International Affairs, Georgia Institute of Technology.



Alyssa Durden, AICP

Senior Planner, Inspire Placemaking Collective | Engagement Support

Alyssa has 30 years of experience in local government, planning, urban design, and architecture. She spent a decade as the City of Suwanee's Planning Division Director, where she managed the 2040 Comprehensive Plan and its five-year update and designed their public engagement, including stakeholder interviews, steering committee workshops, and open houses at community events. Master of City and Regional Planning and Master of Architecture, Georgia Institute of Technology.

Work Plan

In its responses to submitted questions, the City notes that Woodstock has no large tracts for industrial or distribution development and that the Cherokee Office of Economic Development leads large-scale industrial recruitment. KB will focus the plan on the work led by the City, the DDA, and the Office of Economic Development: retaining and growing local businesses, attracting commercial investment to infill and redevelopment sites, and growing the visitor economy. KB will coordinate the plan's target sectors with the Cherokee Office of Economic Development's target industry work.

Task 1: Project Initiation and Background Review

KB will lead a kickoff meeting with the Office of Economic Development to confirm goals, the stakeholder list, the engagement calendar, and the schedule, followed by a tour of downtown, the Highway 92 corridor, and other commercial areas. In the first month, we will also meet with staff of the Cherokee Office of Economic Development and Visit Woodstock. We will review the Comprehensive Plan, the WoodstockNow program of work and its annual progress reports, the Comprehensive Transportation Plan, the Highway 92 LCI, the Cherokee Office of Economic Development's target industry and workforce materials, and the City's GIS, parcel, and business license data.

Task 2: Economic Baseline and Competitive Analysis

Economic baseline. KB will document population, households, income, labor force, commuting, employment by industry, and business establishments since 2010, compared with Cherokee County and metro Atlanta. We will use the City's business license data to profile the size, type, and location of Woodstock's existing businesses.

Competitor analysis. KB will compare Woodstock with Georgia peer cities such as Acworth, Alpharetta, Canton, Kennesaw, and Suwanee on population and job growth, employment mix, commercial real estate performance, tax base, and downtown investment.

Investment readiness. KB will prepare a land capacity analysis from the parcel data, identifying vacant and underused commercial parcels by size, zoning, and location, and the infill and redevelopment sites with near-term potential, including the city center site.

We will review infrastructure, permitting steps and timelines with staff, and the incentives and tools available to the City and the DDA, including DDA development agreements.

Sectors. KB will measure industry concentration and growth to identify the industries and business types with the strongest fit for Woodstock's workforce, sites, and market. KB will prepare a profile of each target sector with strategies for attraction, expansion, and retention.

Task 3: Tourism Assessment

Inventory. KB will inventory Woodstock's tourism products, services, experiences, and events, including downtown, the parks and trail system, and the concert series, along with competing destinations and events in the region.

Performance and gaps. We will review hotel supply, occupancy, and hotel/motel tax trends, meet with Visit Woodstock staff to review its marketing and group sales work, and interview hotel operators and event partners to identify gaps in lodging, meeting space, wayfinding, and visitor services.

Markets and positioning. KB will define the target visitor markets and audience segments, including leisure, group, sports, and business travel, and recommend how to position the City's existing facilities and events to reach them. We will focus the recommendations on investments with a measurable return in visitor spending and hotel/motel tax revenue.

Work Plan (continued)

Task 4: Stakeholder and Community Engagement

KB and Inspire will conduct the engagement plan in coordination with the ongoing Comprehensive Plan Update. The City identified small businesses, entrepreneurs, and tourism partners, including hotels and the travel trade, as essential stakeholders. The engagement plan includes an interview, focus group, or survey for each of these groups, as well as gathering direct input from key staff and all relevant elected officials.

Business and partner input. KB will conduct 12 stakeholder interviews, including the DDA, IN WDSTK Inc., the Cherokee Office of Economic Development, and the Cherokee Chamber of Commerce. KB and Inspire will facilitate three focus groups, and KB will administer an online business survey. KB and Office of Economic Development staff will conduct a downtown business walk, visiting businesses in person over one morning to ask a short set of retention questions.

Community input. Inspire will staff a public input station at two Comprehensive Plan public events, using questions coordinated with the Comprehensive Plan team so residents are not asked the same questions twice. Inspire will also conduct an intercept survey at one downtown event, such as the summer concert series, to reach residents and visitors who do not attend public meetings.

Documentation. We will document all engagement activities in an engagement summary that shows, for each recommendation, the input that shaped it.

Task 5: SWOT, Vision, and Strategies

KB will prepare the SWOT analysis from the findings of Tasks 2 through 4 and identify the City's key economic development challenges and opportunities. We will review the SWOT and a draft vision, guiding principles, and goals with the Office of Economic Development and the DDA in a working session.

We will then prepare strategies for business retention and expansion, small business and entrepreneur support, commercial investment in infill and redevelopment sites, target sector attraction, and tourism. We will present the findings and draft strategies to the Mayor and City Council in a work session before preparing the implementation plan.

Task 6: Implementation Plan and Adoption

Action matrix. KB will organize each action by horizon (first 12 months, one to three years, and three to 10 years), with the lead organization, partners, estimated cost range, funding source, and key performance indicator.

Immediate priorities. The plan will identify three to five priorities the City can complete within the first 12 months with existing staff and budget.

Funding and delivery. The plan will identify the funding tools, partnerships, and delivery models for each strategy, including the roles of the City, the DDA, IN WDSTK Inc., the Cherokee Office of Economic Development, and private partners.

Monitoring. KB will set a baseline value from Task 2 and a target for each key performance indicator, and recommend an annual reporting structure on the calendar-year cycle of the City's annual report.

Plan and adoption. We will present the draft plan to staff and stakeholders and to the Mayor and City Council, then present the final plan for adoption. The final deliverable is the Economic Development Plan in professionally designed digital format, consistent with the City's branding and accessibility standards, with an executive summary, the implementation matrix, the engagement summary, and data appendices.

Engagement Plan and Schedule

Base engagement level

Activity	No.	Format	Lead
Kickoff and staff working sessions with the Office of Economic Development and DDA	4	In person	KB
Stakeholder interviews: business and property owners, developers, hotels, institutions, elected officials, City and County partners	12	In person or virtual	KB
Focus groups: small business owners and entrepreneurs; tourism partners, including hotels, attractions, and event organizers; commercial property owners, brokers, and developers	3	In person	KB and Inspire
Online business survey	1	Online	KB
Downtown business walk with Office of Economic Development staff	1	In person	KB
Public input station at Comprehensive Plan public events	2	In person	Inspire
Intercept survey at a downtown event, such as the summer concert series	1	In person	Inspire
Mayor and City Council work session on findings and strategies	1	In person	KB
Draft plan presentations to staff and stakeholders, and to the Mayor and City Council	2	In person	KB
Final plan presentation for adoption	1	In person	KB

Each additional meeting or presentation is available at $1,500 (see below).

Schedule (notice to proceed assumed November 2026)

Month	Work	Meetings
1 (Nov 2026)	Task 1; Task 2 begins	Kickoff and tour
2 (Dec)	Task 2; interviews begin	Downtown business walk
3 (Jan 2027)	Task 2 complete; Task 3 begins; business survey	Focus groups
4 (Feb)	Task 3; interviews complete	Comprehensive Plan event
5 (Mar)	Task 3 complete; Task 5 SWOT and vision	Staff and DDA working session
6 (Apr)	Task 5 strategies	Council work session; Comprehensive Plan event
7 (May)	Task 6 implementation plan; draft plan	Downtown event intercept survey; draft to staff and stakeholders
8 (Jun)	Draft plan revisions	Draft to Mayor and City Council
9 (Jul 2027)	Final plan	Final presentation for adoption

KB proposes a nine-month schedule, shorter than the 12 to 18 months in the RFP, as permitted in the City's response to Question 36. Public event dates will follow the Comprehensive Plan schedule. KB and Inspire will meet with City staff every two weeks throughout the engagement.

Budget

KB Advisory Group proposes a guaranteed maximum fixed price of $60,000 for all services, inclusive of labor, subconsultant fees, and reimbursable expenses.

Task	Koski (hrs)	Wilson (hrs)	Oliverio (hrs)	KB fee	Inspire fee	Total
1. Project Initiation and Background Review	4	6	8	$4,410		$4,410
2. Economic Baseline and Competitive Analysis	4	16	36	$13,020		$13,020
3. Tourism Assessment	2	10	18	$7,000		$7,000
4. Stakeholder and Community Engagement	2	10	6	$4,360	$10,000	$14,360
5. SWOT, Vision, and Strategies	8	18	18	$10,730		$10,730
6. Implementation Plan and Adoption	8	20	12	$9,900		$9,900
Reimbursable expenses (mileage and printing)				$580		$580
Total	**28**	**80**	**98**	**$50,000**	**$10,000**	**$60,000**

Hourly rates

Team member	Role	Rate
Geoff Koski	Principal-in-Charge	$295
Tate Wilson, AICP	Co-Project Manager	$245
Gabby Oliverio, AICP	Co-Project Manager	$220
Alyssa Durden, AICP	Inspire, Senior Planner	$250

Add-alternates

Item	Fee
Additional meeting, workshop, or presentation	$1,500 each
Annual implementation progress report, with KPI update and presentation	$4,500 per year
Destination marketing strategy, building on the Task 3 tourism assessment	$15,000

Work products by phase. Tasks 1 through 3 will produce the baseline, competitive, investment readiness, sector, and tourism findings, presented at the staff working session in Month 5. Tasks 4 and 5 will produce the engagement summary, SWOT, vision, and strategies, presented at the Council work session in Month 6. Task 6 produces the draft and final Economic Development Plan.

Invoicing. KB will invoice monthly for work completed in the prior month and can divide billing across the City's fiscal years as the City requires.

Additional Information

Exhibit A: Contractor Information Form

Exhibit B: E-Verify Affidavit

Exhibit C: Consultant Compliance Certifications

Exhibit D: Vendor Conflict of Interest

W-9

Certificate of Insurance

EXHIBIT A: CONTRACTOR INFORMATION FORM

See following page.

City of Woodstock

CONTRACTOR INFORMATION

Firm Name: Bleakly Advisory Group Inc. dba KB Advisory Group

Contact Person: Geoff Koski, President

Firm Address: 999 Peachtree Street #400

Atlanta, GA 30309

Phone: 404.845.3550

Fax: N/A

Email: geoff@kbagroup.com

With this packet, please also provide a W-9 and Certificate of Insurance for the company/firm.

Signature – Authorized Officer or Agent

9/28/26

Date

EXHIBIT B: E-VERIFY AFFIDAVIT WITH INSTRUCTIONS

See following page(s).

City of Woodstock

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Woodstock, Georgia (the "City") has registered with and is participating in a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontract who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

16123
Federal Work Authorization User Identification Number

11/08
Date of Authorization

Bleakly Advisory Group Inc. dba KB Advisory Group
Name of Contractor

Economic Development Plan
Name of Project

City of Woodstock, Georgia
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on September 28 2026 in Atlanta (city) Georgia (state).

Signature of Authorized Officer or Agent

GEOFF KOSKI, PRESIDENT
Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me this the 28th day of September, 2026.

X HUBBARD
NOTARY PUBLIC
COBB COUNTY, GEORGIA
MY COMMISSION EXPIRES MARCH 25, 2029

Notary Public

3-25-2029
My Commission Expires

EXHIBIT C: CONSULTANT COMPLIANCE FORMS

See following page(s).

EXHIBIT C1

NON-COLLUSION AFFIDAVIT OF PRIME CONTRACTOR

State of Georgia

County of Fulton

Geoff Koski, being first duly sworn, deposes and says that:

(1) He is Owner (Owner, Partner, Officer, Representative, or Agent) of the **CONTRACTOR** that has submitted the attached Bid;

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said **CONTRACTOR** nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted to or refrain from bidding in connection with such Contract, or has in any collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against The City of Woodstock, Georgia or any person interested in the proposed Contract; and,

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the **CONTRACTOR** or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signed _____

Name GEOFF KOSKI

Title President and Owner

Subscribed and Sworn to before me this 9th day of September 2026.

_____ (SEAL)

Notary Public
Title

My Commission expires 3-25-2029
Date

X HUBBARD NOTARY PUBLIC COBB COUNTY, GEORGIA MY COMMISSION EXPIRES MARCH 25, 2029

EXHIBIT C2

CERTIFICATION BY CONTRACTOR REGARDING NON-SEGREGATED FACILITIES

The **CONTRACTOR** certifies that he does not, and will not, provide and maintain segregated facilities for his employees at his establishments and, further that he does not, and will not, permit his employees to perform their services at those locations, under his control, where segregated facilities are provided and maintained. Segregated facilities include, but are not necessarily limited to, drinking fountains, transportation, parking, entertainment, recreation, and housing facilities; waiting, rest, wash, dressing, and locker rooms, and time clock, work, storage, restaurant, and other eating areas which are set apart in fact, or by explicit directive, habit, local custom, or otherwise, on the basis of color, creed, national origin, and race.

The **CONTRACTOR** agrees that, except where he has obtained identical certifications from proposed subcontractors for specific time periods, he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding $10,000.00 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

The **CONTRACTOR** agrees that a breach of this certification is a violation of the Equal Opportunity clause in this Contract. The penalty for making false statements is prescribed in 18 U.S.C. 1001.

Bleakly Advisory Group Inc., dba KB Advisory Group

Contractor

Signature

Geoff Koski, President

Printed Name and Title of Signer

9/28/26

Date

EXHIBIT C3

DRUG FREE WORKPLACE CERTIFICATION

CONTRACTOR certifies that they are a drug free workplace as described below and will maintain compliance with such for the duration of the agreement.

In order to have a drug-free workplace, a business shall:

1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace and specifying the actions that shall be taken against employees for violation of such prohibition.

2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3) Give each employee engaged in providing the commodities of contractual services that are under proposal a copy of the statement specified in the subsection (1).

4) In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under proposal, the employee shall abide by the terms of the statement and shall notify the employer of any conviction of, or plea of guilty or nolo contender to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5) Impose a sanction on or require that satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Bleakly Advisory Group, Inc. dba KB Advisory Group
Contractor

Authorized Representative Signature

9/28/26
Date

EXHIBIT C4

DEBARMENT AND SUSPENSION CERTIFICATION

The undersigned Proposer certifies on behalf of itself, and all Participating Members, Major Non-Participating Members and Contractors identified by such Proposer as of the date hereof, as follows:

The undersigned certifies to the best of its knowledge and belief, that it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

b. Have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State or local) with commission of any of the offenses enumerated in paragraph 1b of this certification; and

d. Have not within a three (3) year period preceding this application/proposal had one or more public transactions (federal, State or local) terminated for cause or default.

Where the Proposer is unable to certify to any of the statements in this certification, it shall attach a certification to its proposal or bid stating that it is unable to provide the certification and explaining the reasons for such inability.



Signature of Contractor's Authorized Official

Geoff Koski, President

Name and Title of Contractor's Authorized Official

9/28/26

Date

EXHIBIT D: VENDOR CONFLICT OF INTEREST

See following page(s).

City of Woodstock, Georgia

VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

All vendors interested in conducting business with the City of Woodstock, Georgia must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City's conflict interest policies as stated within the certification section below. If a vendor has a relationship with a City official or employee, an immediate family member of a City official or employee, the vendor shall disclose the information required below.

Certification: I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named below:

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Vendor Name	Vendor Phone Number
Bleakly Advisory Group Inc. dba KB Advisory Group	404.8845.3550
Conflict of Interest Disclosure*	
Name of City of Woodstock, Georgia employees, elected officials, or immediate family members with whom there may be a potential conflict of interest.	☐ Relationship to employee _____ ☐ Interest in vendor's company _____ ☐ Other _____
*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City; vendor will be exempt from doing business with the City.	

I certify that the information provided is true and correct by my signature below.

Signature of Authorized Representative	Date	Printed Name and Title of Authorized Representative
_____	9/28/26	Geoff Koski, President

PROCUREMENT USE ONLY

___ Yes, named employee was involved in Bid/ Proposal process.

___ No, named employee was not involved in procurement process or decision.

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See ***Specific Instructions*** on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Bleakly Advisory Group Inc.

2 Business name/disregarded entity name, if different from above.

d/b/a KB Advisory Group

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☑ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

999 Peachtree St. #400

6 City, state, and ZIP code

Atlanta, GA 30309

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

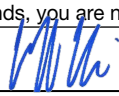
5	8	–	2	6	6	1	2	3	4

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person**  **Date** April 1, 2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/19/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	**CONTACT NAME:** Kevin Smith
SANDY SPRINGS INSURANCE AGENCY, LLC	**PHONE (A/C, No, Ext):** 404-276-2584 **FAX (A/C, No):** (404) 891-4790
P.O. Box 674103	**E-MAIL ADDRESS:** kws@sandyspringsinsurance.com
Marietta GA 30006	**INSURER(S) AFFORDING COVERAGE** / **NAIC #**
INSURED	**INSURER A :** HARTFORD FIRE IN CO — 19682
Bleakly Advisory Group, Inc.	**INSURER B :** HARTFORD INS CO OF THE MIDWEST — 37478
dba KB Advisory Group	**INSURER C :** GEMINI INS CO — 10833
999 Peachtree Steet NE, Suite 400	**INSURER D :**
Atlanta GA 30309	**INSURER E :**
	INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	**COMMERCIAL GENERAL LIABILITY** ☐ CLAIMS-MADE ☒ OCCUR ☒ General Liability GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC ☐ OTHER:			20SBABE7EXE	10/02/2025	10/02/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG 	$ 2,000,000 $ 300,000 $ 10,000 $ 2,000,000 $ 4,000,000 $ 4,000,000 $
A	**AUTOMOBILE LIABILITY** ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			20SBABE7EXE	10/02/2025	10/02/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) 	$ 2,000,000 $ $ $ $
A	☒ **UMBRELLA LIAB** ☒ OCCUR **EXCESS LIAB** ☐ CLAIMS-MADE ☐ DED ☒ RETENTION $ 10,000			20SBABE7EXE	10/02/2025	10/02/2026	EACH OCCURRENCE AGGREGATE Not a following form.	$ 2,000,000 $ 2,000,000 $
B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		20WECAT1898	01/01/2026	01/01/2027	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
C	Professional Liability (retro date 6/8/2006)			VPPL025068	06/22/2026	06/22/2027	Per Claim Aggregate Deductible	$1,000,000 $2,000,000 $2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Real Estate Consulting Services.

CERTIFICATE HOLDER

Invest Atlanta
133 Peachtree St. NE
Suite 2300
Atlanta GA 30303

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Kevin W. Smith

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This is the Standard Professional Services Agreement of the City of Woodstock, Georgia. Any Firm doing business with the City must enter into this Agreement.

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is effective as of this_____ day of _____, 2026, by and between **CITY OF WOODSTOCK, GEORGIA,** a political subdivision of the State of Georgia, acting by and through its governing authority, the City Council ("City"), and Bleakly Advisory Group Inc. dba KB Advisory Group., ("Firm") collectively referred to as the "Parties."

WITNESSETH THAT:

WHEREAS, the City desires to retain Firm to provide certain services generally described as professional services of a consultant (the "firm") for coordinating and executing a comprehensive, action oriented Economic Development Plan, hereinafter referred to as the "SERVICES". Services shall include but not be limited to develop an economic development plan that is evidence-based, community-informed, and implementation ready. The plan should align with the City's Comprehensive Plan and should provide a long-term plan for increasing commercial investment, attracting new jobs, and identifying new economic development opportunities for the community to undertake. (the "Services"); and

WHEREAS, the City finds that specialized knowledge, skills, and training are necessary to perform the Service contemplated under this Agreement; and

WHEREAS, the Firm has represented that it is qualified by training and experience to perform the Service; and

WHEREAS, the Firm desires to perform the Service under the terms and conditions set forth in this Agreement; and

WHEREAS, the public interest will be served by this Agreement;

NOW, THEREFORE, the Parties hereto do mutually agree as follows:

I. STATEMENT OF SERVICES AND TERMINATION DATE

A. Project Description

The project generally entails developing an economic development plan update. As part of the process the Consultant will:

a. Conduct a situational and comparative analysis, including but not limited to the following:
    i. Economic baseline: current demographic, labor market, and economic conditions, including trends and key indicators.
    ii. Commercial business, industry, and sector analysis
    iii. Competitor analysis: benchmark Woodstock's competitiveness against similar-sized Georgia or Southeastern United States municipalities.
    iv. Investment readiness assessment: review of land supply, infrastructure, permitting, and incentives.
b. Perform a strengths, weaknesses, opportunities, and threats (SWOT) analysis and identify key economic development challenges and opportunities
c. Identify existing assets, gapes, and opportunities across business support, land readiness, infrastructure, innovation, capacity, and talent development
d. Identify key sectors and create sector profiles with targeted strategies for investment attraction, expansion and retention
e. Conduct a comprehensive tourism infrastructure review to identify gaps, challenges and areas of opportunity
f. Define ideal target markets and audience segments and outline strategies to attract and engage these audiences
g. Create a comprehensive list of what tourism products, services, experiences, and events are currently offered both locally and regionally; identifying and prioritizing areas of opportunity based on the interests and what is sought by the key target markets
h. Explore how to best position tourism assets throughout the City's community while leveraging existing facilities.
i. Develop and implement an engagement strategy that employs multiple methods, including interviews, focus groups, surveys, public meetings, and online engagement tools. The Consultant shall document and analyze all engagement activities and demonstrate how stakeholder feedback informed the development of the plan

B. <u>The Objective</u>

a. Prepare a long-term economic development strategy for the City which aligns with our Comprehensive Plan
b. Create a strategy to support and retain existing businesses and to attract new businesses and industries to the City
c. Create a strategy to encourage greater commercial investment in the City
d. Engage stakeholders and community members in the development of the strategy
e. Create an implementation plan with specific priorities and approaches for new initiatives

Economic Development Strategic Plan

a. Define a strategic vision, guiding principles, and economic development goals
b. Recommend short, medium, and long-term actions with timelines, performance indicators, resource requirements, and responsible leaders
c. Include a detailed implementation framework, incorporate measurable Key Performance Indicators (KPIs) and a recommended reporting structure for annual monitoring
d. Identify funding tools, partnerships, and delivery models for implementation
e. Identify 3-5 immediate priorities achievable within the first twelve (12) months
f. Present draft and final versions of the Plan to staff, stakeholders, and the Mayor and City Council

The final plan should be actionable, aligned, accessible, and designed for communication to both internal and public audiences, consistent with the City's branding and accessibility standards.

It is expected that the project duration may be 12-18 months from the time a contract is awarded to the Consultant to the presentation of a draft plan for adoption by City Council. Proposals should include any recommended deviations from this approximate timeline. Proposed timelines should include expected stakeholder/community engagement as well as consideration of time for Board and Council informational presentations or work sessions, whether throughout the project or upon completion of a full draft plan.

C. Schedule, Completion Date, and Term of Agreement

Firm will perform its services in a prompt and timely manner, which shall not impose delays on the progress of the service. This Agreement shall commence as of the date first written above. The Work shall be completed by April 26, 2028.

The City of Woodstock reserves the right to immediately terminate the contract with no notice due to nonperformance, violation of contract terms or with cause.

This Contract shall not be deemed to create a debt of the City for the payment of any sum beyond the fiscal year in which the budget appropriations have been made. If an annual budget appropriation is not made by City Council, the contract is deemed to be terminated between all parties without recourse related to non-appropriation.

II. SERVICE CHANGES

A. The City reserves the right to order changes in the Service to be performed under this Agreement by altering, adding to, or deducting from the Service. All such changes shall be incorporated in written change orders executed by the Firm and the City. Such change orders shall specify the changes

ordered and any necessary adjustment of compensation and completion time. If the Parties cannot reach an agreement on the terms for performing the changed work within a reasonable time to avoid delay or other unfavorable impacts as determined by the City in its sole discretion, the City shall have the right to determine reasonable terms and the Firm shall proceed with the changed work.

B. Any work added to the scope of this Agreement by a change order shall be executed under all the applicable conditions of this Agreement. No claim for additional compensation or extension of time shall be recognized, unless contained in a written change order duly executed on behalf of the City and the Firm.

C. The City Manager has authority to execute without further action of the City Council, any number of change orders so long as their total effect does not materially alter the terms of this Agreement or materially increase the total amount to be paid under this Agreement, as set forth in Section III(B) below. Any such change orders materially altering the terms of this Agreement (greater than 10% of original contract value – see section III B.) or increasing the total amount to be paid under this Agreement in excess of $150,000 must be approved by resolution of the City Council.

III. COMPENSATION AND METHOD OF PAYMENT

A. City agrees to pay the Firm for the services performed and costs incurred by Firm upon certification by the City that the services were actually performed, and costs actually incurred in accordance with the Agreement. Compensation for services performed and reimbursement for costs incurred shall be paid to the Firm upon receipt and approval by the City of invoices setting forth in detail the services performed, and costs incurred. Invoices shall be submitted on a monthly basis, and such invoices shall reflect charges incurred versus charges budgeted. Any material deviations in tests or inspections performed, or times or locations required to complete such tests or inspections, and like deviations from the Service described in this Agreement shall be clearly communicated to the City *before charges are incurred* and shall be handled through change orders as described in Section II above. The City shall pay the Firm within thirty (30) days after approval of the invoice by City staff.

B. The total amount paid under this Agreement as compensation for services performed for costs incurred shall not, in any case, exceed **$60,000.00**, except as outlined in Section II(C) above. The compensation for services performed shall be based upon pricing structure as indicated in Exhibit C.

IV. COVENANTS OF FIRM

A. Expertise of Firm

Firm accepts the relationship established between it and the City, recognizing that the City's intention and purpose in entering into this Agreement is to engage an entity with the requisite capacity, experience, and professional skill and judgment to provide the services in pursuit of the timely and competent completion of the Service undertaken by Firm under this Agreement.

B. Budgetary Limitations

Firm agrees and acknowledges that budgetary limitations are not a justification for breach of sound principals of Firm's profession and industry. Firm shall take no calculated risk in the performance of the Service. Specifically, Firm agrees that, in the event it cannot perform the Service within the budgetary limitations established without disregarding sound principals of Firm's profession and industry, Firm will give written notice immediately to the City.

C. City's Reliance on the Work

The Firm acknowledges and agrees that the City does not undertake to approve or pass upon matters of expertise of the Firm and that, therefore, the City bears no responsibility for Firm's services performed under this Agreement. The Firm acknowledges and agrees that the acceptance of designs, plans, and specifications by the City is limited to the function of determining whether there has been compliance with what is required to be produced under this Agreement. The City will not, and need not, inquire into adequacy, fitness, suitability or correctness of Firm's performance. Firm further agrees that no approval of designs, plans, or specifications by any person, body or agency shall relieve Firm of the responsibility for adequacy, fitness, suitability, and correctness of Firm's professional and industry standards or for performing services under this Agreement in accordance with sound and accepted professional and industry principals.

D. Firm's Reliance of Submissions by the City

Firm must have timely information and input from the City in order to perform the services required under this Agreement. Firm is entitled to rely upon information provided by the City, but Firm shall be required to provide immediate written notice to the City if Firm knows or reasonably should know that any information provided by the City is erroneous, inconsistent, or otherwise problematic.

E. Firm's Representative

Geoff Koski, designated representative.

F. Assignment of Agreement

The Firm covenants and agrees not to assign or transfer any interest in, nor delegate any duties of this Agreement, without the prior express written consent of the City. As to any approved subcontractors, the Firm shall be solely responsible for reimbursing them and the City shall have no obligation to them.

G. Responsibility of Firm and Indemnification of City

Firm shall, indemnify and hold harmless the City, its officers, boards, commissions, elected

officials, and employees from and against any and all damages, including attorney's fees, caused by or resulting from the negligence, recklessness, or intentional wrongful conduct of the Firm or other persons employed by or utilized by the Firm in the performance of services under this Agreement. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this provision. In any and all claims against the City or any of its agents or employees, by any employee of the Firm, any subcontractor, anyone directly or indirectly employed by the Firm or subcontractor or anyone for whose acts the Firm or subcontractor may be liable, the indemnification obligation set forth in this provision shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Firm or any subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts. This obligation to indemnify the City, its members, officers, agents, employees and volunteers shall survive termination of this Agreement.

H. Independent Firm

Firm hereby covenants and declares that it is engaged in an independent business and agrees to perform the services as an independent Firm and not as the agent or employee of the City. The Firm agrees to be solely responsible for its own matters relating to the time and place the services are performed; the instrumentalities, tools, supplies and/or materials necessary to complete the services; hiring of Firms, agents or employees to complete the services; and the payment of employees, including compliance with Social Security, withholding and all other regulations governing such matters. The Firm agrees to be solely responsible for its own acts and those of its subordinates, employees, and subcontractors during the life of this Agreement. Any provisions of this Agreement that may appear to give the City the right to direct Firm as to the details of the services to be performed by Firm or to exercise a measure of control over such services will be deemed to mean that Firm shall follow the directions of the City with regard to the results of such services only.

Furthermore, Firm certifies that Firm is not currently engaged in, and agrees for the duration of the Contract not to engage in, a boycott of Israel, as defined in O.C.G.A. §50-5-85

I. Insurance

(1) Requirements:

The Firm shall have and maintain in full force and effect for the duration of this Agreement, insurance insuring against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Services by the Firm, its agents, representatives, employees or subcontractors. All policies shall be subject to approval by the City Attorney to form and content. These requirements are subject to amendment or waiver if so approved in writing by the City Manager.

(2) Minimum Limits of Insurance:

Firm shall maintain limits no less than:

1) General Liability - $1,000,000/ $2,000,000 aggregate, naming the City as an additional insured during the duration of the contract

Insurance policies to be carried under the agreement shall not be changed or canceled without a thirty (30) day written notification to the City of Woodstock, Georgia prior to change or cancellation.

(3) Deductibles and Self-Insured Retentions:

Any deductibles or self-insured retentions must be declared to and approved by the City.

(4) Other Insurance Provisions:

The policy is to contain, or be endorsed to contain, the following provisions:

(a) General Liability and Automobile Liability Coverage.

(i) The City, its officials, employees, agents and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the Firm; products and completed operations of the Firm; premises owned, leased, or used by the Firm; automobiles owned, leased, hired, or borrowed by the Firm. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officials, employees, agents or volunteers.

(ii) The Firm's insurance coverage shall be primary noncontributing insurance as respects to any other insurance or self-insurance available to the City, its officials, employees, agents or volunteers. Any insurance or self-insurance maintained by the City, its officials, employees or volunteers shall be excess of the Firm's insurance and shall not contribute with it.

(iii) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officials, employees, agents or volunteers.

(iv) Coverage shall state that the Firm's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with

respect to the limits of the insurer's liability.

(v) Coverage shall be provided on a "pay on behalf" basis, with defense costs payable in addition to policy limits. There shall be no cross-liability exclusion.

(vi) The insurer agrees to waive all rights of subrogation against the City, its officials, employees, agents and volunteers for losses arising from work performed by the Firm for the City.

(vii) All endorsements to policies shall be executed by an authorized representative of the insurer.

(b) Workers' Compensation Coverage.

The insurer will agree to waive all rights of subrogation against the City, its officials, employees, agents and volunteers for losses arising from work performed by the Firm for the City.

(c) All Coverages.

(i) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

(ii) Policies shall have concurrent starting and ending dates.

(5) Acceptability of Insurers:

Insurance is to be placed with insurers with an A.M. Bests' rating of no less than A:VII.

(6) Verification of Coverage:

Firm shall furnish the City with certificates of insurance and endorsements to the policies evidencing coverage required by this clause prior to the start of work. The certificates of insurance and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificate of insurance and endorsements shall be on a form utilized by Firm's insurer in its normal course of business and shall be received and approved by the City prior to execution of this Agreement by the City. The City reserves the right to require complete, certified copies of all required insurance policies, at any time. The Firm shall provide proof that any expiring coverage has been renewed or replaced at least two (2) weeks prior to the expiration of the coverage.

(7) Subcontractors:

Firm shall include all subcontractors as insured under its policies or shall furnish separate certificates for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated in this Agreement, including but not limited to naming the parties as additional insured.

(8) Claims-Made Policies:

Firm shall extend any claims-made insurance policy for at least six (6) years after termination or final payment under the Agreement, whichever is later.

(9) City as Additional Insured and Loss Payee:

The City shall be named as an additional insured and loss payee on all policies required by this Agreement.

J. Employment of Unauthorized Aliens Prohibited

It is the policy of City that unauthorized aliens shall not be employed to perform work on City contracts involving the physical performance of services. Therefore, the City shall not enter into a contract for the physical performance of services within the State of Georgia, unless the Firm shall provide evidence on City-provided forms, attached hereto as Exhibits "A" and "B" (affidavits regarding compliance with the E-Verify program to be sworn under oath under criminal penalty of false swearing pursuant to O.C.G.A. § 16-10-71) that it and Firm's subcontractors have within the previous twelve (12) month period conducted a verification, under the federal Employment Eligibility Verification ("EEV" or "E-Verify") program of the social security numbers, or other identifying information now or hereafter accepted by the E-Verify program, of all employees who will perform work on the City contract to ensure that no unauthorized aliens will be employed. The City Manager or his/her designee shall be authorized to conduct an inspection of the Firm's and Firm's subcontractors' verification process to determine that the verification was correct and complete. The Firm and Firm's subcontractors shall retain all documents and records of its verification process for a period of three (3) years following completion of the contract. This requirement shall apply to all contracts for the physical performance of services where more than three (3) persons are employed on the City contract.

The City Manager or his/her designee shall further be authorized to conduct periodic inspections to ensure that no City Firm or Firm's subcontractors employ unauthorized aliens on City contracts. By entering into a contract with the City, the Firm and Firm's subcontractors agree to cooperate with any such investigation by making its records and personnel available upon reasonable notice for inspection and questioning. Where a Firm or Firm's subcontractors are found to have employed an unauthorized alien, the City Manager or his/her designee may report same to the Department of Homeland Security. The Firm's failure to terminate the employee, or otherwise cooperate with the investigation may be

sanctioned by termination of the contract, and the Firm shall be liable for all damages and delays occasioned by the City thereby.

Compliance with the requirements of the federal Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, O.C.G.A. § 13-10-91 and Rule 300-10-1-.02 is mandatory.

Firm agrees that the employee-number category designated below is applicable to the Firm.

____ 500 or more employees.

____ 100 or more employees.

____ Fewer than 100 employees.

The above requirements shall be in addition to the requirements of State and Federal law and shall be construed to be in conformity with those laws.

K. Records, Reports and Audits

(1) Records:

(a) Records shall be established and maintained by the Firm in accordance with requirements prescribed by the City with respect to all matters covered by this Agreement. Except as otherwise authorized, such records shall be maintained for a period of three years from the date that final payment is made under this Agreement. Furthermore, records that are the subject of audit findings shall be retained for three years or until such audit findings have been resolved, whichever is later.

(b) All costs shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, contracts, vouchers, orders or other accounting documents pertaining in whole or in part to this Agreement shall be clearly identified and readily accessible.

(2) Reports and Information:

Upon request, the Firm shall furnish to the City any and all statements, records, reports, data and information related to matters covered by this Agreement in the form requested by the City.

(3) Audits and Inspections:

At any time during normal business hours and as often as the City may deem necessary, there shall be made available to the City for examination all records with respect to all

matters covered by this Agreement. The Firm will permit the City to audit, examine, and make excerpts or transcripts from such records, and to audit all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and or data relating to all matters covered by this Agreement.

L. Firm Compliance Certifications

Firm must comply with Title VI of the Civil Rights Act of 1964, the Anti-Kickback Act, the Contract Work Hour Standard Act, and the National Occupational Safety and Health Act of 1970.

Firm must certify that they do not and will not maintain or provide for their employees any facilities which are segregated on a basis of race, color, creed, or national origin.

Firm must certify that they have a drug-free workplace, if applicable.

Firm agrees that it shall not engage in any activity or conduct that would result in a violation of the City of Woodstock, Georgia Code of Ethics.

M. Confidentiality

Firm acknowledges that it may receive confidential information of the City and that it will protect the confidentiality of any such confidential information and will require any of its subcontractors, Firms, and/or staff to likewise protect such confidential information. The Firm agrees that confidential information it receives or such reports, information, opinions or conclusions that Firm creates under this Agreement shall not be made available to, or discussed with, any individual or organization, including the news media, without prior written approval of the City. The Firm shall exercise reasonable precautions to prevent the unauthorized disclosure and use of City information whether specifically deemed confidential or not.

N. Licenses, Certifications and Permits

The Firm covenants and declares that it has obtained all diplomas, certificates, licenses, permits or the like required of the Firm by any and all national, state, regional, City, local boards, agencies, commissions, committees or other regulatory bodies in order to perform the services contracted for under this Agreement. All work performed by Firm under this Agreement shall be in accordance with applicable legal requirements and shall meet the standard of quality ordinarily expected of competent professionals.

O. Key Personnel

All of the individuals identified are necessary for the successful prosecution of the Work due to their unique expertise and depth and breadth of experience. There shall be no change in Firm's Project Manager or members of the project team without written approval of the City. Firm recognizes that the

composition of this team was instrumental in the City's decision to award the work to Firm and that compelling reasons for substituting these individuals must be demonstrated for the City's consent to be granted. Any substitutes shall be persons of comparable or superior expertise and experience. Failure to comply with the provisions of this section shall constitute a material breach of Firm's obligations under this Agreement and shall be grounds for termination. Firm shall not subcontract with any third party for the performance of any portion of the Work without the prior written consent of the City. Firm shall be solely responsible for any such subcontractors in terms of performance and compensation.

P. Authority to Contract

The Firm covenants and declares that it has obtained all necessary approvals of its board of directors, stockholders, general partners, limited partners or similar authorities to simultaneously execute and bind Firm to the terms of this Agreement, if applicable.

Q. Ownership of Work

All reports, designs, drawings, plans, specifications, schedules, work product and other materials prepared or in the process of being prepared for the services to be performed by the Firm ("materials") shall be the property of the City and the City shall be entitled to full access and copies of all such materials. Any such materials remaining in the hands of the Firm or subcontractor upon completion or termination of the work shall be delivered immediately to the City.

The Firm assumes all risk of loss, damage or destruction of or to such materials. If any materials are lost, damaged or destroyed before final delivery to the City, the Firm shall replace them at its own expense. Any and all copyrightable subject matter in all materials is hereby assigned to the City and the Firm agrees to execute any additional documents that may be necessary to evidence such assignment.

V. COVENANTS OF THE CITY

A. Right of Entry

The City shall provide for right of entry for Firm to Annex in order for Firm to complete the Work.

B. City's Representative

Brian Stockton, Director of Economic Development, or designee, shall be authorized to act on the City's behalf with respect to the Service as the City's designated representative.

VI. TERMINATION

A. The City shall have the right to terminate this Agreement for any reason whatsoever by providing written notice thereof at least five (5) calendar days in advance of the termination date. The Firm shall have no right to terminate this Agreement prior to completion of the Work, except in the event of the City's failure to pay the Firm within thirty (30) days of Firm providing the City with notice of a delinquent payment and an opportunity to cure.

B. The City of Woodstock reserves the right to immediately terminate the contract with no notice due to nonperformance, violation of contract terms or with cause.

C. Upon termination, City shall provide for payment to the Firm for services rendered and expenses incurred prior to the termination date.

D. Upon termination, the Firm shall: (1) promptly discontinue all services affected, unless the notice directs otherwise; and (2) promptly deliver to the City all data, drawings, reports, summaries, and such other information and materials as may have been generated or used by the Firm in performing this Agreement, whether completed or in process, in the form specified by the City.

E. The rights and remedies of the City and the Firm provided in this Section are in addition to any other rights and remedies provided under this Agreement or at law or in equity.

VII. NO PERSONAL LIABILITY

No member, official or employee of the City shall be personally liable to the Firm or any successor in interest in the event of any default or breach by the City or for any amount which may become due to the Firm or successor or on any obligation under the terms of this Agreement. Likewise, Firm's performance of services under this Agreement shall not subject Firm's individual employees, officers or directors to any personal liability. The Parties agree that their sole and exclusive remedy, claim, demand or suit shall be directed and/or asserted only against Firm or the City, respectively, and not against any employee, officer, director, or elected or appointed official.

VIII. ENTIRE AGREEMENT

This Agreement constitutes the complete agreement between the Parties and supersedes any and all other agreements, either oral or in writing, between the Parties with respect to the subject matter of this Agreement. No other agreement, statement or promise relating to the subject matter of this Agreement not contained in this Agreement shall be valid or binding. This Agreement may be modified or amended only by a written document signed by representatives of both Parties with appropriate authorization.

IX. SUCCESSORS AND ASSIGNS

Subject to the provision of this Agreement regarding assignment, this Agreement shall be binding on the heirs, executors, administrators, successors and assigns of the respective Parties.

X. APPLICABLE LAW

If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the rules, regulations, statutes and laws of the State of Georgia will control.

XI. CAPTIONS AND SEVERABILITY

The caption or headnote on articles or sections of this Agreement are intended for convenience and reference purposes only and in no way define, limit or describe the scope or intent thereof, or of this Agreement nor in any way affect this Agreement. Should any article(s) or section(s), or any part thereof, later be deemed unenforceable by a court of competent jurisdiction, the offending portion of the Agreement should be severed, and the remainder of this Agreement shall remain in full force and effect to the extent possible.

XII. NOTICES

A. Communications Relating to Daily Activities

All communications relating to the day-to-day activities of the Work shall be exchanged between Brian Stockton, Director of Economic Development, or designee, for the City and Geoff Koski, or designee for the Firm.

All invoices or finance inquires/questions relating to the day-to-day activities of the Work shall be directed to Accounts Payable ap@woodstockga.gov for the City to process.

B. Official Notices

All other notices, writings or correspondence as required by this Agreement shall be in writing and shall be deemed received, and shall be effective, when: (1) personally delivered, or (2) on the third day after the postmark date when mailed by certified mail, postage prepaid, return receipt requested, or (3) upon actual delivery when sent via national overnight commercial carrier to the Parties at the addresses given below, unless a substitute address shall first be furnished to the other Parties by written notice in accordance herewith:

NOTICE TO THE CITY shall be sent to:
City of Woodstock, Georgia
Attn: City Manager
12453 Hwy 92
Woodstock, GA 30188

NOTICE TO THE FIRM shall be sent to:

Bleakly Advisory Group Inc. dba KB Advisory Group
Attn: Geoff Koski
999 Peachtree Street #400
Atlanta, GA 30309

XIV. WAIVER OF AGREEMENT

The City's failure to enforce any provision of this Agreement or the waiver in a particular instance shall not be construed as a general waiver of any future breach or default.

XV. SOVEREIGN IMMUNITY

Nothing contained in this Agreement shall be construed to be a waiver of the City's sovereign immunity or any individual's qualified good faith or official immunities.

XVI. FORCE MAJEURE

Neither the City nor Firm shall be liable for their respective non-negligent or non-willful failure to perform or shall be deemed in default with respect to the failure to perform (or cure a failure to perform) any of their respective duties or obligations under this Agreement or for any delay in such performance due to: (a) any cause beyond their respective reasonable control; (b) any act of God; (c) any change in applicable governmental rules or regulations rendering the performance of any portion of this Agreement legally impossible; (d) earthquake, fire, explosion or flood; (e) strike or labor dispute, excluding strikes or labor disputes by employees and/or agents of FIRM; (f) delay or failure to act by any governmental or military authority; or (g) any war, hostility, embargo, sabotage, civil disturbance, riot, insurrection or invasion. In such event, the time for performance shall be extended by an amount of time equal to the period of delay caused by such acts and all other obligations shall remain intact.

XVII. NO THIRD PARTY BENEFICIARIES

This agreement is for the benefit only of the parties hereto. No provision in this Agreement, including, but not limited to, any provision relating to insurance requirements herein, is intended for the benefit of any third party.

IN WITNESS WHEREOF the City and the Firm have executed this Agreement effective as of the date the City Manager executes this Agreement on behalf of the City.

[SIGNATURES ON FOLLOWING PAGE]

FIRM:
Bleakly Advisory Group Inc. dba KB Advisory Group

_____
By: _____
Its: _____

[CORPORATE SEAL]

SIGNED, SEALED, AND DELIVERED
in the presence of:

_____
Witness

_____
Notary Public

[NOTARY SEAL]

My Commission Expires:
_____

CITY OF WOODSTOCK, GEORGIA

_____
By: _____
Its: _____

[CITY SEAL]

SIGNED, SEALED, AND DELIVERED
in the presence of:

_____
Witness

_____
Notary Public

[NOTARY SEAL]

My Commission Expires:
_____

EXHIBIT A

STATE OF GEORGIA
CITY OF WOODSTOCK, GEORGIA

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

1. Compliance with the requirements of O.C.G.A. § 13-10-91 and Rule 300-10-1-.02 of the Georgia Department of Labor (said Rules being hereinafter referred to as "Rule 300-10-1-.02") are conditions of this contract.

2. In the event Firm employs or contracts with any subcontractor in connection with this contract, Firm will secure from the subcontractor such subcontractor's indication of the employee-number category (as set forth above) applicable to the subcontractor; and

3. Firm's compliance with the requirements of O.C.G.A. § 13-10-91 and Rule 300-10-1-.02 shall be attested by the execution of the Firm affidavit as shown in Rule 300-10-1-.07, or a substantially similar Firm affidavit, which document is attached hereto and shall be a part of this Contract.

4. In the event Firm employs or contracts with any subcontractor in connection with this contract, Firm will secure from such subcontractor attestation of the subcontractor's compliance with O.C.G.A. § 13-10-91 and Rule 300-10-1-.08 or a substantially similar subcontractor affidavit, and maintain records of such attestation for inspection by the City at any time. Such subcontractor affidavit shall become a part of the agreement between Firm and the subcontractor.

Acceptance

By signing you agree to the terms and conditions as presented for the locations listed above.

_____ _____

Signature of Authorized Officer or Agent Date

_____

Printed Name and Title of Authorized Officer or Agent.

EXHIBIT B

FIRM AFFIDAVIT AND AGREEMENT

See following page.

City of Woodstock

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Woodstock, Georgia (the "City") has registered with and is participating in a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontract who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

16123
Federal Work Authorization User Identification Number

11/08
Date of Authorization

Bleakly Advisory Group Inc. dba KB Advisory Group
Name of Contractor

Economic Development Plan
Name of Project

City of Woodstock, Georgia
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on September 28 2026 in Atlanta (city) Georgia (state).

Signature of Authorized Officer or Agent

GEOFF KOSKI, PRESIDENT
Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me this the 28th day of September, 2026.

X HUBBARD
NOTARY PUBLIC
COBB COUNTY, GEORGIA
MY COMMISSION EXPIRES MARCH 25, 2029

Notary Public

3-25-2029
My Commission Expires

EXHIBIT C

PRICING STRUCTURE

See following page.

Budget

KB Advisory Group proposes a guaranteed maximum fixed price of $60,000 for all services, inclusive of labor, subconsultant fees, and reimbursable expenses.

Task	Koski (hrs)	Wilson (hrs)	Oliverio (hrs)	KB fee	Inspire fee	Total
1. Project Initiation and Background Review	4	6	8	$4,410		$4,410
2. Economic Baseline and Competitive Analysis	4	16	36	$13,020		$13,020
3. Tourism Assessment	2	10	18	$7,000		$7,000
4. Stakeholder and Community Engagement	2	10	6	$4,360	$10,000	$14,360
5. SWOT, Vision, and Strategies	8	18	18	$10,730		$10,730
6. Implementation Plan and Adoption	8	20	12	$9,900		$9,900
Reimbursable expenses (mileage and printing)				$580		$580
Total	**28**	**80**	**98**	**$50,000**	**$10,000**	**$60,000**

Hourly rates

Team member	Role	Rate
Geoff Koski	Principal-in-Charge	$295
Tate Wilson, AICP	Co-Project Manager	$245
Gabby Oliverio, AICP	Co-Project Manager	$220
Alyssa Durden, AICP	Inspire, Senior Planner	$250

Add-alternates

Item	Fee
Additional meeting, workshop, or presentation	$1,500 each
Annual implementation progress report, with KPI update and presentation	$4,500 per year
Destination marketing strategy, building on the Task 3 tourism assessment	$15,000

Work products by phase. Tasks 1 through 3 will produce the baseline, competitive, investment readiness, sector, and tourism findings, presented at the staff working session in Month 5. Tasks 4 and 5 will produce the engagement summary, SWOT, vision, and strategies, presented at the Council work session in Month 6. Task 6 produces the draft and final Economic Development Plan.

Invoicing. KB will invoice monthly for work completed in the prior month and can divide billing across the City's fiscal years as the City requires.

EXHIBIT D

FIRM'S SUBMITTED PROPOSAL

See following page.

Proposal

ECONOMIC DEVELOPMENT PLAN

RFP 2027-02

Prepared for:

City of Woodstock, Georgia

Prepared by:
Bleakly Advisory Group Inc. d/b/a

KB ADVISORY GROUP

In collaboration with
Inspire
PLACEMAKING COLLECTIVE

September 29, 2026

September 29, 2026

KB Advisory Group

999 Peachtree St NE
Suite 400
Atlanta, GA 30309

404.845.3550

Martyn Detz
Financial Analyst: Purchasing
City of Woodstock
12453 Highway 92
Woodstock, GA 30188

Proposal
ECONOMIC DEVELOPMENT PLAN, RFP 2027-02
City of Woodstock, Georgia

Dear Mr. Detz:

KB Advisory Group appreciates the opportunity to submit this proposal to prepare the City of Woodstock's Economic Development Plan.

KB has worked successfully for the City in the past and we believe this experience, along with our team's extensive economic development consulting experience across the Atlanta region, can help us hit the ground running in preparing this plan.

Within the recent past we have prepared relevant economic and fiscal impact analyses of downtown Woodstock City Center sites, the City's citywide housing study in 2022, and in 2025, we completed the market analysis and redevelopment feasibility for the Highway 92 Livable Centers Initiative (LCI) study with Lord Aeck Sargent.

For this engagement we have added Inspire Placemaking Collective as a subconsultant to assist with stakeholder and community engagement. Inspire is also pursuing the Comprehensive Plan Update for the City, in which KB is proposing to join Inspire's team as a subconsultant. We understand that the City will decide each engagement independently. In any case, our partnership with Inspire positions us well to complete this Economic Development Plan.

Our proposal covers the Scope of Services in Section 3.0 of the RFP within the City's $60,000 budget, inclusive of all expenses and subconsultant fees. We will focus the plan on opportunities for business retention and small business support, commercial investment in infill and redevelopment sites, and the visitor economy.

KB will lead the analysis, strategy, and implementation plan, driven by extensive stakeholder and community engagement, including coordination with the public events of the Comprehensive Plan Update. We propose to complete the plan in nine (9) months from notice to proceed.

KB acknowledges Addendum No. 1, Questions and Answers, issued September 17, 2026. KB accepts the terms and conditions of this solicitation and takes no exceptions.

KB Advisory Group is registered as Bleakly Advisory Group, Inc., a Georgia S-Corporation, d/b/a KB Advisory Group, and I am authorized as an officer to execute contracts on its behalf.

Thank you for your consideration. We look forward to working with the City again.

Sincerely,

Geoff Koski
President

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Executive Summary

KB Advisory Group proposes to prepare the City of Woodstock's 10-year Economic Development Plan in nine (9) months for a guaranteed maximum fixed price of $60,000.

KB Advisory Group is an Atlanta-based real estate and economic development consulting firm of 10 people. Since 2001, KB has worked for more than 200 Georgia cities and counties.

KB has prepared Economic Development Strategic Plans for Cobb County, the Decide DeKalb Development Authority, and the metro Atlanta cities of East Point, Fairburn, Stockbridge, and Tucker, each with an implementation matrix that identifies important action items and the responsible party, timeline, resources, and performance measure for each action.

Infill and redevelopment. At the core of KB's planning practice is market and financial feasibility analysis for infill and redevelopment sites. Recently, in Woodstock's Highway 92 LCI study, KB tested redevelopment scenarios on the corridor.

Hospitality and tourism economics. KB prepares economic and fiscal impact analyses of hotels and visitor-serving development, including the 2020 downtown Woodstock analysis and a recent analysis of a dual-brand hotel in downtown Decatur for Vision Hospitality Group.

KB's work in downtown master plans and economic development consulting is often focused on tourism visitation and used by clients to identify opportunities to enhance visitor spending and district vibrancy.

Inspire Placemaking Collective. Inspire Placemaking Collective, Inc. was founded in 2022 as a formal spin-off of the planning and landscape architecture divisions of S&ME, Inc., which operated for more than 25 years. Inspire has completed 69 comprehensive plan projects and 55 redevelopment projects. Its economic development work includes the Economic Development Plans for Jellico, Tennessee, where Inspire led public engagement, and Garner, North Carolina. Inspire's Atlanta office is at 817 West Peachtree Street NW, Suite 305.

Statement of Responsibility

KB Advisory Group will serve as Prime Consultant and is responsible for all work and subconsultants in this proposal. The project team includes one subconsultant, Inspire Placemaking Collective, Inc., which will support stakeholder and community engagement. All participants are identified in Section 3.

KB acknowledges the receipt of the original RFP notice and all addendum items.

Qualifications

KB Advisory Group. Bleakly Advisory Group, Inc. is a Georgia S-Corporation incorporated in 2001. Founder Ken Bleakly sold the firm to Geoff Koski in 2017, and the firm has done business as KB Advisory Group since 2021. KB is certified by the City of Atlanta as a Small Business Enterprise. The firm's only office is at 999 Peachtree Street NE, Suite 400, Atlanta, Georgia 30309. Approximately half of KB's staff are certified planners (AICP).

KB's practice covers six areas: real estate market analysis, development economics, economic and fiscal impact analysis, economic development strategy, public finance and tax increment financing, and housing analysis and policy.

KB's work for the City of Woodstock

- Downtown City Center Financial Feasibility Analysis, Office of Economic Development and DDA, 2018
- Economic and Fiscal Impact Analysis, Downtown Redevelopment Project, including hotel/motel, sales, and property tax revenues, Office of Economic Development and DDA, 2020
- Citywide Housing Market Study and Needs Analysis, 2022
- Highway 92 LCI Market Analysis and Redevelopment Feasibility, with Lord Aeck Sargent, 2025
- Economic Impact Analysis of a downtown mixed-use development for a private developer, 2025

Economic development planning for Georgia communities

KB's economic development planning history includes the completion and approval of over 50 TAD redevelopment plans for Georgia cities over the past two decades, as well as nearly a dozen Economic Development Strategic Plans over the past 10 years.

Plan	Client	Completed
Economic Development Strategic Plan	Cobb County	2026
Strategic Economic Development Plan Update	Decide DeKalb Development Authority	2026
Economic Development Strategic Plan	City of East Point	2025
Economic Development Strategic Plan	City of Fairburn	2024
Economic Development Strategic Plan	City of Stockbridge	2024
Economic Development Strategic Plan	City of Tucker	2022
Comprehensive Economic Development Strategy, SWOT and Evaluation Framework	Atlanta Regional Commission	2022

Stakeholder input and data analysis. KB bases each economic development plan that it conducts on behalf of its clients on input from stakeholders and the business community, combined with its own data analysis of the local economy. KB staff interview business owners, property owners, developers, commercial brokers, and economic development partners, and lead focus groups and business surveys. KB's analysts measure employment, wage, and business trends, population and household change, workforce and commuting patterns, and industry concentration and growth to identify target industries.

Similar Projects

KB completed each plan below as prime consultant, with public involvement.

Cobb County Economic Development Strategic Plan

Overview: The County's first Economic Development Strategic Plan: economic baseline, real estate analysis across industrial, office, and retail sectors, target industries, and an implementation framework.

KB's role: Prime consultant. Geoff Koski, Principal-in-Charge; Tate Wilson, AICP, and Gabby Oliverio, AICP, Co-Project Managers.

Status: Complete and approved, 2026.

Public involvement: Stakeholder meetings, interviews with the Board of Commissioners Chair and County leadership, and a countywide business survey.

Techniques and focus areas: Real estate analysis by sector and submarket to connect target industries to available sites; an implementation matrix with named County departments and partners.

Reference: Sabrina Wright, MPA, Director, Cobb County Economic Development, (770) 528-2498, Sabrina.Wright@cobbcounty.gov

Project Cost: $149,000 | Dates: July 2025 to August 2026 | Change Orders: None

Decide DeKalb Strategic Economic Development Plan Update

Overview: The 2025 update of DeKalb County's five-year plan: demographic, labor force, commuting, and commercial real estate analysis, an evaluation of the County's economic development ecosystem, target industries, and redevelopment tools.

KB's role: Prime consultant, leading a multidisciplinary team. Geoff Koski, Principal-in-Charge; Tate Wilson, AICP, and Gabby Oliverio, AICP, Co-Project Managers.

Status: Approved by the Development Authority board, 2026.

Public involvement: Community open houses, public and business surveys, and one-on-one stakeholder interviews.

Techniques and focus areas: An assessment of the County's economic development organizations, programs, and funding tools; a five-year implementation action plan.

Reference: Dorian DeBarr, President and CEO, Decide DeKalb Development Authority, (404) 687-2730, ddebarr@decidedekalb.com

Project Cost: $129,000 | Dates: January 2025 to February 2026 | Change Orders: None

Link to a complete plan: Decide DeKalb Strategic Economic Development Plan: www.decidedekalb.com/reports/strategic-economic-development-plan/

City of East Point Economic Development Strategic Plan

Overview: A 10-year plan that updated the City's 2012 plan, also prepared by KB: economic, workforce, and real estate conditions, target industries, and land use considerations for commercial growth.

KB's role: Prime consultant. Geoff Koski, Principal-in-Charge; Gabby Oliverio, AICP, Project Manager.

Status: Approved by City Council, 2025.

Public involvement: Stakeholder interviews, focus groups, community open houses, and City Council work sessions.

Techniques and focus areas: Employer compatibility criteria to screen business prospects; an implementation roadmap tied to policies, responsible parties, and funding sources.

Reference: Maceo Rogers, former Economic Development Director, City of East Point, Maceo.Rogers@claytoncountyga.gov, 770-477-3564

Project Cost: $105,000 | Dates: April 2024 to April 2025 | Change Orders: None

Similar Projects (continued)

City of Fairburn Economic Development Strategic Plan

Overview: The 2024 update of the City's 2016 plan: demographic, economic, and real estate profiles, a review of progress on the 2016 action plan, target industries including entertainment and leisure, and a five-year action plan.

KB's role: Prime consultant, leading a team with Urban Pulse Community Solutions and Kimley-Horn. Geoff Koski, Principal-in-Charge; Tate Wilson, AICP, Project Manager; Gabby Oliverio, AICP, Analyst.

Status: Completed and approved, 2024.

Public involvement: A business luncheon and a community meeting, both live streamed with live polling; business and community surveys; and one-on-one interviews with elected officials, City administrators, and other stakeholders.

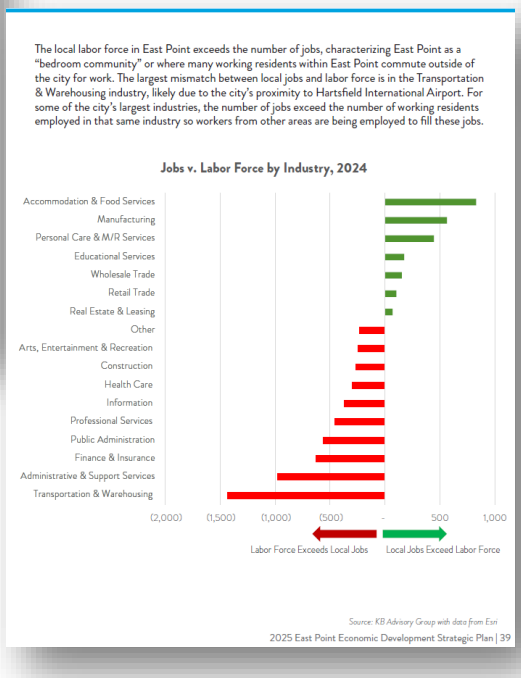
Techniques and focus areas: Target industry assessment comparing local employment growth since 2016 with industry concentration relative to the Atlanta region; an action plan with partners and start years for each action item; quick guides to state and local economic development programs.

Reference: Sylvia Abernathy, Economic Development Director, City of Fairburn, sabernathy@fairburn.com, 770-964-2244 ext. 127

Project Cost: $85,000 | | Dates: May 2024 to April 2025 | Change Orders: None



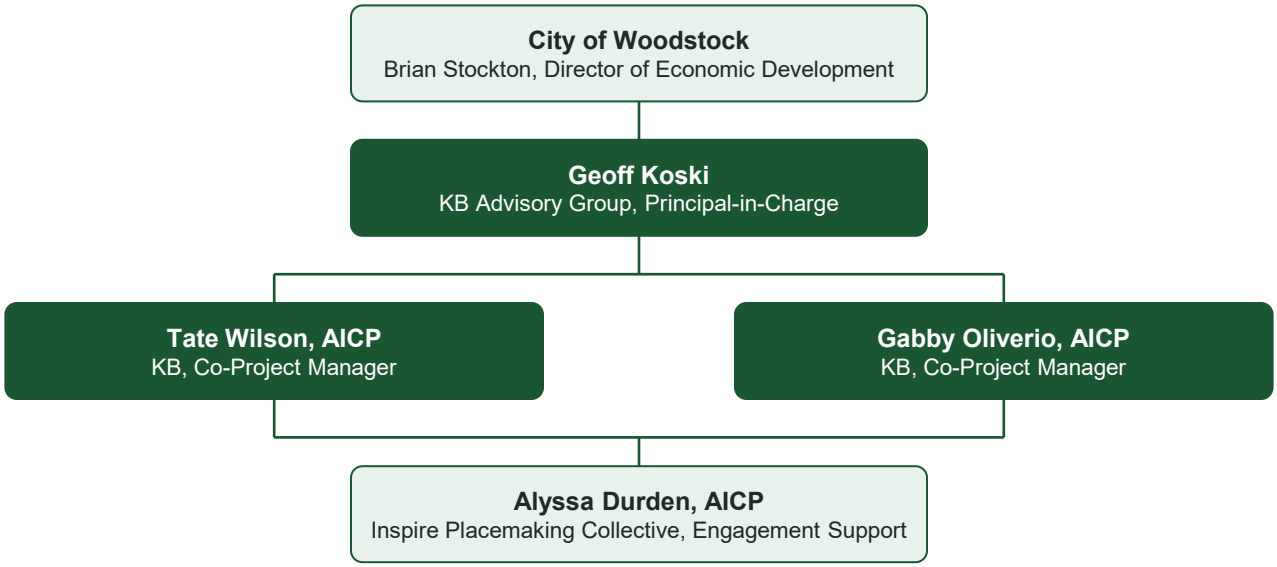




Examples from previous KB Economic Development Strategic Plans

Project Team and Organization

Geoff Koski will serve as Principal-in-Charge. Tate Wilson, AICP, and Gabby Oliverio, AICP, will serve as Co-Project Managers and the City's day-to-day contacts. Tate and Gabby were the Co-Project Managers for the Cobb County and Decide DeKalb plans. Alyssa Durden, AICP, of Inspire Placemaking Collective, will support stakeholder and community engagement.



Team member	Responsibilities	Hours	Share
Geoff Koski, KB	Principal-in-Charge; quality control; SWOT, strategies, and Council presentations	28	11%
Tate Wilson, AICP, KB	Co-Project Manager; engagement plan and interviews; tourism assessment; implementation plan	80	33%
Gabby Oliverio, AICP, KB	Co-Project Manager; economic baseline, competitor, investment readiness, and sector analysis; plan document	98	40%
Alyssa Durden, AICP, Inspire	Focus group and public event facilitation; intercept survey; coordination with Comprehensive Plan events; engagement summary	40	16%

Subconsultant responsibilities. Inspire Placemaking Collective will co-facilitate the focus groups, staff a public input station at Comprehensive Plan events and one downtown event, administer the intercept survey, and prepare the engagement summary with KB. KB will lead the stakeholder interviews and all analysis, strategy, and plan preparation.

Availability. From November 2026 through July 2027, Geoff Koski has 20% of his time available for this project, Tate Wilson has 25%, and Gabby Oliverio has 33%. The hours shown above fit within that capacity. KB completed the Cobb County and Decide DeKalb plans in 2026. KB's schedule delivers the final plan in July 2027, seven months ahead of the City's February 2028 date for the full final draft. KB's office is in Midtown Atlanta, approximately 30 miles from Woodstock City Hall. Geoff, Tate, and Gabby are available for interviews the week of October 12. Resumes for key personnel follow on the next page.

Key Personnel



Geoff Koski

President, KB Advisory Group | Principal-in-Charge

Geoff leads KB and has 25 years of experience in real estate and economic development consulting. He was Principal-in-Charge of the Cobb County and Decide DeKalb plans and of KB's Woodstock work since 2018. Before acquiring KB in 2017, he was Director of Consulting at RCLCO. He is an Adjunct Instructor at Georgia Tech's School of City and Regional Planning, teaching Real Estate Development Methods, has served on six ULI National Advisory Service panels, and serves on the ULI Atlanta and Atlanta Neighborhood Development Partnership Advisory Boards. MA, Western Carolina University.



Tate Wilson, AICP

Managing Director, KB Advisory Group | Co-Project Manager

Tate was Co-Project Manager of the Cobb County and Decide DeKalb plans and Project Manager of the Tucker and Stockbridge plans. She managed KB's work on the Woodstock Highway 92 LCI and has managed citywide housing studies, LCI studies, and economic impact analyses for community improvement districts. She was previously Senior Policy Analyst at the Council for Quality Growth and a real estate consultant at Noell Consulting Group. Master of City and Regional Planning and Master of Architecture, Georgia Institute of Technology.



Gabby Oliverio, AICP

Senior Manager, KB Advisory Group | Co-Project Manager

Gabby was Co-Project Manager of the Cobb County and Decide DeKalb plans and Project Manager of the East Point and Fairburn plans. She prepared KB's 2025 economic impact analysis of a downtown Woodstock mixed-use development. Before KB, she worked for the Georgia Department of Economic Development and the U.S. General Services Administration. Master of City and Regional Planning and BS in Economics and International Affairs, Georgia Institute of Technology.



Alyssa Durden, AICP

Senior Planner, Inspire Placemaking Collective | Engagement Support

Alyssa has 30 years of experience in local government, planning, urban design, and architecture. She spent a decade as the City of Suwanee's Planning Division Director, where she managed the 2040 Comprehensive Plan and its five-year update and designed their public engagement, including stakeholder interviews, steering committee workshops, and open houses at community events. Master of City and Regional Planning and Master of Architecture, Georgia Institute of Technology.

Work Plan

In its responses to submitted questions, the City notes that Woodstock has no large tracts for industrial or distribution development and that the Cherokee Office of Economic Development leads large-scale industrial recruitment. KB will focus the plan on the work led by the City, the DDA, and the Office of Economic Development: retaining and growing local businesses, attracting commercial investment to infill and redevelopment sites, and growing the visitor economy. KB will coordinate the plan's target sectors with the Cherokee Office of Economic Development's target industry work.

Task 1: Project Initiation and Background Review

KB will lead a kickoff meeting with the Office of Economic Development to confirm goals, the stakeholder list, the engagement calendar, and the schedule, followed by a tour of downtown, the Highway 92 corridor, and other commercial areas. In the first month, we will also meet with staff of the Cherokee Office of Economic Development and Visit Woodstock. We will review the Comprehensive Plan, the WoodstockNow program of work and its annual progress reports, the Comprehensive Transportation Plan, the Highway 92 LCI, the Cherokee Office of Economic Development's target industry and workforce materials, and the City's GIS, parcel, and business license data.

Task 2: Economic Baseline and Competitive Analysis

Economic baseline. KB will document population, households, income, labor force, commuting, employment by industry, and business establishments since 2010, compared with Cherokee County and metro Atlanta. We will use the City's business license data to profile the size, type, and location of Woodstock's existing businesses.

Competitor analysis. KB will compare Woodstock with Georgia peer cities such as Acworth, Alpharetta, Canton, Kennesaw, and Suwanee on population and job growth, employment mix, commercial real estate performance, tax base, and downtown investment.

Investment readiness. KB will prepare a land capacity analysis from the parcel data, identifying vacant and underused commercial parcels by size, zoning, and location, and the infill and redevelopment sites with near-term potential, including the city center site.

We will review infrastructure, permitting steps and timelines with staff, and the incentives and tools available to the City and the DDA, including DDA development agreements.

Sectors. KB will measure industry concentration and growth to identify the industries and business types with the strongest fit for Woodstock's workforce, sites, and market. KB will prepare a profile of each target sector with strategies for attraction, expansion, and retention.

Task 3: Tourism Assessment

Inventory. KB will inventory Woodstock's tourism products, services, experiences, and events, including downtown, the parks and trail system, and the concert series, along with competing destinations and events in the region.

Performance and gaps. We will review hotel supply, occupancy, and hotel/motel tax trends, meet with Visit Woodstock staff to review its marketing and group sales work, and interview hotel operators and event partners to identify gaps in lodging, meeting space, wayfinding, and visitor services.

Markets and positioning. KB will define the target visitor markets and audience segments, including leisure, group, sports, and business travel, and recommend how to position the City's existing facilities and events to reach them. We will focus the recommendations on investments with a measurable return in visitor spending and hotel/motel tax revenue.

Work Plan (continued)

Task 4: Stakeholder and Community Engagement

KB and Inspire will conduct the engagement plan in coordination with the ongoing Comprehensive Plan Update. The City identified small businesses, entrepreneurs, and tourism partners, including hotels and the travel trade, as essential stakeholders. The engagement plan includes an interview, focus group, or survey for each of these groups, as well as gathering direct input from key staff and all relevant elected officials.

Business and partner input. KB will conduct 12 stakeholder interviews, including the DDA, IN WDSTK Inc., the Cherokee Office of Economic Development, and the Cherokee Chamber of Commerce. KB and Inspire will facilitate three focus groups, and KB will administer an online business survey. KB and Office of Economic Development staff will conduct a downtown business walk, visiting businesses in person over one morning to ask a short set of retention questions.

Community input. Inspire will staff a public input station at two Comprehensive Plan public events, using questions coordinated with the Comprehensive Plan team so residents are not asked the same questions twice. Inspire will also conduct an intercept survey at one downtown event, such as the summer concert series, to reach residents and visitors who do not attend public meetings.

Documentation. We will document all engagement activities in an engagement summary that shows, for each recommendation, the input that shaped it.

Task 5: SWOT, Vision, and Strategies

KB will prepare the SWOT analysis from the findings of Tasks 2 through 4 and identify the City's key economic development challenges and opportunities. We will review the SWOT and a draft vision, guiding principles, and goals with the Office of Economic Development and the DDA in a working session.

We will then prepare strategies for business retention and expansion, small business and entrepreneur support, commercial investment in infill and redevelopment sites, target sector attraction, and tourism. We will present the findings and draft strategies to the Mayor and City Council in a work session before preparing the implementation plan.

Task 6: Implementation Plan and Adoption

Action matrix. KB will organize each action by horizon (first 12 months, one to three years, and three to 10 years), with the lead organization, partners, estimated cost range, funding source, and key performance indicator.

Immediate priorities. The plan will identify three to five priorities the City can complete within the first 12 months with existing staff and budget.

Funding and delivery. The plan will identify the funding tools, partnerships, and delivery models for each strategy, including the roles of the City, the DDA, IN WDSTK Inc., the Cherokee Office of Economic Development, and private partners.

Monitoring. KB will set a baseline value from Task 2 and a target for each key performance indicator, and recommend an annual reporting structure on the calendar-year cycle of the City's annual report.

Plan and adoption. We will present the draft plan to staff and stakeholders and to the Mayor and City Council, then present the final plan for adoption. The final deliverable is the Economic Development Plan in professionally designed digital format, consistent with the City's branding and accessibility standards, with an executive summary, the implementation matrix, the engagement summary, and data appendices.

Engagement Plan and Schedule

Base engagement level

Activity	No.	Format	Lead
Kickoff and staff working sessions with the Office of Economic Development and DDA	4	In person	KB
Stakeholder interviews: business and property owners, developers, hotels, institutions, elected officials, City and County partners	12	In person or virtual	KB
Focus groups: small business owners and entrepreneurs; tourism partners, including hotels, attractions, and event organizers; commercial property owners, brokers, and developers	3	In person	KB and Inspire
Online business survey	1	Online	KB
Downtown business walk with Office of Economic Development staff	1	In person	KB
Public input station at Comprehensive Plan public events	2	In person	Inspire
Intercept survey at a downtown event, such as the summer concert series	1	In person	Inspire
Mayor and City Council work session on findings and strategies	1	In person	KB
Draft plan presentations to staff and stakeholders, and to the Mayor and City Council	2	In person	KB
Final plan presentation for adoption	1	In person	KB

Each additional meeting or presentation is available at $1,500 (see below).

Schedule (notice to proceed assumed November 2026)

Month	Work	Meetings
1 (Nov 2026)	Task 1; Task 2 begins	Kickoff and tour
2 (Dec)	Task 2; interviews begin	Downtown business walk
3 (Jan 2027)	Task 2 complete; Task 3 begins; business survey	Focus groups
4 (Feb)	Task 3; interviews complete	Comprehensive Plan event
5 (Mar)	Task 3 complete; Task 5 SWOT and vision	Staff and DDA working session
6 (Apr)	Task 5 strategies	Council work session; Comprehensive Plan event
7 (May)	Task 6 implementation plan; draft plan	Downtown event intercept survey; draft to staff and stakeholders
8 (Jun)	Draft plan revisions	Draft to Mayor and City Council
9 (Jul 2027)	Final plan	Final presentation for adoption

KB proposes a nine-month schedule, shorter than the 12 to 18 months in the RFP, as permitted in the City's response to Question 36. Public event dates will follow the Comprehensive Plan schedule. KB and Inspire will meet with City staff every two weeks throughout the engagement.

Budget

KB Advisory Group proposes a guaranteed maximum fixed price of $60,000 for all services, inclusive of labor, subconsultant fees, and reimbursable expenses.

Task	Koski (hrs)	Wilson (hrs)	Oliverio (hrs)	KB fee	Inspire fee	Total
1. Project Initiation and Background Review	4	6	8	$4,410		$4,410
2. Economic Baseline and Competitive Analysis	4	16	36	$13,020		$13,020
3. Tourism Assessment	2	10	18	$7,000		$7,000
4. Stakeholder and Community Engagement	2	10	6	$4,360	$10,000	$14,360
5. SWOT, Vision, and Strategies	8	18	18	$10,730		$10,730
6. Implementation Plan and Adoption	8	20	12	$9,900		$9,900
Reimbursable expenses (mileage and printing)				$580		$580
Total	**28**	**80**	**98**	**$50,000**	**$10,000**	**$60,000**

Hourly rates

Team member	Role	Rate
Geoff Koski	Principal-in-Charge	$295
Tate Wilson, AICP	Co-Project Manager	$245
Gabby Oliverio, AICP	Co-Project Manager	$220
Alyssa Durden, AICP	Inspire, Senior Planner	$250

Add-alternates

Item	Fee
Additional meeting, workshop, or presentation	$1,500 each
Annual implementation progress report, with KPI update and presentation	$4,500 per year
Destination marketing strategy, building on the Task 3 tourism assessment	$15,000

Work products by phase. Tasks 1 through 3 will produce the baseline, competitive, investment readiness, sector, and tourism findings, presented at the staff working session in Month 5. Tasks 4 and 5 will produce the engagement summary, SWOT, vision, and strategies, presented at the Council work session in Month 6. Task 6 produces the draft and final Economic Development Plan.

Invoicing. KB will invoice monthly for work completed in the prior month and can divide billing across the City's fiscal years as the City requires.

Additional Information

Exhibit A: Contractor Information Form

Exhibit B: E-Verify Affidavit

Exhibit C: Consultant Compliance Certifications

Exhibit D: Vendor Conflict of Interest

W-9

Certificate of Insurance

EXHIBIT A: CONTRACTOR INFORMATION FORM

See following page.

City of Woodstock

CONTRACTOR INFORMATION

Firm Name: Bleakly Advisory Group Inc. dba KB Advisory Group

Contact Person: Geoff Koski, President

Firm Address: 999 Peachtree Street #400

Atlanta, GA 30309

Phone: 404.845.3550

Fax: N/A

Email: geoff@kbagroup.com

With this packet, please also provide a W-9 and Certificate of Insurance for the company/firm.

Signature – Authorized Officer or Agent

9/28/26

Date

EXHIBIT B: E-VERIFY AFFIDAVIT WITH INSTRUCTIONS

See following page(s).

City of Woodstock

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Woodstock, Georgia (the "City") has registered with and is participating in a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontract who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

16123
Federal Work Authorization User Identification Number

11/08
Date of Authorization

Bleakly Advisory Group Inc. dba KB Advisory Group
Name of Contractor

Economic Development Plan
Name of Project

City of Woodstock, Georgia
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on September 28 2026 in Atlanta (city) Georgia (state).

Signature of Authorized Officer or Agent

GEOFF KOSKI, PRESIDENT
Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me this the 28th day of September, 2026.

X HUBBARD
NOTARY PUBLIC
COBB COUNTY, GEORGIA
MY COMMISSION EXPIRES MARCH 25, 2029

Notary Public

3-25-2029
My Commission Expires

EXHIBIT C: CONSULTANT COMPLIANCE FORMS

See following page(s).

EXHIBIT C1
NON-COLLUSION AFFIDAVIT OF PRIME CONTRACTOR

State of Georgia

County of Fulton

Geoff Koski, being first duly sworn, deposes and says that:

(1) He is Owner (Owner, Partner, Officer, Representative, or Agent) of the **CONTRACTOR** that has submitted the attached Bid;

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said **CONTRACTOR** nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted to or refrain from bidding in connection with such Contract, or has in any collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against The City of Woodstock, Georgia or any person interested in the proposed Contract; and,

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the **CONTRACTOR** or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signed _____

Name GEOFF KOSKI

Title President and Owner

Subscribed and Sworn to before me this 9th day of September 2026.

_____ (SEAL)

Notary Public
Title

My Commission expires 3-25-2029
Date

X HUBBARD NOTARY PUBLIC COBB COUNTY, GEORGIA MY COMMISSION EXPIRES MARCH 25, 2029

EXHIBIT C2

CERTIFICATION BY CONTRACTOR REGARDING NON-SEGREGATED FACILITIES

The **CONTRACTOR** certifies that he does not, and will not, provide and maintain segregated facilities for his employees at his establishments and, further that he does not, and will not, permit his employees to perform their services at those locations, under his control, where segregated facilities are provided and maintained. Segregated facilities include, but are not necessarily limited to, drinking fountains, transportation, parking, entertainment, recreation, and housing facilities; waiting, rest, wash, dressing, and locker rooms, and time clock, work, storage, restaurant, and other eating areas which are set apart in fact, or by explicit directive, habit, local custom, or otherwise, on the basis of color, creed, national origin, and race.

The **CONTRACTOR** agrees that, except where he has obtained identical certifications from proposed subcontractors for specific time periods, he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding $10,000.00 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

The **CONTRACTOR** agrees that a breach of this certification is a violation of the Equal Opportunity clause in this Contract. The penalty for making false statements is prescribed in 18 U.S.C. 1001.

Bleakly Advisory Group Inc., dba KB Advisory Group

Contractor

Signature

Geoff Koski, President

Printed Name and Title of Signer

9/28/26

Date

EXHIBIT C3

DRUG FREE WORKPLACE CERTIFICATION

CONTRACTOR certifies that they are a drug free workplace as described below and will maintain compliance with such for the duration of the agreement.

In order to have a drug-free workplace, a business shall:

1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace and specifying the actions that shall be taken against employees for violation of such prohibition.

2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3) Give each employee engaged in providing the commodities of contractual services that are under proposal a copy of the statement specified in the subsection (1).

4) In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under proposal, the employee shall abide by the terms of the statement and shall notify the employer of any conviction of, or plea of guilty or nolo contender to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5) Impose a sanction on or require that satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Bleakly Advisory Group, Inc. dba KB Advisory Group
Contractor

Authorized Representative Signature

9/28/26
Date

EXHIBIT C4

DEBARMENT AND SUSPENSION CERTIFICATION

The undersigned Proposer certifies on behalf of itself, and all Participating Members, Major Non-Participating Members and Contractors identified by such Proposer as of the date hereof, as follows:

The undersigned certifies to the best of its knowledge and belief, that it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

b. Have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State or local) with commission of any of the offenses enumerated in paragraph 1b of this certification; and

d. Have not within a three (3) year period preceding this application/proposal had one or more public transactions (federal, State or local) terminated for cause or default.

Where the Proposer is unable to certify to any of the statements in this certification, it shall attach a certification to its proposal or bid stating that it is unable to provide the certification and explaining the reasons for such inability.



Signature of Contractor's Authorized Official

Geoff Koski, President

Name and Title of Contractor's Authorized Official

9/28/26

Date

EXHIBIT D: VENDOR CONFLICT OF INTEREST

See following page(s).

City of Woodstock, Georgia

VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

All vendors interested in conducting business with the City of Woodstock, Georgia must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City's conflict interest policies as stated within the certification section below. If a vendor has a relationship with a City official or employee, an immediate family member of a City official or employee, the vendor shall disclose the information required below.

Certification: I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named below:

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Vendor Name	Vendor Phone Number
Bleakly Advisory Group Inc. dba KB Advisory Group	404.8845.3550
Conflict of Interest Disclosure*	
Name of City of Woodstock, Georgia employees, elected officials, or immediate family members with whom there may be a potential conflict of interest.	☐ Relationship to employee _____ ☐ Interest in vendor's company _____ ☐ Other _____
*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City; vendor will be exempt from doing business with the City.	

I certify that the information provided is true and correct by my signature below.

_____	9/28/26	Geoff Koski, President
Signature of Authorized Representative	Date	Printed Name and Title of Authorized Representative

PROCUREMENT USE ONLY

___ Yes, named employee was involved in Bid/ Proposal process.

___ No, named employee was not involved in procurement process or decision.

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See ***Specific Instructions*** on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Bleakly Advisory Group Inc.

2 Business name/disregarded entity name, if different from above.

d/b/a KB Advisory Group

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☑ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

999 Peachtree St. #400

6 City, state, and ZIP code

Atlanta, GA 30309

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

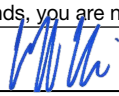
5	8	–	2	6	6	1	2	3	4

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person**  **Date** April 1, 2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/19/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	**CONTACT NAME:** Kevin Smith
SANDY SPRINGS INSURANCE AGENCY, LLC P.O. Box 674103 Marietta GA 30006	**PHONE (A/C, No, Ext):** 404-276-2584 **FAX (A/C, No):** (404) 891-4790 **E-MAIL ADDRESS:** kws@sandyspringsinsurance.com
INSURED Bleakly Advisory Group, Inc. dba KB Advisory Group 999 Peachtree Steet NE, Suite 400 Atlanta GA 30309	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** **INSURER A :** HARTFORD FIRE IN CO — 19682 **INSURER B :** HARTFORD INS CO OF THE MIDWEST — 37478 **INSURER C :** GEMINI INS CO — 10833 **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	**COMMERCIAL GENERAL LIABILITY** ☐ CLAIMS-MADE ☒ OCCUR ☒ General Liability GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC ☐ OTHER:			20SBABE7EXE	10/02/2025	10/02/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG 	$ 2,000,000 $ 300,000 $ 10,000 $ 2,000,000 $ 4,000,000 $ 4,000,000 $
A	**AUTOMOBILE LIABILITY** ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			20SBABE7EXE	10/02/2025	10/02/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) 	$ 2,000,000 $ $ $ $
A	☒ **UMBRELLA LIAB** ☒ OCCUR **EXCESS LIAB** ☐ CLAIMS-MADE ☐ DED ☒ RETENTION $ 10,000			20SBABE7EXE	10/02/2025	10/02/2026	EACH OCCURRENCE AGGREGATE Not a following form.	$ 2,000,000 $ 2,000,000 $
B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		20WECAT1898	01/01/2026	01/01/2027	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
C	Professional Liability (retro date 6/8/2006)			VPPL025068	06/22/2026	06/22/2027	Per Claim Aggregate Deductible	$1,000,000 $2,000,000 $2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Real Estate Consulting Services.

CERTIFICATE HOLDER

Invest Atlanta
133 Peachtree St. NE
Suite 2300
Atlanta GA 30303

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Kevin W. Smith

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EXHIBIT E

RFP 2027 – 02 ECONOMIC DEVELOPMENT PLAN UPDATE

See following page.

CITY OF
WOODSTOCK
GEORGIA

12453 Highway 92, Woodstock, GA 30188
770-592-6000 · www.woodstockga.gov

REQUEST FOR PROPOSALS
For
Economic Development Plan

RFP NUMBER
2027 – 02

RELEASED:

August 27th, 2026

DUE:

September 29th, 2026 10:30 A.M. EST

For all questions about this RFP contact:

Martyn Detz
Financial Analyst: Purchasing
770-592-6000 Ext 1205
www.bidnetdirect.com//cityofwoodstock

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1.0 PURPOSE

The City of Woodstock, Georgia, herein referred to as the City, is seeking proposals from experienced firms to develop a comprehensive, action oriented Economic Development Plan (EDP) that positions Woodstock for continued economic diversification and growth over the next ten (10) years. The Economic Development Plan must be evidence-based, community-informed, and implementation ready. The plan should align with the City's Comprehensive Plan and should provide a long-term plan for increasing commercial investment, attracting new jobs, and identifying new economic development opportunities for the community to undertake.

2.0 BACKGROUND

The City of Woodstock, Georgia is a fast-growing community with a population of approximately 40,000 residents located approximately 30 miles north of Atlanta. The City's corporate limits cover over 12 square miles and the City's growth boundary agreement with Cherokee County provides additional area for potential future annexation and development.

The city has experienced a dramatic increase in both residential and non-residential development over the past 30 years, with strong demand for growth expected to continue, albeit with less green field development and more infill and redevelopment opportunities.

In addition to the numerous residential neighborhoods, the city has a vibrant downtown and strong job growth, with retail trade being the City's largest employment sector.
Woodstock also has a wide variety of consumer commercial retail and restaurant businesses, ranging from large national firms to small locally owned businesses. With many key commercial areas built out, forward-looking design and future-proofing of future development is critical, particularly along the Hwy 92 corridor.

A number of parks and trails throughout the city provide opportunities for recreation and enjoyment of the outdoors. From playgrounds, sports courts, and fitness stations to paved multi-use trails and mountain biking trails, as well as a free outdoor concert series with attendance topping 16,400 at the largest show, the city supports an active lifestyle and superior quality of life.

3.0 SCOPE OF SERVICES

As part of the process the Consultant will:

a. Conduct a situational and comparative analysis, including but not limited to the following:
    i. Economic baseline: current demographic, labor market, and economic conditions, including trends and key indicators.
    ii. Commercial business, industry, and sector analysis
    iii. Competitor analysis: benchmark Woodstock's competitiveness against similar-sized Georgia or Southeastern United States municipalities.

iv. Investment readiness assessment: review of land supply, infrastructure, permitting, and incentives.

b. Perform a strengths, weaknesses, opportunities, and threats (SWOT) analysis and identify key economic development challenges and opportunities

c. Identify existing assets, gapes, and opportunities across business support, land readiness, infrastructure, innovation, capacity, and talent development

d. Identify key sectors and create sector profiles with targeted strategies for investment attraction, expansion and retention

e. Conduct a comprehensive tourism infrastructure review to identify gaps, challenges and areas of opportunity

f. Define ideal target markets and audience segments and outline strategies to attract and engage these audiences

g. Create a comprehensive list of what tourism products, services, experiences, and events are currently offered both locally and regionally; identifying and prioritizing areas of opportunity based on the interests and what is sought by the key target markets

h. Explore how to best position tourism assets throughout the City's community while leveraging existing facilities.

i. Develop and implement an engagement strategy that employs multiple methods, including interviews, focus groups, surveys, public meetings, and online engagement tools. The Consultant shall document and analyze all engagement activities and demonstrate how stakeholder feedback informed the development of the plan

3.1 Objectives

a. Prepare a long-term economic development strategy for the City which aligns with our Comprehensive Plan

b. Create a strategy to support and retain existing businesses and to attract new businesses and industries to the City

c. Create a strategy to encourage greater commercial investment in the City

d. Engage stakeholders and community members in the development of the strategy

e. Create an implementation plan with specific priorities and approaches for new initiatives

3.2 Economic Development Strategic Plan

a. Define a strategic vision, guiding principles, and economic development goals

b. Recommend short, medium, and long-term actions with timelines, performance indicators, resource requirements, and responsible leaders

c. Include a detailed implementation framework, incorporate measurable Key Performance Indicators (KPIs) and a recommended reporting structure for annual monitoring

d. Identify funding tools, partnerships, and delivery models for implementation

e. Identify 3-5 immediate priorities achievable within the first twelve (12) months

f. Present draft and final versions of the Plan to staff, stakeholders, and the Mayor and City Council

The final plan should be actionable, aligned, accessible, and designed for communication to both internal and public audiences, consistent with the City's branding and accessibility standards.

3.3 Project Timeline

It is expected that the project duration may be 12-18 months from the time a contract is awarded to the Consultant to the presentation of a draft plan for adoption by City Council. Proposals should include any recommended deviations from this approximate timeline. Proposed timelines should include expected stakeholder/community engagement as well as consideration of time for Board and Council informational presentations or work sessions, whether throughout the project or upon completion of a full draft plan.

4.0 RESPONSE FORMAT AND COMMENTS

The responses to this Request for Proposals should be limited to a maximum of 10 pages, not including examples. Proposals exceeding the limit may be removed from consideration. Example documents may be provided via web links and not count against page limits.

Section 1: Introduction

Cover Letter

The cover letter shall provide a summary of the information presented in the proposal, names and contact information of person(s) authorized to provide any clarification required, and a statement accepting the terms of this solicitation or noting specific exceptions taken to any of the terms and conditions specified in this document. This cover letter shall also include the name of the person(s) authorized to conduct final contract negotiations on behalf of the firm. Any addenda shall be acknowledged in the cover letter.

Table of Contents

The consultant's proposal should include a Table of Contents referencing each information section of this RFP. The Table of Contents should be further subdivided to describe information included within each section of the proposal. *The Introduction does not count towards page count.

Section 2: Economic Development Plan Expertise/Performance

Executive Summary

The firm will provide an Executive Summary highlighting the firm's unique qualifications and capabilities for this project.

Statement of Responsibility

The respondent must be the Prime Consultant. The Prime Consultant will be responsible for all work and subcontractors involved in the project. The Prime Consultant will submit a list of all participants in the project prior to the actual contract negotiations. If some or

all of the participants are not known at this stage, a selection strategy shall be identified noting which participants have not been selected.

Qualifications

A description of the firm with emphasis on work related to performing Economic Plan updates. Describe at least three (3) similar or related projects successfully completed within the last ten (10) years. A summary including the following information should be provided:

a) Overview of Plan(s) or Documents which fit this description;

b) Consultant's role with the Plan(s);

c) Reference name with current contact information for each document;

d) Current status of the document (draft or adopted, level of implementation);

e) Nature of public involvement utilized, if any; and

f) Any innovative techniques employed or special focus areas explored.

Also, please provide a link to at least one complete copy of a Plan cited above.

References

Provide information on at least three (3) economic development contracts similar to the project proposed for the City that the respondent has successfully implemented within the last ten (10) years. At least one (1) reference must include a project with public input incorporated into the project. References shall include:

- Customer Name
- Name, Telephone Number, and Email of Contact
- Brief Description of the Project
- Project Beginning and Ending Dates
- Project Cost and Change Orders
- Public Input (if applicable)

Section 3: Staffing

Provide a description of the qualifications and experience of the key team members who will be working on this project. Describe the experiences of the team members regarding similar projects and include any special skills or experience that key personnel might contribute to the successful completion of this economic plan update. Provide an organizational chart for key personnel responsible for project completion. Attach resumes of key personnel who will have a role in the project. Provide the dedication of time available for any team member, playing a significant role in the project. If sub-consultants are utilized, a detailed explanation of the responsibilities of each firm should be provided.

Section 4: Approach

This section shall Include any information demonstrating understanding and insights related to the project's scope of work and the Consultant's approach for addressing the project. The Consultant shall provide a work plan with a projected schedule and the key members of their

team involved in each section of the project. The consultant shall demonstrate a plan for innovative community engagement that will ensure the economic development plan fully addresses the items in the Scope of Services.

Section 5: Budget

Detailed and itemized project budget with a guaranteed maximum fixed price for all services provided. Total budget should, at a minimum, be broken down by work phase, work product, and sub-consultant (if applicable). The Consultant's charge for reimbursable expenses should be included. If the proposal includes optional items, costs for each item shall be provided. The total budget for this project is $60,000 split over multiple fiscal years.

Section 6: Additional Information

Responses must also include the Contractor Information Page (**Exhibit A**), E-Verify (**Exhibit B**), Consultant Compliance Certifications (**Exhibit C**), Conflict of Interest (**Exhibit D**), W9 and Certificate of Insurance, all of which will not count against the ten (10) page limit.

5.0 SELECTION CRITERIA

The City will determine the lead consultant and supporting team believed to be most qualified to provide full consulting services for this project as described in section 3.0. Responses to the RFP will be ranked in order by the selection committee using an evaluation process based on the criteria set forth below. The selection criteria are as follows:

Economic Development Plan Update	
Economic Development Plan Expertise & Performance	30 points
Staffing	30 points
Approach	20 points
Availability	10 points
Budget	10 points
Total points possible	**100 points**

The City may, during the course of the evaluation process, request additional information to supplement and/or clarify the information provided.

5.1 Economic Development Plan Document Expertise/Performance (30 points)

Review of the Individual's past performance producing an Economic Development Plan. Teams will be selected based on the provision of a full and complete submittal that demonstrates a track record of successful completion of comparable projects and that illustrates a commitment to a high-quality process and product. A summary including the following information should be provided:

a.) Overview of Economic Development Plan(s) completed for jurisdiction(s);

b.) Individual's role with the Economic Development Plan(s);

c.) Reference name with current contact information for each document;

d.) Current status of the document (draft or adopted);

e.) Nature of public involvement utilized; and

f.) Any innovative techniques employed.

Also, please include or provide a link to at least one complete copy of an Economic Development Plan cited above.

5.2 Staffing (30 points)

Evaluation of the Individual specifically proposed for this assignment, including his/her qualifications, overall experience and recent experience drafting and updating economic development plans and similar complex visioning documents. Additionally, each member of the proposed team, if any, in a supporting role, must possess relevant experience with his/her supporting role and demonstrable experience thereof.

5.3 Approach (20 points)

Evaluation of the overall understanding of the scope of the Deliverable; completeness, adequacy and responsiveness to the required information of the request for proposals. This should include details of how you would conduct the update process. Inclusion of a realistic and detailed project approach that clearly outlines path for achieving the project goals within the proposed timeline is critical. Consideration will also be given for innovative or otherwise exceptional concepts and approaches.

5.4 Availability (10 points)

Evaluation of the work load of the Individual(s) to be assigned to the proposed project and their company to be able to complete the scope of services by the deadline in section 3.4.

5.5 Budget (10 points)

The proposed budget itemized by tasks and total cost stated by firm's fixed fee is within budget for the project. Labor and direct costs are identified by tasks. Hourly rates for project staff are provided.

5.6 Interviews

Upon completion of the review period, the City may notify the consultant(s) whose proposal will be considered for further evaluation and consideration. All consultants so notified may be asked to make presentations in an interview. Tentative interviews will be scheduled during the week of October 12 and will last an estimated 30 minutes. Times will be further defined once short-listed firms are notified.

The interview will provide an opportunity for firms to explain their economic development plan experience, meet staff and further explain project approach. The interview shall be evaluated and ranked based on the same criteria above.

5.7 Selection of Consultant

The successful consultant will be selected in accordance with City procurement policies based on qualifications and anticipated costs. Final scope and fee will be negotiated with selected firm upon notice of selection. If the proposed firm and the City cannot negotiate an acceptable scope and cost, the second firm will be contacted and will enter into negotiations. The City reserves the right to reject any and all proposals at its discretion, and
to waive any irregularity.

6.0 RFP PROCEDURES

6.1 RFP Submission

Interested parties must submit proposals electronically through Bidnet Direct to the City of Woodstock, Georgia by the due date for their proposals to be considered. Bidnet Direct can be found directly at www.bidnetdirect.com//cityofwoodstock or by visiting the City of Woodstock's website. Fax and e-mail responses are not acceptable.

Responses to this RFP will be accepted until 10:30 a.m. (EST) on September 29, 2026 through Bid Net Direct.

The City of Woodstock, Georgia reserves the right to reject any and all responses resulting from this RFP. Late responses will not be accepted. If company response is sent or routed to City offices, the submission requirement has not been met and any such response will not be evaluated and will be disqualified from consideration.

6.2 Schedule Overview

This Request for Proposals is scheduled as follows:

August 27, 2026	Release of RFP
September 3, 2026, 3:30 P.M.	Pre-Proposal Meeting
September 10, 2026, 5:00 P.M.	Question Deadline
September 17, 2026 (Estimated)	Responses Posted
September 29, 2026, 10:30 A.M.	Proposal Due Date
September 29, 2026, 10:31 A.M.	Proposal Opening
Week of October 5th	Evaluations
Week of October 12th (Tentative)	Interviews
October 26, 2026	RFP Award / Begin Negotiations
Project Kick-Off	November 2026
Full Final Draft of Plan	February 2028
Final Draft of Plan to City Council for Adoption	May 2028

6.3 Pre-Proposal Meeting

A non-mandatory pre-proposal meeting will be held via remote meeting. The meeting will be conducted virtually via GoTo Meetings on September 3, 2026 at 3:30 pm.

Pre Proposal Meeting - RFP 2027 - 02 - Economic Development Plan Update
Sep 3, 2026, 3:30 – 4:00 PM (America/New_York)

Please join my meeting from your computer, tablet or smartphone.
https://meet.goto.com/928399205

You can also dial in using your phone.
Access Code: 928-399-205
United States: +1 (872) 240-3212

Join from a video-conferencing room or system.
Meeting ID: 928-399-205
Dial in or type: 67.217.95.2 or inroomlink.goto.com
Or dial directly: 928399205@67.217.95.2 or 67.217.95.2##928399205

Get the app now and be ready when your first meeting starts:
https://meet.goto.com/install

6.4 RFP Costs

All costs incurred in the preparation and presentation of responses to the RFP shall be completely absorbed by the RFP respondent. All documents submitted as part of the RFP will become property of the City. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such.

6.5 RFP Questions/Communications

All questions about this RFP and submission requirements must be submitted in writing through Bid Net Direct. The City's representative listed in this section will serve as the primary contact for this RFP.

Martyn Detz
Financial Analyst Purchasing
12453 Highway 92
Woodstock, Georgia 30188
770-592-6000 ext. 1205
www.bidnetdirect.com//cityofwoodstock

Any unauthorized contact shall not be responded to and may result in the disqualification of the responder's submittal. Answers to questions submitted via Bidnet Direct will be communicated to respondents via Bid Net Direct
Communications by companies, its agents, employees, and/or representatives regarding its proposals or intention to submit a proposal in response to this RFP with any employee, agent, or representative of the City of Woodstock, other than the representative listed in Section 1.5, may be considered inappropriate communications.

If any such inappropriate communications are deemed to hinder, influence and/or alter the competitive proposal process, the City, in an effort to ensure a fair and equitable review and selection process, reserves the right to decline consideration of the offender's sealed proposal.

6.6 RFP Amendments

It is the responsibility of respondents to check Bidnet Direct or the Georgia Procurement Registry for RFP information and addendums.

6.7 Proposal Opening

A clear, concise proposal in the specified proposal format is requested with all the necessary information included. Responses to this RFP will be accepted until **10:30 a.m. (EST) on September 29, 2026** through Bidnet Direct. Proposals will be publicly opened via GoTo Meetings on September 29, 2026, 10:31 A.M.

Proposal Opening - RFP 2027 - 02 - Economic Development Plan Update
Sep 29, 2026, 10:30 – 11:00 AM (America/New_York)

Please join my meeting from your computer, tablet or smartphone.
https://meet.goto.com/406145677

You can also dial in using your phone.
Access Code: 406-145-677
United States: +1 (571) 317-3122
Join from a video-conferencing room or system.
Meeting ID: 406-145-677
Dial in or type: 67.217.95.2 or inroomlink.goto.com
Or dial directly: 406145677@67.217.95.2 or 67.217.95.2##406145677

Get the app now and be ready when your first meeting starts:
https://meet.goto.com/install

6.8 Proposal & Award Basis

The City reserves the right to accept or reject any and all proposals or any or parts of a proposal wherein its judgment, it will be in the best interest of the City; waive any technicalities/informalities in the RFP document and proposal process; and to qualify and award any or all of this contract in any manner in which the City, acting in the sole and exclusive exercise of its discretion, deems to be in the City's best interest. If no acceptable proposal is received, the City also reserves the right to re-solicit proposals, at its sole discretion.

6.9 Time of Completion

Proposer hereby agrees to commence work under this contract on or before a date to be specified in a written "Notice to Proceed" of the City. Contract will be negotiated following award at council to the highest scored firm.

6.10 Rejection of Proposals/Cancellation of RFP

The City of Woodstock, Georgia reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the City.

It is also within the right of the City to reject proposals **that do not contain all elements and information requested in this document**. The City reserves the right to cancel this RFP at any time. The City will not be liable for any cost/losses incurred by the Offerors throughout this process.

6.11 Proposal Withdrawal

A submitted proposal may be withdrawn prior to the due date by a written request to the City representative listed in Section 1.5. A request to withdraw a proposal must be signed by an authorized individual of the submitting company.

6.12 Miscellaneous

This RFP and any agreements related thereto must comply, inter alia, with all City laws and charters and are subject to all requisite City approvals including, but not limited to, City Management and City Council.

The City reserves the right to release modifications to this RFP or supplements to it from time to time. Firms are responsible for periodically checking Bidnet Direct for such modifications or supplements.

7.0 STANDARD TERMS AND CONDITIONS

7.1 Non-Collusion Affidavit

By submitting a proposal, the respondent represents and warrants that no official or employee of the City has an interest, directly or indirectly, in the proposal or in the final contract award. The respondent further understands proposals will be rejected if there is any evidence of collusion with another respondent. See form in **Exhibit C.**

Respondent agrees that it shall not engage in any activity or conduct that would result in a violation of the City of Woodstock, Georgia Code of Ethics.

Respondent certifies that this qualification, offer, or proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a qualification, offer, or proposal for the same materials, supplies, services, or equipment and is in all respects fair and without collusion or fraud. Respondent understands collusive proposals is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. Respondent agrees to abide by all conditions of this qualification, offer, or proposal.

Furthermore, the respondent certifies that the firm has not divulged to, discussed or compared his proposal with other respondents and has not colluded with any other respondent or parties to this proposal whatsoever. Also, respondent certifies, and in the case of a joint proposal each party thereto certifies as to his/her own organization, that in connection with this proposal:

- Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices and or cost data, with any other respondent or with any competitor;

- Any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the respondent and shall not knowingly be disclosed by the respondent prior to the scheduled opening directly or indirectly to any other respondent or to any competitor;
- No attempt has been made or shall be made by the qualifier to induce any other person or firm to submit a proposal for the purpose of restricting competition;
- The only person or persons interested in this proposal, principal/principals is/are named therein and that no person other than therein mentioned has any interest in his proposal or in the contract to be entered into; and
- No person or agency has employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or established commercial agencies maintained by the Purchaser for the purpose of doing business

7.2 Consultant Compliance Certifications

Respondents agree to be bound by applicable Federal, State and Local laws, regulations and directives. See **Exhibit C** for all Consultant Compliance Certification forms.

Respondents must certify that they do not and will not maintain or provide for their employees any facilities which are segregated on a basis of race, color, creed, or national origin.

Respondents must certify that they have a drug-free workplace, if applicable.

Respondent certifies on behalf of itself, and all Participating Members, Major Non-Participating Members and Contractors identified by such Proposer as of the date hereof, as follows, are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any local, state or federal department or agency.

7.3 Insurance

No proposal may be withdrawn for a period of sixty (60) days after time has been called on the date of opening.

Upon successful negotiation and award of contract, the contractor shall provide the City with:

- General Liability Insurance coverage with minimum limits of $1,000,000 per occurrence and $2,000,000 general aggregate

Evidence of required insurance shall be presented prior to the execution of the Contract. Insurance policies to be carried under the agreement shall not be changed or canceled without a thirty (30) day written notification to the City of Woodstock, Georgia prior to change or cancellation.

7.4 Taxes, Fees, Code Compliance and Licensing

The firm shall be responsible for the payment of any required taxes or fees associated with the execution of this contract. The firm shall also be responsible for compliance with all applicable codes and statutes.

7.5 References and Proprietary Information

Submission of a proposal authorizes the City to make inquiries concerning the respondent and its officers to any persons or firms deemed appropriate by the City. Any proprietary

information that the respondent does not want disclosed to the public shall be so identified on each page in which it is found. Data or information so identified will be used by the City solely for the purpose of evaluation and contract negotiations only.

7.6 Illegal Immigration Reform and Enforcement Act of 2011

By providing a qualification or proposal, qualifier/proposer certifies that he/she is in compliance with O.C.G.A. § 13-10-90 and 91, et seq. No qualification or proposal will be considered by the City unless it is accompanied with a signed, notarized affidavit (**EXHIBIT B**) from the qualifier/proposer attesting to the following:

a) The affiant has registered with and is authorized to use and uses the federal work authorization program

b) The user identification number and date of authorization for the affiant; and

c) The affiant will continue to use the federal work authorization program throughout the contract period; and

The affiant will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the same information required in subparagraphs (a), (b) and (c) of this paragraph.

7.7 Anti-Boycott of Israel

By signing and submitting this proposal and pursuant to O.C.G.A. § 50-5-85, respondent/proposer certifies that it is not currently engaged in, and agrees that for the duration of this agreement, it will not engage in a boycott of Israel.

7.8 Terms and Conditions

1. The City of Woodstock, Georgia hereby requests proposals for the goods and services inclusive of the services requested in the RFP.
2. City of Woodstock, Georgia reserves the right to evaluate the firm's proposals. Only those firms who, in the opinion of the City, meet the minimum necessary proposals will have their price and contract/agreement evaluated.
3. All proposals, fee schedules and other documents furnished to the City of Woodstock, Georgia are subject to the Georgia Open Records Act.
4. Termination: The contract will be subject to the terms and conditions included in the Service Agreement. The City of Woodstock, Georgia reserves the right to cancel the agreement with cause, due to nonperformance and/or violation of contract terms.
5. The City shall be notified of business name change(s) in writing within thirty (30) days of changes.
6. The City shall be notified and approve of key personnel change(s) in writing prior to any changes.

This Section Intentionally Left Blank

EXHIBIT A: CONTRACTOR INFORMATION FORM

See following page.

City of Woodstock

CONTRACTOR INFORMATION

Firm Name: _____

Contact Person: _____

Firm Address: _____

_____

Phone: _____

Fax: _____

Email: _____

With this packet, please also provide a W-9 and Certificate of Insurance for the company/firm.

_____ _____

Signature – Authorized Officer or Agent Date

EXHIBIT B: E-VERIFY AFFIDAVIT WITH INSTRUCTIONS

See following page(s).

City of Woodstock

INSTRUCTIONS

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Woodstock, Georgia (the "City") has registered with and is participating in a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontract who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

E-Verify/Company ID Issued by the E-Verify Program
_____
Federal Work Authorization User Identification Number

Date E-Verify/Company ID was issued by E-Verify
_____
Date of Authorization

Contractor's Company/Firm Name
_____
Name of Contractor

Name of project or type of service provided
_____
Name of Project

City of Woodstock, Georgia
_____
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, 201____ in _____ (city), _____ (state).

_____
Signature of Authorized Officer or Agent

_____
Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me this the_____ day of _____, 201____,

_____ _____
Notary Public My Commission Expires

INSTRUCTIONS ONLY - COMPLETE FOLLOWING PAGE

City of Woodstock

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Woodstock, Georgia (the "City") has registered with and is participating in a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontract who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

_____
Federal Work Authorization User Identification Number

_____
Date of Authorization

_____
Name of Contractor

_____
Name of Project

City of Woodstock, Georgia
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 202____ in _____ (city), _____ (state).

_____
Signature of Authorized Officer or Agent

_____
Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me this the_____ day of _____, 202____,

_____ _____
Notary Public My Commission Expires

EXHIBIT C: CONSULTANT COMPLIANCE FORMS

See following page(s).

EXHIBIT C1
NON-COLLUSION AFFIDAVIT OF PRIME CONTRACTOR

State of _____

County of _____

_____, being first duly sworn, deposes and says that:

(1) He is _____ (Owner, Partner, Officer, Representative, or Agent) of the **CONTRACTOR** that has submitted the attached Bid;

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said **CONTRACTOR** nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted to or refrain from bidding in connection with such Contract, or has in any collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against The City of Woodstock, Georgia or any person interested in the proposed Contract; and,

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the **CONTRACTOR** or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signed _____

Name _____

Title _____

Subscribed and Sworn to before me this ____ day of_____, 20 _____.

_____ (SEAL)

_____
Title

My Commission expires_____
Date

EXHIBIT C2

CERTIFICATION BY CONTRACTOR REGARDING NON-SEGREGATED FACILITIES

The **CONTRACTOR** certifies that he does not, and will not, provide and maintain segregated facilities for his employees at his establishments and, further that he does not, and will not, permit his employees to perform their services at those locations, under his control, where segregated facilities are provided and maintained. Segregated facilities include, but are not necessarily limited to, drinking fountains, transportation, parking, entertainment, recreation, and housing facilities; waiting, rest, wash, dressing, and locker rooms, and time clock, work, storage, restaurant, and other eating areas which are set apart in fact, or by explicit directive, habit, local custom, or otherwise, on the basis of color, creed, national origin, and race.

The **CONTRACTOR** agrees that, except where he has obtained identical certifications from proposed subcontractors for specific time periods, he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding $10,000.00 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

The **CONTRACTOR** agrees that a breach of this certification is a violation of the Equal Opportunity clause in this Contract. The penalty for making false statements is prescribed in 18 U.S.C. 1001.

_____

Contractor

_____

Signature

_____

Printed Name and Title of Signer

_____

Date

EXHIBIT C3

DRUG FREE WORKPLACE CERTIFICATION

CONTRACTOR certifies that they are a drug free workplace as described below and will maintain compliance with such for the duration of the agreement.

In order to have a drug-free workplace, a business shall:

1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace and specifying the actions that shall be taken against employees for violation of such prohibition.

2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3) Give each employee engaged in providing the commodities of contractual services that are under proposal a copy of the statement specified in the subsection (1).

4) In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under proposal, the employee shall abide by the terms of the statement and shall notify the employer of any conviction of, or plea of guilty or nolo contender to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5) Impose a sanction on or require that satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

_____ _____

Contractor Authorized Representative Signature

_____

Date

EXHIBIT C4

DEBARMENT AND SUSPENSION CERTIFICATION

The undersigned Proposer certifies on behalf of itself, and all Participating Members, Major Non-Participating Members and Contractors identified by such Proposer as of the date hereof, as follows:

The undersigned certifies to the best of its knowledge and belief, that it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

b. Have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State or local) with commission of any of the offenses enumerated in paragraph 1b of this certification; and

d. Have not within a three (3) year period preceding this application/proposal had one or more public transactions (federal, State or local) terminated for cause or default.

Where the Proposer is unable to certify to any of the statements in this certification, it shall attach a certification to its proposal or bid stating that it is unable to provide the certification and explaining the reasons for such inability.

_____

Signature of Contractor's Authorized Official

_____

Name and Title of Contractor's Authorized Official

_____

Date

EXHIBIT D: VENDOR CONFLICT OF INTEREST

See following page(s).

City of Woodstock, Georgia

VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

All vendors interested in conducting business with the City of Woodstock, Georgia must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City's conflict interest policies as stated within the certification section below. If a vendor has a relationship with a City official or employee, an immediate family member of a City official or employee, the vendor shall disclose the information required below.

Certification: I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named below:

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Vendor Name	Vendor Phone Number
Conflict of Interest Disclosure*	
Name of City of Woodstock, Georgia employees, elected officials, or immediate family members with whom there may be a potential conflict of interest.	☐ Relationship to employee _____ ☐ Interest in vendor's company _____ ☐ Other _____
*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City; vendor will be exempt from doing business with the City.	

I certify that the information provided is true and correct by my signature below.

_____ _____ _____

Signature of Authorized Representative | Date | Printed Name and Title of Authorized Representative

PROCUREMENT USE ONLY

___ Yes, named employee was involved in Bid/ Proposal process.

___ No, named employee was not involved in procurement process or decision.

EXHIBIT E: LEGAL AD

See following page(s).

City of Woodstock, GA · Finance Department
12453 Highway 92 · Woodstock, GA 30188
(770) 770-592-6000

REQUEST FOR ADVERTISEMENT

ATTN: Legal Advertising, Cherokee Tribune
FROM: Martyn Detz, Financial Analyst: Purchasing
CC: Crystal L. Welch, Deputy, CFO
DATE: August 24, 2026
ACCT #: 110581

TYPE OF AD: LEGAL/REGULAR
RUN DATE: Thursday, August 27, 2026
Thursday, September 3, 2026
Thursday, September 10, 2026

REF. NO.: RFP 2027 – 02 – Economic Development Plan

CITY OF WOODSTOCK, GEORGIA
RFP 2027 – 02 – Economic Development Plan

PROPOSAL ADVERTISEMENT

The City of Woodstock, Georgia, herein referred to as the City, is seeking proposals from experienced firms to develop a comprehensive, action oriented Economic Development Plan (EDP) that positions Woodstock for continued economic diversification and growth over the next ten (10) years. The Economic Development Plan must be evidence-based, community-informed, and implementation ready. The plan should align with the City's Comprehensive Plan and should provide a long-term plan for increasing commercial investment, attracting new jobs, and identifying new economic development and tourism opportunities for the community to undertake.

RFP details and document information may be found by visiting Bid Net Direct or Georgia Procurement Registry. All questions must be submitted online through Bid Net Direct. Refer to Schedule of Events for deadline for submission of questions relating to the RFP.

All responses to this RFP must be received electronically through Bid Net Direct to the City of Woodstock, Georgia no later than 10:30 A.M. on September 29, 2026. Request for Proposals will be publicly opened, and firm names read aloud at 10:31 A.M. via GoTo Meetings (Link in Bid Packet). All Request for Proposals will be evaluated by the City and the finalists will be notified in accordance with the RFP schedule of events.

Schedule of Events: The following Schedule of Events represents the City of Woodstock's best estimate of the schedule that will be followed. All times indicated are prevailing times in Woodstock, Georgia. The City of Woodstock reserves the right to adjust the Schedule as the City of Woodstock deems necessary.

Schedule of Events	DATE	TIME
City of Woodstock release of **RFP for Economic Development Plan**	08/27/2026	----------
Pre-Proposal Meeting via Go To Meetings – Link in Bid Packet	09/03/2026	3:30 PM
Deadline for submission of written questions and requests for clarification	09/10/2026	5:00 PM
Deadline for submission of Proposals	09/29/2026	10:30 AM
City of Woodstock completes evaluation and issues notification and other information to finalist firm	10/12/2026	----------

RFP selection criteria will consist of the following:

Selection Criteria for Economic Development Plan	
Criteria 1 – Comprehensive Plan Document Expertise & Performance	30 pts
Criteria 2 – Staffing	30 pts
Criteria 3 – Approach	20 pts
Criteria 4 – Availability	10 pts
Criteria 5 – Budget	10 pts
Total score possible	**100 pts**

The City reserves the right to accept or reject any and all bids or any or parts of a bid wherein its judgment, it will be in the best interest of the City; waive any technicalities/informalities in the RFP document and bid process; and to qualify and award any or all of this contract in any manner in which the City, acting in the sole and exclusive exercise of its discretion, deems to be in the City's best interest. If no acceptable bid is received, the City also reserves the right to re-solicit bids, at its sole discretion. It is the City's intention to negotiate a contract with the highest scored respondent.

For further information regarding this RFP, please call 770-592-6000 ext. 1205.

Please acknowledge the receipt of this notice and forward a copy from the newspaper. Thanks.

RFP NUMBER
2027 – 02

Economic Development Plan Update
Addendum – Q/A

September 17, 2026

For any further questions about this RFB addendum contact:

Martyn Detz, Financial Analyst: Purchasing
770-592-6000 Ext 1205 or Bid Net Direct

Please note the following responses, clarifications and/or additional information for the above titled RFP with the appropriate sections listed for reference where applicable. City responses are in blue text.

Questions

1. **The RFP requests at least three similar or related Economic Development Plan projects completed within the last ten years. May the City accept relevant project experience completed by proposed key personnel or subconsultants while employed by another firm, or must all three projects have been performed directly by the Prime Consultant?**
    a. **Yes**

2. **The RFP states that the total project budget is $60,000, split over multiple fiscal years. Is the $60,000 amount a firm not-to-exceed budget, or may proposers recommend an adjusted scope and fee, including optional services, if needed to fully accomplish the requested scope of work?**
    a. **The requested scope of work should fit within the budget, however if there are additional add-ons that would make sense to add, you may suggest them as add-alternates.**

3. **For purposes of developing the fixed-fee budget, approximately how many stakeholder interviews, focus groups, public meetings, surveys, Board/Council work sessions, and presentations should consultants assume are required during the project?**
    a. **This should be suggested on by the respondent as part of their plan. You may want to suggest a base level and provide a cost for each additional meeting that is added**

4. **Does the City anticipate that stakeholder interviews, focus groups, public meetings, staff meetings, and Council presentations will primarily be conducted in person, virtually, or through a hybrid approach?**
    a. **This should be suggested by the respondent as part of the plan, however we have used all types of meeting formats in past plans and are ok with any or all of them.**

5. **Will the City share existing GIS, parcel, business license, or employment data?**
    a. **Yes.**

6. **Is there an inventory of available commercial or redevelopment properties?**
    a. **There is not a single source, but there are resources and recent plans available that identify them.**

7. **Are target industries already identified, or should we identify them?**
    a. **Cherokee Office of Economic Development has plans that identify target industries for the county HERE. Generally they lead large scale industrial recruitment even in the city limits.**

8. **Does the City have specific peer or competitor communities in mind?**
    a. **No**

9. **Is there an existing tourism or destination marketing strategy to build from?**
    a. **Not an official one, but tourism staff is housed in the ED office and would be available to present what has been done.**

10. **Is there a minimum number of engagement activities expected?**
    a. **No**

11. **Which stakeholder groups does the City consider essential?**
    a. **Small business, entrepreneurs, tourism partners (hotels and trade)**

12. **Who will be our day-to-day City contact?**
    a. **Brian Stockton, Director of Economic Development**

13. **What level of design and production does the final plan need?**
    a. **Professional plan in digital format.**

14. **Can the City provide its current five-year Economic Development Strategic Plan, including recent updates to its goals, priorities, and milestones?**
    a. **Yes, it is located HERE.**

15. **What progress has been made toward the Plan, including completed initiatives, current efforts, and outstanding goals?**
    a. **In review of the implementation matrix, a lot of the items are still in progress or are ongoing programs. Please refer to these reports HERE and HERE. Note that we changed the annual reporting from FY to calendar year, so the most recent full report is the 2024 one. 2025 reporting was included in the city's annual report found on page 22/23 HERE.**

16. **Can the City provide data, performance measures, or other documentation used to track economic development progress?**
    a. **Refer to answer 15.**

17. **How does the City currently utilize the DDA to support economic development, downtown investment, redevelopment, and business recruitment?**
    a. **The ED Office staffs the DDA so they really act as one in the same, we are just able to use DDA funding, resources (such as development agreements) or support within that specific boundary.**

18. **What City-owned properties or assets are currently used for economic development, and are any underutilized or available for redevelopment?**
    a. **Most city-owned properties outside of the city center project would be difficult to develop.**

19. **What are the City's current economic development priorities, including business recruitment, major employers, corporate headquarters, and targeted industries?**
    a. **Refer to answer 7.**

20. **Does the City have available land or development sites suitable for corporate headquarters, major employers, or other significant projects?**
    a. **We have our city center project that is suitable for corporate HQ.**

21. **How does the City currently use the Comprehensive Plan to guide land use, annexation, development, infrastructure, and public works decisions, and how are its recommendations implemented?**
    a. **The Comprehensive Plan guides staff recommendations and City Council decisions related to development projects in terms of their consistency with the character area designation of the Comprehensive Plan. In addition to Land Use, the Comprehensive Plan includes big-picture visioning for a variety of subjects including Economic Development, Housing, parks & Recreation, Public Relations & Communications, Transportation, and other supporting elements. Recommendations of the Comprehensive Plan may be implemented through a variety of measures, including budget allocation, staff assignment to particular tasks or projects, and Council direction. The plan includes the Short-Term Work Program that is updated and reported on annually to ARC and DCA.**

22. **What are the City's highest-priority opportunities for improving connectivity, transportation access, and regional linkages to and from the City?**
    a. **The city has an adopted comprehensive transportation plan and is currently updating it. You may find it HERE.**

23. **What are the City's primary tourism assets, attractions, events, and destinations, and how are they currently leveraged for economic development?**
    a. **Please refer to visitwoodstockga.com for these resources. We partner with our hotels to attract groups and partner with our attractions on events and advertising to drive visitors.**

24. **What are the City's goals for future tourism development, and what metrics are used to evaluate its economic impact?**
    a. **This is to be determined as part of the plan.**

25. **What is the total budget for the proposed scope of work, and does the $60,000 represent the complete budget for all requested services, deliverables, and expenses?**
    a. **Refer to answer 2.**

26. **Are there elements of the scope the City would deem the highest priority? Based on our review of the requested scope of services, $60,000 may not be sufficient to adequately accomplish all of the stated scope. For example, a robust community engagement process as contemplated in bullet i. of Section 3.0 would require a significant amount of hours and resources to accomplish. If $60,000 is the upper limit of the City's budget for this work, is the City open to receiving proposals that prioritizes essential scope elements and suggests a slightly different approach to the work?**
    a. **Yes, you may prioritize. Refer to answers 2 and 27**

27. **Regarding stakeholder engagement, the most typical approach would be to do focused outreach to key economic and business players. To what extent do you expect this effort to include general public outreach, and are there specific goals/insights you are hoping to obtain from that outreach?**
    a. **The plan will generally coincide with the city's comprehensive plan. If general public outreach can be collected during comp plan public events, that would be acceptable.**

28. **What are the City's current tourism priorities and what level of information is available about your local tourism assets?**
    a. **Refer to answer 23.**

29. **What is the City's working relationship with the Cherokee County Office of Economic Development? Does the City have access to the Office's internal data? If so, can you give a sense of what data the Office can provide – specifically around local workforce talent?**
    a. **We co-office with COED and can get any data they have access to. They have deployed several resources online in the past few years regarding workforce and talent that is available HERE.**

30. **What is the City's working relationship with the Cherokee County Office of Economic Development? Does the City have access to the Office's internal data? If so, can you give a sense of what data the Office can provide – specifically around local workforce talent?**
    a. **We co-office with COED and can get any data they have access to. They have deployed several resources online in the past few years regarding workforce and talent that is available HERE.**

31. **Regarding the competitor analysis, are Acworth, Canton, and Kennesaw included in the 2023 Comprehensive Plan Update also useful comparisons for economic development specifically? Are there other communities that Woodstock already compares itself to from an economic development standpoint?**
    a. **Yes. To some extent, I would add Alpharetta and Suwanee for downtown type development. We do not have large tracts available for large scale commercial, distro or industrial development so we look towards infill and urban type opportunity.**

32. **Has the city done any recent technical analysis to quantify land capacity or developable lands?**
    a. **No**

33. **Aside from Visit Woodstock, are there any local or regional tourism partners that Woodstock coordinates with regularly?**
    a. **We partner with Northwest GA Travel Association, Enjoy Cherokee (through Cherokee Chamber of Commerce), Explore Georgia (State Tourism) and Georgia Assoc of CVBs.**

34. **What other key stakeholders or groups have been central to economic development in Woodstock?**
    a. **DDA and IN WDSTK Inc. (a 501c6 operated through Woodstock OED)**

35. **What does the city see as its most significant economic development 'wins' in recent years?**
    a. **Continued success in downtown, successful managed parking program including delivery of large downtown parking deck. LOIs signed with private developers for downtown mixed use building and hotel with meeting space. Successful recruitment and entitlement for large retail space delivering a downtown grocery store in Q1 2027.**

36. **Given that the EDP may be an input into the updated Comprehensive Plan, would you anticipate any objections to a schedule to deliver the EDP faster than the 12-18 month timeline identified in the RFP?**
    a. **No objections**

AGENDA ITEM NO. 6.8

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	October 26, 2026
SUBMITTED BY:	Martyn Detz, Community Development
ITEM TYPE:	Bids, Authorize, Solicit, Award, Reject, Rebid
AGENDA SECTION:	CONSENT AGENDA
SUBJECT:	**Approve RFP 2027-01 Award & Contract for Comprehensive Plan 10 Year Update**
SUGGESTED ACTION:	Request for approval to award RFP 2027-01 Comprehensive Plan 10 Year Update to the highest scored respondent, Inspire Placemaking Collective, Inc. The City received six submittals. The evaluation matrix is attached for reference. Additionally, staff requests authorization for the Mayor to execute the contract, contingent upon final review by the City Attorney.

ATTACHMENTS:

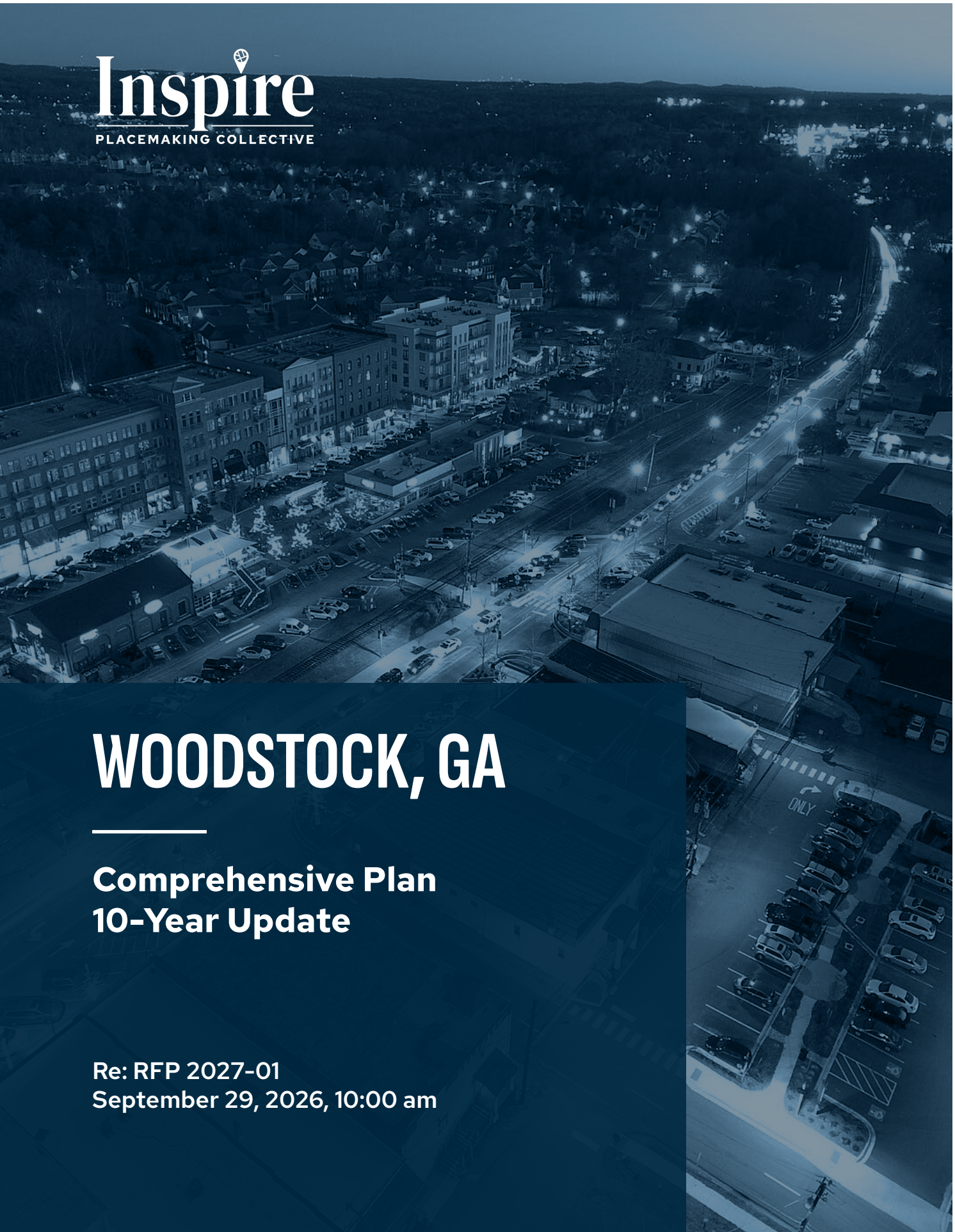
2027 - 01 - Evaluation Matrix.pdf
Submission - Inspire Placemaking Collective.pdf
CON - 2027 - 01 - Comprehensive Plan 10 Year Update - Inspire Placemaking Collective.pdf

CITY OF WOODSTOCK
GEORGIA

Purchasing Division
12453 Highway 92
Woodstock, GA 30188
770-592-6000
www.woodstockga.gov

RFP 2027 - 01 - Comprehensive Plan 10 Year Update
September 29, 2026, 10:00 A.M.
Evaluation Matrix

Respondent	Comprehensive Plan Document Expertise & Performance (30 points)	Staffing (30 points)	Approach (20 points)	Availability (10 points)	Budget (10 points)	TOTAL (100 points)
Gresham Smith	25.00	25.00	10.00	9.00	9.00	78.00
Houseal Lavigne	20.00	20.00	15.00	5.00	8.00	68.00
Inspire Placemaking Collective, Inc.	25.00	30.00	18.00	10.00	8.00	91.00
Massey Solutions, LLC	0.00	0.00	0.00	0.00	0.00	0.00
MKSK	25.00	25.00	18.00	7.00	10.00	85.00
TSW	20.00	15.00	15.00	6.00	9.00	65.00



WOODSTOCK, GA

Comprehensive Plan 10-Year Update

Re: RFP 2027-01
September 29, 2026, 10:00 am

01

INTRODUCTION



Downtown
- Woodstock, GA

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Re: RFP 2027-01 | Comprehensive Plan 10-Year Update

September 29, 2026
City of Woodstock, GA
Attn: Martyn Detz, Financial Analyst: Purchasing
12453 Highway 92, Woodstock, GA 30188

Dear Members of the Evaluation Committee,

Woodstock has experienced substantial growth over the last 30 years, and it has channeled that growth into a walkable, vibrant downtown creating a high quality of life for its residents. The City is one of the Atlanta region's biggest success stories, one that others try to emulate. This 10-year update to the City's Comprehensive Plan is an opportunity to build on that history of intentional planning and implementation to plan for the future development and redevelopment of Woodstock over the next 20 years. Inspire can help the City thoughtfully do this. Inspire has helped 69 communities create highly visual and easy to use comprehensive plans with interdisciplinary expertise and innovative public engagement.

Inspire Placemaking Collective, Inc. (Inspire) was founded in 2022 as a formal spin-off of S&ME, Inc.'s planning and landscape architecture divisions which operated for more than 20 years. With a team of over 40 planners, designers, and other professionals that possess more than 400 years of collective experience, Inspire offers a traditional city planning practice, with a depth and breadth that is unique within today's marketplace.

Our practice focuses on comprehensive planning, land development code updates, form-based codes, design guidelines, community redevelopment, economic development, historic preservation, and small area studies. We have assisted numerous cities and counties with the preparation of streamlined, user-friendly land use plans, comprehensive plans, land development regulations, form-based codes, design standards, and technical manuals. Our current and previous clients range from rural counties to fast-growing urban communities.

Placemaking, a design perspective that recognizes the relationship between transportation, private development, and civic spaces is the foundation of all our work. We think beyond project site boundaries and plan for the people and experiences of the larger place and community. **Inspire is committed to creating great places, safe streets, and thriving communities.**

A summary of information is noted in Tab 2 of our submittal. Inspire accepts the terms of this solicitation. Additionally, we acknowledge addenda 1-4.

Thank you for this opportunity to present our qualifications for your consideration. We hope to have the opportunity to expand upon our ideas and experience through the interview process.

Sincerely,
Inspire Placemaking Collective, Inc.

Alyssa Durden, AICP
Project Manager
adurden@inspireplacemaking.com
404.876.7059

George Kramer, AICP
President/Authorized Representative
gkramer@inspireplacemaking.com
407.202.8387

02

COMPREHENSIVE PLAN EXPERTISE/ PERFORMANCE



Downtown Mixed-Use Residences - Woodstock, GA

EXECUTIVE SUMMARY

This 10-year update to the Comprehensive Plan will update the vision for Woodstock and include strategic, location specific goals to navigate the nuance of infill development and redevelopment to create opportunities for growth within a mostly built-out city. The next iteration of Woodstock's Comprehensive Plan brings foward new challenges of a mature city. The focus of the next 20 years will be on placemaking through infill and redevelopment, to transition sites that still resemble the suburban development of 30 years ago to development patterns that better resemble and serve Woodstock today.

Our team is uniquely qualified to assist the City of Woodstock with this challenge. **Inspire has completed 69 Comprehensive Plan projects for cities and counties across the Southeast United States.** For the City of Woodstock, Inspire has assembled a team of architectural designers and economic development experts to collaborate with our planners and urban designers to use practical real-world development experience to assess what can feasibly be redeveloped and offer form-based zoning and site design strategies to implement it.

Alyssa Durden, AICP, will be the project manager for Inspire. Alyssa has an interdisciplinary background in architecture, planning, and urban design. Our team also includes Bob Begle of **Collage Design Studio**, who also has an extensive background in architecture and urban design and recently worked with the City of Woodstock leading the Highway 92 LCI with subconsultant Tate Wilson of **KB Advisory**, who we also bring to our team. Their knowledge of the Highway 92 corridor will allow our team to seamlessly fold the work that has already been done by the City into the Comprehensive Plan and dive deeper into the economic development strategies that will lead to implementation of the plan. KB Advisory will also be responsible for the economic development element of this plan creating efficiencies in community engagement and coordination between the two simultaneous planning efforts if our team is awarded both plans.

The Inspire team provides the City of Woodstock with deep expertise in comprehensive planning, extensive local knowledge, and a proven track record of successful collaborations. Our detailed project approach is tailored to the unique needs of the City of Woodstock. We are poised to deliver a successful Comprehensive Plan update, on time and within budget.

Statement of Responsibility

Inspire will be the Prime Consultant and will be responsible for all work and subcontractors involved in the project.

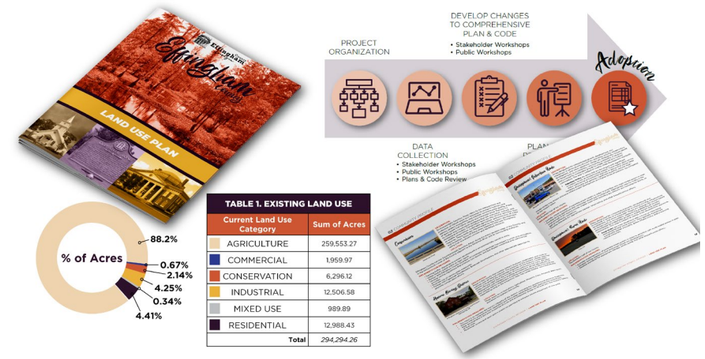
Comprehensive Land Use Plan

Effingham County, GA

09/2021 – 09/2024 (Adopted)

Inspire updated the County's Comprehensive Plan, which focused on streamlining requirements, while conducting substantial public engagement efforts, including facilitating stakeholder meetings with County Administration, city of key County departments, landowners, developers, realtors, design and construction professionals, neighborhood groups, business owners, and others.

Link to Final Plan:
https://acrobat.adobe.com/id/urn:aaid:sc:us:3bc316bd-fbd5-4755-82d3-b4db38819368





CLIENT INFORMATION

Effingham County, GA
Tim Callanan, County Manager
912.754.2111
tcallanan@effinghamcounty.org
804 South Laurel Street
Springfield, GA 31329

CONSULTANT'S ROLE

Prime Firm

PUBLIC INVOLVEMENT & INNOVATIVE TECHNIQUES

Inspire had an interactive website, steering committee made up of local city officials, business owners, residents and professionals, as well as held an open house. The open house even allowed for virtual participation to those who couldn't attend in virtual breakout rooms.

Comprehensive Plan & Downtown Master Plan

Weddington, NC

01/2023 – 07/2024 (Adopted)

Weddington has experienced significant growth over the last 30 years. Once a rural area, today it is a suburban community of nearly 14,000 residents located just outside the 485 Beltway. Despite this growth, the Town still lacks a downtown or town center that provides residents with a common sense of place. A central civic gathering space and a complementary plan for future growth are fundamental to long-term community prosperity.

Therefore, the Town solicited an updated Comprehensive Plan, rooted in community engagement and including a downtown master plan component.

Link to Final Plan:
https://acrobat.adobe.com/id/urn:aaid:sc:US:57e3ddc5-95fb-4f3b-8394-9af15bbfc9c9





CLIENT INFORMATION

Town of Weddington, NC
Karen Dewey, Town Administrator
704.846.2709
kdewey@townofweddington.com
1924 Weddington Road
Weddington, NC 28104

CONSULTANT'S ROLE

Prime Firm

PUBLIC INVOLVEMENT & INNOVATIVE TECHNIQUES

Inspire held two open houses for this project. The first was outside at Town Hall and we had lawn games and food trucks to get the public to come out and provide input overall about the vision of the community. The second was a design workshop focused on planning for downtown. These were interactive and gave the public opportunities to effectively give input.

Visioning & Comprehensive Plan Update

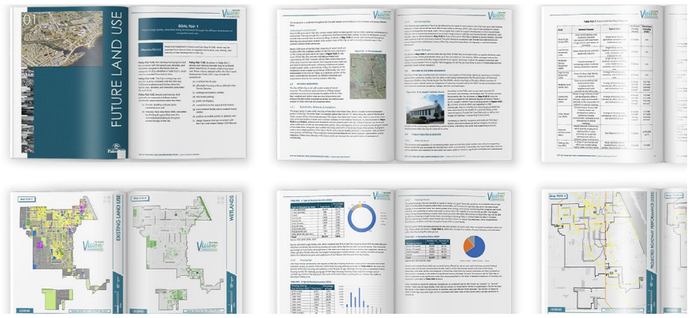
Palm Bay, FL

09/2020 – 05/2023 (Adopted)

Inspire completed a 12-month community visioning effort, as a precursor to the Comprehensive Plan update, for this fast-growing city of more than 125,000 residents. Public engagement efforts included an interactive website, stakeholder interviews, focus groups, and public workshops. The final vision plan included existing conditions, recommendations, and a vision statement. This successful visioning effort provided residents with the first cohesive community vision in Palm Bay's 63-year history.

The team fully updated the Comprehensive Plan to implement the community's vision and align the Plan with the desired growth in Palm Bay.

Link to Final Plan:
https://acrobat.adobe.com/id/urn:aaid:sc:va6c2:f4dce372-a13e-43c3-b9fd-3eb60436f15b





CLIENT INFORMATION

City of Palm Bay, FL
Joan Junkala-Brown (formerly with Palm Bay)
321.493.1414
joan.junkala@mlbfl.org
120 Malabar Road
Palm Bay, FL 32907

CONSULTANT'S ROLE

Prime Firm

PUBLIC INVOLVEMENT & INNOVATIVE TECHNIQUES

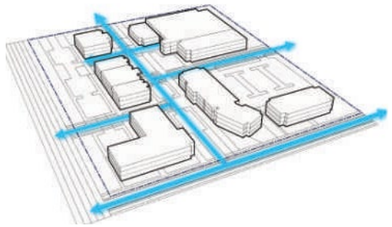
Inspire executed a ten-month engagement program for Palm Bay utilizing six (6) focus groups meetings, an interactive project website with online surveys, and a three-stage iterative workshop framework designed to turn public feedback into actionable policies. This collaborative process centered on key visioning areas: creating walkable urban districts, expanding multi-modal transit, diversifying housing options, protecting natural assets for eco-tourism, and capitalizing on Brevard County's regional industrial clusters.

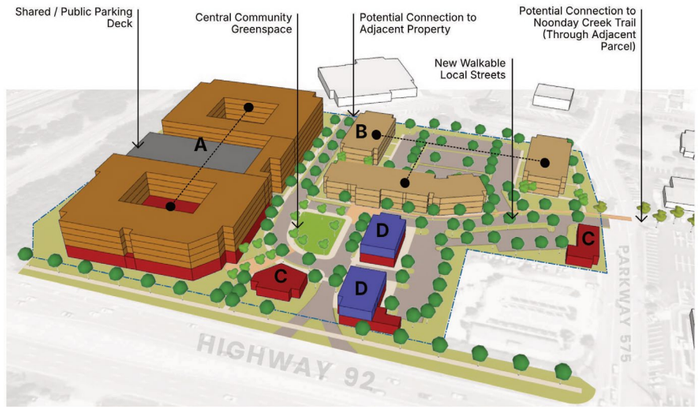
Highway 92 Development Standards LCI

Woodstock, GA

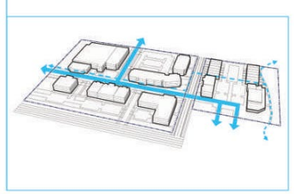
03/2024 - 08/2025

This project establish a new regulatory framework to guide the long-term redevelopment of a major suburban commercial corridor. Rather than applying a single prescriptive set of standards, the plan used illustrative redevelopment scenarios to create flexible design guidelines that balance community goals with the practical realities of private investment. The resulting framework provides the City with a more effective process for encouraging high-quality redevelopment over time.

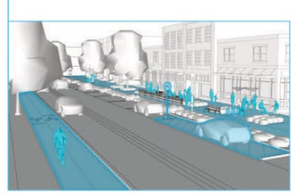




A ***Integrated Circulation Networks:*** Plan for connections to existing vehicular, bicycle, and pedestrian infrastructure on adjacent sites and regional destinations, contributing to a cohesive and well-connected circulation system. Design with flexibility for future off-site vehicular, bike and pedestrian connections, even in locations where they are not currently available. Adjacent properties may eventually redevelop in ways that enable those connections over time.



C ***Support Multimodal Transportation:*** Incorporate a range of transportation options—sidewalks, trails, bike infrastructure, ride-share zones, and on-demand transit stops—to encourage accessible and sustainable mobility choices.



CLIENT INFORMATION

City of Woodstock, GA
12453 Highway 92
Woodstock, GA 30188

CONSULTANT'S ROLE

Work Performed while at Lord Aeck Sargent

PUBLIC INVOLVEMENT & INNOVATIVE TECHNIQUES

Public engagement included a robust mix of stakeholder interviews, a property owners open house, participation in live City events, work sessions with governmental officials, and an online survey and input tool. Innovative techniques included collaborating with a real estate firm (KB Advisory) to craft a "rule of three" development assessment tool.

COLLAGE Design Studio

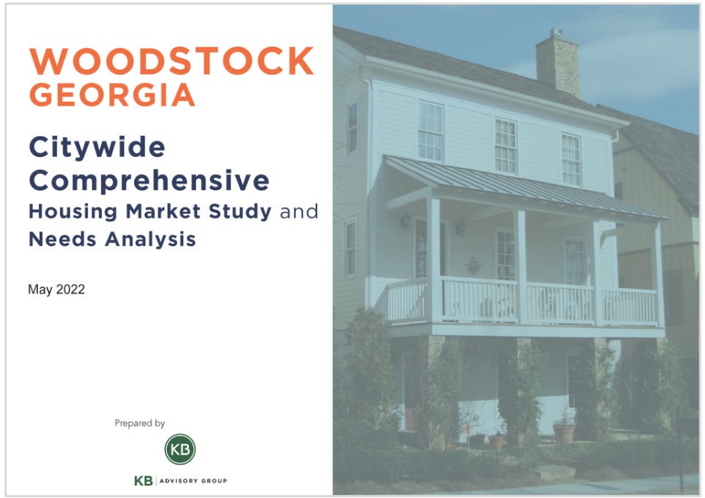
Citywide Comprehensive Housing Market Study

Woodstock, GA

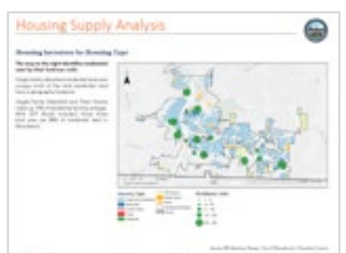
08/2021 - 05/2022

The City engaged KB Advisory Group to prepare its Citywide Comprehensive Housing Market Study and Needs Analysis, building on the Cherokee County Housing Study KB completed in early 2020. KB Advisory Group was tasked with analyzing how current and future residential market trends would impact Woodstock over the coming years, giving City staff, elected officials, and stakeholders the information needed to communicate the rationale for land use and housing policy decisions.

As part of the study, KB Advisory Group's analysis was distilled into ten key findings and a housing toolbox of six strategies covering housing goals and priorities, zoning and tax regulations, diverse housing access, preservation of existing affordable stock, housing stability, and organizational capacity. A comparative cities analysis supported these recommendations and gave the City a framework to inform future land use, planning, and real estate development policy.







CLIENT INFORMATION

City of Woodstock, GA
12453 Highway 92
Woodstock, GA 30188

CONSULTANT'S ROLE

Prime Firm

PUBLIC INVOLVEMENT & INNOVATIVE TECHNIQUES

No public engagement due to the pandemic

KB ADVISORY GROUP

REFERENCES

01

Effingham County, GA

Comprehensive Land Use Plan
09/2021 – 09/2024 | $72,440
Tim Callanan, County Manager
912.754.2111
tcallanan@effinghamcounty.org
804 South Laurel Street
Springfield, GA 31329

Inspire updated the County's Comprehensive Plan by streamlining requirements and leading extensive public engagement with administrators, landowners, developers, realtors, and community groups.
Public Input: Engaged the community through an interactive website, a diverse steering committee, and a hybrid open house with virtual breakout rooms.

02

Town of Weddington, NC

Comprehensive Plan & Downtown Master Plan
01/2023 – 07/2024 | $135,000
Karen Dewey, Town Administrator
704.846.2709
kdewey@townofweddington.com
1924 Weddington Road
Weddington, NC 28104

Weddington grew to 14,000 residents but lacks a defined town center. To create a sense of place, the Town launched a community-driven Comprehensive Plan and downtown master plan.
Public Input: Facilitated two interactive public open houses (a community visioning event with food trucks and a targeted downtown design workshop) to capture effective community input.

03

City of Palm Bay, FL

Visioning & Comprehensive Plan Update
09/2020 – 05/2023 | $256,844
Joan Junkala-Brown (formerly with Palm Bay)
321.493.1414
joan.junkala@mlbfl.org
120 Malabar Road
Palm Bay, FL 32907

Inspire led a 12-month visioning process for Palm Bay, using extensive resident engagement to create its first cohesive community vision and guide a full Comprehensive Plan update.
Public Input: Executed a ten-month public engagement program for Palm Bay using focus groups, a survey website, and a three-stage workshop framework to translate community feedback into actionable urban growth policies.

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03

STAFFING



Inspire

Partnering with local governments to create great places, safe streets, and thriving communities.

For cities and counties focused on results — protecting community character, enhancing quality of life, and fostering high-wage jobs — Inspire offers a different approach to consulting. Building a talented team, instilling grit, and fostering long-term client partnerships is about more than winning the next contract. This unique model provides a foundation for transformational change. Focusing on people and communities, Inspire has built a shared work ethos that is mission-driven, interdisciplinary, and focused on implementation. Long-range visioning and planning provides cities and counties with a clear direction for the future. It starts with a careful review of data by experienced specialists using reliable sources. These numbers must be supplemented by community input gathered through a robust, inclusive, and transparent engagement process – because the final deliverable should be a community plan, not a technical paper. Concise language complemented by clear and compelling visuals are a hallmark of Inspire's work.

69
Comprehensive Plan Projects

72
Land Development Code Projects

55
Redevelopment Projects

11
Development Review Clients

COLLAGE Design Studio

Collage Design Studio, founded by Bob Begle, is an urban design, community planning, and residential practice that brings together people, ideas, and experience to create thoughtful, memorable, and achievable places. Backed by Begle's 35+ years of experience—including prepping Atlanta for the 1996 Olympics, co-founding Urban Collage, and leading Lord Aeck Sargent's urban design studio—the practice works flexibly alongside a network of trusted collaborators to serve municipalities, developers, and homeowners. Guided by the belief that good design must work beautifully in the real world, the studio delivers tailored, scalable expertise to effectively solve design challenges at any project scale.

KB ADVISORY GROUP

Founded in 2001, KB Advisory Group (formerly Bleakly Advisory Group) is a Midtown Atlanta-based real estate and economic development consulting firm certified as a Small Business Enterprise (SBE). Led by Geoff Koski since 2017, the firm's specialized seven-member team leverages deep market expertise—including AICP-certified planners—to help public and private sector clients across Georgia and the Southeast navigate development trends. KB bridges the gap between planning and economic growth, delivering tailored strategies in market analysis, urban planning, and public-private partnerships.

ORGANIZATIONAL CHART

LOCAL OFFICE/PROJECT CONTACT

817 W. Peachtree Street NW, Suite 305,
Atlanta, GA 30308
Attn: Alyssa Durden, AICP Project Manager
404.876.7059 | adurden@inspireplacemaking.com



Alyssa Durden, AICP
Project Manager
(65% Available)



Sarah Sinatra, AICP, CZO
Principal-in-Charge
(50% Available)



Elena Oertel, AICP
Deputy Project Manager
(55% Available)



Patricia Tyjeski, AICP
Senior reviewer
(45% Available)

PLANNING/COMMUNITY ENGAGEMENT/URBAN DESIGN



Erik Bredfeldt, PhD, AICP
Economic Development Director
(55% Available)



Gabriela Castro, AICP
Senior Planner (50% Available)



Jessica Hays, AICP Candidate
Planner (60% Available)



Jose Fernandez, AICP Candidate
Planner (55% Available)



Emerence Poiraud
Planner (65% Available)



Jay McLeod, AICP
Senior Planner (50% Available)



Jeremy Griffith, AICP
Planner (60% Available)



Alex Kozela, AICP Candidate
Planner (60% Available)



Haiden Lewis, AICP Candidate
Planner (55% Available)



Jeel Patel
Urban Designer (65% Available)

HOUSING/EXISTING CONDITIONS/ECONOMIC DEVELOPMENT (KB ADVISORY)



Geoff Koski
Principal (50% Available)



Tate Wilson, AICP
Managing Director (50% Available)

DESIGN CONSULTANT (COLLAGE DESIGN)



Bob Begle
Principal (50% Available)



ALYSSA DURDEN, AICP

Project Manager

Alyssa specializes in transforming communities into walkable, mixed-use environments. She previously served as the Planning Division Director for the City of Suwanee, where she managed two comprehensive plan updates and implemented their downtown master plan. This local government experience followed two decades as a private consultant in Seattle, Philadelphia, and Atlanta. In addition to comprehensive plans, her experience spans master plans, pedestrian and bicycle plans, zoning, streetscape design, form-based code, building design, and design guidelines. **AICP #020815**

EDUCATION

Master of City and Regional Planning, Georgia Institute of Technology
Master of Architecture, Georgia Institute of Technology
Bachelor of Environmental Design, Miami University

2040 Comprehensive Plan
Project Manager as the Planning Division Director | Suwanee, GA

- Managed planning process and the content of the final document
- Designed public engagement including multiple stakeholder group interviews, a series of steering committee workshops, and public open houses promoted at community events

2040 Comprehensive Plan – 5 Year Update
Project Manager as the Planning Division Director | Suwanee, GA

- Facilitated series of workshops with a steering committee and City Council to confirm existing goals and seek feedback on desired changes to the future land use plan
- Produced final document and ushered through the required approval process by the Atlanta Regional Commission and the Georgia Department of Community Affairs

Town Center LCI Update
Project Manager | Cobb County, GA

- Created maps to document existing conditions
- Facilitated workshop with Community Improvement District board
- Produced final document and ushered through Cobb County adoption

Town Center CID Design Guidelines
Project Manager | Cobb County, GA

- Wrote and illustrated design guidelines related to site design and vehicular access management to improve congestion and walkability

Small Area Plans
Planning Division Director | Suwanee, GA

- Sketched potential infill development to test sites throughout the city to recruit desired development, improve development proposals, and help city leadership make decisions about infrastructure investment

Roundabout Master Plan
Project Manager as the Planning Division Director | Suwanee, GA

- Met with key stakeholders and city officials to develop a vision for the area
- Consulted with market analysts to develop a framework of uses that could be supported by the market
- Created schematic site plans and drawings illustrating desired architectural massing, locations and quantities of proposed uses, parking strategies, streetscape improvements, and public open spaces
- Wrote form-based design guidelines to implement the development illustrated in the plan
- Rezoned the property per the master plan and design guidelines



SARAH SINATRA, AICP, CZO

Principal-in-Charge

Sarah has served as a planning director for numerous jurisdictions throughout her career. She understands the need to actively engage the public through a variety of platforms to truly gauge a community's needs. Sarah's work products include innovative plans based on community feedback and collaboration. **AICP #021533; CZO**

EDUCATION

Master of Urban & Regional Planning, Florida Atlantic University
Bachelor of Arts in Political Science, Florida Atlantic University

Comprehensive Plan Update
Project Manager | Effingham County, GA

- Facilitated public engagement sessions including stakeholder meetings and community workshops
- Coordinated update of character area descriptions and map

Comprehensive Plan & Downtown Master Plan
Project Manager | Weddington, NC

- Moderated stakeholder interviews
- Structured an open house and steering committee meetings for public input
- Collaborated on a proposed downtown master plan and potential design standards

Comprehensive Plan Update
Principal-in-Charge | Kennesaw, GA

- Overseeing adherence to the schedule and delivery of the scope
- Coordinate engagement efforts that are responsive to the client and productive for the public

Comprehensive Plan
Principal-in-Charge | Spalding County, GA

- Will support public engagement and stakeholder interviews
- Provide overall contract oversight
- Contribute to crafting of the County's long term vision

Comprehensive Plan Update
Project Manager | Trinity, NC

- Prepared survey/fact-finding information housed on a project website
- Moderated a stakeholder meeting for steering committee input
- Structured an open house for public input
- Branded the project VisionTrinity

Vision Plan
Project Manager | Robertson County, TN

- Moderated four stakeholder meetings
- Prepared a survey and fact-finding information housed on a project website
- Structured a two-day house for public input

Comprehensive Growth Plan Update
Project Manager | Blount County, TN

- Moderated both a stakeholder meeting and public workshop
- Evaluated school projections for purposes of understanding some of the growth
- Prepared a future land use map including the urban growth boundary

Comprehensive Land Use Plan & UDO Update
Project Manager | Kenly, NC

- Structured an open house for engagement
- Project management and guidance on policy creation

ELENA OERTEL, AICP

Deputy Project Manager

Elena is an urban planner who integrates analytical thinking into every stage of the planning process, supporting comprehensive planning, economic development, sustainable urban design, trail planning, grant applications, and community engagement. By leveraging spatial analyses and market analytics, she delivers data-driven insights that help clients make informed decisions to foster vibrant, thriving communities. **AICP #370035**

EDUCATION

Master of City & Regional Planning, Georgia Institute of Technology

Bachelor of Sustainability Science, Furman University

Comprehensive Plan
Deputy Project Manager | College Park, GA

- Led plan development, analysis, leadership briefings, and community engagement

Comprehensive Plan Update
Project Manager | Kennesaw, GA

- Managedg all technical analyses and community engagement

Comprehensive Plan Update
Project Manager | Spalding County, GA

- Led required public hearings and community engagement

Comprehensive Plan Update
Land Use Planner | Powder Springs, GA

- Led GIS zoning analysis and updated demographic and economic data

PATRICIA TYJESKI, AICP

Senior Reviewer

Pat has extensive experience with long range comprehensive planning, land development regulations, zoning, historic preservation, and development review. Over the course of her career, Pat has worked with over 70 public sector clients on numerous planning projects. **AICP #069120**

EDUCATION

Master of Regional Planning, Cornell University

Bachelor of Architecture, Universidad Javeriana, Bogotá, Colombia

Comprehensive Plan & Downtown Master Plan
Principal Planner | Weddington, NC

- Reviewed the Goals, Objectives, and Policies

Comprehensive Plan Update
Principal-in-Charge | Pasco County, FL

- Provided strategic guidance
- Assisted with public engagement opportunities

Visioning & Comprehensive Plan Update
Principal-in-Charge | Palm Bay, FL

- Facilitated workshops, evaluated existing plans, and drafted targeted updates for the Plan

Comprehensive Plan Update
Project Manager | Wildwood, FL

- Managed an eight-element plan update and led public workshops and adoption hearings

BOB BEGLE

COLLAGE Design Studio

Principal

With over 35 years of experience spanning architecture, urban design, and community planning, Bob Begle specializes in projects ranging from individual residences to large-scale downtown revitalizations. His distinguished career includes prepping Atlanta for the 1996 Olympic Games, co-founding Urban Collage, and leading the Urban Design & Planning studio at Lord Aeck Sargent for 13 years. Bob collaborates with developers, municipalities, and nonprofits to deliver successful places that balance design excellence with practical, real-world implementation.

EDUCATION

Master of Architecture, Georgia Institute of Technology

Bachelor of Science, Architecture, University of Michigan

Highway 92 Development Standards (LCI)
Principal-in-Charge | Woodstock, GA

- Development scenarios and illustrations, development guidelines, new regulatory framework

Hammond Street Master Plan
Principal-in-Charge | Monroe, GA

- Site master plan and design guidelines

Suwanee 2040 Comprehensive Plan
Principal-in-Charge | Monroe, GA

- Development frameworks, site design studies, community engagement design

Affordable Housing
Principal-in-Charge | Asheville, NC

- Site test fits and programming, site analyses, visualization tools of affordability trade-offs

TATE WILSON, AICP

KB ADVISORY GROUP

Managing Director

Tate Wilson is a senior contributor at KB Advisory Group, specializing in urban planning and developing healthier cities. Her experience includes real estate market analysis, policy analysis, and public engagement from her time at the Council for Quality Growth. At KB, she has managed key projects in the Atlanta metro area, including housing studies, Livable Centers Initiative (LCI) redevelopments, and economic development strategies for community improvement districts (CIDs). **AICP#35802**

EDUCATION

Master of City and Regional Planning, Georgia Institute of Technology

Bachelor of Science in Biology, Urban Ecology, Oglethorpe University

Highway 92 LCI
Real Estate Market Lead | Woodstock, GA

- Focused on current market conditions and redevelopment feasibility to guide future design standards

Comprehensive Plan
Housing & Economic Development Lead | Sandy Springs, GA

- Informed policies within The Next Chapter of the Plan

Strategic Economic Development Plan
Co-Project Manager | Cobb County, GA

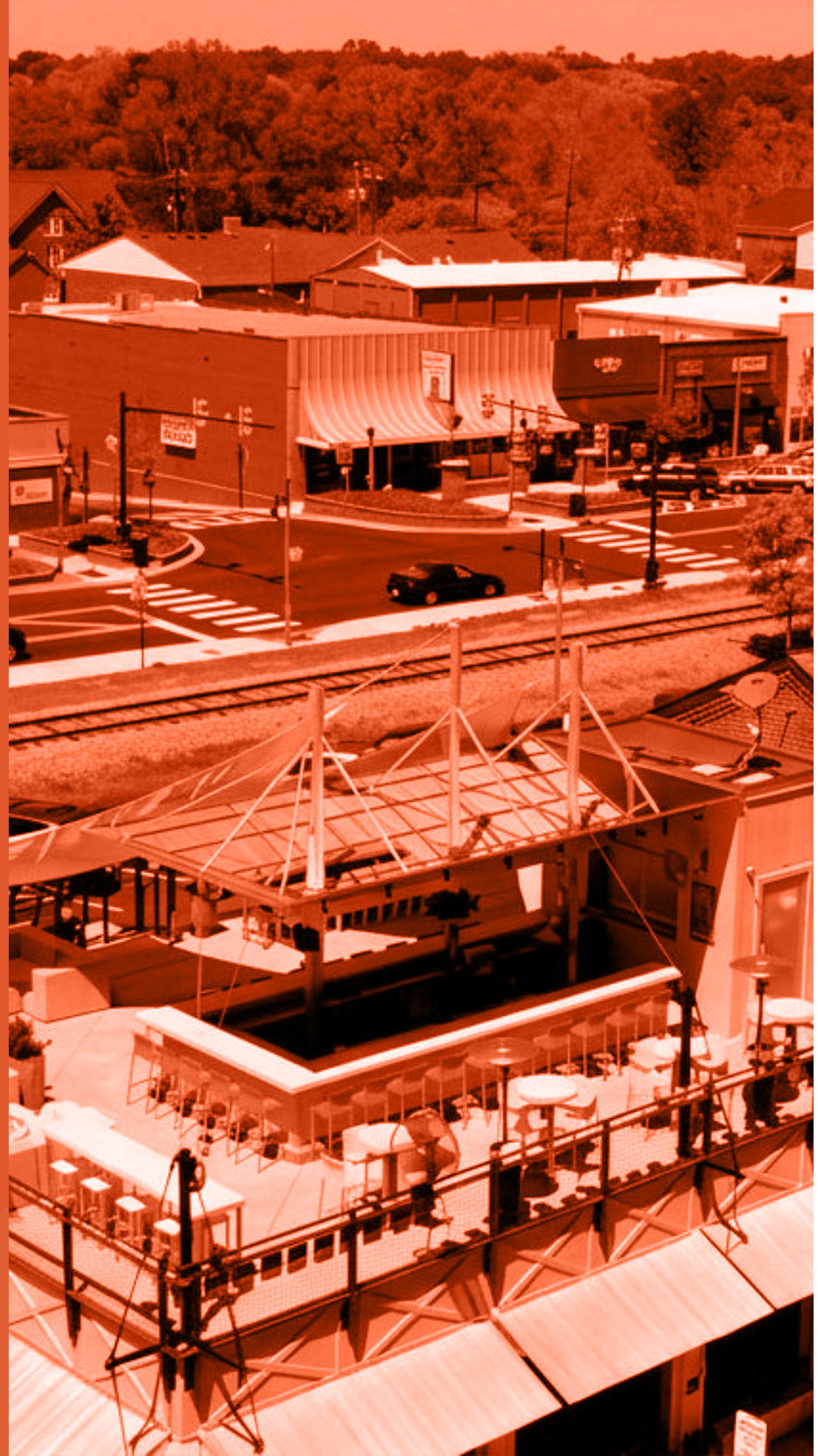
- Strategic vision and implementation blueprint for economic development

Strategic Economic Development Plan
Co-Project Manager | DeKalb County, GA

- Strategic vision and implementation planning

04

APPROACH



Downtown
- Woodstock, GA

WORK PLAN & APPROACH

Inspire will manage the project and be responsible for communication with the City and keeping the project on-schedule. Inspire's project manager will coordinate with subconsultants, hold bi-weekly virtual meetings with the City's project manager, and monthly meetings with the City's staff advisory team.

Our team proposes a 12-month work plan beginning shortly after a notice-to-proceed in November 2026 to complete a draft plan for transmittal to the Atlanta Regional Commission and Department of Community Affairs (DCA) by the end of November 2027. This schedule will keep the momentum going with our public engagement process and will allow adequate time for DCA to review the draft and time to address any comments to ensure an approved plan can be adopted in the Spring of 2028 far before DCA's deadline in June 2028.

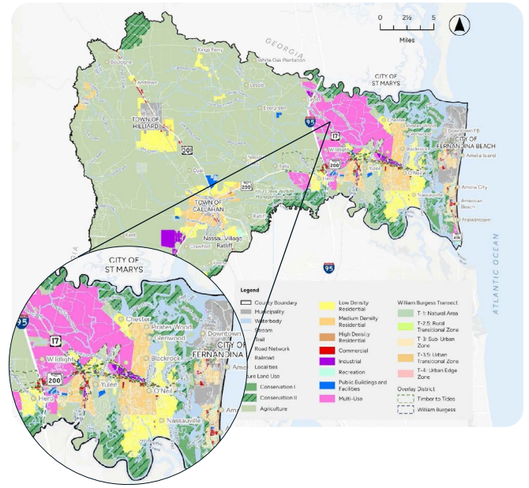


Task 1. Background Review & Existing Conditions Analysis

Inspire will review existing planning documents provided by the City to understand past efforts, priorities, and successful accomplishments of the City. Inspire will inventory and map existing land use, community facilities, street network, trails, parks, and sewer to develop a baseline of the City and compare this to previous plans to document development patterns and analyze what goals and action items from the last Comprehensive Plan have been accomplished and which ones should be carried forward. This will include the Report of Accomplishments element of the Comprehensive Plan required by the Department of Community Affairs.

In addition to documenting existing conditions, by working closely with the City' staff, this analysis will also identify potential redevelopment opportunities and create a framework map showing these areas where future development is likely or desired to occur.

Our subconsultant, KB Advisory Group, will provide our team with a socio-demographic and economic profile of the City analyzing population and household trends, age distribution, race and ethnicity, language spoken and English proficiency, educational attainment, income and poverty, employment by sector, and community patterns utilizing current data sources, best practice tools, and advanced analytical methods. Data sources will include, but are not limited to, ArcGIS Pro, U.S. Census and American Community Survey data, ESRI Business Analyst, CoStar, the Atlanta Regional Commission, and City of Woodstock and Cherokee County datasets. This assessment will help highlight trends, disparities, and emerging issues that should be addressed through the Plan Update. This analysis will go beyond simply providing numbers to tell the story of how the City has changed since the last 10-year update and what growth can be expected over the next 20-year planning horizon.



Nassau County, FL, Future Land Use Map





College Park, GA (Left) & Kennesaw, GA (Right) Engagement

Task 2. Community Engagement

Inspire will design a robust community engagement process that is worthy of a major 10-year update to the Comprehensive Plan. While Inspire will provide support for required public hearings (one at the beginning of the project and transmittal and adoption hearings at end of the planning process), our focus will be on developing and facilitating creative and meaningful public engagement to develop the plan. Inspire's community engagement strategies are designed to bring the planning process to life. Our approach goes beyond traditional outreach to intentionally include residents across all income levels, racial and ethnic backgrounds, ages, and abilities. We will document every engagement activity and summarize participation and key themes heard in a Community Involvement Appendix to the final plan demonstrating support for the adopted plan. After a Project Kick-off Meeting with City staff, Inspire will prepare a Public Participation Plan to guide engagement strategies throughout the Comprehensive Plan Update effort. The plan will identify stakeholders, participation techniques, audiences, and schedule for City review and approval. The following combination of public engagement strategies are proposed.

PROJECT BRANDING

Inspire's in-house graphic design team will develop a cohesive and unique project brand and visual identity to apply throughout the planning process. This includes the creation of a project logo, tagline, and branded outreach materials, such as flyers or social media posts. Working collaboratively with city staff and the project management team, we will establish a brand that reflects the City's character, aesthetic, and project objectives, creating a consistent and recognizable presence for the Comprehensive Plan within the community.

Project Logo Examples

PROJECT WEBSITE & PUBLIC SURVEY

Inspire will develop a dedicated project website serving as an ongoing community engagement platform. The website will provide residents with a place to track project milestones, access project documents, and participate in real time throughout the planning process. We utilize Social Point as our website platform, and we have created over 40 website tools, such as interactive mapping, before and after visualizations, videos, and more. One such tool is surveying, which will be a key avenue for residents to share their input during the process.



<<

Scan or Click QR code to view the College Park Project Website

https://www.inspire-engagement.com/college-park-comprehensive-plan

STAKEHOLDER INTERVIEWS

Targeted stakeholder interviews and focus groups will be conducted to gather qualitative input from key leaders, community representatives, and subject matter experts on the different plan elements, particularly for Housing, Sustainability, and Economic Development. Inspire proposes to spend a full day in the community at the beginning of the planning process to meet with multiple groups focused on different topics that will inform the needs and opportunities and goals sections of the plan. KB Advisory will participate in stakeholder interviews regarding Housing and Economic Developments as well. We will work with staff to select these groups to cover a wide range of residents, community leaders, and business owners in the City including underrepresented groups.

STEERING COMMITTEE MEETINGS (5)

Inspire brings extensive experience facilitating steering committees and a proven track record of guiding groups toward meaningful, consensus driven outcomes. We propose five steering committee meetings structured around key milestones: 1) project kickoff and SWOT analysis session to identify needs and opportunities; 2) a vision and goals session based on existing conditions analysis and review of public input; 3) a session focused on defining character areas and land use recommendations for each; 4) a session dedicated to small area and corridor focus areas integrating scenario planning with the assistance of Bob Begle of Collage Design Studio to test development alternatives and make decisions regarding density and how to accommodate future growth; 5) a final meeting where we will present a draft of the proposed final plan for validation. These sessions will all be highly interactive and in person.

PUBLIC OPEN HOUSES (3)

Inspire proposes one public open house at the beginning of the planning process to get input on needs, opportunities, and goals. After the open house, the community will be encouraged to participate in online surveys and follow the process on the project website. A second open house will be held to gather input on future development of specific small areas that are identified as catalyst projects or special areas such as the Highway 92 Corridor, Main Street, and Legacy Neighborhoods. Bob Begle of Collage Design Studio will help Inspire facilitate this workshop to bring forward continuity from the Highway 92 LCI Plan and to assist Inspire with visioning for other small areas. Finally, a third open house will be held at the end of the process to share and get feedback on the draft final plan.







POP-UP EVENTS (3)

In addition to more traditional open houses, three separate pop-up events will be held to meet people where they are and encourage participation in the planning process. Inspire will work with the City to identify strategic locations and align these engagement events with other events in the community to reach as many people as possible.

PRESENTATIONS TO CITY COUNCIL AND PLANNING COMMISSION (3)

Inspire will present to the City Council and Planning Commission three times during the process at key milestones. The first presentation will be after the existing conditions assessment is complete and first public open house has been held. This will provide the baseline of the issues and opportunities identified through our teams' analysis and stakeholder interviews, the steering committee meetings, and the community through the first open house and the interactive online website. At the end of the planning process, our team will present a draft of the plan including all elements and recommendations.

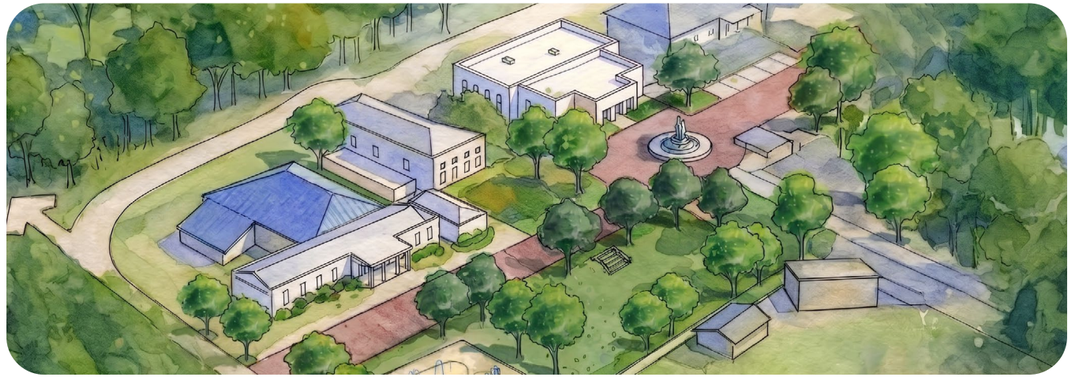
Task 3. The Plan

Inspire is known for creating highly graphic documents that are easy to use on a daily basis. The most important elements of the plan will be featured upfront:

- Character Area Map and graphic showing corresponding appropriate density range and zoning categories for each character area
- Street Classification Map with corresponding prescribed street section standards for each street type
- Framework Plan with identified redevelopment nodes and corridors
- Illustrations of desired development patterns for specific character areas including the three focus areas: Highway 92 Corridor, Main Street, and Legacy Neighborhoods

Supporting elements of the plan including goals, needs and opportunities, community work program, capital improvements, economic development, housing, transportation, sustainability, broadband, and communications will be handled as internal chapters to the plan.

The plan will also document the decision making process behind the plan including documentation of the analysis of existing physical and socio-economic conditions, projected full build-out potential based on selected development and density scenarios, and include a high level summary of infrastructure and service needs to maintain current service levels based on best practices.

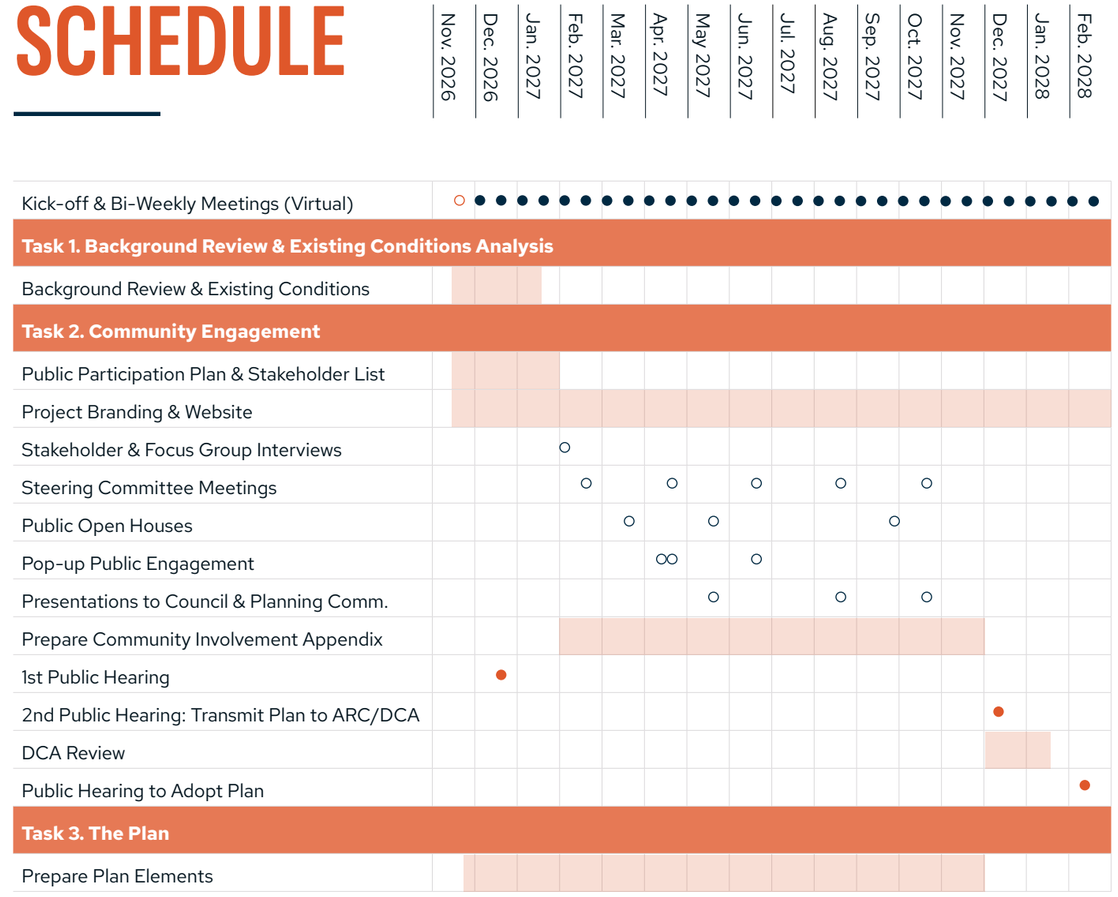






Watkinsville, GA, Final Plan

SCHEDULE



- In-Person Public Engagement
- In-Person Meetings
- Virtual Meeting
- Required Pubic Hearings
- Production

05

BUDGET



Cherokee Amphitheater - Woodstock, GA

BUDGET

Project Task	Cost
Task 1. Background Review & Existing Conditions Analysis	**$75,000**
Note: Task 1 includes KB Advisory fee of $10,000 & project management	
Task 2. Community Engagement	**$155,000**
Note: Task 2 includes Collage Design Studio fee of $10,000	
Task 3. The Plan	**$160,000**
Note: Task 3 includes KB Advisory fee of $50,000 & Collage Design Studio fee of $40,000	
Reimbursable Expenses (not to exceed)	*$10,000*
Total (maximum fixed price)	**$400,000**

Job Classification	Hourly Rates / Hr
Principal/Director	$250 - $400
Project Manager	$175 - $250
Deputy Project Manager	$165 - $195
Senior Landscape Architect/Senior Planner	$165 - $200
Senior Graphic Designer	$135 - $185
Landscape Architect/ Urban Designer/ Planner	$110 - $165
Landscape Designer/Planning Technician	$90 - $130
Graphic Designer	$75 - $100
Professional Interns	$75 - $90
Administrative	$55 - $85
Principal (Collage Design Studio)	$175
Principal/Director (KB Advisory)	$275

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06

ADDITIONAL INFORMATION



The Park at City Center - Woodstock, GA

EXHIBIT A: CONTRACTOR INFORMATION FORM

See following page.

City of Woodstock

CONTRACTOR INFORMATION

Firm Name: Inspire Placemaking Collective, Inc.

Contact Person: George Kramer

Firm Address: 4767 New Broad Street
Orlando, FL 32814

Phone: 407.17.0441

Fax: N/A

Email: gkramer@inspireplacemaking.com

With this packet, please also provide a W-9 and Certificate of Insurance for the company/firm.

Signature – Authorized Officer or Agent

9/23/26
Date

EXHIBIT B: E-VERIFY AFFIDAVIT WITH INSTRUCTIONS

See following page(s).

City of Woodstock

INSTRUCTIONS

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Woodstock, Georgia (the "City") has registered with and is participating in a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontract who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

E-Verify/Company ID Issued by the E-Verify Program
Federal Work Authorization User Identification Number

Date E-Verify/Company ID was issued by E-Verify
Date of Authorization

Contractor's Company/Firm Name
Name of Contractor

Name of project or type of service provided
Name of Project

City of Woodstock, Georgia
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, 201____ in _____ (city), _____ (state).

_____
Signature of Authorized Officer or Agent

_____
Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me this the_____ day of _____, 201____,

_____ _____
Notary Public My Commission Expires

INSTRUCTIONS ONLY - COMPLETE FOLLOWING PAGE

City of Woodstock

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Woodstock, Georgia (the "City") has registered with and is participating in a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontract who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

2071544
Federal Work Authorization User Identification Number

03/24/2023
Date of Authorization

Inspire Placemaking Collective, Inc.
Name of Contractor

Comprehensive Plan 10-Year Update
Name of Project

City of Woodstock, Georgia
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on Sept 23, 2026 in Orlando (city), FL (state).

Signature of Authorized Officer or Agent

George Kramer, President
Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me this the 23rd day of September, 2026,

Nancy A Pfaff
Notary Public

3/23/27
My Commission Expires

Notary Public State of Florida
Nancy A Pfaff
My Commission HH 377724
Expires 3/23/2027

12453 Hwy 92 • Woodstock, GA • 30188 • 770-592-6000 • www.woodstockga.gov

EXHIBIT C: CONSULTANT COMPLIANCE FORMS

See following page(s).

EXHIBIT C1

NON-COLLUSION AFFIDAVIT OF PRIME CONTRACTOR

State of Florida

County of Orange

George Kramer, being first duly sworn, deposes and says that:

(1) He is President (Owner, Partner, Officer, Representative, or Agent) of the **CONTRACTOR** that has submitted the attached Bid;

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said **CONTRACTOR** nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted to or refrain from bidding in connection with such Contract, or has in any collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against The City of Woodstock, Georgia or any person interested in the proposed Contract; and,

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the **CONTRACTOR** or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signed

Name George Kramer

Title President

Subscribed and Sworn to before me this 23 day of Sept, 20 26.

Nancy A Pfaff (SEAL)

Notary

Title

Notary Public State of Florida
Nancy A Pfaff
My Commission HH 377724
Expires 3/23/2027

My Commission expires 3/23/27
Date

EXHIBIT C2

CERTIFICATION BY CONTRACTOR REGARDING NON-SEGREGATED FACILITIES

The **CONTRACTOR** certifies that he does not, and will not, provide and maintain segregated facilities for his employees at his establishments and, further that he does not, and will not, permit his employees to perform their services at those locations, under his control, where segregated facilities are provided and maintained. Segregated facilities include, but are not necessarily limited to, drinking fountains, transportation, parking, entertainment, recreation, and housing facilities; waiting, rest, wash, dressing, and locker rooms, and time clock, work, storage, restaurant, and other eating areas which are set apart in fact, or by explicit directive, habit, local custom, or otherwise, on the basis of color, creed, national origin, and race.

The **CONTRACTOR** agrees that, except where he has obtained identical certifications from proposed subcontractors for specific time periods, he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding $10,000.00 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

The **CONTRACTOR** agrees that a breach of this certification is a violation of the Equal Opportunity clause in this Contract. The penalty for making false statements is prescribed in 18 U.S.C. 1001.

Inspire Placemaking Collective, Inc.

Contractor

Signature

George Kramer, President

Printed Name and Title of Signer

9/23/26

Date

EXHIBIT C3

DRUG FREE WORKPLACE CERTIFICATION

CONTRACTOR certifies that they are a drug free workplace as described below and will maintain compliance with such for the duration of the agreement.

In order to have a drug-free workplace, a business shall:

1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace and specifying the actions that shall be taken against employees for violation of such prohibition.

2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3) Give each employee engaged in providing the commodities of contractual services that are under proposal a copy of the statement specified in the subsection (1).

4) In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under proposal, the employee shall abide by the terms of the statement and shall notify the employer of any conviction of, or plea of guilty or nolo contender to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5) Impose a sanction on or require that satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Inspire Placemaking Collective, Inc.
Contractor

Authorized Representative Signature

9/23/26
Date

20

EXHIBIT C4

DEBARMENT AND SUSPENSION CERTIFICATION

The undersigned Proposer certifies on behalf of itself, and all Participating Members, Major Non-Participating Members and Contractors identified by such Proposer as of the date hereof, as follows:

The undersigned certifies to the best of its knowledge and belief, that it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

b. Have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State or local) with commission of any of the offenses enumerated in paragraph 1b of this certification; and

d. Have not within a three (3) year period preceding this application/proposal had one or more public transactions (federal, State or local) terminated for cause or default.

Where the Proposer is unable to certify to any of the statements in this certification, it shall attach a certification to its proposal or bid stating that it is unable to provide the certification and explaining the reasons for such inability.

Signature of Contractor's Authorized Official

George Kramer, President
Name and Title of Contractor's Authorized Official

9/23/26
Date

EXHIBIT D: VENDOR CONFLICT OF INTEREST

See following page(s).



City of Woodstock, Georgia

VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

All vendors interested in conducting business with the City of Woodstock, Georgia must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City's conflict interest policies as stated within the certification section below. If a vendor has a relationship with a City official or employee, an immediate family member of a City official or employee, the vendor shall disclose the information required below.

Certification: I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named below:

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Vendor Name	Vendor Phone Number
Inspire Placemaking Collective, Inc.	407.917.0441
Conflict of Interest Disclosure*	
Name of City of Woodstock, Georgia employees, elected officials, or immediate family members with whom there may be a potential conflict of interest.	☐ Relationship to employee N/A ☐ Interest in vendor's company N/A ☐ Other N/A
*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City; vendor will be exempt from doing business with the City.	

I certify that the information provided is true and correct by my signature below.

Signature of Authorized Representative — Date: 9/23/26 — George Kramer, President (Printed Name and Title of Authorized Representative)

PROCUREMENT USE ONLY

___ Yes, named employee was involved in Bid/ Proposal process.

___ No, named employee was not involved in procurement process or decision.

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Inspire Placemaking Collective, Inc.

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☑ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

4767 New Broad Street

6 City, state, and ZIP code

Orlando, FL 32814

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

or

Employer identification number

9 2 – 1 4 9 5 7 1 7

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person Nancy Pfaff, Controller Date 5/6/26

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

INSPPLA-01 STHOMPSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/29/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER JCJ Insurance Agency, LLC 2208 Hillcrest Street Orlando, FL 32803	CONTACT NAME: PHONE (A/C, No, Ext): (321) 445-1117 FAX (A/C, No): (321) 445-1076 E-MAIL ADDRESS: certs@jcj-insurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Hartford Underwriters Ins. Co.	30104
INSURED Inspire Placemaking Collective, Inc. 4767 New Broad Street Orlando, FL 32814	INSURER B : Beazley America Insurance Company, Inc.	16510
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR			21 SBA AV4H7E	1/1/2026	1/1/2027	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	$ 1,000,000
	☐ POLICY ☒ PRO-JECT ☐ LOC						GENERAL AGGREGATE	$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS			21 SBA AV4H7E	1/1/2026	1/1/2027	BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$ 5,000,000
	☐ EXCESS LIAB ☐ CLAIMS-MADE			21 SBA AV4H7E	1/1/2026	1/1/2027	AGGREGATE	$
	☐ DED X RETENTION $ 10,000							$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N / A						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
B	Professional Liab			C38DAA250101	1/1/2026	1/1/2027	Per Claim	2,000,000
B	Professional Liab			C38DAA250101	1/1/2026	1/1/2027	Aggregate	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
For Proposal Purposes	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

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This is the Standard Professional Services Agreement of the City of Woodstock, Georgia. Any Firm doing business with the City must enter into this Agreement.

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is effective as of this_____ day of _____, 2026, by and between **CITY OF WOODSTOCK, GEORGIA,** a political subdivision of the State of Georgia, acting by and through its governing authority, the City Council ("City"), and Inspire Placemaking Collective., ("Firm") collectively referred to as the "Parties."

WITNESSETH THAT:

WHEREAS, the City desires to retain Firm to provide certain services generally described as professional services of a planning consultant (the "firm") for coordinating and executing the development and updating of comprehensive plans, hereinafter referred to as the "SERVICES". Services shall include but not be limited to updating the City's Comprehensive plan in accordance with the standards and procedures established by the Georgia Department of Community Affairs. The selected team will be responsible for managing this project, including implementing a high quality, innovative community engagement program, communicating with staff liaisons, and producing the required plan documents. (the "Services"); and

WHEREAS, the City finds that specialized knowledge, skills, and training are necessary to perform the Service contemplated under this Agreement; and

WHEREAS, the Firm has represented that it is qualified by training and experience to perform the Service; and

WHEREAS, the Firm desires to perform the Service under the terms and conditions set forth in this Agreement; and

WHEREAS, the public interest will be served by this Agreement;

NOW, THEREFORE, the Parties hereto do mutually agree as follows:

I. STATEMENT OF SERVICES AND TERMINATION DATE

A. Project Description

The project generally entails developing the City's 10 Year Comprehensive Plan. As part of the process the Consultant will:

The Consultant will manage the project and coordination of any sub-consultants and all project activities including meetings with staff and stakeholder groups. The Consultant will identify a project lead from their team to act as the direct point of contact for City staff. At a minimum coordination will include the following:

- Biweekly updates with the City's project manager (in person or through telephone/video conferencing)
- Monthly meetings with the City staff advisory team

Project Structure/Work Plan

The Consultant will prepare a detailed work plan and achievable timeline for the project with a draft plan prepared and ready for submittal to the Georgia Department of Community Affairs no later than March 1st, 2028. The work plan will outline the overall approach, as well as specific actions and activities that will occur during the project and how these will result in a successful conclusion to the project. The following items must be included in the Work Plan:

Background Review and Analysis of Existing Conditions Trends

The Consultant will compile and analyze existing data regarding key characteristics of the community, including demographics, growth and development trends, and existing community resources and facilities.

Community/Stakeholder Engagement Plan

The Consultant will develop and implement a detailed community engagement plan that creates a process for broad community input as well as targeted stakeholder involvement and feedback.

Broad-based community and stakeholder engagement is considered critical to the successful adoption of the plan. It is expected that this will include both large community workshops as well as smaller focus groups throughout the process. In addition, the plan should include smaller in-person outreach events, as well an electronic/social media strategy for expanded engagement.

At a minimum, the Engagement Plan should address the following:

- Identification of stakeholder groups.
- Steering Committee and plan for engaging with the Committee.
- Engagement strategies and activities, tied back to reaching all identified stakeholder groups, including those difficult to reach or historically underrepresented.
- Timeline for engagement activities and desired type of feedback at project checkpoints or milestones (visioning, validating, etc.).
- Communication methods for sharing information with city residents.

- Strategy for effective and consistent messaging across platforms and messengers.
- Web resources and online engagement platform to be used for the project.
- Coordinate with the concurrent economic development plan preparation process

It is anticipated that the consultant will conduct:

- a minimum of two community workshops;
- a minimum of two public hearings before City Council;
- a minimum of three additional briefing presentations to the Planning Commission and/or City Council.

In addition, the consultant shall provide sufficient staff to successfully support all other smaller in-person outreach events proposed in the Community Engagement Plan. The Community Engagement Plan must conform to all applicable laws and the requirements of Chapter 110-12-1: Standards and Procedures for Local Comprehensive Planning "Local Planning Requirements" published by the Georgia Department of Community Affairs as updated October 1, 2018. The consultant should be prepared to discuss whether a scenario planning approach will be integrated into community engagement and decision-making processes.

Preparation of the Plan

The consultant shall prepare a plan that includes, at a minimum, all of the legally required plan elements and all Plan Elements in the current adopted plan:

1. Community Goals
2. Needs and Opportunity
3. Community Work Program
4. Capital Improvements Element
5. Economic Development Element
6. Land Use Element
7. Transportation Element
8. Housing Element
9. Sustainability Element
10. Public Relations and Communications Element

Many components of the currently adopted plan continue to provide effective guidance to the future growth and development of the community. The updated plan should build on these successes and also respond to the following interests:

- Enhanced visualizations of desired development patterns and characteristics (illustrations/sketches).

- Increased focus on small areas and corridors subject to development or redevelopment interest
    - Legacy neighborhoods, including Cardinal Woods and Sherwood Forest.
    - Highway 92 corridor, providing unifying characteristics, as well as node-specific development form if appropriate.
    - Main Street transition north of existing Downtown core to northern municipal boundary.
- Street Classification Map delineating a street hierarchy and appropriate range of cross-sections for each street type.
- Consideration whether a node and corridor concept would be appropriate in relation to existing development patterns.
- Reorganization of the document for quick access to frequently used information including Future Land Use Map and character areas.
- Provision of a zoning district to character area correlation table or other method of identifying appropriate zoning districts to support the goals of each character area.
- Inclusion of density ranges for each character area.
- Increased discussion of sustainability tying into existing Sustainability Plan and tree canopy cover as well as opportunities for thematic street tree palettes or other consistent use of tree species and locations for placemaking purposes.
- Broad analysis and general recommendations for updates to Land Development Ordinance (LDO) to implement the proposed Comprehensive Plan.
- Anticipated population at full build-out potential based on plan density with high level summary of infrastructure and service needs based on (e.g. MGD water capacity needed, parks acreage, sworn police officers) to maintain current service levels or based on best practices.

It is expected that the project duration may be 12-18 months from the time a contract is awarded to the Consultant to the presentation of a draft plan for adoption by City Council. Proposals should include any recommended deviations from this approximate timeline. Proposed timelines should include expected stakeholder/community engagement as well as consideration of time for Board and Council informational presentations or work sessions, whether throughout the project or upon completion of a full draft plan, as well as time for DCA approval.

B. <u>Schedule, Completion Date, and Term of Agreement</u>

Firm will perform its services in a prompt and timely manner, which shall not impose delays on the progress of the service. This Agreement shall commence as of the date first written above. The Work shall be completed by April 26, 2028.

The City of Woodstock reserves the right to immediately terminate the contract with no notice due to nonperformance, violation of contract terms or with cause.

This Contract shall not be deemed to create a debt of the City for the payment of any sum beyond the fiscal year in which the budget appropriations have been made. If an annual budget appropriation is not made by City Council, the contract is deemed to be terminated between all parties without recourse related to non-appropriation.

II. SERVICE CHANGES

A. The City reserves the right to order changes in the Service to be performed under this Agreement by altering, adding to, or deducting from the Service. All such changes shall be incorporated in written change orders executed by the Firm and the City. Such change orders shall specify the changes ordered and any necessary adjustment of compensation and completion time. If the Parties cannot reach an agreement on the terms for performing the changed work within a reasonable time to avoid delay or other unfavorable impacts as determined by the City in its sole discretion, the City shall have the right to determine reasonable terms and the Firm shall proceed with the changed work.

B. Any work added to the scope of this Agreement by a change order shall be executed under all the applicable conditions of this Agreement. No claim for additional compensation or extension of time shall be recognized, unless contained in a written change order duly executed on behalf of the City and the Firm.

C. The City Manager has authority to execute without further action of the City Council, any number of change orders so long as their total effect does not materially alter the terms of this Agreement or materially increase the total amount to be paid under this Agreement, as set forth in Section III(B) below. Any such change orders materially altering the terms of this Agreement (greater than 10% of original contract value – see section III B.) or increasing the total amount to be paid under this Agreement in excess of $150,000 must be approved by resolution of the City Council.

III. COMPENSATION AND METHOD OF PAYMENT

A. City agrees to pay the Firm for the services performed and costs incurred by Firm upon certification by the City that the services were actually performed, and costs actually incurred in accordance with the Agreement. Compensation for services performed and reimbursement for costs incurred shall be paid to the Firm upon receipt and approval by the City of invoices setting forth in detail the services performed, and costs incurred. Invoices shall be submitted on a monthly basis, and such invoices shall reflect charges incurred versus charges budgeted. Any material deviations in tests or inspections performed, or times or locations required to complete such tests or inspections, and like deviations from the Service described in this Agreement shall be clearly communicated to the City *before charges are incurred* and shall be handled through change orders as described in Section II above. The City shall pay the Firm within thirty (30) days after approval of the invoice by City staff.

B. The total amount paid under this Agreement as compensation for services performed for costs incurred shall not, in any case, exceed **$400,000.00**, except as outlined in Section II(C) above. The compensation for services performed shall be based upon pricing structure as indicated in Exhibit C.

IV. COVENANTS OF FIRM

A. Expertise of Firm

Firm accepts the relationship established between it and the City, recognizing that the City's intention and purpose in entering into this Agreement is to engage an entity with the requisite capacity, experience, and professional skill and judgment to provide the services in pursuit of the timely and competent completion of the Service undertaken by Firm under this Agreement.

B. Budgetary Limitations

Firm agrees and acknowledges that budgetary limitations are not a justification for breach of sound principals of Firm's profession and industry. Firm shall take no calculated risk in the performance of the Service. Specifically, Firm agrees that, in the event it cannot perform the Service within the budgetary limitations established without disregarding sound principals of Firm's profession and industry, Firm will give written notice immediately to the City.

C. City's Reliance on the Work

The Firm acknowledges and agrees that the City does not undertake to approve or pass upon matters of expertise of the Firm and that, therefore, the City bears no responsibility for Firm's services performed under this Agreement. The Firm acknowledges and agrees that the acceptance of designs, plans, and specifications by the City is limited to the function of determining whether there has been compliance with what is required to be produced under this Agreement. The City will not, and need not, inquire into adequacy, fitness, suitability or correctness of Firm's performance. Firm further agrees that no approval of designs, plans, or specifications by any person, body or agency shall relieve Firm of the responsibility for adequacy, fitness, suitability, and correctness of Firm's professional and industry standards or for performing services under this Agreement in accordance with sound and accepted professional and industry principals.

D. Firm's Reliance of Submissions by the City

Firm must have timely information and input from the City in order to perform the services required under this Agreement. Firm is entitled to rely upon information provided by the City, but Firm shall be required to provide immediate written notice to the City if Firm knows or reasonably should know that any information provided by the City is erroneous, inconsistent, or otherwise problematic.

E. Firm's Representative

George Kramer, designated representative.

F. Assignment of Agreement

The Firm covenants and agrees not to assign or transfer any interest in, nor delegate any duties of this Agreement, without the prior express written consent of the City. As to any approved subcontractors, the Firm shall be solely responsible for reimbursing them and the City shall have no obligation to them.

G. Responsibility of Firm and Indemnification of City

Firm shall, indemnify and hold harmless the City, its officers, boards, commissions, elected officials, and employees from and against any and all damages, including attorney's fees, caused by or resulting from the negligence, recklessness, or intentional wrongful conduct of the Firm or other persons employed by or utilized by the Firm in the performance of services under this Agreement. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this provision. In any and all claims against the City or any of its agents or employees, by any employee of the Firm, any subcontractor, anyone directly or indirectly employed by the Firm or subcontractor or anyone for whose acts the Firm or subcontractor may be liable, the indemnification obligation set forth in this provision shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Firm or any subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts. This obligation to indemnify the City, its members, officers, agents, employees and volunteers shall survive termination of this Agreement.

H. Independent Firm

Firm hereby covenants and declares that it is engaged in an independent business and agrees to perform the services as an independent Firm and not as the agent or employee of the City. The Firm agrees to be solely responsible for its own matters relating to the time and place the services are performed; the instrumentalities, tools, supplies and/or materials necessary to complete the services; hiring of Firms, agents or employees to complete the services; and the payment of employees, including compliance with Social Security, withholding and all other regulations governing such matters. The Firm agrees to be solely responsible for its own acts and those of its subordinates, employees, and subcontractors during the life of this Agreement. Any provisions of this Agreement that may appear to give the City the right to direct Firm as to the details of the services to be performed by Firm or to exercise a measure of control over such services will be deemed to mean that Firm shall follow the directions of the City with regard to the results of such services only.

Furthermore, Firm certifies that Firm is not currently engaged in, and agrees for the duration of the Contract not to engage in, a boycott of Israel, as defined in O.C.G.A. §50-5-85

I. Insurance

(1) Requirements:

The Firm shall have and maintain in full force and effect for the duration of this Agreement, insurance insuring against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Services by the Firm, its agents, representatives, employees or subcontractors. All policies shall be subject to approval by the City Attorney to form and content. These requirements are subject to amendment or waiver if so approved in writing by the City Manager.

(2) Minimum Limits of Insurance:

Firm shall maintain limits no less than:

1) General Liability - $1,000,000/ $2,000,000 aggregate, naming the City as an additional insured during the duration of the contract

Insurance policies to be carried under the agreement shall not be changed or canceled without a thirty (30) day written notification to the City of Woodstock, Georgia prior to change or cancellation.

(3) Deductibles and Self-Insured Retentions:

Any deductibles or self-insured retentions must be declared to and approved by the City.

(4) Other Insurance Provisions:

The policy is to contain, or be endorsed to contain, the following provisions:

(a) General Liability and Automobile Liability Coverage.

(i) The City, its officials, employees, agents and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the Firm; products and completed operations of the Firm; premises owned, leased, or used by the Firm; automobiles owned, leased, hired, or borrowed by the Firm. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officials, employees, agents or volunteers.

(ii) The Firm's insurance coverage shall be primary noncontributing insurance as respects to any other insurance or self-insurance available to the City, its officials, employees, agents or volunteers. Any insurance or self-insurance maintained by the City, its officials, employees or volunteers shall be excess of the Firm's insurance and shall not contribute with it.

(iii) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officials, employees, agents or volunteers.

(iv) Coverage shall state that the Firm's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(v) Coverage shall be provided on a "pay on behalf" basis, with defense costs payable in addition to policy limits. There shall be no cross-liability exclusion.

(vi) The insurer agrees to waive all rights of subrogation against the City, its officials, employees, agents and volunteers for losses arising from work performed by the Firm for the City.

(vii) All endorsements to policies shall be executed by an authorized representative of the insurer.

(b) Workers' Compensation Coverage.

The insurer will agree to waive all rights of subrogation against the City, its officials, employees, agents and volunteers for losses arising from work performed by the Firm for the City.

(c) All Coverages.

(i) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

(ii) Policies shall have concurrent starting and ending dates.

(5) Acceptability of Insurers:

Insurance is to be placed with insurers with an A.M. Bests' rating of no less than A:VII.

(6) Verification of Coverage:

Firm shall furnish the City with certificates of insurance and endorsements to the policies evidencing coverage required by this clause prior to the start of work. The certificates of insurance and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificate of insurance and endorsements shall be on a form utilized by Firm's insurer in its normal course of business and shall be received and approved by the City prior to execution of this Agreement by the City. The City reserves the right to require complete, certified copies of all required insurance policies, at any time. The Firm shall provide proof that any expiring coverage has been renewed or replaced at least two (2) weeks prior to the expiration of the coverage.

(7) Subcontractors:

Firm shall include all subcontractors as insured under its policies or shall furnish separate certificates for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated in this Agreement, including but not limited to naming the parties as additional insured.

(8) Claims-Made Policies:

Firm shall extend any claims-made insurance policy for at least six (6) years after termination or final payment under the Agreement, whichever is later.

(9) City as Additional Insured and Loss Payee:

The City shall be named as an additional insured and loss payee on all policies required by this Agreement.

J. Employment of Unauthorized Aliens Prohibited

It is the policy of City that unauthorized aliens shall not be employed to perform work on City contracts involving the physical performance of services. Therefore, the City shall not enter into a contract for the physical performance of services within the State of Georgia, unless the Firm shall provide evidence on City-provided forms, attached hereto as Exhibits "A" and "B" (affidavits regarding compliance with the E-Verify program to be sworn under oath under criminal penalty of false swearing pursuant to O.C.G.A. § 16-10-71) that it and Firm's subcontractors have within the previous twelve (12) month period conducted a verification, under the federal Employment Eligibility Verification ("EEV" or "E-Verify") program of the social security numbers, or other identifying information now or hereafter accepted by the E-Verify program, of all employees who will perform work on the City contract to ensure that no unauthorized aliens will be employed. The City Manager or his/her designee shall be authorized to conduct an

inspection of the Firm's and Firm's subcontractors' verification process to determine that the verification was correct and complete. The Firm and Firm's subcontractors shall retain all documents and records of its verification process for a period of three (3) years following completion of the contract. This requirement shall apply to all contracts for the physical performance of services where more than three (3) persons are employed on the City contract.

The City Manager or his/her designee shall further be authorized to conduct periodic inspections to ensure that no City Firm or Firm's subcontractors employ unauthorized aliens on City contracts. By entering into a contract with the City, the Firm and Firm's subcontractors agree to cooperate with any such investigation by making its records and personnel available upon reasonable notice for inspection and questioning. Where a Firm or Firm's subcontractors are found to have employed an unauthorized alien, the City Manager or his/her designee may report same to the Department of Homeland Security. The Firm's failure to terminate the employee, or otherwise cooperate with the investigation may be sanctioned by termination of the contract, and the Firm shall be liable for all damages and delays occasioned by the City thereby.

Compliance with the requirements of the federal Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, O.C.G.A. § 13-10-91 and Rule 300-10-1-.02 is mandatory.

Firm agrees that the employee-number category designated below is applicable to the Firm.

____ 500 or more employees.

____ 100 or more employees.

____ Fewer than 100 employees.

The above requirements shall be in addition to the requirements of State and Federal law and shall be construed to be in conformity with those laws.

K. <u>Records, Reports and Audits</u>

(1) <u>Records</u>:

(a) Records shall be established and maintained by the Firm in accordance with requirements prescribed by the City with respect to all matters covered by this Agreement. Except as otherwise authorized, such records shall be maintained for a period of three years from the date that final payment is made under this Agreement. Furthermore, records that are the subject of audit findings shall be retained for three years or until such audit findings have been resolved, whichever is later.

(b) All costs shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper

detail the nature and propriety of the charges. All checks, payrolls, invoices, contracts, vouchers, orders or other accounting documents pertaining in whole or in part to this Agreement shall be clearly identified and readily accessible.

(2) Reports and Information:

Upon request, the Firm shall furnish to the City any and all statements, records, reports, data and information related to matters covered by this Agreement in the form requested by the City.

(3) Audits and Inspections:

At any time during normal business hours and as often as the City may deem necessary, there shall be made available to the City for examination all records with respect to all matters covered by this Agreement. The Firm will permit the City to audit, examine, and make excerpts or transcripts from such records, and to audit all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and or data relating to all matters covered by this Agreement.

L. Firm Compliance Certifications

Firm must comply with Title VI of the Civil Rights Act of 1964, the Anti-Kickback Act, the Contract Work Hour Standard Act, and the National Occupational Safety and Health Act of 1970.

Firm must certify that they do not and will not maintain or provide for their employees any facilities which are segregated on a basis of race, color, creed, or national origin.

Firm must certify that they have a drug-free workplace, if applicable.

Firm agrees that it shall not engage in any activity or conduct that would result in a violation of the City of Woodstock, Georgia Code of Ethics.

M. Confidentiality

Firm acknowledges that it may receive confidential information of the City and that it will protect the confidentiality of any such confidential information and will require any of its subcontractors, Firms, and/or staff to likewise protect such confidential information. The Firm agrees that confidential information it receives or such reports, information, opinions or conclusions that Firm creates under this Agreement shall not be made available to, or discussed with, any individual or organization, including the news media, without prior written approval of the City. The Firm shall exercise reasonable precautions to prevent the unauthorized disclosure and use of City information whether specifically deemed confidential or not.

N. Licenses, Certifications and Permits

The Firm covenants and declares that it has obtained all diplomas, certificates, licenses, permits or the like required of the Firm by any and all national, state, regional, City, local boards, agencies, commissions, committees or other regulatory bodies in order to perform the services contracted for under this Agreement. All work performed by Firm under this Agreement shall be in accordance with applicable legal requirements and shall meet the standard of quality ordinarily expected of competent professionals.

O. Key Personnel

All of the individuals identified are necessary for the successful prosecution of the Work due to their unique expertise and depth and breadth of experience. There shall be no change in Firm's Project Manager or members of the project team without written approval of the City. Firm recognizes that the composition of this team was instrumental in the City's decision to award the work to Firm and that compelling reasons for substituting these individuals must be demonstrated for the City's consent to be granted. Any substitutes shall be persons of comparable or superior expertise and experience. Failure to comply with the provisions of this section shall constitute a material breach of Firm's obligations under this Agreement and shall be grounds for termination. Firm shall not subcontract with any third party for the performance of any portion of the Work without the prior written consent of the City. Firm shall be solely responsible for any such subcontractors in terms of performance and compensation.

P. Authority to Contract

The Firm covenants and declares that it has obtained all necessary approvals of its board of directors, stockholders, general partners, limited partners or similar authorities to simultaneously execute and bind Firm to the terms of this Agreement, if applicable.

Q. Ownership of Work

All reports, designs, drawings, plans, specifications, schedules, work product and other materials prepared or in the process of being prepared for the services to be performed by the Firm ("materials") shall be the property of the City and the City shall be entitled to full access and copies of all such materials. Any such materials remaining in the hands of the Firm or subcontractor upon completion or termination of the work shall be delivered immediately to the City.

The Firm assumes all risk of loss, damage or destruction of or to such materials. If any materials are lost, damaged or destroyed before final delivery to the City, the Firm shall replace them at its own expense. Any and all copyrightable subject matter in all materials is hereby assigned to the City and the Firm agrees to execute any additional documents that may be necessary to evidence such assignment.

V. COVENANTS OF THE CITY

A. Right of Entry

The City shall provide for right of entry for Firm to Annex in order for Firm to complete the Work.

B. City's Representative

Niwana Ray, Planning Manager, or designee, shall be authorized to act on the City's behalf with respect to the Service as the City's designated representative.

VI. TERMINATION

A. The City shall have the right to terminate this Agreement for any reason whatsoever by providing written notice thereof at least five (5) calendar days in advance of the termination date. The Firm shall have no right to terminate this Agreement prior to completion of the Work, except in the event of the City's failure to pay the Firm within thirty (30) days of Firm providing the City with notice of a delinquent payment and an opportunity to cure.

B. The City of Woodstock reserves the right to immediately terminate the contract with no notice due to nonperformance, violation of contract terms or with cause.

C. Upon termination, City shall provide for payment to the Firm for services rendered and expenses incurred prior to the termination date.

D. Upon termination, the Firm shall: (1) promptly discontinue all services affected, unless the notice directs otherwise; and (2) promptly deliver to the City all data, drawings, reports, summaries, and such other information and materials as may have been generated or used by the Firm in performing this Agreement, whether completed or in process, in the form specified by the City.

E. The rights and remedies of the City and the Firm provided in this Section are in addition to any other rights and remedies provided under this Agreement or at law or in equity.

VII. NO PERSONAL LIABILITY

No member, official or employee of the City shall be personally liable to the Firm or any successor in interest in the event of any default or breach by the City or for any amount which may become due to the Firm or successor or on any obligation under the terms of this Agreement. Likewise, Firm's performance of services under this Agreement shall not subject Firm's individual employees, officers or directors to any personal liability. The Parties agree that their sole and exclusive remedy, claim, demand or suit shall be directed and/or asserted only against Firm or the City, respectively, and not against any employee, officer, director, or elected or appointed official.

VIII. ENTIRE AGREEMENT

This Agreement constitutes the complete agreement between the Parties and supersedes any and all other agreements, either oral or in writing, between the Parties with respect to the subject matter of this Agreement. No other agreement, statement or promise relating to the subject matter of this Agreement not contained in this Agreement shall be valid or binding. This Agreement may be modified or amended only by a written document signed by representatives of both Parties with appropriate authorization.

IX. SUCCESSORS AND ASSIGNS

Subject to the provision of this Agreement regarding assignment, this Agreement shall be binding on the heirs, executors, administrators, successors and assigns of the respective Parties.

X. APPLICABLE LAW

If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the rules, regulations, statutes and laws of the State of Georgia will control.

XI. CAPTIONS AND SEVERABILITY

The caption or headnote on articles or sections of this Agreement are intended for convenience and reference purposes only and in no way define, limit or describe the scope or intent thereof, or of this Agreement nor in any way affect this Agreement. Should any article(s) or section(s), or any part thereof, later be deemed unenforceable by a court of competent jurisdiction, the offending portion of the Agreement should be severed, and the remainder of this Agreement shall remain in full force and effect to the extent possible.

XII. NOTICES

A. Communications Relating to Daily Activities

All communications relating to the day-to-day activities of the Work shall be exchanged between Niwana Ray, Planning Manager, or designee, for the City and George Kramer, or designee for the Firm.

All invoices or finance inquires/questions relating to the day-to-day activities of the Work shall be directed to Accounts Payable ap@woodstockga.gov for the City to process.

B. Official Notices

All other notices, writings or correspondence as required by this Agreement shall be in writing and shall be deemed received, and shall be effective, when: (1) personally delivered, or (2) on the third day after the postmark date when mailed by certified mail, postage prepaid, return receipt requested, or (3) upon actual delivery when sent via national overnight commercial carrier to the Parties at the

addresses given below, unless a substitute address shall first be furnished to the other Parties by written notice in accordance herewith:

NOTICE TO THE CITY shall be sent to:

City of Woodstock, Georgia
Attn: City Manager
12453 Hwy 92
Woodstock, GA 30188

NOTICE TO THE FIRM shall be sent to:

Inspire Placemaking Collective, Inc.
Attn: George Kramer
4767 New Broad Street
Orlando, FL 32814

XIV. WAIVER OF AGREEMENT

The City's failure to enforce any provision of this Agreement or the waiver in a particular instance shall not be construed as a general waiver of any future breach or default.

XV. SOVEREIGN IMMUNITY

Nothing contained in this Agreement shall be construed to be a waiver of the City's sovereign immunity or any individual's qualified good faith or official immunities.

XVI. FORCE MAJEURE

Neither the City nor Firm shall be liable for their respective non-negligent or non-willful failure to perform or shall be deemed in default with respect to the failure to perform (or cure a failure to perform) any of their respective duties or obligations under this Agreement or for any delay in such performance due to: (a) any cause beyond their respective reasonable control; (b) any act of God; (c) any change in applicable governmental rules or regulations rendering the performance of any portion of this Agreement legally impossible; (d) earthquake, fire, explosion or flood; (e) strike or labor dispute, excluding strikes or labor disputes by employees and/or agents of FIRM; (f) delay or failure to act by any governmental or military authority; or (g) any war, hostility, embargo, sabotage, civil disturbance, riot, insurrection or invasion. In such event, the time for performance shall be extended by an amount of time equal to the period of delay caused by such acts and all other obligations shall remain intact.

XVII. NO THIRD PARTY BENEFICIARIES

This agreement is for the benefit only of the parties hereto. No provision in this Agreement, including, but not limited to, any provision relating to insurance requirements herein, is intended for the benefit of any third party.

IN WITNESS WHEREOF the City and the Firm have executed this Agreement effective as of the date the City Manager executes this Agreement on behalf of the City.

[SIGNATURES ON FOLLOWING PAGE]

FIRM:

Inspire Placemaking Collective, Inc.

_____

By: _____

Its: _____

[CORPORATE SEAL]

SIGNED, SEALED, AND DELIVERED
in the presence of:

_____

Witness

_____

Notary Public

[NOTARY SEAL]

My Commission Expires:

_____

CITY OF WOODSTOCK, GEORGIA

_____

By: _____

Its: _____

[CITY SEAL]

SIGNED, SEALED, AND DELIVERED
in the presence of:

_____

Witness

_____

Notary Public

[NOTARY SEAL]

My Commission Expires:

_____

EXHIBIT A

STATE OF GEORGIA
CITY OF WOODSTOCK, GEORGIA

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

1. Compliance with the requirements of O.C.G.A. § 13-10-91 and Rule 300-10-1-.02 of the Georgia Department of Labor (said Rules being hereinafter referred to as "Rule 300-10-1-.02") are conditions of this contract.

2. In the event Firm employs or contracts with any subcontractor in connection with this contract, Firm will secure from the subcontractor such subcontractor's indication of the employee-number category (as set forth above) applicable to the subcontractor; and

3. Firm's compliance with the requirements of O.C.G.A. § 13-10-91 and Rule 300-10-1-.02 shall be attested by the execution of the Firm affidavit as shown in Rule 300-10-1-.07, or a substantially similar Firm affidavit, which document is attached hereto and shall be a part of this Contract.

4. In the event Firm employs or contracts with any subcontractor in connection with this contract, Firm will secure from such subcontractor attestation of the subcontractor's compliance with O.C.G.A. § 13-10-91 and Rule 300-10-1-.08 or a substantially similar subcontractor affidavit, and maintain records of such attestation for inspection by the City at any time. Such subcontractor affidavit shall become a part of the agreement between Firm and the subcontractor.

Acceptance

By signing you agree to the terms and conditions as presented for the locations listed above.

_____ _____

Signature of Authorized Officer or Agent Date

_____

Printed Name and Title of Authorized Officer or Agent.

EXHIBIT B

FIRM AFFIDAVIT AND AGREEMENT

See following page.

City of Woodstock

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Woodstock, Georgia (the "City") has registered with and is participating in a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontract who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

2071544
Federal Work Authorization User Identification Number

03/24/2023
Date of Authorization

Inspire Placemaking Collective, Inc.
Name of Contractor

Comprehensive Plan 10-Year Update
Name of Project

City of Woodstock, Georgia
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on Sept 23, 2026 in Orlando (city), FL (state).

Signature of Authorized Officer or Agent

George Kramer, President
Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me this the 23rd day of September, 2026,

Nancy A Pfaff
Notary Public

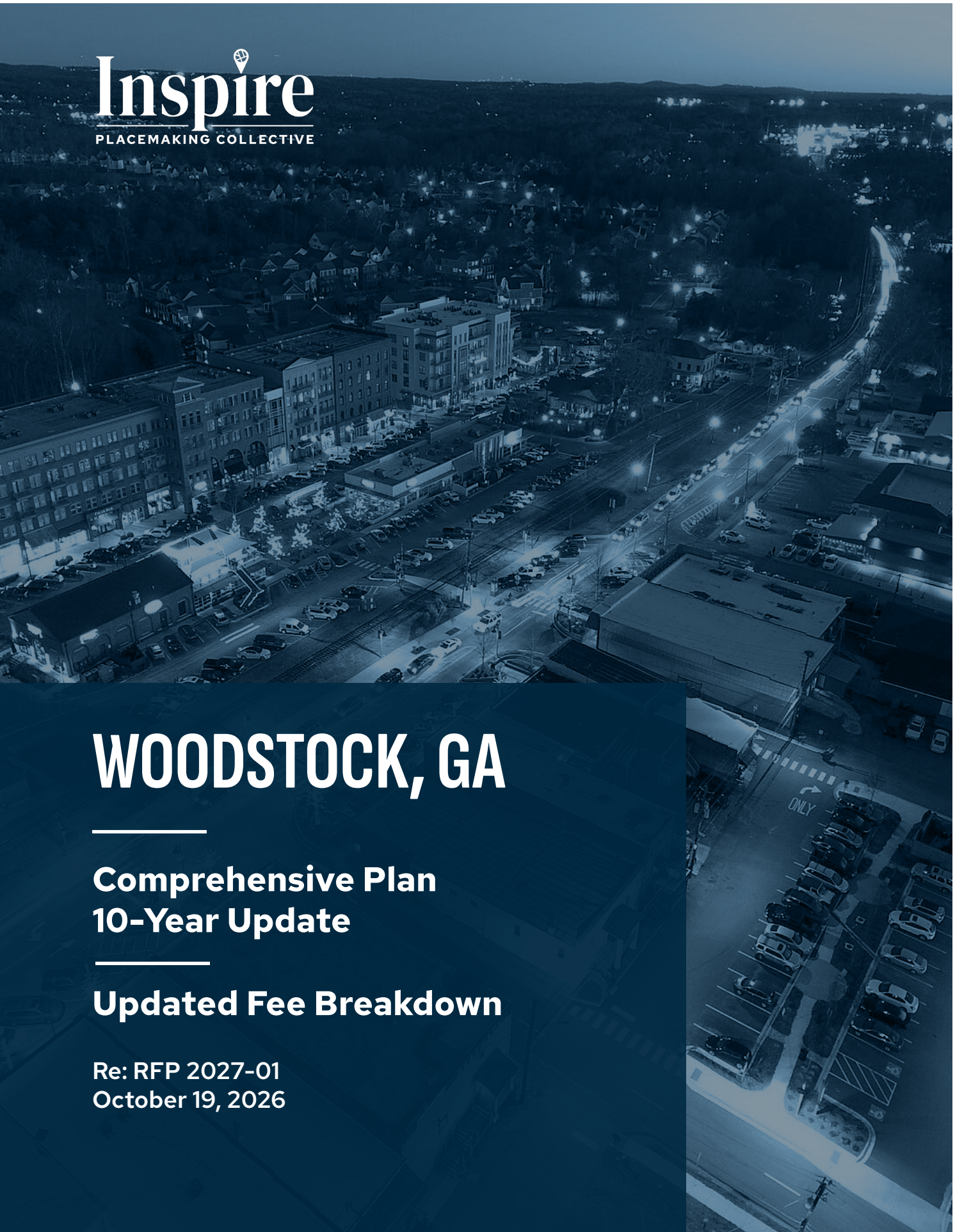
3/23/27
My Commission Expires

Notary Public State of Florida
Nancy A Pfaff
My Commission HH 377724
Expires 3/23/2027

EXHIBIT C

PRICING STRUCTURE

See following page.



WOODSTOCK, GA

Comprehensive Plan 10-Year Update

Updated Fee Breakdown

Re: RFP 2027-01
October 19, 2026

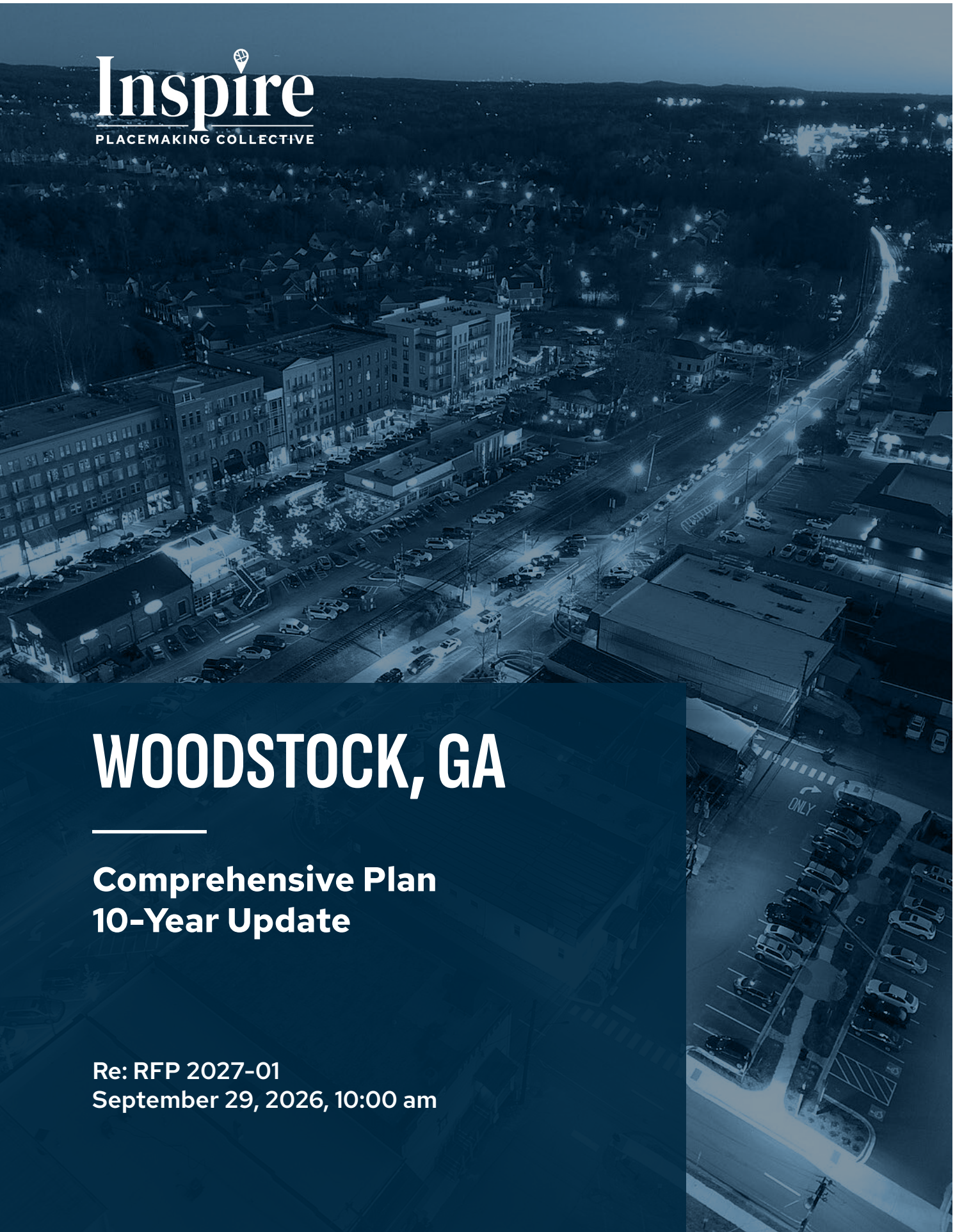
BUDGET

Project Task	Cost
Task 1. Background Review & Existing Conditions Analysis	
1.1. Kick-off Meeting & Project Management	*$30,000*
1.2. Existing Conditions Analysis	*$45,000*
Subtotal	**$75,000**
Task 2. Community Engagement	
2.1. Public Participation Plan	*$5,000*
2.2. Project Branding & Website	*$26,000*
2.3. Stakeholder Interviews	*$12,000*
2.4. Steering Committee Meetings	*$25,000*
2.5. Public Open Houses	*$50,000*
2.6. Pop-Up Events	*$20,000*
2.7. Presentations to City Council & Planning Commission	*$17,000*
Subtotal	**$155,000**
Task 3. The Plan	
3.1. Initial Draft	*$100,000*
3.2. Staff Coordination & Revisions	*$20,000*
3.3. Final Plan	*$40,000*
Subtotal	**$160,000**
Anticipated Reimbursables	**$10,000**
Total (maximum fixed price)	**$400,000**

EXHIBIT D

FIRM'S SUBMITTED PROPOSAL

See following page.



WOODSTOCK, GA

Comprehensive Plan 10-Year Update

Re: RFP 2027-01
September 29, 2026, 10:00 am

01

INTRODUCTION





Downtown
- Woodstock, GA

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W9 50

COI 51

Re: RFP 2027-01 | Comprehensive Plan 10-Year Update

September 29, 2026
City of Woodstock, GA
Attn: Martyn Detz, Financial Analyst: Purchasing
12453 Highway 92, Woodstock, GA 30188

Dear Members of the Evaluation Committee,

Woodstock has experienced substantial growth over the last 30 years, and it has channeled that growth into a walkable, vibrant downtown creating a high quality of life for its residents. The City is one of the Atlanta region's biggest success stories, one that others try to emulate. This 10-year update to the City's Comprehensive Plan is an opportunity to build on that history of intentional planning and implementation to plan for the future development and redevelopment of Woodstock over the next 20 years. Inspire can help the City thoughtfully do this. Inspire has helped 69 communities create highly visual and easy to use comprehensive plans with interdisciplinary expertise and innovative public engagement.

Inspire Placemaking Collective, Inc. (Inspire) was founded in 2022 as a formal spin-off of S&ME, Inc.'s planning and landscape architecture divisions which operated for more than 20 years. With a team of over 40 planners, designers, and other professionals that possess more than 400 years of collective experience, Inspire offers a traditional city planning practice, with a depth and breadth that is unique within today's marketplace.

Our practice focuses on comprehensive planning, land development code updates, form-based codes, design guidelines, community redevelopment, economic development, historic preservation, and small area studies. We have assisted numerous cities and counties with the preparation of streamlined, user-friendly land use plans, comprehensive plans, land development regulations, form-based codes, design standards, and technical manuals. Our current and previous clients range from rural counties to fast-growing urban communities.

Placemaking, a design perspective that recognizes the relationship between transportation, private development, and civic spaces is the foundation of all our work. We think beyond project site boundaries and plan for the people and experiences of the larger place and community. **Inspire is committed to creating great places, safe streets, and thriving communities.**

A summary of information is noted in Tab 2 of our submittal. Inspire accepts the terms of this solicitation. Additionally, we acknowledge addenda 1-4.

Thank you for this opportunity to present our qualifications for your consideration. We hope to have the opportunity to expand upon our ideas and experience through the interview process.

Sincerely,
Inspire Placemaking Collective, Inc.

Alyssa Durden, AICP
Project Manager
adurden@inspireplacemaking.com
404.876.7059

George Kramer, AICP
President/Authorized Representative
gkramer@inspireplacemaking.com
407.202.8387

02

COMPREHENSIVE PLAN EXPERTISE/ PERFORMANCE





Downtown Mixed-Use Residences - Woodstock, GA

EXECUTIVE SUMMARY

This 10-year update to the Comprehensive Plan will update the vision for Woodstock and include strategic, location specific goals to navigate the nuance of infill development and redevelopment to create opportunities for growth within a mostly built-out city. The next iteration of Woodstock's Comprehensive Plan brings foward new challenges of a mature city. The focus of the next 20 years will be on placemaking through infill and redevelopment, to transition sites that still resemble the suburban development of 30 years ago to development patterns that better resemble and serve Woodstock today.

Our team is uniquely qualified to assist the City of Woodstock with this challenge. **Inspire has completed 69 Comprehensive Plan projects for cities and counties across the Southeast United States.** For the City of Woodstock, Inspire has assembled a team of architectural designers and economic development experts to collaborate with our planners and urban designers to use practical real-world development experience to assess what can feasibly be redeveloped and offer form-based zoning and site design strategies to implement it.

Alyssa Durden, AICP, will be the project manager for Inspire. Alyssa has an interdisciplinary background in architecture, planning, and urban design. Our team also includes Bob Begle of **Collage Design Studio**, who also has an extensive background in architecture and urban design and recently worked with the City of Woodstock leading the Highway 92 LCI with subconsultant Tate Wilson of **KB Advisory**, who we also bring to our team. Their knowledge of the Highway 92 corridor will allow our team to seamlessly fold the work that has already been done by the City into the Comprehensive Plan and dive deeper into the economic development strategies that will lead to implementation of the plan. KB Advisory will also be responsible for the economic development element of this plan creating efficiencies in community engagement and coordination between the two simultaneous planning efforts if our team is awarded both plans.

The Inspire team provides the City of Woodstock with deep expertise in comprehensive planning, extensive local knowledge, and a proven track record of successful collaborations. Our detailed project approach is tailored to the unique needs of the City of Woodstock. We are poised to deliver a successful Comprehensive Plan update, on time and within budget.

Statement of Responsibility

Inspire will be the Prime Consultant and will be responsible for all work and subcontractors involved in the project.

Comprehensive Land Use Plan

Effingham County, GA

09/2021 – 09/2024 (Adopted)

Inspire updated the County's Comprehensive Plan, which focused on streamlining requirements, while conducting substantial public engagement efforts, including facilitating stakeholder meetings with County Administration, city of key County departments, landowners, developers, realtors, design and construction professionals, neighborhood groups, business owners, and others.

Link to Final Plan:
https://acrobat.adobe.com/id/urn:aaid:sc:us:3bc316bd-fbd5-4755-82d3-b4db38819368

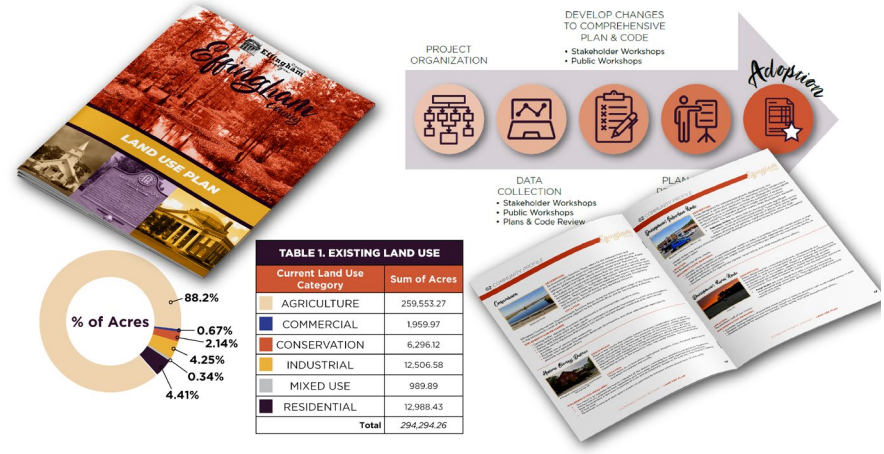


TABLE 1. EXISTING LAND USE

Current Land Use Category	Sum of Acres
AGRICULTURE	259,553.27
COMMERCIAL	1,959.97
CONSERVATION	6,296.12
INDUSTRIAL	12,506.58
MIXED USE	989.89
RESIDENTIAL	12,988.43
Total	294,294.26



CLIENT INFORMATION

Effingham County, GA
Tim Callanan, County Manager
912.754.2111
tcallanan@effinghamcounty.org
804 South Laurel Street
Springfield, GA 31329

CONSULTANT'S ROLE

Prime Firm

PUBLIC INVOLVEMENT & INNOVATIVE TECHNIQUES

Inspire had an interactive website, steering committee made up of local city officials, business owners, residents and professionals, as well as held an open house. The open house even allowed for virtual participation to those who couldn't attend in virtual breakout rooms.

Comprehensive Plan & Downtown Master Plan

Weddington, NC

01/2023 – 07/2024 (Adopted)

Weddington has experienced significant growth over the last 30 years. Once a rural area, today it is a suburban community of nearly 14,000 residents located just outside the 485 Beltway. Despite this growth, the Town still lacks a downtown or town center that provides residents with a common sense of place. A central civic gathering space and a complementary plan for future growth are fundamental to long-term community prosperity.

Therefore, the Town solicited an updated Comprehensive Plan, rooted in community engagement and including a downtown master plan component.

Link to Final Plan:
https://acrobat.adobe.com/id/urn:aaid:sc:US:57e3ddc5-95fb-4f3b-8394-9af15bbfc9c9





CLIENT INFORMATION

Town of Weddington, NC
Karen Dewey, Town Administrator
704.846.2709
kdewey@townofweddington.com
1924 Weddington Road
Weddington, NC 28104

CONSULTANT'S ROLE

Prime Firm

PUBLIC INVOLVEMENT & INNOVATIVE TECHNIQUES

Inspire held two open houses for this project. The first was outside at Town Hall and we had lawn games and food trucks to get the public to come out and provide input overall about the vision of the community. The second was a design workshop focused on planning for downtown. These were interactive and gave the public opportunities to effectively give input.

Visioning & Comprehensive Plan Update

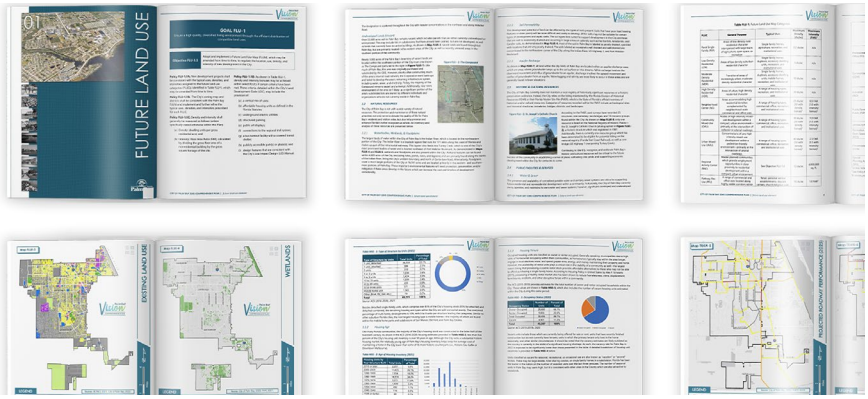
Palm Bay, FL

09/2020 – 05/2023 (Adopted)

Inspire completed a 12-month community visioning effort, as a precursor to the Comprehensive Plan update, for this fast-growing city of more than 125,000 residents. Public engagement efforts included an interactive website, stakeholder interviews, focus groups, and public workshops. The final vision plan included existing conditions, recommendations, and a vision statement. This successful visioning effort provided residents with the first cohesive community vision in Palm Bay's 63-year history.

The team fully updated the Comprehensive Plan to implement the community's vision and align the Plan with the desired growth in Palm Bay.

Link to Final Plan:
https://acrobat.adobe.com/id/urn:aaid:sc:va6c2:f4dce372-a13e-43c3-b9fd-3eb60436f15b





CLIENT INFORMATION

City of Palm Bay, FL
Joan Junkala-Brown (formerly with Palm Bay)
321.493.1414
joan.junkala@mlbfl.org
120 Malabar Road
Palm Bay, FL 32907

CONSULTANT'S ROLE

Prime Firm

PUBLIC INVOLVEMENT & INNOVATIVE TECHNIQUES

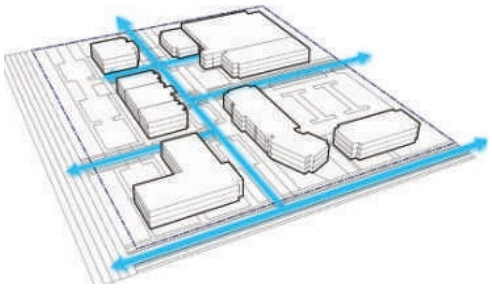
Inspire executed a ten-month engagement program for Palm Bay utilizing six (6) focus groups meetings, an interactive project website with online surveys, and a three-stage iterative workshop framework designed to turn public feedback into actionable policies. This collaborative process centered on key visioning areas: creating walkable urban districts, expanding multi-modal transit, diversifying housing options, protecting natural assets for eco-tourism, and capitalizing on Brevard County's regional industrial clusters.

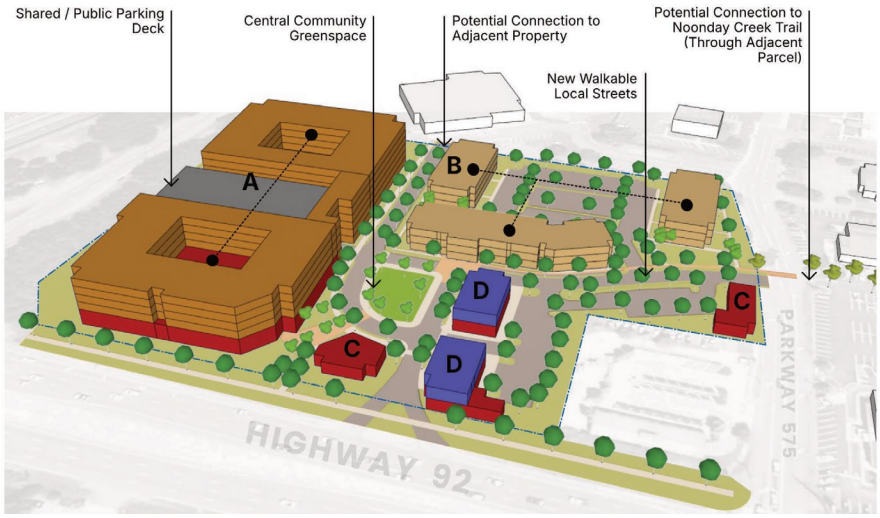
Highway 92 Development Standards LCI

Woodstock, GA

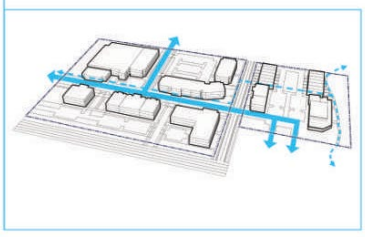
03/2024 - 08/2025

This project establish a new regulatory framework to guide the long-term redevelopment of a major suburban commercial corridor. Rather than applying a single prescriptive set of standards, the plan used illustrative redevelopment scenarios to create flexible design guidelines that balance community goals with the practical realities of private investment. The resulting framework provides the City with a more effective process for encouraging high-quality redevelopment over time.

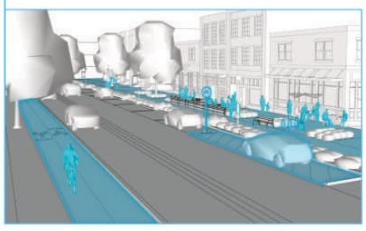




***A** Integrated Circulation Networks:* Plan for connections to existing vehicular, bicycle, and pedestrian infrastructure on adjacent sites and regional destinations, contributing to a cohesive and well-connected circulation system. Design with flexibility for future off-site vehicular, bike and pedestrian connections, even in locations where they are not currently available. Adjacent properties may eventually redevelop in ways that enable those connections over time.



***C** Support Multimodal Transportation:* Incorporate a range of transportation options—sidewalks, trails, bike infrastructure, ride-share zones, and on-demand transit stops—to encourage accessible and sustainable mobility choices.



CLIENT INFORMATION

City of Woodstock, GA
12453 Highway 92
Woodstock, GA 30188

CONSULTANT'S ROLE

Work Performed while at Lord Aeck Sargent

PUBLIC INVOLVEMENT & INNOVATIVE TECHNIQUES

Public engagement included a robust mix of stakeholder interviews, a property owners open house, participation in live City events, work sessions with governmental officials, and an online survey and input tool. Innovative techniques included collaborating with a real estate firm (KB Advisory) to craft a "rule of three" development assessment tool.

COLLAGE Design Studio

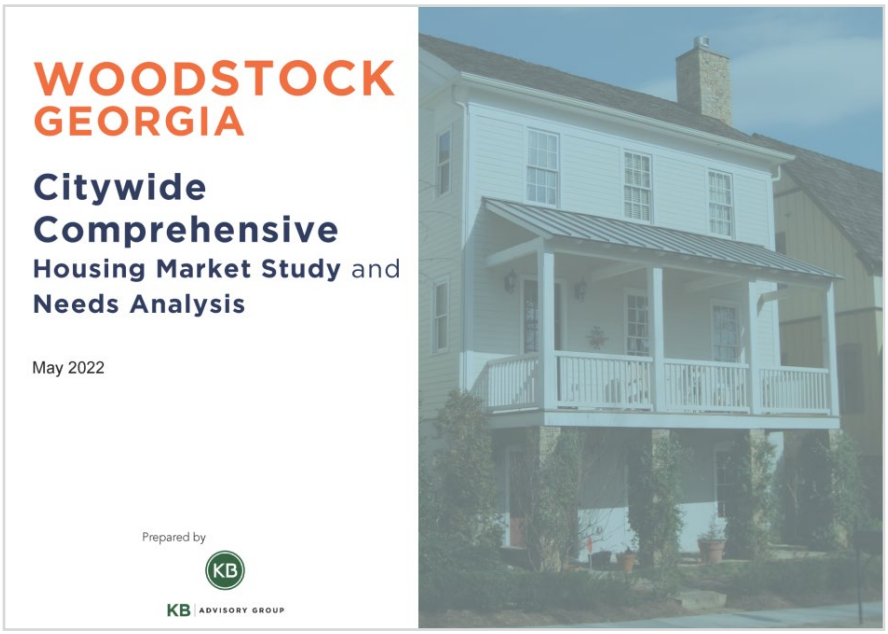
Citywide Comprehensive Housing Market Study

Woodstock, GA

08/2021 - 05/2022

The City engaged KB Advisory Group to prepare its Citywide Comprehensive Housing Market Study and Needs Analysis, building on the Cherokee County Housing Study KB completed in early 2020. KB Advisory Group was tasked with analyzing how current and future residential market trends would impact Woodstock over the coming years, giving City staff, elected officials, and stakeholders the information needed to communicate the rationale for land use and housing policy decisions.

As part of the study, KB Advisory Group's analysis was distilled into ten key findings and a housing toolbox of six strategies covering housing goals and priorities, zoning and tax regulations, diverse housing access, preservation of existing affordable stock, housing stability, and organizational capacity. A comparative cities analysis supported these recommendations and gave the City a framework to inform future land use, planning, and real estate development policy.



CLIENT INFORMATION

City of Woodstock, GA
12453 Highway 92
Woodstock, GA 30188

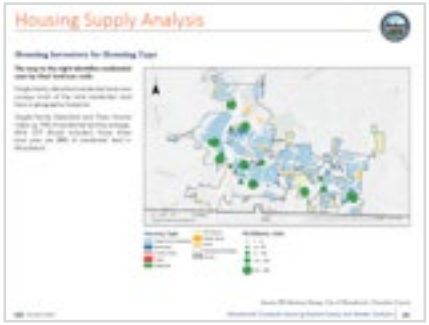
CONSULTANT'S ROLE

Prime Firm

PUBLIC INVOLVEMENT & INNOVATIVE TECHNIQUES

No public engagement due to the pandemic





KB ADVISORY GROUP

REFERENCES

01

Effingham County, GA

Comprehensive Land Use Plan
09/2021 – 09/2024 | $72,440
Tim Callanan, County Manager
912.754.2111
tcallanan@effinghamcounty.org
804 South Laurel Street
Springfield, GA 31329

Inspire updated the County's Comprehensive Plan by streamlining requirements and leading extensive public engagement with administrators, landowners, developers, realtors, and community groups.
Public Input: Engaged the community through an interactive website, a diverse steering committee, and a hybrid open house with virtual breakout rooms.

02

Town of Weddington, NC

Comprehensive Plan & Downtown Master Plan
01/2023 – 07/2024 | $135,000
Karen Dewey, Town Administrator
704.846.2709
kdewey@townofweddington.com
1924 Weddington Road
Weddington, NC 28104

Weddington grew to 14,000 residents but lacks a defined town center. To create a sense of place, the Town launched a community-driven Comprehensive Plan and downtown master plan.
Public Input: Facilitated two interactive public open houses (a community visioning event with food trucks and a targeted downtown design workshop) to capture effective community input.

03

City of Palm Bay, FL

Visioning & Comprehensive Plan Update
09/2020 – 05/2023 | $256,844
Joan Junkala-Brown (formerly with Palm Bay)
321.493.1414
joan.junkala@mlbfl.org
120 Malabar Road
Palm Bay, FL 32907

Inspire led a 12-month visioning process for Palm Bay, using extensive resident engagement to create its first cohesive community vision and guide a full Comprehensive Plan update.
Public Input: Executed a ten-month public engagement program for Palm Bay using focus groups, a survey website, and a three-stage workshop framework to translate community feedback into actionable urban growth policies.

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03

STAFFING





Downtown
- Woodstock, GA

Inspire

Partnering with local governments to create great places, safe streets, and thriving communities.

For cities and counties focused on results — protecting community character, enhancing quality of life, and fostering high-wage jobs — Inspire offers a different approach to consulting. Building a talented team, instilling grit, and fostering long-term client partnerships is about more than winning the next contract. This unique model provides a foundation for transformational change. Focusing on people and communities, Inspire has built a shared work ethos that is mission-driven, interdisciplinary, and focused on implementation. Long-range visioning and planning provides cities and counties with a clear direction for the future. It starts with a careful review of data by experienced specialists using reliable sources. These numbers must be supplemented by community input gathered through a robust, inclusive, and transparent engagement process – because the final deliverable should be a community plan, not a technical paper. Concise language complemented by clear and compelling visuals are a hallmark of Inspire's work.

69
Comprehensive Plan Projects

72
Land Development Code Projects

55
Redevelopment Projects

11
Development Review Clients

COLLAGE Design Studio

Collage Design Studio, founded by Bob Begle, is an urban design, community planning, and residential practice that brings together people, ideas, and experience to create thoughtful, memorable, and achievable places. Backed by Begle's 35+ years of experience—including prepping Atlanta for the 1996 Olympics, co-founding Urban Collage, and leading Lord Aeck Sargent's urban design studio—the practice works flexibly alongside a network of trusted collaborators to serve municipalities, developers, and homeowners. Guided by the belief that good design must work beautifully in the real world, the studio delivers tailored, scalable expertise to effectively solve design challenges at any project scale.

KB | ADVISORY GROUP

Founded in 2001, KB Advisory Group (formerly Bleakly Advisory Group) is a Midtown Atlanta-based real estate and economic development consulting firm certified as a Small Business Enterprise (SBE). Led by Geoff Koski since 2017, the firm's specialized seven-member team leverages deep market expertise—including AICP-certified planners—to help public and private sector clients across Georgia and the Southeast navigate development trends. KB bridges the gap between planning and economic growth, delivering tailored strategies in market analysis, urban planning, and public-private partnerships.

ORGANIZATIONAL CHART

LOCAL OFFICE/PROJECT CONTACT

817 W. Peachtree Street NW, Suite 305,
Atlanta, GA 30308
Attn: Alyssa Durden, AICP Project Manager
404.876.7059 | adurden@
inspireplacemaking.com



Alyssa Durden, AICP
Project Manager
(65% Available)



Sarah Sinatra, AICP, CZO
Principal-in-Charge
(50% Available)



Elena Oertel, AICP
Deputy Project Manager
(55% Available)



Patricia Tyjeski, AICP
Senior reviewer
(45% Available)

PLANNING/COMMUNITY ENGAGEMENT/URBAN DESIGN



Erik Bredfeldt, PhD, AICP
Economic Development Director
(55% Available)



Gabriela Castro, AICP
Senior Planner (50% Available)



Jessica Hays, AICP Candidate
Planner (60% Available)



Jose Fernandez, AICP Candidate
Planner (55% Available)



Emerence Poiraud
Planner (65% Available)



Jay McLeod, AICP
Senior Planner (50% Available)



Jeremy Griffith, AICP
Planner (60% Available)



Alex Kozela, AICP Candidate
Planner (60% Available)



Haiden Lewis, AICP Candidate
Planner (55% Available)



Jeel Patel
Urban Designer (65% Available)

HOUSING/EXISTING CONDITIONS/ECONOMIC DEVELOPMENT (KB ADVISORY)



Geoff Koski
Principal (50% Available)



Tate Wilson, AICP
Managing Director (50% Available)

DESIGN CONSULTANT (COLLAGE DESIGN)



Bob Begle
Principal (50% Available)



ALYSSA DURDEN, AICP

Project Manager

Alyssa specializes in transforming communities into walkable, mixed-use environments. She previously served as the Planning Division Director for the City of Suwanee, where she managed two comprehensive plan updates and implemented their downtown master plan. This local government experience followed two decades as a private consultant in Seattle, Philadelphia, and Atlanta. In addition to comprehensive plans, her experience spans master plans, pedestrian and bicycle plans, zoning, streetscape design, form-based code, building design, and design guidelines. **AICP #020815**

EDUCATION

Master of City and Regional Planning, Georgia Institute of Technology
Master of Architecture, Georgia Institute of Technology
Bachelor of Environmental Design, Miami University

2040 Comprehensive Plan
Project Manager as the Planning Division Director | Suwanee, GA

- Managed planning process and the content of the final document
- Designed public engagement including multiple stakeholder group interviews, a series of steering committee workshops, and public open houses promoted at community events

2040 Comprehensive Plan – 5 Year Update
Project Manager as the Planning Division Director | Suwanee, GA

- Facilitated series of workshops with a steering committee and City Council to confirm existing goals and seek feedback on desired changes to the future land use plan
- Produced final document and ushered through the required approval process by the Atlanta Regional Commission and the Georgia Department of Community Affairs

Town Center LCI Update
Project Manager | Cobb County, GA

- Created maps to document existing conditions
- Facilitated workshop with Community Improvement District board
- Produced final document and ushered through Cobb County adoption

Town Center CID Design Guidelines
Project Manager | Cobb County, GA

- Wrote and illustrated design guidelines related to site design and vehicular access management to improve congestion and walkability

Small Area Plans
Planning Division Director | Suwanee, GA

- Sketched potential infill development to test sites throughout the city to recruit desired development, improve development proposals, and help city leadership make decisions about infrastructure investment

Roundabout Master Plan
Project Manager as the Planning Division Director | Suwanee, GA

- Met with key stakeholders and city officials to develop a vision for the area
- Consulted with market analysts to develop a framework of uses that could be supported by the market
- Created schematic site plans and drawings illustrating desired architectural massing, locations and quantities of proposed uses, parking strategies, streetscape improvements, and public open spaces
- Wrote form-based design guidelines to implement the development illustrated in the plan
- Rezoned the property per the master plan and design guidelines



SARAH SINATRA, AICP, CZO

Principal-in-Charge

Sarah has served as a planning director for numerous jurisdictions throughout her career. She understands the need to actively engage the public through a variety of platforms to truly gauge a community's needs. Sarah's work products include innovative plans based on community feedback and collaboration. **AICP #021533; CZO**

EDUCATION

Master of Urban & Regional Planning, Florida Atlantic University
Bachelor of Arts in Political Science, Florida Atlantic University

Comprehensive Plan Update
Project Manager | Effingham County, GA

- Facilitated public engagement sessions including stakeholder meetings and community workshops
- Coordinated update of character area descriptions and map

Comprehensive Plan & Downtown Master Plan
Project Manager | Weddington, NC

- Moderated stakeholder interviews
- Structured an open house and steering committee meetings for public input
- Collaborated on a proposed downtown master plan and potential design standards

Comprehensive Plan Update
Principal-in-Charge | Kennesaw, GA

- Overseeing adherence to the schedule and delivery of the scope
- Coordinate engagement efforts that are responsive to the client and productive for the public

Comprehensive Plan
Principal-in-Charge | Spalding County, GA

- Will support public engagement and stakeholder interviews
- Provide overall contract oversight
- Contribute to crafting of the County's long term vision

Comprehensive Plan Update
Project Manager | Trinity, NC

- Prepared survey/fact-finding information housed on a project website
- Moderated a stakeholder meeting for steering committee input
- Structured an open house for public input
- Branded the project VisionTrinity

Vision Plan
Project Manager | Robertson County, TN

- Moderated four stakeholder meetings
- Prepared a survey and fact-finding information housed on a project website
- Structured a two-day house for public input

Comprehensive Growth Plan Update
Project Manager | Blount County, TN

- Moderated both a stakeholder meeting and public workshop
- Evaluated school projections for purposes of understanding some of the growth
- Prepared a future land use map including the urban growth boundary

Comprehensive Land Use Plan & UDO Update
Project Manager | Kenly, NC

- Structured an open house for engagement
- Project management and guidance on policy creation

ELENA OERTEL, AICP

Deputy Project Manager

Elena is an urban planner who integrates analytical thinking into every stage of the planning process, supporting comprehensive planning, economic development, sustainable urban design, trail planning, grant applications, and community engagement. By leveraging spatial analyses and market analytics, she delivers data-driven insights that help clients make informed decisions to foster vibrant, thriving communities. **AICP #370035**

EDUCATION

Master of City & Regional Planning, Georgia Institute of Technology

Bachelor of Sustainability Science, Furman University

Comprehensive Plan
Deputy Project Manager | College Park, GA

- Led plan development, analysis, leadership briefings, and community engagement

Comprehensive Plan Update
Project Manager | Kennesaw, GA

- Managedg all technical analyses and community engagement

Comprehensive Plan Update
Project Manager | Spalding County, GA

- Led required public hearings and community engagement

Comprehensive Plan Update
Land Use Planner | Powder Springs, GA

- Led GIS zoning analysis and updated demographic and economic data

PATRICIA TYJESKI, AICP

Senior Reviewer

Pat has extensive experience with long range comprehensive planning, land development regulations, zoning, historic preservation, and development review. Over the course of her career, Pat has worked with over 70 public sector clients on numerous planning projects. **AICP #069120**

EDUCATION

Master of Regional Planning, Cornell University

Bachelor of Architecture, Universidad Javeriana, Bogotá, Colombia

Comprehensive Plan & Downtown Master Plan
Principal Planner | Weddington, NC

- Reviewed the Goals, Objectives, and Policies

Comprehensive Plan Update
Principal-in-Charge | Pasco County, FL

- Provided strategic guidance
- Assisted with public engagement opportunities

Visioning & Comprehensive Plan Update
Principal-in-Charge | Palm Bay, FL

- Facilitated workshops, evaluated existing plans, and drafted targeted updates for the Plan

Comprehensive Plan Update
Project Manager | Wildwood, FL

- Managed an eight-element plan update and led public workshops and adoption hearings

BOB BEGLE

Principal

With over 35 years of experience spanning architecture, urban design, and community planning, Bob Begle specializes in projects ranging from individual residences to large-scale downtown revitalizations. His distinguished career includes prepping Atlanta for the 1996 Olympic Games, co-founding Urban Collage, and leading the Urban Design & Planning studio at Lord Aeck Sargent for 13 years. Bob collaborates with developers, municipalities, and nonprofits to deliver successful places that balance design excellence with practical, real-world implementation.

EDUCATION

Master of Architecture, Georgia Institute of Technology

Bachelor of Science, Architecture, University of Michigan

Highway 92 Development Standards (LCI)
Principal-in-Charge | Woodstock, GA

- Development scenarios and illustrations, development guidelines, new regulatory framework

Hammond Street Master Plan
Principal-in-Charge | Monroe, GA

- Site master plan and design guidelines

Suwanee 2040 Comprehensive Plan
Principal-in-Charge | Monroe, GA

- Development frameworks, site design studies, community engagement design

Affordable Housing
Principal-in-Charge | Asheville, NC

- Site test fits and programming, site analyses, visualization tools of affordability trade-offs

TATE WILSON, AICP

Managing Director

Tate Wilson is a senior contributor at KB Advisory Group, specializing in urban planning and developing healthier cities. Her experience includes real estate market analysis, policy analysis, and public engagement from her time at the Council for Quality Growth. At KB, she has managed key projects in the Atlanta metro area, including housing studies, Livable Centers Initiative (LCI) redevelopments, and economic development strategies for community improvement districts (CIDs). **AICP#35802**

EDUCATION

Master of City and Regional Planning, Georgia Institute of Technology

Bachelor of Science in Biology, Urban Ecology, Oglethorpe University

Highway 92 LCI
Real Estate Market Lead | Woodstock, GA

- Focused on current market conditions and redevelopment feasibility to guide future design standards

Comprehensive Plan
Housing & Economic Development Lead | Sandy Springs, GA

- Informed policies within The Next Chapter of the Plan

Strategic Economic Development Plan
Co-Project Manager | Cobb County, GA

- Strategic vision and implementation blueprint for economic development

Strategic Economic Development Plan
Co-Project Manager | DeKalb County, GA

- Strategic vision and implementation planning

04

APPROACH





Downtown
- Woodstock, GA

WORK PLAN & APPROACH

Inspire will manage the project and be responsible for communication with the City and keeping the project on-schedule. Inspire's project manager will coordinate with subconsultants, hold bi-weekly virtual meetings with the City's project manager, and monthly meetings with the City's staff advisory team.

Our team proposes a 12-month work plan beginning shortly after a notice-to-proceed in November 2026 to complete a draft plan for transmittal to the Atlanta Regional Commission and Department of Community Affairs (DCA) by the end of November 2027. This schedule will keep the momentum going with our public engagement process and will allow adequate time for DCA to review the draft and time to address any comments to ensure an approved plan can be adopted in the Spring of 2028 far before DCA's deadline in June 2028.

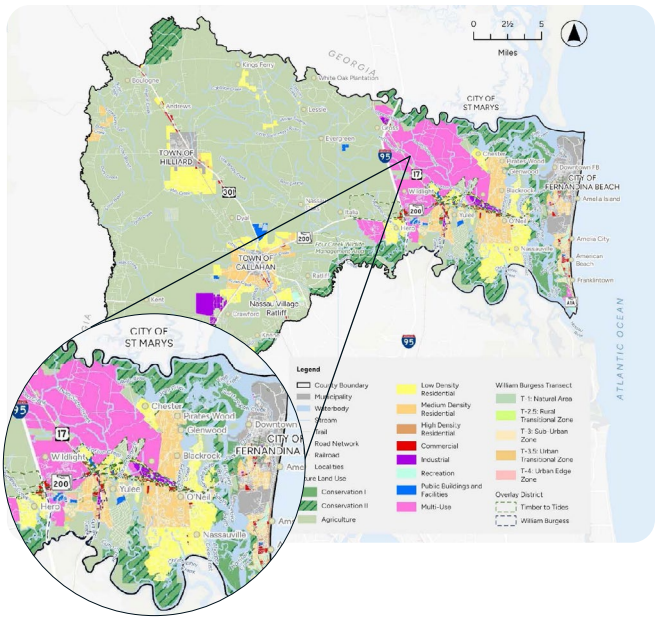


Task 1. Background Review & Existing Conditions Analysis

Inspire will review existing planning documents provided by the City to understand past efforts, priorities, and successful accomplishments of the City. Inspire will inventory and map existing land use, community facilities, street network, trails, parks, and sewer to develop a baseline of the City and compare this to previous plans to document development patterns and analyze what goals and action items from the last Comprehensive Plan have been accomplished and which ones should be carried forward. This will include the Report of Accomplishments element of the Comprehensive Plan required by the Department of Community Affairs.

In addition to documenting existing conditions, by working closely with the City' staff, this analysis will also identify potential redevelopment opportunities and create a framework map showing these areas where future development is likely or desired to occur.

Our subconsultant, KB Advisory Group, will provide our team with a socio-demographic and economic profile of the City analyzing population and household trends, age distribution, race and ethnicity, language spoken and English proficiency, educational attainment, income and poverty, employment by sector, and community patterns utilizing current data sources, best practice tools, and advanced analytical methods. Data sources will include, but are not limited to, ArcGIS Pro, U.S. Census and American Community Survey data, ESRI Business Analyst, CoStar, the Atlanta Regional Commission, and City of Woodstock and Cherokee County datasets. This assessment will help highlight trends, disparities, and emerging issues that should be addressed through the Plan Update. This analysis will go beyond simply providing numbers to tell the story of how the City has changed since the last 10-year update and what growth can be expected over the next 20-year planning horizon.



Nassau County, FL, Future Land Use Map





College Park, GA (Left) & Kennesaw, GA (Right) Engagement

Task 2. Community Engagement

Inspire will design a robust community engagement process that is worthy of a major 10-year update to the Comprehensive Plan. While Inspire will provide support for required public hearings (one at the beginning of the project and transmittal and adoption hearings at end of the planning process), our focus will be on developing and facilitating creative and meaningful public engagement to develop the plan. Inspire's community engagement strategies are designed to bring the planning process to life. Our approach goes beyond traditional outreach to intentionally include residents across all income levels, racial and ethnic backgrounds, ages, and abilities. We will document every engagement activity and summarize participation and key themes heard in a Community Involvement Appendix to the final plan demonstrating support for the adopted plan. After a Project Kick-off Meeting with City staff, Inspire will prepare a Public Participation Plan to guide engagement strategies throughout the Comprehensive Plan Update effort. The plan will identify stakeholders, participation techniques, audiences, and schedule for City review and approval. The following combination of public engagement strategies are proposed.

PROJECT BRANDING

Inspire's in-house graphic design team will develop a cohesive and unique project brand and visual identity to apply throughout the planning process. This includes the creation of a project logo, tagline, and branded outreach materials, such as flyers or social media posts. Working collaboratively with city staff and the project management team, we will establish a brand that reflects the City's character, aesthetic, and project objectives, creating a consistent and recognizable presence for the Comprehensive Plan within the community.

Project Logo Examples

PROJECT WEBSITE & PUBLIC SURVEY

Inspire will develop a dedicated project website serving as an ongoing community engagement platform. The website will provide residents with a place to track project milestones, access project documents, and participate in real time throughout the planning process. We utilize Social Point as our website platform, and we have created over 40 website tools, such as interactive mapping, before and after visualizations, videos, and more. One such tool is surveying, which will be a key avenue for residents to share their input during the process.



<<

Scan or Click QR code to view the College Park Project Website

https://www.inspire-engagement.com/college-park-comprehensive-plan

STAKEHOLDER INTERVIEWS

Targeted stakeholder interviews and focus groups will be conducted to gather qualitative input from key leaders, community representatives, and subject matter experts on the different plan elements, particularly for Housing, Sustainability, and Economic Development. Inspire proposes to spend a full day in the community at the beginning of the planning process to meet with multiple groups focused on different topics that will inform the needs and opportunities and goals sections of the plan. KB Advisory will participate in stakeholder interviews regarding Housing and Economic Developments as well. We will work with staff to select these groups to cover a wide range of residents, community leaders, and business owners in the City including underrepresented groups.

STEERING COMMITTEE MEETINGS (5)

Inspire brings extensive experience facilitating steering committees and a proven track record of guiding groups toward meaningful, consensus driven outcomes. We propose five steering committee meetings structured around key milestones: 1) project kickoff and SWOT analysis session to identify needs and opportunities; 2) a vision and goals session based on existing conditions analysis and review of public input; 3) a session focused on defining character areas and land use recommendations for each; 4) a session dedicated to small area and corridor focus areas integrating scenario planning with the assistance of Bob Begle of Collage Design Studio to test development alternatives and make decisions regarding density and how to accommodate future growth; 5) a final meeting where we will present a draft of the proposed final plan for validation. These sessions will all be highly interactive and in person.

PUBLIC OPEN HOUSES (3)

Inspire proposes one public open house at the beginning of the planning process to get input on needs, opportunities, and goals. After the open house, the community will be encouraged to participate in online surveys and follow the process on the project website. A second open house will be held to gather input on future development of specific small areas that are identified as catalyst projects or special areas such as the Highway 92 Corridor, Main Street, and Legacy Neighborhoods. Bob Begle of Collage Design Studio will help Inspire facilitate this workshop to bring forward continuity from the Highway 92 LCI Plan and to assist Inspire with visioning for other small areas. Finally, a third open house will be held at the end of the process to share and get feedback on the draft final plan.







POP-UP EVENTS (3)

In addition to more traditional open houses, three separate pop-up events will be held to meet people where they are and encourage participation in the planning process. Inspire will work with the City to identify strategic locations and align these engagement events with other events in the community to reach as many people as possible.

PRESENTATIONS TO CITY COUNCIL AND PLANNING COMMISSION (3)

Inspire will present to the City Council and Planning Commission three times during the process at key milestones. The first presentation will be after the existing conditions assessment is complete and first public open house has been held. This will provide the baseline of the issues and opportunities identified through our teams' analysis and stakeholder interviews, the steering committee meetings, and the community through the first open house and the interactive online website. At the end of the planning process, our team will present a draft of the plan including all elements and recommendations.

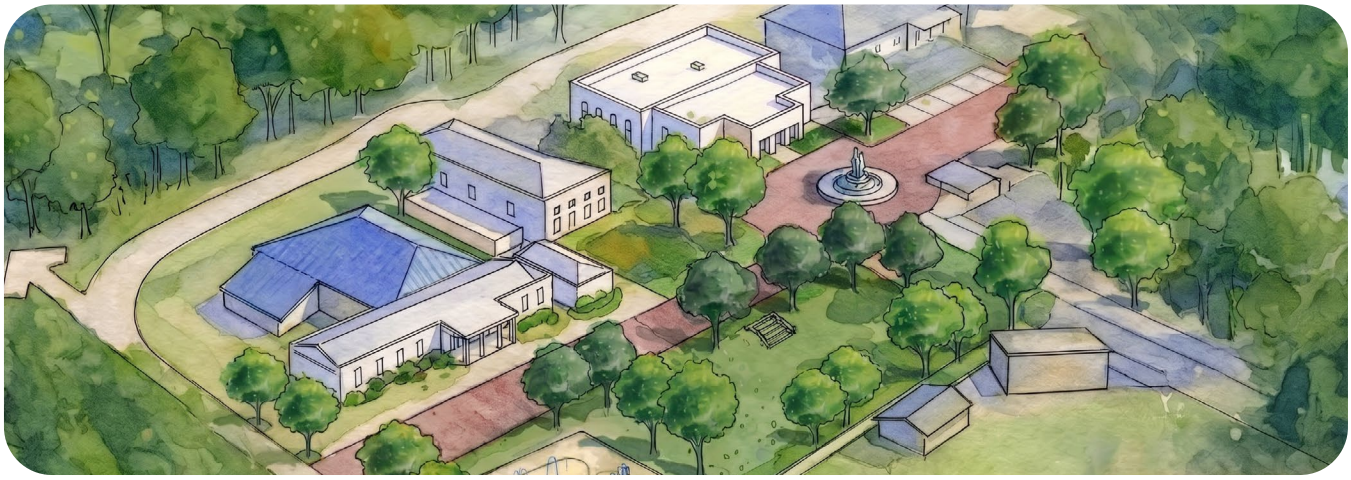
Task 3. The Plan

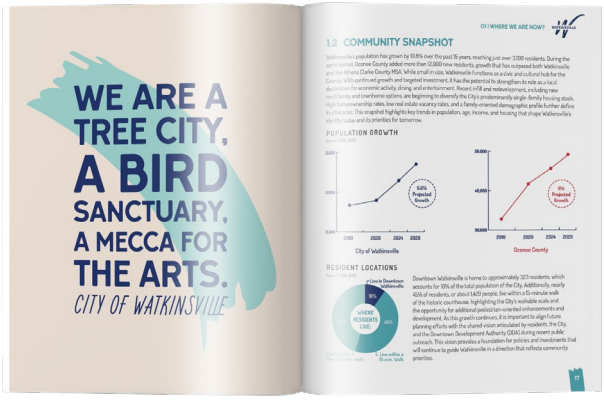
Inspire is known for creating highly graphic documents that are easy to use on a daily basis. The most important elements of the plan will be featured upfront:

- Character Area Map and graphic showing corresponding appropriate density range and zoning categories for each character area
- Street Classification Map with corresponding prescribed street section standards for each street type
- Framework Plan with identified redevelopment nodes and corridors
- Illustrations of desired development patterns for specific character areas including the three focus areas: Highway 92 Corridor, Main Street, and Legacy Neighborhoods

Supporting elements of the plan including goals, needs and opportunities, community work program, capital improvements, economic development, housing, transportation, sustainability, broadband, and communications will be handled as internal chapters to the plan.

The plan will also document the decision making process behind the plan including documentation of the analysis of existing physical and socio-economic conditions, projected full build-out potential based on selected development and density scenarios, and include a high level summary of infrastructure and service needs to maintain current service levels based on best practices.

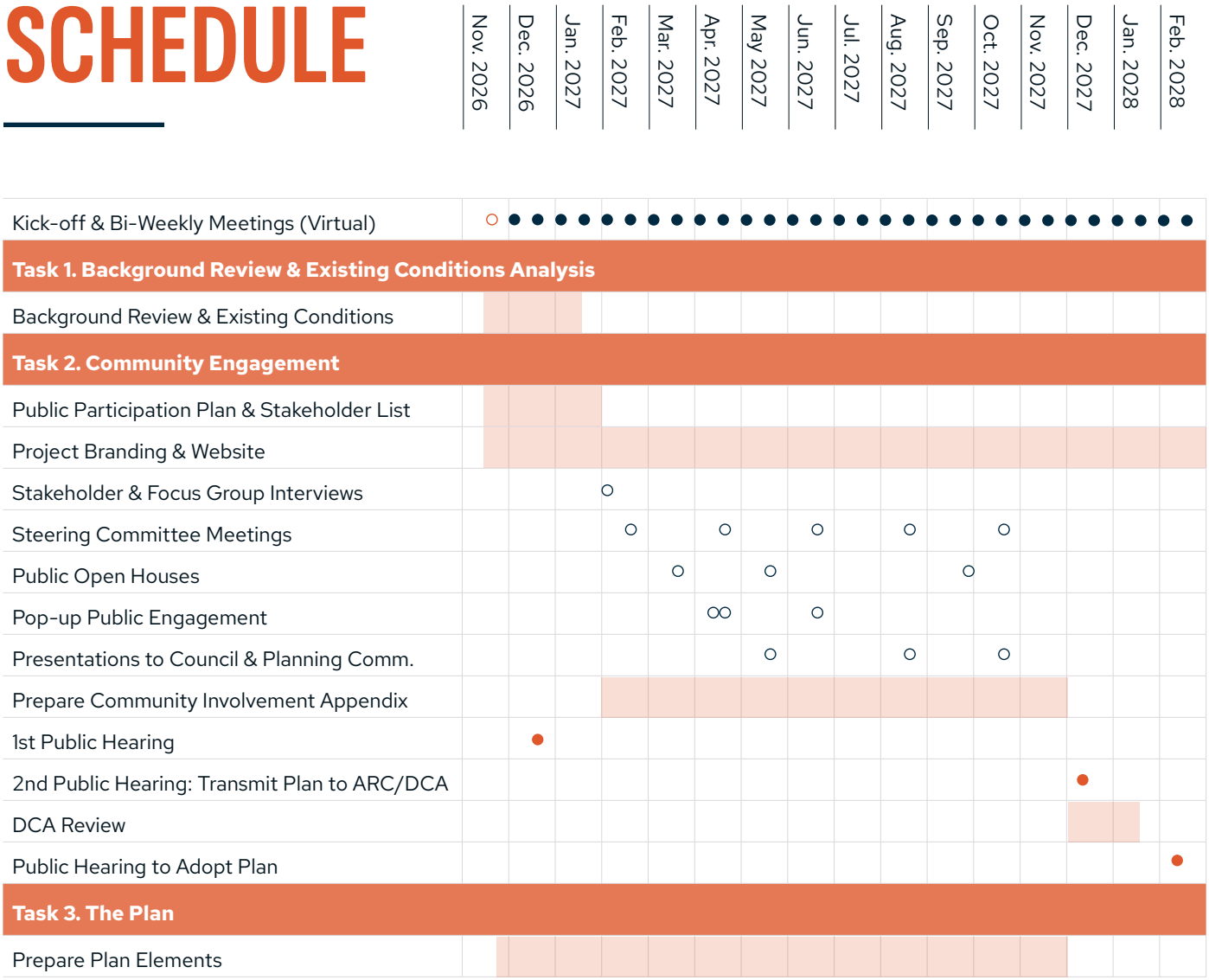






Watkinsville, GA, Final Plan

SCHEDULE



- In-Person Public Engagement
- In-Person Meetings
- Virtual Meeting
- Required Pubic Hearings
- Production

05

BUDGET





Cherokee Amphitheater - Woodstock, GA

BUDGET

Project Task	Cost
Task 1. Background Review & Existing Conditions Analysis	**$75,000**
Note: Task 1 includes KB Advisory fee of $10,000 & project management	
Task 2. Community Engagement	**$155,000**
Note: Task 2 includes Collage Design Studio fee of $10,000	
Task 3. The Plan	**$160,000**
Note: Task 3 includes KB Advisory fee of $50,000 & Collage Design Studio fee of $40,000	
Reimbursable Expenses (not to exceed)	*$10,000*
Total (maximum fixed price)	**$400,000**

Job Classification	Hourly Rates / Hr
Principal/Director	$250 - $400
Project Manager	$175 - $250
Deputy Project Manager	$165 - $195
Senior Landscape Architect/Senior Planner	$165 - $200
Senior Graphic Designer	$135 - $185
Landscape Architect/ Urban Designer/ Planner	$110 - $165
Landscape Designer/Planning Technician	$90 - $130
Graphic Designer	$75 - $100
Professional Interns	$75 - $90
Administrative	$55 - $85
Principal (Collage Design Studio)	$175
Principal/Director (KB Advisory)	$275

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06

ADDITIONAL INFORMATION





EXHIBIT A: CONTRACTOR INFORMATION FORM

See following page.

City of Woodstock

CONTRACTOR INFORMATION

Firm Name: Inspire Placemaking Collective, Inc.

Contact Person: George Kramer

Firm Address: 4767 New Broad Street

Orlando, FL 32814

Phone: 407.17.0441

Fax: N/A

Email: gkramer@inspireplacemaking.com

With this packet, please also provide a W-9 and Certificate of Insurance for the company/firm.

Signature – Authorized Officer or Agent

9/23/26

Date

EXHIBIT B: E-VERIFY AFFIDAVIT WITH INSTRUCTIONS

See following page(s).

City of Woodstock

INSTRUCTIONS

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Woodstock, Georgia (the "City") has registered with and is participating in a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontract who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

E-Verify/Company ID Issued by the E-Verify Program

Federal Work Authorization User Identification Number

Date E-Verify/Company ID was issued by E-Verify

Date of Authorization

Contractor's Company/Firm Name

Name of Contractor

Name of project or type of service provided

Name of Project

City of Woodstock, Georgia

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, 201____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me this the_____ day of _____, 201____,

Notary Public

My Commission Expires

INSTRUCTIONS ONLY - COMPLETE FOLLOWING PAGE

City of Woodstock

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Woodstock, Georgia (the "City") has registered with and is participating in a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontract who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

2071544
Federal Work Authorization User Identification Number

03/24/2023
Date of Authorization

Inspire Placemaking Collective, Inc.
Name of Contractor

Comprehensive Plan 10-Year Update
Name of Project

City of Woodstock, Georgia
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on Sept 23, 2026 in Orlando (city), FL (state).

Signature of Authorized Officer or Agent

George Kramer, President
Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me this the 23rd day of September, 2026,

Nancy A Pfaff
Notary Public

3/23/27
My Commission Expires

Notary Public State of Florida
Nancy A Pfaff
My Commission HH 377724
Expires 3/23/2027

EXHIBIT C: CONSULTANT COMPLIANCE FORMS

See following page(s).

EXHIBIT C1

NON-COLLUSION AFFIDAVIT OF PRIME CONTRACTOR

State of Florida

County of Orange

George Kramer, being first duly sworn, deposes and says that:

(1) He is President (Owner, Partner, Officer, Representative, or Agent) of the **CONTRACTOR** that has submitted the attached Bid;

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said **CONTRACTOR** nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted to or refrain from bidding in connection with such Contract, or has in any collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against The City of Woodstock, Georgia or any person interested in the proposed Contract; and,

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the **CONTRACTOR** or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signed _____

Name George Kramer

Title President

Subscribed and Sworn to before me this 23 day of Sept, 20 26.

Nancy A Pfaff (SEAL)

Notary

Title

My Commission expires 3/23/27
Date

Notary Public State of Florida
Nancy A Pfaff
My Commission HH 277724
Expires 3/23/2027

EXHIBIT C2

CERTIFICATION BY CONTRACTOR REGARDING NON-SEGREGATED FACILITIES

The **CONTRACTOR** certifies that he does not, and will not, provide and maintain segregated facilities for his employees at his establishments and, further that he does not, and will not, permit his employees to perform their services at those locations, under his control, where segregated facilities are provided and maintained. Segregated facilities include, but are not necessarily limited to, drinking fountains, transportation, parking, entertainment, recreation, and housing facilities; waiting, rest, wash, dressing, and locker rooms, and time clock, work, storage, restaurant, and other eating areas which are set apart in fact, or by explicit directive, habit, local custom, or otherwise, on the basis of color, creed, national origin, and race.

The **CONTRACTOR** agrees that, except where he has obtained identical certifications from proposed subcontractors for specific time periods, he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding $10,000.00 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

The **CONTRACTOR** agrees that a breach of this certification is a violation of the Equal Opportunity clause in this Contract. The penalty for making false statements is prescribed in 18 U.S.C. 1001.

Inspire Placemaking Collective, Inc.

Contractor

Signature

George Kramer, President

Printed Name and Title of Signer

9/23/24

Date

EXHIBIT C3

DRUG FREE WORKPLACE CERTIFICATION

CONTRACTOR certifies that they are a drug free workplace as described below and will maintain compliance with such for the duration of the agreement.

In order to have a drug-free workplace, a business shall:

1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace and specifying the actions that shall be taken against employees for violation of such prohibition.

2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3) Give each employee engaged in providing the commodities of contractual services that are under proposal a copy of the statement specified in the subsection (1).

4) In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under proposal, the employee shall abide by the terms of the statement and shall notify the employer of any conviction of, or plea of guilty or nolo contender to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5) Impose a sanction on or require that satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Inspire Placemaking Collective, Inc.
Contractor

Authorized Representative Signature

9/23/24
Date

EXHIBIT C4

DEBARMENT AND SUSPENSION CERTIFICATION

The undersigned Proposer certifies on behalf of itself, and all Participating Members, Major Non-Participating Members and Contractors identified by such Proposer as of the date hereof, as follows:

The undersigned certifies to the best of its knowledge and belief, that it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

b. Have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State or local) with commission of any of the offenses enumerated in paragraph 1b of this certification; and

d. Have not within a three (3) year period preceding this application/proposal had one or more public transactions (federal, State or local) terminated for cause or default.

Where the Proposer is unable to certify to any of the statements in this certification, it shall attach a certification to its proposal or bid stating that it is unable to provide the certification and explaining the reasons for such inability.

Signature of Contractor's Authorized Official

George Kramer, President

Name and Title of Contractor's Authorized Official

9/23/26

Date

EXHIBIT D: VENDOR CONFLICT OF INTEREST

See following page(s).

City of Woodstock, Georgia

VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

All vendors interested in conducting business with the City of Woodstock, Georgia must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City's conflict interest policies as stated within the certification section below. If a vendor has a relationship with a City official or employee, an immediate family member of a City official or employee, the vendor shall disclose the information required below.

Certification: I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named below:

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Vendor Name	Vendor Phone Number
Inspire Placemaking Collective, Inc.	407.917.0441
Conflict of Interest Disclosure*	
Name of City of Woodstock, Georgia employees, elected officials, or immediate family members with whom there may be a potential conflict of interest.	☐ Relationship to employee N/A ☐ Interest in vendor's company N/A ☐ Other N/A
*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City; vendor will be exempt from doing business with the City.	

I certify that the information provided is true and correct by my signature below.

Signature of Authorized Representative	Date	Printed Name and Title of Authorized Representative
	9/23/26	George Kramer, President

PROCUREMENT USE ONLY

___ Yes, named employee was involved in Bid/ Proposal process.

___ No, named employee was not involved in procurement process or decision.

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Inspire Placemaking Collective, Inc.

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☑ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

4767 New Broad Street

Requester's name and address (optional)

6 City, state, and ZIP code

Orlando, FL 32814

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

9	2	–	1	4	9	5	7	1	7

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** Nancy Pfaff, Controller | **Date** 5/6/26

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

INSPPLA-01 STHOMPSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/29/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
JCJ Insurance Agency, LLC 2208 Hillcrest Street Orlando, FL 32803	PHONE (A/C, No, Ext): (321) 445-1117	FAX (A/C, No): (321) 445-1076
	E-MAIL ADDRESS: certs@jcj-insurance.com	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Hartford Underwriters Ins. Co.	30104
INSURER B : Beazley America Insurance Company, Inc.	16510
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Inspire Placemaking Collective, Inc.
4767 New Broad Street
Orlando, FL 32814

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR			21 SBA AV4H7E	1/1/2026	1/1/2027	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	☐ POLICY ☒ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	☐ OTHER:							$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	☐ ANY AUTO							
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS			21 SBA AV4H7E	1/1/2026	1/1/2027	BODILY INJURY (Per person)	$
	☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$ 5,000,000
	☐ EXCESS LIAB ☐ CLAIMS-MADE			21 SBA AV4H7E	1/1/2026	1/1/2027	AGGREGATE	$
	☐ DED ☒ RETENTION $ 10,000							$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
B	Professional Liab			C38DAA250101	1/1/2026	1/1/2027	Per Claim	2,000,000
B	Professional Liab			C38DAA250101	1/1/2026	1/1/2027	Aggregate	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

For Proposal Purposes

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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EXHIBIT E

RFP 2027 – 01 Comprehensive Plan 10 Year Update

See following page.

CITY OF

WOODSTOCK

GEORGIA

12453 Highway 92, Woodstock, GA 30188
770-592-6000 · www.woodstockga.gov

REQUEST FOR PROPOSALS
2027 - 01
Comprehensive Plan 10-year Update

RELEASED: August 27th, 2026
DUE: September 29th, 2026 at 10:00 A.M EST

For all questions about this RFP contact:

Martyn Detz
Financial Analyst: Purchasing
770-592-6000 Ext 1205
www.bidnetdirect.com//cityofwoodstock

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1.0 Purpose

The City of Woodstock, Georgia, herein referred to as the City, is seeking proposals from experienced planning consultants with expertise in the development and updating of comprehensive plans. The City is seeking to update the City's Comprehensive plan in accordance with the standards and procedures established by the Georgia Department of Community Affairs. The selected team will be responsible for managing this project, including implementing a high quality, innovative community engagement program, communicating with staff liaisons, and producing the required plan documents.



2.0 BACKGROUND

The City of Woodstock, Georgia is a fast-growing community with a population of approximately 40,000 residents located approximately 30 miles north of Atlanta. The City's corporate limits cover over 12 square miles and the City's growth boundary agreement with Cherokee County provides additional area for potential future annexation and development.

The city has experienced a dramatic increase in both residential and non-residential development over the past 30 years, with strong demand for growth expected to continue, albeit with less green field development and more infill and redevelopment opportunities.

In addition to the numerous residential neighborhoods, the city has a vibrant downtown and strong job growth, with retail trade being the City's largest employment sector.

Woodstock also has a wide variety of consumer commercial retail and restaurant businesses, ranging from large national firms to small locally owned businesses. With many key commercial areas built out, forward-looking design and future-proofing of future development is critical, particularly along the Hwy 92 corridor.

A number of parks and trails throughout the city provide opportunities for recreation and enjoyment of the outdoors. From playgrounds, sports courts, and fitness stations to paved multi-use trails and mountain biking trails, as well as a free outdoor concert series with attendance topping 16,400 at the largest show, the city supports an active lifestyle and superior quality of life.

2.1 Key Areas of Interest

The following are overarching concepts important for the plan update:

- Continued character-based approach to development
- Community aesthetics/ architecture
- Refining existing Activity Centers throughout the city
- Reimagining the Hwy 92 corridor in concert with adopted LCI plans
- Increasing housing and neighborhood choices throughout the city
- Increasing coordination of transportation, public utilities and land use
- Planning for infrastructure to coordinate with the Future Land Use Plan Map
- Context-sensitive infill Development
- Design for crime prevention (CPTED)
- Fiscally and environmentally sustainable development
- Low impact development
- Maintaining tree canopy

2.2 City of Woodstock Existing Ordinances/Policy Documents

Land Development Ordinance
City of Woodstock Comprehensive Plan 2023 Update
2025 Comprehensive Transportation Plan
Livable Communities Initiative Plans

3.0 SCOPE OF SERVICES

3.1 Project Management and Coordination

The Consultant will manage the project and coordination of any sub-consultants and all project activities including meetings with staff and stakeholder groups. The Consultant will identify a project lead from their team to act as the direct point of contact for City staff. At a minimum coordination will include the following:

- Biweekly updates with the City's project manager (in person or through telephone/video conferencing)
- Monthly meetings with the City staff advisory team

3.2 Project Structure/Work Plan

The Consultant will prepare a detailed work plan and achievable timeline for the project with a draft plan prepared and ready for submittal to the Georgia Department of Community Affairs no later than March 1st, 2028. The work plan will outline the overall approach, as well as specific actions and activities that will occur during the project and how these will result in a successful conclusion to the project. The following items must be included in the Work Plan:

3.2.1 Background Review and Analysis of Existing Conditions Trends

The Consultant will compile and analyze existing data regarding key characteristics of the community, including demographics, growth and development trends, and existing community resources and facilities.

3.2.2 Community/Stakeholder Engagement Plan

The Consultant will develop and implement a detailed community engagement plan that creates a process for broad community input as well as targeted stakeholder involvement and feedback.

Broad-based community and stakeholder engagement is considered critical to the successful adoption of the plan. It is expected that this will include both large community workshops as well as smaller focus groups throughout the process. In addition, the plan should include smaller in-person outreach events, as well an electronic/social media strategy for expanded engagement.

At a minimum, the Engagement Plan should address the following:

- Identification of stakeholder groups.
- Steering Committee and plan for engaging with the Committee.
- Engagement strategies and activities, tied back to reaching all identified stakeholder groups, including those difficult to reach or historically underrepresented.
- Timeline for engagement activities and desired type of feedback at project checkpoints or milestones (visioning, validating, etc.).

- Communication methods for sharing information with city residents.
- Strategy for effective and consistent messaging across platforms and messengers.
- Web resources and online engagement platform to be used for the project.
- Coordinate with the concurrent economic development plan preparation process

It is anticipated that the consultant will conduct:

- a minimum of two community workshops;
- a minimum of two public hearings before City Council;
- a minimum of three additional briefing presentations to the Planning Commission and/or City Council.

In addition, the consultant shall provide sufficient staff to successfully support all other smaller in-person outreach events proposed in the Community Engagement Plan. The Community Engagement Plan must conform to all applicable laws and the requirements of Chapter 110-12-1: Standards and Procedures for Local Comprehensive Planning "Local Planning Requirements" published by the Georgia Department of Community Affairs as updated October 1, 2018. The consultant should be prepared to discuss whether a scenario planning approach will be integrated into community engagement and decision-making processes.

3.2.3 Preparation of the Plan

The consultant shall prepare a plan that includes, at a minimum, all of the legally required plan elements and all Plan Elements in the current adopted plan:

1. Community Goals
2. Needs and Opportunity
3. Community Work Program
4. Capital Improvements Element
5. Economic Development Element
6. Land Use Element
7. Transportation Element
8. Housing Element
9. Sustainability Element
10. Public Relations and Communications Element

Many components of the currently adopted plan continue to provide effective guidance to the future growth and development of the community. The updated plan should build on these successes and also respond to the following interests:

- Enhanced visualizations of desired development patterns and characteristics

(illustrations/sketches).

- Increased focus on small areas and corridors subject to development or redevelopment interest
    - Legacy neighborhoods, including Cardinal Woods and Sherwood Forest.
    - Highway 92 corridor, providing unifying characteristics, as well as node-specific development form if appropriate.
    - Main Street transition north of existing Downtown core to northern municipal boundary.
- Street Classification Map delineating a street hierarchy and appropriate range of cross-sections for each street type.
- Consideration whether a node and corridor concept would be appropriate in relation to existing development patterns.
- Reorganization of the document for quick access to frequently used information including Future Land Use Map and character areas.
- Provision of a zoning district to character area correlation table or other method of identifying appropriate zoning districts to support the goals of each character area.
- Inclusion of density ranges for each character area.
- Increased discussion of sustainability tying into existing Sustainability Plan and tree canopy cover as well as opportunities for thematic street tree palettes or other consistent use of tree species and locations for placemaking purposes.
- Broad analysis and general recommendations for updates to Land Development Ordinance (LDO) to implement the proposed Comprehensive Plan.
- Anticipated population at full build-out potential based on plan density with high level summary of infrastructure and service needs based on (e.g. MGD water capacity needed, parks acreage, sworn police officers) to maintain current service levels or based on best practices.

3.3 Project Timeline

It is expected that the project duration may be 12-18 months from the time a contract is awarded to the Consultant to the presentation of a draft plan for adoption by City Council. Proposals should include any recommended deviations from this approximate timeline. Proposed timelines should include expected stakeholder/community engagement as well as consideration of time for Board and Council informational presentations or work sessions, whether throughout the project or upon completion of a full draft plan, as well as time for DCA approval.

4.0 Submittal Format and Requirements

The responses to this RFP should be limited to a maximum of 20 pages, not including examples. Proposals exceeding the limit may be removed from consideration. Example documents may be provided via web links and not count against page limits.

Section 1: Introduction

Cover Letter

The cover letter shall provide a summary of the information presented in the proposal, names and contact information of person(s) authorized to provide any clarification required, and a statement accepting the terms of this solicitation or noting specific exceptions taken to any of the terms and conditions specified in this document. This cover letter shall also include the name of the person(s) authorized to conduct final contract negotiations on behalf of the firm. Any addenda shall be acknowledged in the cover letter.

Table of Contents

The consultant's proposal should include a Table of Contents referencing each information section of this RFP. The Table of Contents should be further subdivided to describe information included within each section of the proposal.

Section 2: Comprehensive Plan Expertise/Performance

Executive Summary

The firm will provide an Executive Summary highlighting the firm's unique qualifications and capabilities for this project.

Statement of Responsibility

The respondent must be the Prime Consultant. The respondent will be responsible for all work and subcontractors involved in the project. The respondent will submit a list of all participants in the project prior to the actual contract negotiations. If some or all of the participants are not known at this stage, a selection strategy shall be identified noting which participants have not been selected.

Qualifications

A description of the firm with emphasis on work related to performing major Comprehensive Plan updates. Describe at least three (3) similar or related projects successfully completed within the last ten (10) years. A summary including the following information should be provided:

a) Overview of Plan(s) or Documents which fit this description;

b) Consultant's role with the Plan(s);

c) Reference name with current contact information for each document;

d) Current status of the document (draft or adopted, level of implementation);

e) Nature of public involvement utilized, if any; and

f) Any innovative techniques employed or special focus areas explored.

Also, please provide a link to at least one complete copy of a Plan cited above.

References

Provide information on at least three (3) comprehensive contracts similar to the project proposed for the City that the respondent has successfully implemented within the last ten (10) years. At least one (1) reference must include a project with public input incorporated into the project. References shall include:

- Customer Name
- Name, Telephone Number, and Email of Contact
- Brief Description of the Project
- Project Beginning and Ending Dates
- Project Cost and Change Orders
- Public Input (if applicable)

Section 3: Staffing

Provide a description of the qualifications and experience of the key team members who will be working on this project. Describe the experiences of the team members regarding similar projects and include any special skills or experience that key personnel might contribute to the successful completion of this Comprehensive Plan update. Provide an organizational chart for key personnel responsible for project completion. Attach resumes of key personnel who will have a role in the project. Provide the dedication of time available for any team member, playing a significant role in the project. If sub-consultants are utilized, a detailed explanation of the responsibilities of each firm should be provided.

Section 4: Approach

This section shall Include any information demonstrating understanding and insights related to the project's scope of work and the Consultant's approach for addressing the project. The Consultant shall provide a work plan with a projected schedule and the key members of their team involved in each section of the project. The consultant shall demonstrate a plan for innovative community engagement that will ensure the Comprehensive Plan fully addresses the items in the Scope of Services.

Provide the Consultants expectations of the City and a brief description of the services and tasks that the Consultant would expect the City to provide.

Section 5: Budget

Detailed and itemized project budget with a guaranteed maximum fixed price for all services provided. Total budget should, at a minimum, be broken down by work phase, work product, and sub-consultant (if applicable). The Consultant's charge for reimbursable expenses should be included. If the proposal includes optional items, costs

for each item shall be provided. The total budget for this project is $400,000 split over multiple fiscal years.

Section 6: Additional Information

Responses must also include the Contractor Information Page (**Exhibit A**), E-Verify (**Exhibit B**), Consultant Compliance Certifications (**Exhibit C**), Conflict of Interest (**Exhibit D**), W9 and Certificate of Insurance, all of which will not count against the twenty (20) page limit.

5.0 SELECTION CRITERIA

The City will determine the lead consultant and supporting team believed to be most qualified to provide full consulting services for this project as described in section 3.0. Responses to the RFP will be ranked in order by the selection committee using an evaluation process based on the criteria set forth below. The selection criteria are as follows:

2028 Comprehensive Plan – 10 Year Update	
Comprehensive Plan Document Expertise & Performance	30 points
Staffing	30 points
Approach	20 points
Availability	10 points
Budget	10 points
Total points possible	**100 points**

The City may, during the course of the evaluation process, request additional information to supplement and/or clarify the information provided.

5.1 Comprehensive Plan Document Expertise/Performance (30 points)

Review of the Individual's past performance producing a Comprehensive Plan in compliance with DCA rules for a jurisdiction in the State of Georgia. Teams will be selected based on the provision of a full and complete submittal that demonstrates a track record of successful completion of comparable projects and that illustrates a commitment to a high-quality process and product. A summary including the following information should be provided:

a) Overview of Comprehensive Plan(s) completed for jurisdiction(s)

b) Individual's role with the Comprehensive Plan(s);

c) Reference name with current contact information for each document;

d) Current status of the document (draft or adopted);

e) Nature of public involvement utilized; and

f) Any innovative techniques employed.

Also, please include or provide a link to at least one complete copy of a Comprehensive Plan cited above.

5.2 Staffing (30 points)

Evaluation of the Individual specifically proposed for this assignment, including his/her qualifications, overall experience and recent experience drafting and updating comprehensive plans and similar complex visioning documents. This individual must demonstrate knowledge of the Rules of the Georgia Department of Community affairs, Chapter 110-12-1, Standards and Procedures for Local Comprehensive Planning, "Local Planning Requirements." Additionally, each member of the proposed team, if any, in a supporting role, must possess relevant experience with his/her supporting role and demonstrable experience thereof.

5.3 Approach (20 points)

Evaluation of the overall understanding of the scope of the Deliverable; completeness, adequacy and responsiveness to the required information of the request for proposals. This should include details of how you would conduct the update process. Inclusion of a realistic and detailed project approach that clearly outlines path for achieving the project goals within the proposed timeline is critical. Consideration will also be given for innovative or otherwise exceptional concepts and approaches.

5.4 Availability (10 points)

Evaluation of the work load of the Individual(s) to be assigned to the proposed project and their company to be able to complete the scope of services by the deadline in section 3.4.

5.5 Budget (10 points)

The proposed budget itemized by tasks and total cost stated by firm's fixed fee is within budget for the project. Labor and direct costs are identified by tasks. Hourly rates for project staff are provided.

5.6 Interviews

Upon completion of the review period, the City may notify the consultant(s) whose proposal will be considered for further evaluation and consideration. All consultants so notified may be asked to make presentations in an interview. Tentative interviews will be scheduled during the week of October 12 and will last an estimated 30 minutes. Times will be further defined once short-listed firms are notified.

The interview will provide an opportunity for firms to explain their comprehensive plan experience, meet staff and further explain project approach. The interview shall be evaluated and ranked based on the same criteria above.

5.7 Selection of Consultant

The successful consultant will be selected in accordance with City procurement policies based on qualifications and anticipated costs. Final scope and fee will be negotiated with selected firm upon notice of selection. If the proposed firm and the City cannot negotiate an acceptable scope and cost, the second firm will be contacted and will enter into negotiations. The City reserves the right to reject any and all proposals at its discretion, and to waive any irregularity.

6.0 RFP Procedures

6.1 RFP Submission

Interested parties must submit proposals electronically through Bidnet Direct to the City of Woodstock, Georgia by the due date for their proposals to be considered. Bidnet Direct can be found directly at www.bidnetdirect.com//cityofwoodstock or by visiting the City of Woodstock's website. Fax and e-mail responses are not acceptable.

Responses to this RFP will be accepted until 10:00 a.m. (EST) on September 29, 2026 through Bid Net Direct.

The City of Woodstock, Georgia reserves the right to reject any and all responses resulting from this RFP. Late responses will not be accepted. If company response is sent or routed to City offices, the submission requirement has not been met and any such response will not be evaluated and will be disqualified from consideration.

6.2 Schedule Overview

This Request for Proposals is scheduled as follows:

August 27, 2026	Release of RFP
September 3, 2026, 3:00 P.M.	Pre-proposal Meeting
September 10, 2026, 5:00 P.M.	Question Deadline
September 17, 2026 (Estimate)	Responses Posted
September 29, 2026, 10:00 A.M.	Proposal Due Date
September 29, 2026, 10:01 A.M.	Proposal Opening
Week of October 5th	Evaluations
Week of October 12th (Tentative)	Interviews
October 26, 2026	RFP Award / Begin Negotiations
Project Kick-Off	November 2026
Full Final Draft of Plan to DCA	February 2028
Final Draft of Plan to City Council for Adoption	May 2028

6.3 Pre Proposal Meeting

A non-mandatory pre-proposal meeting will be held via remote meeting. The meeting will be conducted virtually via GoTo Meetings on September 3, 2026 at 3:00 pm.

Pre Proposal Meeting - RFP 2027 - 01 - 2028 Comprehensive Plan - 10 Year Update Sep 3, 2026, 3:00 – 3:30 PM (America/New_York)

Please join my meeting from your computer, tablet or smartphone.
https://meet.goto.com/398120317

You can also dial in using your phone.
Access Code: 398-120-317
United States: +1 (872) 240-3212

Join from a video-conferencing room or system.
Meeting ID: 398-120-317
Dial in or type: 67.217.95.2 or inroomlink.goto.com
Or dial directly: 398120317@67.217.95.2 or 67.217.95.2##398120317

Get the app now and be ready when your first meeting starts:
https://meet.goto.com/install

6.4 RFP Costs

All costs incurred in the preparation and presentation of responses to the RFP shall be completely absorbed by the RFP respondent. All documents submitted as part of the RFP will become property of the City. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such.

6.5 RFP Questions/Communications

All questions about this RFP and submission requirements must be submitted in writing through Bid Net Direct. The City's representative listed in this section will serve as the primary contact for this RFP.

Martyn Detz
Financial Analyst Purchasing
12453 Highway 92
Woodstock, Georgia 30188
770-592-6000 ext. 1205
www.bidnetdirect.com//cityofwoodstock

Any unauthorized contact shall not be responded to and may result in the disqualification of the responder's submittal. Answers to questions submitted via Bidnet Direct will be communicated to respondents via Bid Net Direct

Communications by companies, its agents, employees, and/or representatives regarding its proposals or intention to submit a proposal in response to this RFP with any employee, agent, or representative of the City of Woodstock, other than the representative listed in Section 1.5, may be considered inappropriate communications.

If any such inappropriate communications are deemed to hinder, influence and/or alter the competitive proposal process, the City, in an effort to ensure a fair and equitable review and selection process, reserves the right to decline consideration of the offender's sealed proposal.

6.6 RFP Amendments

It is the responsibility of respondents to check Bidnet Direct or the Georgia Procurement Registry for RFP information and addendums.

6.7 Proposal Opening

A clear, concise proposal in the specified proposal format is requested with all the necessary information included. Responses to this RFP will be accepted until **10:00 a.m. (EST) on September 29, 2026** through Bidnet Direct. Proposals will be publicly opened via GoTo Meetings on September 29, 2026, 10:01 A.M.

Proposal Opening - RFP 2027 - 01 - 2028 Comprehensive Plan - 10 Year Update
Sep 29, 2026, 10:00 – 10:30 AM (America/New_York)

Please join my meeting from your computer, tablet or smartphone.
https://meet.goto.com/161414005

You can also dial in using your phone.
Access Code: 161-414-005
United States: +1 (224) 501-3412

Join from a video-conferencing room or system.
Meeting ID: 161-414-005
Dial in or type: 67.217.95.2 or inroomlink.goto.com
Or dial directly: 161414005@67.217.95.2 or 67.217.95.2##161414005

Get the app now and be ready when your first meeting starts:
https://meet.goto.com/install

6.8 Proposal & Award Basis

The City reserves the right to accept or reject any and all proposals or any or parts of a proposal wherein its judgment, it will be in the best interest of the City; waive any technicalities/informalities in the RFP document and proposal process; and to qualify and award any or all of this contract in any manner in which the City, acting in the sole and exclusive exercise of its discretion, deems to be in the City's best interest. If no acceptable proposal is received, the City also reserves the right to re-solicit proposals, at its sole discretion.

6.9 Time of Completion

Proposer hereby agrees to commence work under this contract on or before a date to be specified in a written "Notice to Proceed" of the City. Contract will be negotiated following award at council to the highest scored firm.

6.10 Rejection of Proposals/Cancellation of RFP

The City of Woodstock, Georgia reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the City.

It is also within the right of the City to reject proposals that do not contain all elements and information requested in this document. The City reserves the right to cancel this RFP at any time. The City will not be liable for any cost/losses incurred by the Offerors throughout this process.

6.11 Proposal Withdrawal

A submitted proposal may be withdrawn prior to the due date by a written request to the City representative listed in Section 1.5. A request to withdraw a proposal must be signed by an authorized individual of the submitting company.

No proposal may be withdrawn for a period of sixty (60) days after time has been called on the date of opening.

6.12 Miscellaneous

This RFP and any agreements related thereto must comply, inter alia, with all City laws and charters and are subject to all requisite City approvals including, but not limited to, City Management and City Council.

The City reserves the right to release modifications to this RFP or supplements to it from time to time. Firms are responsible for periodically checking Bidnet Direct for such modifications or supplements.

7.0 Standard Terms and Conditions

7.1 Non-Collusion Affidavit

By submitting a proposal, the respondent represents and warrants that no official or employee of the City has an interest, directly or indirectly, in the proposal or in the final contract award. The respondent further understands proposals will be rejected if there is any evidence of collusion with another respondent. See form in **Exhibit C**.

Respondent agrees that it shall not engage in any activity or conduct that would result in a violation of the City of Woodstock, Georgia Code of Ethics.

Respondent certifies that this qualification, offer, or proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a qualification, offer, or proposal for the same materials, supplies, services, or equipment and is in all respects fair and without collusion or fraud. Respondent understands collusive proposals is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. Respondent agrees to abide by all conditions of this qualification, offer, or proposal.

Furthermore, the respondent certifies that the firm has not divulged to, discussed or compared his proposal with other respondents and has not colluded with any other respondent or parties to this proposal whatsoever. Also, respondent certifies, and in the case of a joint proposal each party thereto certifies as to his/her own organization, that in connection with this proposal:

- Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices and or cost data, with any other respondent or with any competitor;
- Any prices and/or cost data quoted for this proposal have not been knowingly

disclosed by the respondent and shall not knowingly be disclosed by the respondent prior to the scheduled opening directly or indirectly to any other respondent or to any competitor;

- No attempt has been made or shall be made by the qualifier to induce any other person or firm to submit a proposal for the purpose of restricting competition;
- The only person or persons interested in this proposal, principal/principals is/are named therein and that no person other than therein mentioned has any interest in his proposal or in the contract to be entered into; and
- No person or agency has employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or established commercial agencies maintained by the Purchaser for the purpose of doing business

7.2 Consultant Compliance Certifications

Respondents agree to be bound by applicable Federal, State and Local laws, regulations and directives. See **Exhibit C** for all Consultant Compliance Certification forms.

Respondents must certify that they do not and will not maintain or provide for their employees any facilities which are segregated on a basis of race, color, creed, or national origin.

Respondents must certify that they have a drug-free workplace, if applicable.

Respondent certifies on behalf of itself, and all Participating Members, Major Non-Participating Members and Contractors identified by such Proposer as of the date hereof, as follows, are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any local, state or federal department or agency.

7.3 Insurance

Upon successful negotiation and award of contract, the contractor shall provide the City with:

- General Liability Insurance coverage with minimum limits of $1,000,000 per occurrence and $2,000,000 general aggregate

Evidence of required insurance shall be presented prior to the execution of the Contract. Insurance policies to be carried under the agreement shall not be changed or canceled without a thirty (30) day written notification to the City of Woodstock, Georgia prior to change or cancellation.

7.4 Taxes, Fees, Code Compliance and Licensing

The firm shall be responsible for the payment of any required taxes or fees associated with the execution of this contract. The firm shall also be responsible for compliance with all applicable codes and statutes.

7.5 References and Proprietary Information

Submission of a proposal authorizes the City to make inquiries concerning the respondent and its officers to any persons or firms deemed appropriate by the City. Any proprietary information that the respondent does not want disclosed to the public shall be so identified on each page in which it is found. Data or information so identified will be used by the City solely for the purpose of evaluation and contract negotiations only.

7.6 Illegal Immigration Reform and Enforcement Act of 2011

By providing a qualification or proposal, qualifier/proposer certifies that he/she is in compliance with O.C.G.A. § 13-10-90 and 91, et seq. No qualification or proposal will be considered by the City unless it is accompanied with a signed, notarized affidavit (**EXHIBIT B**) from the qualifier/proposer attesting to the following:

a) The affiant has registered with and is authorized to use and uses the federal work authorization program

b) The user identification number and date of authorization for the affiant; and

c) The affiant will continue to use the federal work authorization program throughout the contract period; and

The affiant will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the same information required in subparagraphs (a), (b) and (c) of this paragraph.

7.7 Anti-Boycott of Israel

By signing and submitting this proposal and pursuant to O.C.G.A. § 50-5-85, respondent/proposer certifies that it is not currently engaged in, and agrees that for the duration of this agreement, it will not engage in a boycott of Israel

7.8 Terms and Conditions

1. The City of Woodstock, Georgia hereby requests proposals for the goods and services inclusive of the services requested in the RFP.
2. City of Woodstock, Georgia reserves the right to evaluate the firm's proposals. Only those firms who, in the opinion of the City, meet the minimum necessary proposals will have their price and contract/agreement evaluated.
3. All proposals, fee schedules and other documents furnished to the City of Woodstock, Georgia are subject to the Georgia Open Records Act.
4. Termination: The contract will be subject to the terms and conditions included in the Service Agreement. The City of Woodstock, GA reserves the right to cancel the agreement with cause, due to nonperformance and/or violation of contract terms.
5. The City shall be notified of business name change(s) in writing within thirty (30) days of changes.
6. The City shall be notified and approve of key personnel change(s) in writing prior to any changes.

EXHIBIT A: CONTRACTOR INFORMATION FORM

See following page.

City of Woodstock

CONTRACTOR INFORMATION

Firm Name: _____

Contact Person: _____

Firm Address: _____

_____

Phone: _____

Fax: _____

Email: _____

With this packet, please also provide a W-9 and Certificate of Insurance for the company/firm.

_____ _____

Signature – Authorized Officer or Agent Date

EXHIBIT B: E-VERIFY AFFIDAVIT WITH INSTRUCTIONS

See following page(s).

City of Woodstock

INSTRUCTIONS

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Woodstock, Georgia (the "City") has registered with and is participating in a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontract who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

E-Verify/Company ID Issued by the E-Verify Program
_____
Federal Work Authorization User Identification Number

Date E-Verify/Company ID was issued by E-Verify
_____
Date of Authorization

Contractor's Company/Firm Name
_____
Name of Contractor

Name of project or type of service provided
_____
Name of Project

City of Woodstock, Georgia
_____
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, 201____ in _____ (city), _____ (state).

_____
Signature of Authorized Officer or Agent

_____
Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me this the_____ day of _____, 201____,

_____ _____
Notary Public My Commission Expires

INSTRUCTIONS ONLY - COMPLETE FOLLOWING PAGE

City of Woodstock

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Woodstock, Georgia (the "City") has registered with and is participating in a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontract who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

_____
Federal Work Authorization User Identification Number

_____
Date of Authorization

_____
Name of Contractor

_____
Name of Project

City of Woodstock, Georgia
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 202____ in _____ (city), _____ (state).

_____
Signature of Authorized Officer or Agent

_____
Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me this the_____ day of _____, 202____,

_____ _____
Notary Public My Commission Expires

EXHIBIT C: CONSULTANT COMPLIANCE FORMS

See following page(s).

EXHIBIT C1
NON-COLLUSION AFFIDAVIT OF PRIME CONTRACTOR

State of _____

County of _____

_____, being first duly sworn, deposes and says that:

(1) He is _____ (Owner, Partner, Officer, Representative, or Agent) of the **CONTRACTOR** that has submitted the attached Bid;

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said **CONTRACTOR** nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted to or refrain from bidding in connection with such Contract, or has in any collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against The City of Woodstock, Georgia or any person interested in the proposed Contract; and,

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the **CONTRACTOR** or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signed _____

Name _____

Title _____

Subscribed and Sworn to before me this ____ day of_____, 20 _____.

_____ (SEAL)

_____
Title

My Commission expires_____
Date

EXHIBIT C2

CERTIFICATION BY CONTRACTOR REGARDING NON-SEGREGATED FACILITIES

The **CONTRACTOR** certifies that he does not, and will not, provide and maintain segregated facilities for his employees at his establishments and, further that he does not, and will not, permit his employees to perform their services at those locations, under his control, where segregated facilities are provided and maintained. Segregated facilities include, but are not necessarily limited to, drinking fountains, transportation, parking, entertainment, recreation, and housing facilities; waiting, rest, wash, dressing, and locker rooms, and time clock, work, storage, restaurant, and other eating areas which are set apart in fact, or by explicit directive, habit, local custom, or otherwise, on the basis of color, creed, national origin, and race.

The **CONTRACTOR** agrees that, except where he has obtained identical certifications from proposed subcontractors for specific time periods, he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding $10,000.00 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

The **CONTRACTOR** agrees that a breach of this certification is a violation of the Equal Opportunity clause in this Contract. The penalty for making false statements is prescribed in 18 U.S.C. 1001.

_____

Contractor

_____

Signature

_____

Printed Name and Title of Signer

_____

Date

EXHIBIT C3

DRUG FREE WORKPLACE CERTIFICATION

CONTRACTOR certifies that they are a drug free workplace as described below and will maintain compliance with such for the duration of the agreement.

In order to have a drug-free workplace, a business shall:

1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace and specifying the actions that shall be taken against employees for violation of such prohibition.

2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3) Give each employee engaged in providing the commodities of contractual services that are under proposal a copy of the statement specified in the subsection (1).

4) In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under proposal, the employee shall abide by the terms of the statement and shall notify the employer of any conviction of, or plea of guilty or nolo contender to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5) Impose a sanction on or require that satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

_____ _____

Contractor Authorized Representative Signature

_____

Date

EXHIBIT C4

DEBARMENT AND SUSPENSION CERTIFICATION

The undersigned Proposer certifies on behalf of itself, and all Participating Members, Major Non-Participating Members and Contractors identified by such Proposer as of the date hereof, as follows:

The undersigned certifies to the best of its knowledge and belief, that it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

b. Have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State or local) with commission of any of the offenses enumerated in paragraph 1b of this certification; and

d. Have not within a three (3) year period preceding this application/proposal had one or more public transactions (federal, State or local) terminated for cause or default.

Where the Proposer is unable to certify to any of the statements in this certification, it shall attach a certification to its proposal or bid stating that it is unable to provide the certification and explaining the reasons for such inability.

_____

Signature of Contractor's Authorized Official

_____

Name and Title of Contractor's Authorized Official

_____

Date

EXHIBIT D: VENDOR CONFLICT OF INTEREST

See following page(s).

City of Woodstock, Georgia

VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

All vendors interested in conducting business with the City of Woodstock, Georgia must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City's conflict interest policies as stated within the certification section below. If a vendor has a relationship with a City official or employee, an immediate family member of a City official or employee, the vendor shall disclose the information required below.

Certification: I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named below:

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Vendor Name	Vendor Phone Number
Conflict of Interest Disclosure*	
Name of City of Woodstock, Georgia employees, elected officials, or immediate family members with whom there may be a potential conflict of interest.	☐ Relationship to employee _____ ☐ Interest in vendor's company _____ ☐ Other _____
*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City; vendor will be exempt from doing business with the City.	

I certify that the information provided is true and correct by my signature below.

_____ _____ _____

Signature of Authorized Representative | Date | Printed Name and Title of Authorized Representative

PROCUREMENT USE ONLY

___ Yes, named employee was involved in Bid/ Proposal process.

___ No, named employee was not involved in procurement process or decision.

EXHIBIT E: LEGAL AD

See following page(s).

City of Woodstock, GA · Finance Department
12453 Highway 92 · Woodstock, GA 30188
(770) 770-592-6000

REQUEST FOR ADVERTISEMENT

ATTN: Legal Advertising, Cherokee Tribune
FROM: Martyn Detz, Financial Analyst: Purchasing
CC: Crystal L. Welch, Deputy, CFO
DATE: August 24, 2026
ACCT #: 110581

TYPE OF AD: LEGAL/REGULAR
RUN DATE: Thursday, August 27, 2026
Thursday, September 3, 2026
Thursday, September 10, 2026

REF. NO.: RFP 2027 – 01 – 2028 Comprehensive Plan 10 Year Update

CITY OF WOODSTOCK, GEORGIA
RFP 2027 – 01 – 2028 Comprehensive Plan 10 Year Update

PROPOSAL ADVERTISEMENT

The City of Woodstock, Georgia, herein referred to as the City, is seeking proposals from experienced planning consultants with expertise in the development and updating of comprehensive plans. The City is seeking to update the City's Comprehensive plan in accordance with the standards and procedures established by the Georgia Department of Community Affairs. The selected team will be responsible for managing this project, including implementing a high quality, innovative community engagement program, communicating with staff liaisons, and producing the required plan documents.

RFP details and document information may be found by visiting Bid Net Direct or Georgia Procurement Registry. All questions must be submitted online through Bid Net Direct. Refer to Schedule of Events for deadline for submission of questions relating to the RFP.

All responses to this RFP must be received electronically through Bid Net Direct to the City of Woodstock, Georgia no later than 10:00 A.M. on September 29, 2026. Request for Proposals will be publicly opened, and firm names read aloud at 10:01 A.M. via GoTo Meetings (Link in Bid Packet). All Request for Proposals will be evaluated by the City and the finalists will be notified in accordance with the RFP schedule of events.

Schedule of Events: The following Schedule of Events represents the City of Woodstock's best estimate of the schedule that will be followed. All times indicated are prevailing times in Woodstock, Georgia. The City of Woodstock reserves the right to adjust the Schedule as the City of Woodstock deems necessary.

Schedule of Events	DATE	TIME
City of Woodstock release of **RFP for Comprehensive Plan 10 Year Update**	08/27/2026	----------
Pre-Proposal Meeting via Go To Meetings – Link in Bid Packet	09/03/2026	3:00 PM
Deadline for submission of written questions and requests for clarification	09/10/2026	5:00 PM
Deadline for submission of Proposals	09/29/2026	10:00 AM
City of Woodstock completes evaluation and issues notification and other information to finalist firm	10/12/2026	----------

RFP selection criteria will consist of the following:

Selection Criteria for Comprehensive Plan 10 Year Update	
Criteria 1 – Comprehensive Plan Document Expertise & Performance	30 pts
Criteria 2 – Staffing	30 pts
Criteria 3 – Approach	20 pts
Criteria 4 – Availability	10 pts
Criteria 5 – Budget	10 pts
Total score possible	**100 pts**

The City reserves the right to accept or reject any and all bids or any or parts of a bid wherein its judgment, it will be in the best interest of the City; waive any technicalities/informalities in the RFP document and bid process; and to qualify and award any or all of this contract in any manner in which the City, acting in the sole and exclusive exercise of its discretion, deems to be in the City's best interest. If no acceptable bid is received, the City also reserves the right to re-solicit bids, at its sole discretion. It is the City's intention to negotiate a contract with the highest scored respondent.

For further information regarding this RFP, please call 770-592-6000 ext. 1205.

Please acknowledge the receipt of this notice and forward a copy from the newspaper. Thanks.

AGENDA ITEM NO. 6.9

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	October 26, 2026
SUBMITTED BY:	Ron Shelby, Finance Department
ITEM TYPE:	Budget Approval/Amendment
AGENDA SECTION:	CONSENT AGENDA
SUBJECT:	**Approve Reclassification of Position from Financial Analyst (Purchasing) to Purchasing Manager**
SUGGESTED ACTION:	Request for approval of the reclassification of the Financial Analyst (Purchasing) position to Purchasing Manager. Mid-year position reclassification is an explicit policy exception based upon retainment issue. Staff strongly recommends approval.

ATTACHMENTS:

JD - Purchasing Manager Revised 10_16_2026.pdf

Memo - Delegation of Purchasing Agent Signatory Authority 10_27_2026.pdf

City of Woodstock, GA

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Purchasing Manager

Department: **Finance**

Pay Grade: **204**

FLSA Status: **Exempt**

JOB SUMMARY

Performs supervisory and administrative work of a responsible nature in the daily operations of complex clerical, procurement, accounting, and administrative work in accounts payable, procurement, surplus/disposal, general ledger, related tech support, and general administration. This role oversees the City's procurement activities to ensure timely, cost-effective, and compliant acquisition of goods, services, and equipment. This role develops purchasing policies, manages vendor relationships, leads bidding processes, and ensures adherence to federal, state, and local regulations. The Purchasing Manager provides strategic guidance to departments while promoting transparency, fiscal responsibility, and operational efficiency. Work is performed under the general direction of the Deputy Chief Financial Officer.

ESSENTIAL JOB FUNCTIONS

- Oversees and performs various purchasing duties including, but not limited to buying, purchasing, renting, leasing, or otherwise acquiring goods and services; tracking vehicle inventory; and preparing and receiving bid packages for goods and services, etc.
- Oversees and performs the full procurement lifecycle, including but not limited to solicitations, bidding, contract negotiation, and award.
- Develops, implements, and maintains purchasing policies, procedures, and internal controls.
- Manages vendor relations, evaluate supplier performance, and oversee resolution of procurement-related issues.
- Collaborates with City departments to forecast purchasing needs and support budget planning.
- Maintains procurement records, reports, and documentation required for audits.
- Ensures purchasing activities comply with Georgia procurement laws and municipal regulations.
- Identifies opportunities for cost savings, process improvements, and operational efficiencies.

- Provides training and guidance to departments on procurement procedures.
- Supervises procurement staff, including assigning work, setting priorities, conducting performance evaluations, and supporting professional development.
- Oversees workloads to ensure timely processing of purchasing activities and compliance with procurement regulations.
- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures when applicable to contract specifications.
- Performs or assists subordinates in performing duties; adjusts errors and complaints
- Reviews the work of city staff to ensure compliance with applicable laws, regulations, policies, and procedures.
- Demonstrates exceptional judgement, analytical and organizational skills in all aspects of the solicitation process.
- Directly responsible for day-to-day interaction, and problem resolution, with current and prospective vendors of the City.
- Oversees asset surplus and disposal activities.
- Oversees accounts payable process and administers the payment of invoices in accordance with laws and regulations.
- Responsible for preparing annual reports including, but not limited to, 1099 forms and report, E-Verify report, confidential vehicle tags/registration, etc.
- Completes any required journal entries.
- Accumulates, calculates, posts, balances, and reconciles data for specific accounts; and identifies, traces, and otherwise resolves discrepancies in accordance with established procedures.
- Receives and reviews documents into financial information system; and interprets business documents.
- Assists with annual financial audit preparation; prepares work paper schedules for auditors; and conducts post audit work.
- Conducts research; performs accounting studies; and completes special projects.
- Troubleshoots job-related systems and related software issues.
- Prepares periodic financial, statistical, or operational reports as assigned.
- Writes and records job-related procedures.
- Composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgement as to content, accuracy, and completeness.
- Represents department at meetings when requested.
- Trains new hires as requested.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:
Requires a Bachelor's degree in accounting, business administration, finance, or a closely related field; three (3) years to five (5) years of related work experience in municipal accounting and financial management, and/or public purchasing, procurement, contract administration or related field; or equivalent combination of education and experience. A Master's degree is preferred.

Licenses or Certifications:
- CPPB (Certified Professional Public Buyer) certification preferred.
- Other procurement certifications (CPPO, NIGP-CPP, etc.) are a plus.

Special Requirements:
Requires a satisfactory criminal history, background, and credit check.

Knowledge, Skills, and Abilities:
- Knowledge of public sector procurement practices, laws, and compliance standards.
- Knowledge of computers and electronic data processing.
- Knowledge of modern office practices and procedures.
- Knowledge of governmental accounting principles and practices.
- Knowledge of Microsoft Excel, Word, and PowerPoint.
- Skill in operating computers and modern office equipment.
- Skill in researching and organizing data.
- Skill in using spreadsheet, purchasing, word processing, database, and calendaring software.
- Skill in customer service techniques.
- Skill in communicating, both verbally and in writing.
- Ability to supervise subordinate personnel.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to establish successful working relationships.
- Ability to evaluate, audit, deduce, and/or assess data/information using established criteria.
- Ability to work with interruptions.

PHYSICAL DEMANDS

The work is sedentary work and requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required: manual dexterity, handling, hearing, mental acuity, reaching, repetitive motion, speaking, talking, and visual acuity.

WORK ENVIRONMENT

The noise level in the office work environment is usually moderately quiet.

City of Woodstock, GA has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

I have received and read the job description describing the duties and responsibilities of the position.

_____ _____

Employee Signature Date

_____

Printed Name

_____ _____

Supervisor Signature Appointing Authority

This job description is effective October 26, 2026 and replaces any previously signed job description for the employee's position.

Memorandum

TO: Crystal L. Welch, Deputy CFO and Ron Shelby CFO

CC: Martyn Detz, Purchasing Manager

FROM: Jeff Moon, City Manager

DATE: 10/27/2026

SUBJECT: Delegation of Purchasing Agent Signatory Authority

This memorandum serves to formally delegate Purchasing Agent signatory authority to Martyn Detz in his capacity as Purchasing Manager.

Effective 10/29/2026, the Purchasing Manager is authorized to review, approve, and sign purchase orders, and related procurement documents on behalf of the City, consistent with the thresholds, procedures, and requirements outlined in the City's Purchasing Policies, applicable municipal ordinances and the job description for the position. This delegation is intended to support operational efficiency while ensuring continued compliance with all legal and financial guidelines.

Please note the following conditions of this delegation:

- All actions taken under this authority must comply with established procurement regulations, competitive purchasing requirements, and internal controls.
- Items exceeding the authorized limits, or those requiring City Manager or Council approval under policy, must still be routed through the appropriate channels.
- This delegation may be modified or revoked at any time based on organizational needs or policy changes.

Thank you for your continued professionalism and leadership in overseeing the City's procurement activities. Should you have any questions about this delegation or its scope, please feel free to reach out.

AGENDA ITEM NO. 6.10

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	October 26, 2026
SUBMITTED BY:	Crystal Welch, Economic Development
ITEM TYPE:	Budget Approval/Amendment
AGENDA SECTION:	CONSENT AGENDA
SUBJECT:	**Approve Reallocation of DDA Salary Savings to DDA Tourism Information Coordinator Pooled Funding and Overtime & Related MAJBA JE 22450**
SUGGESTED ACTION:	Request for approval to reallocate savings in Salaries and Wages budget to fund an additional amount for the Tourism Information Coordinator (TIC) (Seasonal) pooled funding and overtime needs in the DDA. There are salary savings due to a permanent part-time position not being filled to date. It is staff's intention to use the additional seasonal TIC positions through the holidays and then hire the permanent part-time position after the holidays. MAJBA JE 22450 reallocates the portion of salary savings to the pooled funding.

ATTACHMENTS:

MAJBA JE 22450 - 7610 Add'l TIC Seasonal Funding and Overtime.pdf

City of Woodstock, GA
Major Budget Amendment

Name of Department	**7610 - DDA**
Budget Amendment #	**MAJBA JE 22450**

Explanation of Request

To reallocate savings in Salaries and Wages budget to fund an additional amount for the Tourism Information Coordinator (TIC) (Seasonal) pooled funding and overtime needs in the DDA. There are salary savings due to a permanent part-time position not being filled to date. It is the dept intention to use the additional seasonal TIC positions through the holidays and then hire the permanent part-time position after the holidays. This MAJBA reallocates the portion of salary savings to the pooled funding.

ACCOUNT NUMBER	ACCOUNT NAME	DEBIT	CREDIT
742-7610-511110-02	Salaries and Wages - Tourism Info Coord	$ 10,000.00	
742-7610-511317-00	Overtime	$ 111.41	
742-7610-511110-00	Salaries and Wages		$ 10,111.41
TOTALS		**$ 10,111.41**	**$ 10,111.41**

AGENDA ITEM NO. 7.1

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	October 26, 2026
SUBMITTED BY:	Melissa Sigmund, Community Development
ITEM TYPE:	Ordinance 1st or 2nd Reading
AGENDA SECTION:	PUBLIC HEARING
SUBJECT:	**Consideration of Z#172-26 - Adair Park North, Casteel & A-Frame Properties (Public Hearing & Vote)**
SUGGESTED ACTION:	Request for approval of the Rezoning, CUP, and associated Variances for a 5.595± acre project located at 7950 and 8020 Main Street (Z#172-26). The application seeks to rezone the larger parcel from DT-MR-A to DT-RO and receive a CUP for attached single-family residential uses in order to develop a continuation of the mixed-use Adair Park project that would include commercial uses, as well as condominiums, townhomes, cottages, and detached single-family homes. Requested Variances include a stream buffer variance where the stream will be piped, allowance for townhomes to front onto open spaces instead of a street, elimination of minimum supplemental landscape zones, reduction of stormwater and sanitary sewer easement widths, and increase in the maximum building height from 40’ to 48’.

ATTACHMENTS:

Z#172-26 CC Memo 10.26.26.pdf
Z#172-26 Adair Park Casteel PC staff report 10.1.26.pdf
Concept Plans Exhibit.pdf
Public Input Report.pdf
Applicant Responses.pdf
Additional Public Input.pdf
Z172-26 ordinance updated.pdf

DATE: October 26, 2026

TO: Woodstock City Council

FROM: Melissa Sigmund, AICP, MPA,
Community Development Director

SUBJECT: Project Z#172-26
Adair Park North –
Casteel & A-frame Properties

EXECUTIVE SUMMARY

Eric Richards, on behalf of Adair Park Development Company, LLC, has submitted an application for a Rezoning, Conditional Use Permit and associated Variances for an approximately 5.595 acre property located at the northwest corner of the roundabout at Main Street and Haney Street. The request is to rezone the larger DT-MR-A-zoned parcel to DT-RO, and receive a CUP for attached single family residential uses in order to develop a continuation of the mixed-use Adair Park project that would include commercial uses, as well as condominiums, townhomes, cottages, and detached single family homes. Variances are requested to the development standards of the LDO to allow for a stream buffer variance where the stream will be piped, to allow townhomes to front onto open spaces instead of a street, to eliminate minimum supplemental landscape zone, to reduce stormwater and sanitary sewer easement widths, and to increase the maximum building height from 40' to 48'.

PLANNING COMMISSION RECOMMENDATION

On October 1, 2026, the Planning Commission considered the project. The link to the Planning Commission agenda and video can be found online at: https://www.woodstockga.gov/your_government/meetings_agendas_and_minutes.php

Planning staff provided an overview of the applicant's requests and the Development Process Committee recommendation. The applicant team provided a presentation to the Commission regarding the proposed development and requested variances. One member of the public had questions regarding stormwater.

Following discussion, the Planning Commission voted (4-1) to recommend City Council approval of the Rezoning, CUP, and Variances with staff's recommended conditions of approval with modification to Condition 13 (shown in red) to clarify construction access requirements.

Conditions of Approval:

1) The development shall include a maximum of 55 residential units.
2) The Development shall substantially conform to and remain in conformance with the conceptual site plans and conceptual renderings attached as Exhibit A and herein after referred to as the “Concept Plans”. Where the LDO conflicts with the substantial compliance requirement, the LDO will be enforced with the exception of explicit variances or administrative relief that has been granted in writing by the Mayor and City Council or Development Process Committee (DPC). The aforementioned notwithstanding, each site plan submitted to the City for review shall comply with all adopted fire safety requirements.

   If amendments or modifications to the development are requested by the developer:

   a) Upon the written request of the Developer, the Community Development Director shall determine at their sole discretion: (1) whether the requested amendment or modification is minor; and (2) whether the requested amendment or modification is consistent with the approved project. If the Director finds that it is both minor and consistent, the amendment shall be determined to be an “Administrative Amendment,” subject to review and approval by the DPC.

      No administrative amendment will be effective until after thirty (30) days’ notice to the City Council and posting in the same manner as agendas. If any member of the City Council requests consideration of such amendment within the 30-day notice period, then the administrative amendment will not be effective unless there is a final determination by the City Council approving it. In the event Council requests consideration of an administrative amendment, staff will agendize the matter for Council discussion and consideration.

   b) Any written request by the Developer for an amendment that is determined by the Community Development Director to be either: (1) not minor, or (2) inconsistent with the approved project, shall be determined not to be an Administrative Amendment and shall be subject to review by the City Council.

   c) If applicant disagrees with decision by Community Development Director, applicant may appeal said decision to City Council in accordance with LDO section 10.162.

3) All improvements recommended in the Traffic Impact Study dated August 5, 2026 and submitted with this application shall be installed or performed by the developer. Additional improvements may also be required in accordance with LDO standards as determined during Site Plan review.

4) No more than 10% of the total residential units of any form shall be allowed to be rental units at any time. No short-term rentals shall be permitted at any time. This restriction shall be memorialized in the covenants for the development provided to every buyer of a residential unit and shall be enforced by the HOA or POA.
5) Driveways for residential units with attached garages shall be no less than 18 feet in length from the exterior of the garage door to the sidewalk or curb, whichever is closer to the house.
6) All areas identified as open space shall be owned and maintained by the HOA.
7) No on-street parking shall be permitted, except where explicitly striped on the pavement and/or signed as allowed.
8) If a Development Agreement for the design and construction of the Haney Road extension has not been executed prior to Site Plan approval for this project, the project shall incorporate the City's proposed road design for the portion of Haney Road across the project frontage and the developer shall be responsible for installing these improvements prior to any of the following for the development: first final plat, first Certificate of Completion, and first Certificate of Occupancy. Any required street frontage improvements not completed by others, including but not limited to street trees or trails, shall be required to be installed by the developer and shall be included in the Site Plan submittal.
9) The Developer shall submit a comprehensive sign program subject to review and approval by the Development Process Committee at the time of Site Plan submittal. The sign program shall provide parameters for signage (location, size, type, characteristics) that all tenants shall be required to adhere to. Once approved, said program shall be held by the City of Woodstock Community Development Department. Any requests for sign waiver shall be evaluated against the Land Development Ordinance and the adopted sign program for consistency. The Developer is required to provide an approved sign program to all tenants.
10) No trash/recycling service or deliveries shall occur between the hours of 10:00pm and 6:00am.
11) Alley behind northern commercial buildings must be a minimum 24' wide and will be considered a private driveway. Fire access must be provided off of this access. No delivery trucks for this development shall be allowed to stop or unload on Main St.
12) The northern commercial mixed-use buildings must be constructed and receive Certificates of Completion prior to the submittal of any building permits for the adjacent townhomes 23-30.
13) A construction phasing plan shall be included in the Site Plan submittal that addresses aspects including construction access, staging, and construction waste. Any construction access via Short Street must be specifically approved by the Building Official or Community Development Director for particular construction activities and duration.
14) Signage identifying the vehicular access for the northern commercial mixed-use buildings shall be installed along Main Street and along Short Street at the driveway between townhouses 26 and 27 leading to these buildings to assist emergency services and guests in navigating to parking for these buildings.

DATE: October 1, 2026

TO: Woodstock Planning Commission

FROM: Melissa Sigmund, AICP, MPA
Community Development Director

SUBJECT: Project Z#172-26
Adair Park North – Casteel & A-frame Properties

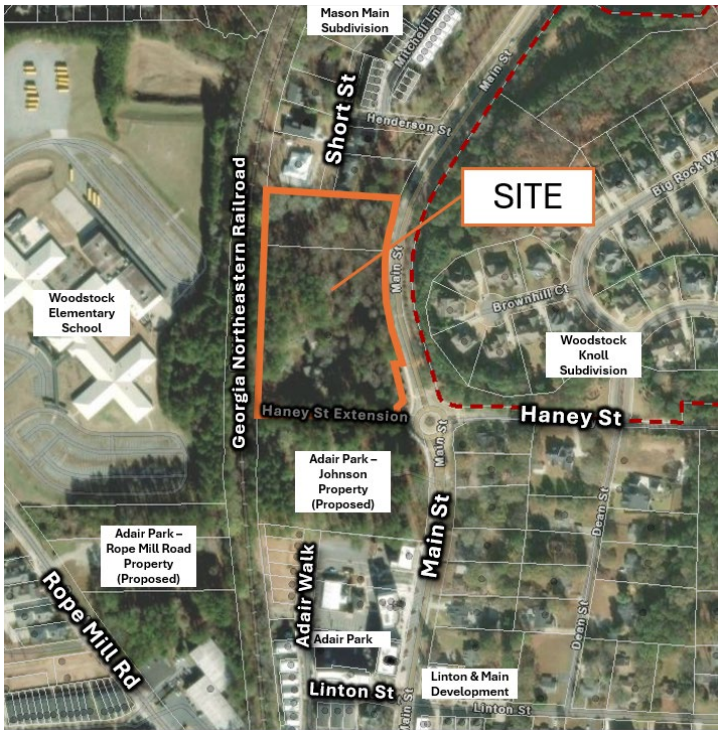
RECOMMENDATION

Staff recommends City Council approve the Rezoning, CUP, and associated Variances for a 5.595± acre project located at 7950 and 8020 Main Street (Z#172-26).

EXECUTIVE SUMMARY

Eric Richards, on behalf of Adair Park Development Company, LLC, has submitted an application for a Rezoning, Conditional Use Permit and associated Variances for an approximately 5.595 acre property located at the northwest corner of the roundabout at Main Street and Haney Street. The request is to rezone the larger DT-MR-A-zoned parcel to DT-RO, and receive a CUP for attached single family residential uses in order to develop a continuation of the mixed-use Adair Park project that would include commercial uses, as well as condominiums, townhomes, cottages, and detached single family homes. Variances are requested to the development standards of the LDO to allow for a stream buffer variance where the stream will be piped, to allow townhomes to front onto open spaces instead of a street, to eliminate minimum supplemental landscape zone, to reduce stormwater and sanitary sewer easement widths, and to increase the maximum building height from 40' to 48'.

Vicinity Map



Additional information can be found in Table 1 below.

BACKGROUND

Table 1 provides general property information for the project site and the surrounding land uses.

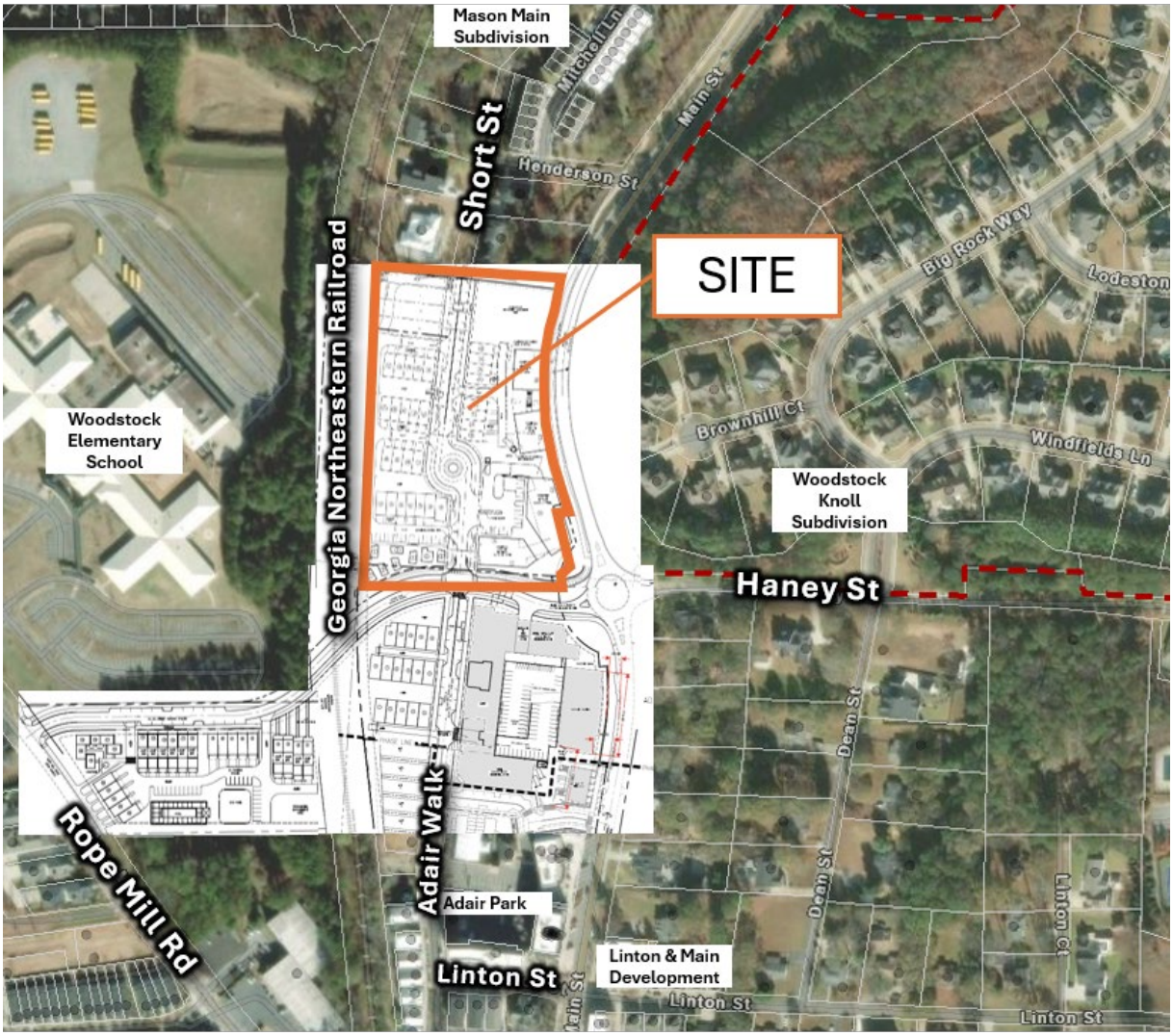
Table 1: General Property and Surrounding Land Use Information	
Address	8020 and 7950 Main St
Council Ward	District 1: Warren Johnson
Tax ID # (TIN)	92N02001, 92N02001A
Parcel ID #	15-0950-0018, 15-0950-0016
Site Acreage	5.595± acres
Dwelling units	Maximum 55 du including condos, townhomes, cottages, traditional single family
Max Allowable Density	8 du/ac + density bonuses up to 40 du/ac
Max Proposed Density	9.8 du/ac
Future Development Map	Urban Village
Current Zoning	DT-MR-A and DT-RO
Current Development	Single family home, vacant single family home
Streets Information:	Main Street is maintained by the City of Woodstock
Surrounding Neighborhood:	
North	Smith L. Johnson subdivision (SF residences on Short St)
East	Main St, then Woodstock Knoll subdivision
South	Proposed Adair Park Johnson Property development
West	Georgia Northeastern Railroad, then Woodstock Elementary School

ANALYSIS

The applicant's responses to the Criteria questions for the Rezoning, Conditional Use Permit, and associated Variances are included as an attachment to this report.

Consistency with the Land Development Ordinance

The DT-RO zoning district is a Downtown district that supports development of primarily office and residential uses. The maximum base density is 8 dwelling units per acre (du/ac), however density bonuses are available for a variety of project enhancements.

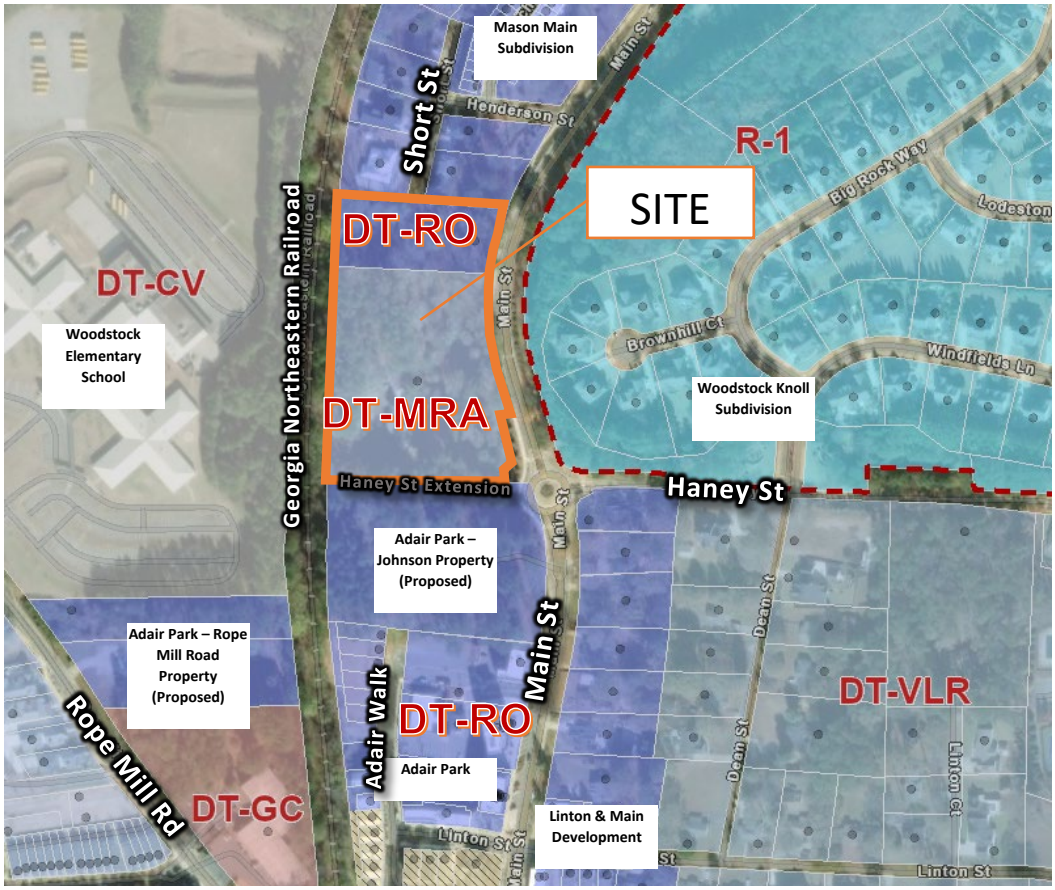


The applicant intends to include Vertical Mixed-Use buildings to achieve a density bonus of up to 2 additional dwelling units per acre for a total allowable density of up to 10 dwelling units per acre (du/ac). The proposed project would be 9.8 du/ac, under the total allowable density with the bonus. The rezoning would allow for the continuation of the original Adair Park project both in terms of form and style. The applicant has designed the site layout to taper the intensity of the project moving north through the site to provide a transition to the existing single-family residences north of the project on Short Street. In addition, the proposed building heights along Main Street are lower than the original portions of Adair Park that are closer to the heart of downtown, further softening the appearance of the development along Main Street while maintaining the non-residential street frontage required of the DT-RO zoning district.

Conditional Use Permit

The LDO states that any single-family attached product shall be allowed within the DT-RO zoning designation upon issuance of a CUP by the City Council. The request for a CUP in this case stems from the requirement that downtown residential redevelopment must include a variety of housing types, as well as the location of the project as a transitional space moving away from the core of downtown. The proposed development would include attached single-family residences as one of four housing types, creating the mixing of uses sought by the Comprehensive Plan for the Urban Village Character Area. The proposed use is consistent with the intent of the DT-RO zoning designation, and the requested townhomes, in conjunction with the other proposed housing types, are consistent with existing modern development to the north and south including Mason Main and Adair Park. Furthermore, the townhouses will be located internal to the development and will create additional housing opportunities within walking distance to a variety of existing commercial uses in addition to those proposed with this project.

Zoning Map



Variances

Several Variances are requested for this project due to site constraints and the desired street frontage appearance along the Main Street property frontage. These include the elimination of the stream buffer along portions of the stream that are proposed to be piped,

the reduction in utility easement widths, as well as the elimination of minimum supplemental landscape zones. These variances will allow the buildings along Main Street to be placed at a suitable distance from the road to engage pedestrians and continue the activated street presence that exists in the original Adair Park development while still providing space to accommodate utilities and convey the piped stream. An additional Variance to allow townhomes to front on open spaces will add variety and create opportunities for community open spaces that are activated by the homes fronting them.

Consistency with the 2023 Comprehensive Plan

The proposed development is located in the Urban Village character area of the 2023 Woodstock Comprehensive Plan. The Urban Village area is predominantly residential, with a mix of commercial uses including, but not limited to, local-serving retail, restaurants, professional offices and services, and personal or physical arts. In areas adjacent to Suburban Residential, the Urban Village has less residential density and less intensity of commercial uses.

FUTURE LAND USE MAP



The Comprehensive Plan notes, “this character area includes neighborhoods that are walkable communities with easy access to restaurants, retail shopping, personal service establishments, professional offices, and recreational facilities, and typically supply the

necessary population and client base for urban core areas." Additionally, developments in the Urban Village should incorporate multi-modal transportation options into their land plans with architectural emphasis on the "corners".

The proposed development provides the mixed-use, walkable neighborhood envisioned by the Urban Village character area and will add variety to Downtown Woodstock's housing stock while providing additional commercial options.

CONCEPTUAL SITE LAYOUT



PUBLIC INPUT

Public notice for the public hearing has been provided in accordance with State and local law.

On June 30, 2026, the Applicant hosted a public input meeting. This informational meeting is intended to allow the Applicant to explain the proposal and to answer any questions the public might have about the project or public hearing process. Approximately 13 members of the public attended the meeting. Attendees had general inquiries about the proposed

development, including the site layout, how the stream would be addressed, building heights, housing types, and timeline for development. A meeting summary is provided in the attachments.

DPC RECOMMENDATION

The Development Process Committee (DPC) voted 5-1 on August 19, 2026, to recommend approval of the proposed Rezoning, CUP, and Variance requests, subject to the conditions listed below.

Entitlements:

1. Rezoning of parcel TIN 92N02001 (8020 Main Street) from DT-MRA to DT-RO.
2. CUP (7.505.8): Needed for attached residential product.
3. Variance to Chapter 17.3: to remove stream buffer as needed to pipe the existing creek/stream
4. Variance to 7.729.1 to allow units to front onto open space without an intervening street as shown on the Concept Plans.
5. Variance to 7.726.6 to allow for 0' supplemental zone, consistent with the Concept Plans.
6. Variance to 18.603 to reduce the storm and sanitary sewer easements to allow placement of storm and sewer lines consistent with the proposed conceptual plans.
7. Variance to 7.729 to increase maximum building height from 40' to 48' for non-residential and mixed-use buildings.

Conditions of Approval:

1) The development shall include a maximum of 55 residential units.
2) The Development shall substantially conform to and remain in conformance with the conceptual site plans and conceptual renderings attached as Exhibit A and herein after referred to as the "Concept Plans". Where the LDO conflicts with the substantial compliance requirement, the LDO will be enforced with the exception of explicit variances or administrative relief that has been granted in writing by the Mayor and City Council or Development Process Committee (DPC). The aforementioned notwithstanding, each site plan submitted to the City for review shall comply with all adopted fire safety requirements.

   If amendments or modifications to the development are requested by the developer:

   a) Upon the written request of the Developer, the Community Development Director shall determine at their sole discretion: (1) whether the requested amendment or modification is minor; and (2) whether the requested amendment or modification is consistent with the approved project. If the Director finds that it is both minor and

consistent, the amendment shall be determined to be an “Administrative Amendment,” subject to review and approval by the DPC.

No administrative amendment will be effective until after thirty (30) days’ notice to the City Council and posting in the same manner as agendas. If any member of the City Council requests consideration of such amendment within the 30-day notice period, then the administrative amendment will not be effective unless there is a final determination by the City Council approving it. In the event Council requests consideration of an administrative amendment, staff will agendize the matter for Council discussion and consideration.

b) Any written request by the Developer for an amendment that is determined by the Community Development Director to be either: (1) not minor, or (2) inconsistent with the approved project, shall be determined not to be an Administrative Amendment and shall be subject to review by the City Council.

c) If applicant disagrees with decision by Community Development Director, applicant may appeal said decision to City Council in accordance with LDO section 10.162.

3) All improvements recommended in the Traffic Impact Study dated August 5, 2026 and submitted with this application shall be installed or performed by the developer. Additional improvements may also be required in accordance with LDO standards as determined during Site Plan review.
4) No more than 10% of the total residential units of any form shall be allowed to be rental units at any time. No short-term rentals shall be permitted at any time. This restriction shall be memorialized in the covenants for the development provided to every buyer of a residential unit and shall be enforced by the HOA or POA.
5) Driveways for residential units with attached garages shall be no less than 18 feet in length from the exterior of the garage door to the sidewalk or curb, whichever is closer to the house.
6) All areas identified as open space shall be owned and maintained by the HOA.
7) No on-street parking shall be permitted, except where explicitly striped on the pavement and/or signed as allowed.
8) If a Development Agreement for the design and construction of the Haney Road extension has not been executed prior to Site Plan approval for this project, the project shall incorporate the City’s proposed road design for the portion of Haney Road across the project frontage and the developer shall be responsible for installing these improvements prior to any of the following for the development: first final plat, first Certificate of Completion, and first Certificate of Occupancy. Any required street frontage improvements not completed by others, including but not limited to street trees or trails, shall be required to be installed by the developer and shall be included in the Site Plan submittal.

9) The Developer shall submit a comprehensive sign program subject to review and approval by the Development Process Committee at the time of Site Plan submittal. The sign program shall provide parameters for signage (location, size, type, characteristics) that all tenants shall be required to adhere to. Once approved, said program shall be held by the City of Woodstock Community Development Department. Any requests for sign waiver shall be evaluated against the Land Development Ordinance and the adopted sign program for consistency. The Developer is required to provide an approved sign program to all tenants.
10) No trash/recycling service or deliveries shall occur between the hours of 10:00pm and 6:00am.
11) Alley behind northern commercial buildings must be a minimum 24' wide and will be considered a private driveway. Fire access must be provided off of this access. No delivery trucks for this development shall be allowed to stop or unload on Main St.
12) The northern commercial mixed-use buildings must be constructed and receive Certificates of Completion prior to the submittal of any building permits for the adjacent townhomes 23-30.
13) A construction phasing plan shall be included in the Site Plan submittal that addresses aspects including construction access, staging, and construction waste.
14) Signage identifying the vehicular access for the northern commercial mixed-use buildings shall be installed along Main Street and along Short Street at the driveway between townhouses 26 and 27 leading to these buildings to assist emergency services and guests in navigating to parking for these buildings.

CRITERIA FOR CONSIDERATION OF A REZONING REQUEST

Pursuant to LDO Section 11.215.2 (Zoning Standards), no rezoning request shall be authorized (or recommended for authorization) unless City Council evaluates the following criteria listed below and followed by the applicant's response:

1. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property.

The zoning proposal will allow the redevelopment of the property in question at a scale and density that are appropriate for and consistent with the surrounding area. The zoning provides for a continuation of the existing Adair Park mixed-use development at a slightly lower intensity and density than earlier phases of the project. This creates an appropriate transition to the existing single family residential neighborhoods located to the north and to the east across Main Street.

2. Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property.

The proposal is compatible with adjacent existing uses and will provide appropriate transportation improvements to mitigate any anticipated negative impacts to traffic in the area.

3. Whether the property to be affected by a proposed zoning has reasonable economic use at it is currently zoned.

The current zoning would actually allow a higher residential density for the site than the proposed DT-RO zoning district, however it would not allow office or commercial uses, limiting the opportunity for the mixed-use neighborhood form sought by the Urban Village character area for this location.

4. Whether the proposed zoning will result in a use which could cause an

excessive or burdensome use of the existing streets, transportation facilities, utilities, or schools.
The project will tie into the planned Haney Road Extension project and will further improve the Haney Road street frontage. This road project will increase connectivity in Downtown and the proposed development will also create an addition road connection for current residents of Short Street who wish to get to Rope Mill Road without exiting on to Main Street. The applicant has coordinated with Public Works regarding water and sewer access.

5. Whether the proposed zoning is in conformity with the policy and interest of the land use plan.
Yes, the proposed zoning conforms to the Urban Village Character Area of the Land Use Plan.

6. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approved of disapproval of the proposed zoning.
Development has edged towards the proposed site from both the north and south. The property directly south is the subject of a public hearing request by the same developer. It is currently on hold pending finalization of an associated Development Agreement for the Haney Road Extension project. The Development Agreement is awaiting railroad authorization of the alignment of the Haney Road extension railroad crossing. In addition, a commercial pickleball and dog park facility has been approved for the property north of Homestead Dr on Main Street on-residential developments has been approved north of this site. These proposed developments meet the Land Use Plan's expectations for the character of new development along the Main Street corridor.

CRITERIA FOR CONSIDERATION OF A VARIANCE REQUEST

Pursuant to LDO Section 11.216.2 (Variances), no Variance shall be authorized (or recommended for authorization) unless the City Council finds that all of the following conditions listed below exist. The applicant's responses to these criteria are included in the attachments.

1. There are exceptional and extraordinary conditions pertaining to the particular piece of property in question, due to its size, shape, or topography.
2. The application of these regulations to this particular piece of property would create a practical difficulty or unnecessary hardship.
3. Such conditions are peculiar to the particular piece of property involved.
4. A literal interpretation of this Ordinance would deprive the applicant of any right that others in the same district are allowed.
   A literal interpretation of the Ordinance would deprive the Applicant of designing the proposed use as desired and using the property, given the unique development proposal.
5. Relief, if granted, would not cause substantial detriment of the public good, or impair the purposes and intent of the Ordinance.
   Relief, if granted, would not cause substantial detriment of the public good, or impair the purposes and intent of the Ordinance.
6. That the special circumstances or conditions applying to the building or land or building and land in question are peculiar to such premises and do not apply generally to other land or buildings in the vicinity.
7. That the granting of the application is necessary for the preservation and enjoyment of a property right and not merely to serve as a convenience to the applicant.
8. That the condition from which relief or a variance is sought did not result from willful action by the Applicant.
9. That the authorizing of the variance will not impair an adequate supply of light and air to adjacent property, unreasonably increase congestion of public streets, increase danger of

fire, imperil public safety, unreasonably diminish property values, or in any other respect impair the health, safety, comfort, morals or general welfare of the inhabitants of the City.

CRITERIA FOR CONSIDERATION OF A CONDITIONAL USE PERMIT REQUEST

Pursuant to LDO Section 7.503 (Conditional Use Permit Review Criteria), the following conditions must be considered before a Conditional Use Permit can be granted by Mayor and Council. The applicant's responses to these criteria are included in the attachments.

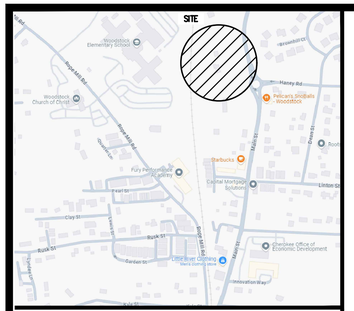
1. Whether or not there will be a significant adverse effect on the surrounding area in which the proposed use will be located.
2. Whether or not the use is otherwise compatible with the surrounding area.
3. Whether or not the use proposed will result in a nuisance as defined under State law.
4. Whether or not quiet enjoyment of surrounding property will be adversely affected.
5. Whether or not property values of surrounding property will be adversely affected.
6. Whether or not adequate provisions are made for parking and traffic considerations.
7. Whether or not the site or intensity of the use is appropriate.
8. Whether or not special or unique conditions created by the use are consistent with the purpose, intent, and goals of the Comprehensive Town Plan.
9. Whether or not adequate provisions are made regarding hours of operation.
10. Whether or not adequate controls and limits are placed on commercial and business deliveries.
11. Whether or not adequate landscape plans are incorporated to ensure appropriate transition between adjacent or nearby properties.
12. Whether or not the public health, safety, welfare, or moral concerns of the surrounding neighborhood will be adversely affected.
13. Whether the application complies with any applicable specific requirements set forth in this chapter for conditional use permits for particular types of uses.
14. Whether the applicant has provided sufficient information to allow a full consideration of all the relevant factors.
15. Whether the conditional use requested emits or creates unusual odors which would warrant the use of an odor elimination/attenuation system as recommended by industry standards.

ATTACHMENTS

Concept Plans (includes renderings)

Public Input Meeting Summary Report

Applicant responses to Rezoning, Conditional Use Permit, and Variance Criteria



SITE LOCATION MAP (NTS)



SITE DATA:

ADAIR PARK - CASTEEL TRACT
7950 & 8020 MAIN STREET
WOODSTOCK, GA 30188

LAND LOT 950
DISTRICT 15

TOTAL ACREAGE : 5.60 AC

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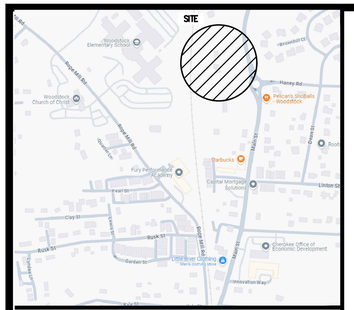
NORTH
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PRELIMINARY SITE LAYOUT PLAN

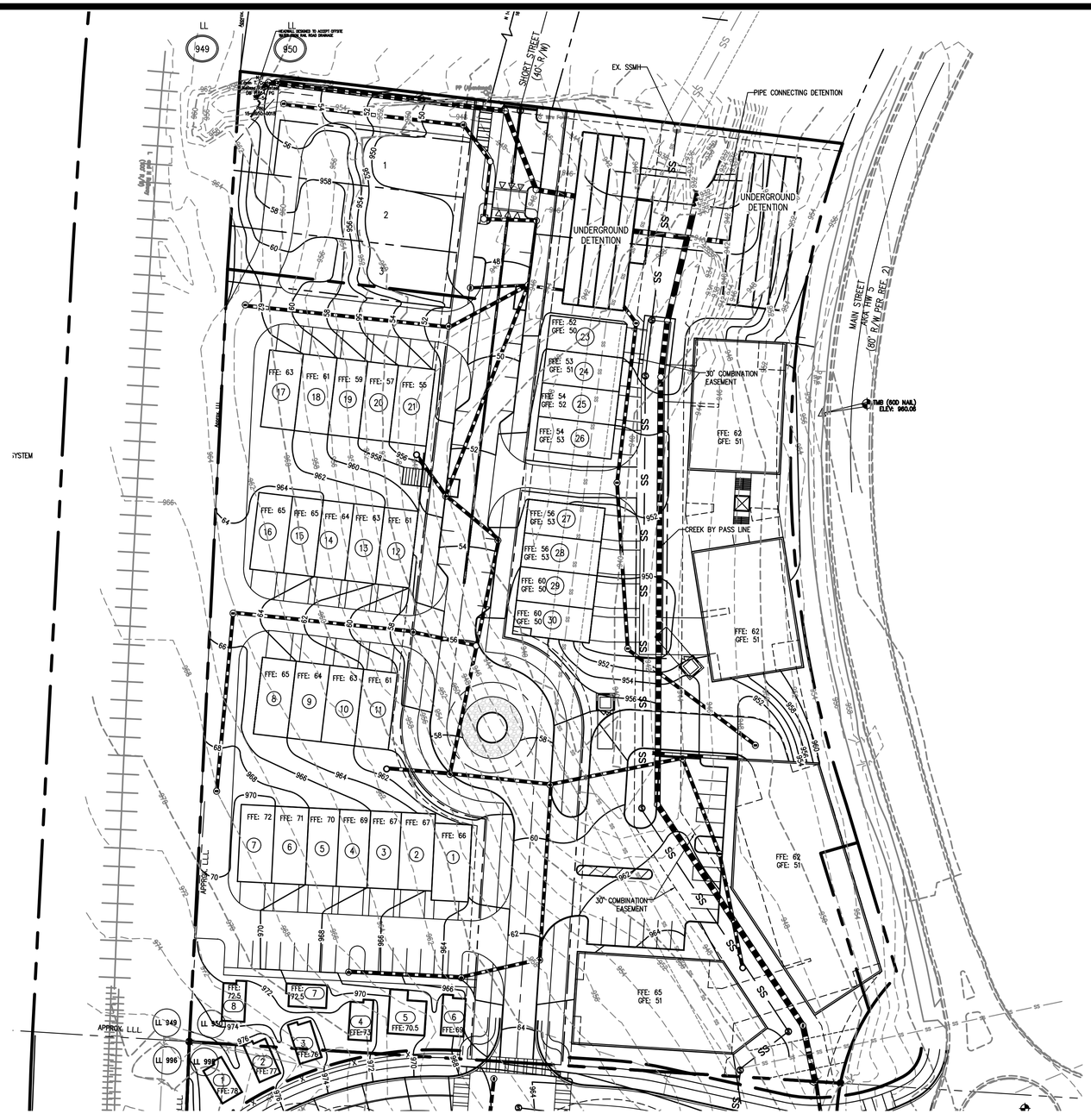
ADAIR PARK - CASTEEL TRACT

WOODSTOCK , GEORGIA

PROJECT INFORMATION
PROJECT NO.: 18-4164
DATE: JUNE 9, 2026
SCALE: 1" = 40'
FILE NAME:
DESIGN/DRAWN: SLR/slr



SITE LOCATION MAP (NTS)



STORM AND GRADING LEGEND

ACCMP	ALUMINIZED TYPE 2 CORRUGATED METAL PIPE
ADS N-12	ADVANCED DRAINAGE SYSTEMS HIGH PERFORMANCE POLYPROPYLENE PIPE
ALT-2 CMP	ALUMINIZED TYPE II CORRUGATED METAL PIPE
BW	BOTTOM OF WALL
CMP	ALUMINIZED TYPE II CORRUGATED METAL PIPE
CI	CURB INLET
CO	CLEANOUT
DIP	DUCTILE IRON PIPE
DI	DROP INLET
DI W/HOOD	DROP INLET WITH HOOD
DWCB	DOUBLE WING CATCH BASIN
DL	DOWNLEADER
DS	DOWNSPOUT
FFE	FINISH FLOOR ELEVATION
GI	GRATE INLET
HDPE	HIGH-DENSITY POLYETHYLENE PIPE (N-12 SMOOTH INTERIOR PIPE BY NYLOPLAST)
HT	HEIGHT
HW	HEADWALL
INV	INVERT
JB	JUNCTION BOX
OCS	OUTLET CONTROL STRUCTURE
PI	PEDESTAL INLET
PVC	POLYVINYL CHLORIDE PIPE
RCP	REINFORCED CONCRETE PIPE
SSMH	SANITARY SEWER MANHOLE
SWCB	SINGLE WING CATCH BASIN
TW	TOP OF WALL
YI	YARD INLET (NYLOPLAST OR APPROVED EQUAL)

+ XX.X	PROPOSED SPOT GRADE
+ XX.X	EXISTING SPOT GRADE
	LIMITS OF DISTURBANCE
A A	TREE PROTECTION FENCE
	RETAINING WALL
	VEHICULAR GUARD RAIL
	PROPOSED GRADE
	EXISTING GRADE
SS	DIP SANITARY SEWER LINE
SS	PVC SANITARY SEWER LINE
SS	EXISTING SANITARY SEWER LINE
	PROPOSED STORM SEWER LINE
	EXISTING STORM SEWER LINE
W W	PROPOSED WATER LINE
W W	EXISTING WATER LINE
E	PROPOSED ELECTRICAL LINE
FO	PROPOSED FIBER OPTIC LINE
GAS	PROPOSED GAS LINE
P P	PROPOSED POWER LINE
T T	PROPOSED TELECOM LINE
	SANITARY SEWER EASEMENT
	STORM SEWER EASEMENT
	WATER EASEMENT
	AQUATIC BENCH
	STREAM BUFFER

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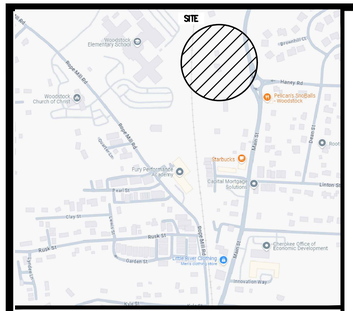
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UTILITY AND GRADING PLAN

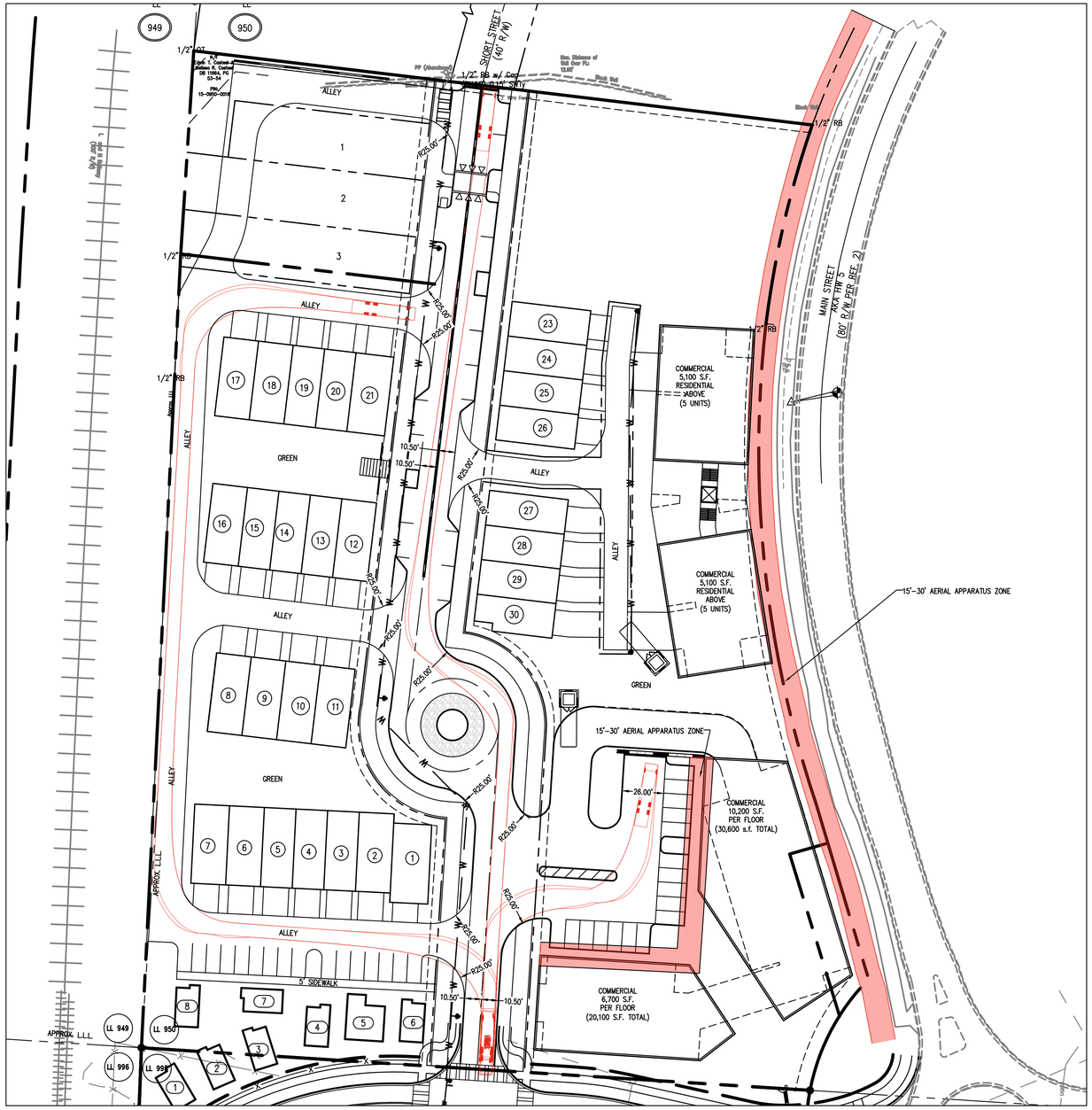
ADAIR PARK - CASTEEL TRACT

WOODSTOCK , GEORGIA

PROJECT INFORMATION
PROJECT NO.: 18-4164
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DESIGN/DRAWN: SLR/slr



SITE LOCATION MAP (NTS)



FIRE NOTE

1. An all-weather (impervious) Fire Department access road with a minimum width of 20 feet shall be pM
2. rovided within 150 of all portions of the first (1st) floor of the proposed building(s) as required by the 2024 International Fire Code Section 503.1. A minimum 10-foot of unobstructed access shall be provided around all buildings.
3. Dead end fire apparatus access road(s) that exceed 150 feet in length shall be provided with an approved method for turning Fire Department vehicles around as required by the 2024 International Fire Prevention Code Section 503.2.5.
4. Fire Apparatus access roads shall not exceed a 10 percent grade.
5. Provide details of all access roads required to meet the American Association of State and Highway Transportation Officials (AASHTO) design manual live load standard HS20 (75,000 lbs.) with a 25-foot curb radius measured from the face of curb, 50 foot outside turning radius and an unobstructed vertical clearance of not less than 13 feet 6 inches.
6. Provide reasonable accessibility to and around all buildings for firefighting equipment, including fire department ground ladders on multiple story projects. A minimum of ten (10) feet on all sides of the building shall be provided for such access.
7. Hydrant and water vault details to be provided at LDP (Detail is obtained from the City of Woodstock).
8. Current flow test information to be on plans at teh time of LDP. (Less than one year). Results shall appear on the General Notes Sheet section pertaining to Water.
9. Water flow test amounts must meet 2024 International Fire Code Appendix B.
10. Submit longitude, latitude, and elevation data for all new and relocated hydrants, along with the flow test data in an approved electronic format to the Fire Marshal's office prior to the issuance of a Certificate of Occupancy.
    a. This is to be done prior to the final Fire Inspection.
    b. Horizontal (longitude and latitude) locations should be referenced to the US State Plane coordinate system, NAD 83 (2011), GA West Zone, US Survey Feet.
    c. Vertical (elevation) locations should be referenced to the NAVD88 datum, GEOID12A, US Survey Feet.
    d. Approved electronic format: excel spreadsheet (.xls or .xlsx extension, Microsoft Office version 2003 and up) with the following data fields
    i. Unique Hydrant ID
    ii. Street Address (If Applicable)
    iii. Longitude (X)
    iv. Latitude (Y)
    v. Elevation (Z)
    vi. Static (PSI)
    vii. Residual (PSI)
    viii. Flow (PSI)
    ix. Flow (GPM)
    x. Date of Flow Testing (MM/DD/YYYY)
    xi. Condition (Standard, Usable, Unusable)
    xii. Paint Color
    e. Please submit electronic data to bstilson@woodstockga.gov be reviewed by Development Services, Fire, and GIS departments.
10. Hydrants shall have 3-feet of unobstructed surrounding area. (2024 IFC)
11. Fire hydrants to be installed and operable prior to any building construction.
12. Fire hydrants must be tested prior to issuance of the Certificate of Occupancy. The test will consist of but not limited to flowing the fire hydrants, painting the hydrants, and properly greasing the discharge outlets and stem. After completion notify the Fire Marshal with documentation of the testing.
    a. Testing fire hydrants: test static, residual and flow G.P.M. (gallons per minute) at 20 PSI
    b. Paint fire hydrants: paint hydrants silver.
    c. Color code top barrel of fire hydrant to match flow.
    i. Orange = 500-999 G.P.M.'s
    ii. Green = 1000-1499 G.P.M.'s
    iii. Blue = 1500 G.P.M.'s and above.
    d. Grease: Grease discharge outlets and hand tight hydrant caps. Stems must be greased or properly lubricated.

SITE DATA:

ADAIR PARK - CASTEEL TRACT
7950 & 8020 MAIN STREET
WOODSTOCK, GA 30188

LAND LOT 950
DISTRICT 15

TOTAL ACREAGE : 5.60 AC

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NORTH
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FIRE ACCESS EXHIBIT

ADAIR PARK - CASTEEL TRACT

WOODSTOCK , GEORGIA

PROJECT INFORMATION
PROJECT NO.: 18-4164
DATE: JUNE 9, 2026
SCALE: 1" = 40'
FILE NAME:
DESIGN/DRAWN: SLR/slr



TREE PROTECTION & REPLACEMENT KEY

- SPECIMEN TREE REMOVED
- NON-SPECIMEN TREE REMOVED
- CRITICAL ROOT ZONE
- SPECIMEN RECOMPENSE TREE
- A — A — TREE PROTECTION FENCE

Tree Density Calculations	
Total Site Acreage (ac)	4.48
Utility & Maintenance Easements on Site (ac)	0.0
Site Acreage Considered for Density (ac) *(Total Acreage - Utility Easement Acreage)*	4.48
Density Inches Requirement (Inches/acre)	100
Total Site Density Factor (SDF) (Inches) *(Density Acreage X Density Unit Requirement)*	448.0"
Total Existing Density Factor (EDF) (Inches) *(No existing trees)*	0.0"
Total Replacement Density Factor (RDF) (Inches) *(SDF - EDF)*	**448.0"**
Replacement Density Inches Provided (Inches)	**448.0"**
Density Requirement Met	

Specimen Recompense Calculations	
Total Specimen Inches Required for Replacement	**476.0"**
Total Specimen Inches Provided	**156.0"**
Remaining Specimen Inches	**320"**
Specimen Requirement Not Met	

Woodstock Tree Bank Fee Calculation	
Remaining Specimen Inches Required for Recompense *$175 for every 1 Tree Inch*	**320"**
Amount Due to Tree Bank	**$56,000**

Trees to be Removed

Qnty	Tree	DBH	Unit Value	Specimen Multiplier	Total Inches
1	Hardwood	29"	29	1	29"
1	Hardwood	27"	27	1	27"
1	Hardwood	33"	33	1	33"
1	Hardwood	29"	29	1	29"
1	Hardwood	46"	46	1	46"
1	Hardwood	24"	24	1	24"
1	Hardwood	25"	25	1	25"
1	Hardwood	28"	28	1	28"
1	Hardwood	31"	31	1	31"
1	Hardwood	34"	34	1	34"
1	Hardwood	45"	45	1	45"
1	Hardwood	40"	40	1	40"
1	Hardwood	36"	36	1	36"
1	Hardwood	49"	49	1	49"
14				Total Specimen Tree Inches To Recompense	476"

EXISITING TREE INFO NOTE

ADDITIONAL ARBORIST REPORT WITH SPECIMEN TREE ASSESSMENT IS PENDING.

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NORTH

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Scale 1" = 40'

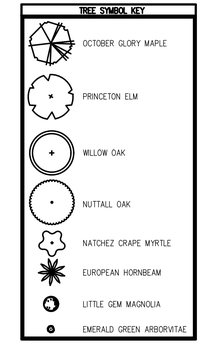
PRELIMINARY TREE PROTECTION PLAN

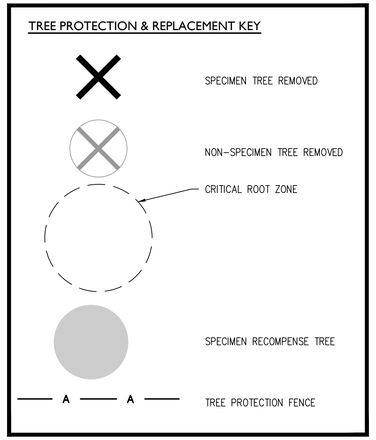
ADAIR PARK - CASTEEL TRACT

WOODSTOCK, GEORGIA

PROJECT INFORMATION
PROJECT NO.: 18-4164
DATE: 07/16/2026
SCALE: 1" = 40'
FILE NAME:
DESIGN/DRAWN:







Density & Specimen Replacement Trees

Density Replacement Qnty	Specimen Replacement Qnty	Botanical Name	Common Name	Min. Size	Unit Value	Total Density Inches (448 Required)	Total Specimen Inches (476 Required)	% Of Total*	Overstory**	Specifications
1	6	Acer rubrum 'October Glory'	October Glory Red Maple	4" Cal.	4.0	4.0"	24.0"	4.6%	4.6%	Free of Pests and Disease, Full and Even Canopy, Single, Straight Leader
6	11	Ulnus americana 'Princeton'	Princeton American Elm	4" Cal.	4.0	24.0"	44.0"	11.3%	11.3%	Free of Pests and Disease, Full and Even Canopy, Single, Straight Leader
3	7	Quercus nuttallii	Nuttall Oak	4" Cal.	4.0	12.0"	28.0"	6.6%	6.6%	Free of Pests and Disease, Full and Even Canopy, Single, Straight Leader
20		Quercus phellos	Willow Oak	4" Cal.	4.0	80.0"		13.2%	13.2%	Free of Pests and Disease, Full and Even Canopy, Single, Straight Leader
12	3	Lagerstroemia indica x fauriei 'Natchez'	Natchez White Crape Myrtle	4" Cal.	4.0	48.0"	12.0"	9.9%		Free of Pests and Disease, Full and Even Canopy
10		Carpinus betulus 'Fastigiata'	Pyramidal European Hornbeam	4" Cal.	4.0	40.0"		6.6%	6.6%	Free of Pests and Disease, Full and Even Canopy, Single, Straight Leader
28	12	Magnolia grandiflora 'Little Gem'	Little Gem Magnolia	4" Cal.	4.0	112.0"	48.0"	26.5%	26.5%	Free of Pests and Disease, Full and Even Form, Single, Straight Leader
32		Thuja occidentalis 'Smaragd'	Emerald Green Arborvitae	4" Cal.	3.0	128.0"		21.2%		Free of Pests and Disease, Full and Even Form, Single, Straight Leader
112	**39**		**Total Tree Inches Replaced**			**448.0"**	**156.0"**	**100.0%**	**68.9%**	
*NO MORE THAN 30% OF ALL TREES PLANTED ARE OF ANY ONE GENUS										
**NO LESS THAN 60% OF ALL TREES PLANTED ARE TO BE OVERSTORY TREES										

Specimen Recompense Calculations	
Total Specimen Inches Required for Replacement	**476.0"**
Total Specimen Inches Provided	**156.0"**
Remaining Specimen Inches	**320"**
Specimen Requirement Not Met	

Woodstock Tree Bank Fee Calculation	
Remaining Specimen Inches Required for Recompense *$175 for every 1 Tree Inch*	**320"**
Amount Due to Tree Bank	**$56,000**

Tree Density Calculations	
Total Site Acreage (ac)	4.48
Utility & Maintenance Easements on Site (ac)	0.0
Site Acreage Considered for Density (ac) *(Total Acreage - Utility Easement Acreage)*	4.48
Density Inches Requirement (Inches/acre)	100
Total Site Density Factor (SDF) (Inches) *(Density Acreage X Density Unit Requirement)*	448.0"
Total Existing Density Factor (EDF) (Inches) *(No existing trees)*	0.0"
Total Replacement Density Factor (RDF) (Inches) *(SDF - EDF)*	**448.0"**
Replacement Density Inches Provided (Inches)	**448.0"**
Density Requirement Met	

EXISITING TREE INFO NOTE

ADDITIONAL ARBORIST REPORT WITH SPECIMEN TREE ASSESSMENT IS PENDING.

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NORTH
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Scale 1" = 40'

PRELIMINARY TREE REPLACEMENT PLAN

ADAIR PARK - CASTEEL TRACT

WOODSTOCK, GEORGIA

PROJECT INFORMATION
PROJECT NO.: 18-4164
DATE: 07/16/2026
SCALE: 1" = 40'
FILE NAME:
DESIGN/DRAWN:

Adair Park
at
DOWNTOWN WOODSTOCK

ADAIR PARK NORTH

8020 & 7950 Main Street • Downtown Woodstock

Adair Park NORTH

Looking west on the new Haney Road

This building will be capped at 48’. With residential, over office, over retail/restaurant.

An additional building will sit to the right, fronting Main Street (next slide).



Adair Park NORTH

Looking Southwest on Main Street within the Roundabout

This building will be capped at 48’, with residential over office over retail.

The building on the prior slide will be to the left, down Haney.



Adair Park NORTH

Looking west at the Northernmost section of Adair Walk, next to Short Street

Designed in the spirit of the existing Adair Park homes.



Adair Park NORTH

Looking west at the north mixed-use portion

The bottom floor will be office use, since the grade here is not conducive for retail (more prominent grade than depicted).

The top two floors are residential, with parking below and a central elevator tower rising through the structure.



Adair Park NORTH

Lille

Looking north at the “Tiny Home” section across the future Haney Road

Homes range from 900’ to 1800’ max.



PUBLIC INPUT MEETING REPORT

Adair Park North

7950 Main Street & 8020 Main Street, Woodstock, Georgia 30188

Submitted: July 1, 2026 | City of Woodstock Planning & Zoning

1. PROJECT INFORMATION

Applicant	Dr. Eric J. Richards / Adair Park Development Company LLC
Address	61 Linton Street, Suite 2400, Woodstock, GA 30188
Contact	678-525-1030 [redacted]
Property Addresses	7950 Main Street & 8020 Main Street, Woodstock, GA 30188
Parcel IDs	92N02 001 (8020 Main St) and 92N02 001A (7950 Main St)
Total Acreage	5.595 acres (combined)
Current Zoning	DT-RO (7950 Main St) and DT-MRA (8020 Main St)
Request Type	Rezoning, Conditional Use Permit, and Variances

2. DESCRIPTION OF REQUESTS

The applicant is requesting the following from the City of Woodstock:

- Rezoning of 8020 Main Street to Downtown-Residential, Office (DT-RO) to match the adjacent parcel zoning.
- Conditional Use Permit (CUP) to allow an attached-product (townhome) community with units permitted to face open space.
- Variance from stream buffer requirements to allow piping of the existing on-site stream, applicable to both 8020 and 7950 Main Street.
- Variance to allow commercial mixed-use buildings to a maximum height of 48 feet (vs. the 40-foot zoning restriction).
- Dedication of a portion of the property to the new Haney Road right-of-way.

3. PUBLIC NOTICE

Letter Date	June 10, 2026
Meeting Date	June 30, 2026 (20 days notice, exceeding 14-day requirement)
Notice Area	All property owners within 800 feet of the subject properties
Properties Notified	109 property owners / addresses
Notification Method	U.S. Mail — first class

Copies of the notification letter and mailing list are included as attachments to this report.

4. MEETING DETAILS

Date	Tuesday, June 30, 2026
Time	7:00 PM
Location	Chattahoochee Technical College – Woodstock Campus
Address	8371 Main Street, Woodstock, Georgia 30188
Conducted By	Dr. Eric J. Richards, Applicant

Total Attendees 11

5. ATTENDANCE

Eleven (11) members of the public attended the meeting and signed in. The original sign-in sheet is attached.

#	Name
1	Rick Payne & Tammy Payne
2	John R. Underwood
3	Melissa Sigmund
4	Jason Schmidt
5	Alec Davidson & Laura Davidson
6	Peter Hemingway
7	André Young
8	Mike Pniewski
9	Jaye Pniewski
10	Pam Treece
11	Russell Goldman

6. SUMMARY OF DISCUSSION

The applicant presented the proposed project to attendees, including an overview of the proposed site plan, the rezoning and conditional use permit request, and the variance requests. Attendees were given the opportunity to ask questions and provide comments. Questions and discussion at the meeting included general inquiries about the proposed development, the site layout, the stream/creek treatment, building heights, unit types, and the project timeline.

No significant objections were raised that have not been addressed by the project design.

7. WRITTEN COMMENTS

No written comment forms were submitted by attendees at the public input meeting.

8. ATTACHMENTS

- Public Input Meeting Notice Letter (dated June 10, 2026)
- Signed Attendee Sign-In Sheet
- Property Owner Mailing List (109 addresses, 800-foot notification buffer)

9. CERTIFICATION

I, Dr. Eric J. Richards, hereby certify that the public input meeting for the above-referenced project was conducted as described in this report, that notice was provided in accordance with City of Woodstock requirements, and that the information contained herein is true and accurate to the best of my knowledge.

Signature: _____

Print Name: Dr. Eric J. Richards

Date: July 1, 2026

ADAIR PARK EXPANSION – 7950 AND 8020 MAIN ST

ANNEXATIONS AND REZONINGS

The applicant finds that the following standards are relevant in balancing the interest in promoting the public health, safety, morality, or general welfare against the right to unrestricted use of property and shall govern the exercise of the zoning power.

If this application is in response to an annexation and/or rezoning, please respond to the following standards in the form of a written narrative:

1. Explain the intent of the requested zoning. *Rezone to DT-RO to match existing DT-RO zonings to the immediate North and immediate South – removes the one 'spot' of DT-MRA zoning in between the assembled parcels.*

2. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property. *Yes, it would permit uses that are already existing and/or planned for the adjacent DT-RO properties to the immediate North and immediate South.*

3. Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property. *No, it will synchronize the area by bringing in uses that are already existing and/or planned for the adjacent DT-RO properties to the immediate North and immediate South.*

4. Whether the property to be affected by a proposed zoning has a reasonable economic use as currently zoned. *The property will be better served by bringing in uses that are already existing and/or planned for the adjacent properties than as currently zoned.*

5. Whether the proposed zoning will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools. *No, in fact Applicant is going to assist in helping City add a new street connection from the existing end of Short St down to the new fourth street off the roundabout into Adair Park to alleviate traffic burdens and enhance vehicular and pedestrian connectivity to the elementary school, new retail, restaurants, and more.*

6. Whether the proposed zoning is in conformity with the policy and interest of the land use plan. *Yes, DT-RO is appropriate for maintaining the Urban Village designation of plans as it is already the zoning norm for properties to the immediate North and immediate South.*

7. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approved or disapproval of the proposed zoning. *The conditions are changing for the better for the City of Woodstock: new grid street connections, better traffic flow and options, improved walkability and connectivity, more residential and commercial options, and better synchronized zoning that delivers more compelling and more cohesive redevelopment.*

APPLICANT RESPONSE STATEMENT

CONDITIONAL USE PERMITS

The applicant finds that the following standards are relevant in balancing the interest in promoting the public health, safety, morality, or general welfare against the right to unrestricted use of property and shall govern the exercise of the zoning power. If this application is in response to a conditional use permit, please respond to the following standards in the form of a written narrative:

1. Explain requested conditional use permit. *CUP for single-family attached use.*

2. Whether or not there will be significant adverse effect on the surrounding area in which the proposed use will be located. *No, it will enhance the area by removing existing problem areas and by the addition of connectivity to Adair Park and more.*

3. Whether or not the use is otherwise compatible with the surrounding area. *Yes, there is existing single-family attached not far to the North at Mason Main.*

4. Whether or not the use proposed will result in a nuisance as defined under state law. *No, it will enhance the area by removing existing nuisances of the overgrown property and by the addition of connectivity to Adair Park and more.*

5. Whether or not quiet enjoyment of surrounding property will be adversely affected. *It will remove existing problem areas that have previously adversely effected neighbors. Property values of surrounding properties should be enhanced by removal of problems and by the addition of connectivity to Adair Park and more.*

6. Whether or not property values of surrounding property will be adversely affected. *Neighboring property values should only be enhanced by the extension of a new pedestrian-friendly grid street from Short St all the way down to the new fourth arm off of the roundabout and into the heart of Adair Park.*

7. Whether or not adequate provisions are made for parking and traffic considerations. *Yes, in fact Applicant is going to assist in helping City extend a new grid street from Short St all the way down to the new fourth arm off of the roundabout and into the heart of Adair Park.*

8. Whether or not the site or intensity of the use is appropriate. *Yes, there is existing single-family attached not far to the North at Mason Main.*

9. Whether or not special or unique conditions created by the use are consistent with the purpose, intent and goals of the Comprehensive Town Plan. *Yes, this CUP will deliver positive Urban Village attributes of the City's Comp Plan.*

10. Whether or not adequate provisions are made regarding hours of operation. *Yes, adequate provisions will be made on any potential hours of operation required.*

11. Whether or not adequate controls and limits are placed on commercial and business deliveries. *Yes, adequate controls and limits will be placed on any potential commercial deliveries required.*

12. Whether or not adequate landscape plans are incorporated to ensure appropriate transition between adjacent or nearby properties. *Yes -- adequate landscape plans will be incorporated.*

13. Whether or not the public health, safety, welfare or moral concerns of the surrounding neighborhood will be adversely affected. *These factors will be only positively impacted, as existing nuisances will be removed, and the greater connectivity provided will improve safety and welfare options of the surrounding neighborhood.*

14. Whether the application complies with any applicable specific requirements set forth in this chapter for conditional use permits for particular types of uses. *Application complies with CUP single-family attached.*

15. Whether the applicant has provided sufficient information to allow full consideration of all relevant factors. *Yes -- applicant has provided sufficient info for full consideration.*

16. Whether the conditional use requested emits or creates unusual odors which would warrant use of an odor elimination/attenuation system as recommended by industry standards. *Yes, any potential new business that may be part of this new development that warrant use of any odor elimination / attenuation system will be required to add such system to their premises.*

ADAIR PARK EXPANSION – 7950 AND 8020 MAIN ST

APPLICANT RESPONSE STATEMENT VARIANCE ONE (1)

The applicant finds that the following standards are relevant in balancing the interest in promoting the public health, safety, morality, or general welfare against the right to unrestricted use of property and shall govern the exercise of the zoning power. If this application is in response to a variance, please respond to the following standards in the form of a written narrative. In the case of concurrent variances, a response to the standards below should be provided for each variance requested.

1. Explain requested variance. *CITY STREAM BUFFER VARIANCE REQUIRED TO PIPE THE EXISTING CREEK. (Ch.XVII, Art. III)*
2. There are exceptional and extraordinary conditions pertaining to the particular piece of property in question, due to its size, shape or topography. *The property is very narrow, and given the bisection of the Short St extension and the aforementioned stream piping, yields very tight building envelopes on either side of the new street and its requisite R/W. Applicant requests a city stream buffer variance so it can pipe the existing creek underground and then fully develop the properties to create the strongest possible gateway to Downtown Woodstock.*
3. The application of these regulations to this particular piece of property would create a practical difficulty or unnecessary hardship. *The practical difficulty created would be locking in a nearly unimprovable portion of the property at such a vital downtown gateway location. Piping the stream there delivers a blank canvas to the applicant to create a showcase gateway development to clearly illustrate to visitors that "they've arrived" at Downtown Woodstock. Approaching from North to South, a row of new Adair Park mixed-use buildings will face Main Street, leading down to the roundabout which will then feature its fourth leg to the right, and a civic / commercial plaza at its apex there on the SW corner, and lure visitors immediately in to Adair Park.*
4. Such conditions are peculiar to the particular piece of property involved. *The constricted road building envelopes as a result of the aforementioned locations of the stream bisection of the property combined with the location of the added Short St R/W extension bisection are peculiar on this piece of property.*
5. A literal interpretation of this ordinance would deprive the applicants of any rights that others in the same district are allowed. *Would not deprive any rights, in fact, would enhance the public good by creating a highly desired Short St extension which delivers on the City's grid street initiative, connecting all the way South into the heart of Adair Park and to the new fourth arm off of the roundabout.*
6. Relief, if granted, would not cause substantial detriment to the public good, or impair the purposes and intent of this ordinance. *Relief, if granted, would enhance the public good by delivering a long list of improvements, including but not limited to: fourth leg of Main St roundabout completed, connectivity to future grid streets like Short St (and including all the way to Rope Mill Rd as a part of this overall submission), and the strongest possible plaza gateway entrance to fully signify arrival into downtown.*
7. Special circumstances or conditions applying to the building or land or building and land in question are peculiar to such premises and do not apply generally to other land or buildings in the vicinity. *Correct.*
8. Granting of the application is necessary for the preservation and enjoyment of a property right and not merely to serve as a convenience to the applicant. *Granting approval preserves both the City's grid street initiative and creates the northern gateway into Downtown Woodstock.*
9. The condition from which relief or a variance is sought did not result from willful action by the applicant. *Correct.*
10. Authorizing the variance will not impair adequate supply of light and air to adjacent property or unreasonably increase the congestion of public streets, increase the danger of fire, imperil the public safety, unreasonably diminish or impair established property values within the surrounding areas or in any other respect impair the health, safety, comfort, morals or general welfare of the inhabitants of the City. *Authorizing the variance will maximize the attractiveness of the new development and will add light and*

openness throughout the property, especially in regard to usable open green spaces. It will also allow the new development to deliver many improvements to the City of Woodstock: new grid street connections, better traffic flow and options, improved walkability and connectivity, more residential and commercial options, and more compelling and more cohesive redevelopment.

ADAIR PARK EXPANSION – 7950 AND 8020 MAIN ST

APPLICANT RESPONSE STATEMENT VARIANCE TWO (2)

The applicant finds that the following standards are relevant in balancing the interest in promoting the public health, safety, morality, or general welfare against the right to unrestricted use of property and shall govern the exercise of the zoning power. If this application is in response to a variance, please respond to the following standards in the form of a written narrative. In the case of concurrent variances, a response to the standards below should be provided for each variance requested.

1. Explain requested variance. *ALLOW UNITS FACING OPEN SPACES WITHOUT STREET ON OPPOSITE SIDE. (Ch. 7.729(1)B)*
2. There are exceptional and extraordinary conditions pertaining to the particular piece of property in question, due to its size, shape or topography. *To deliver the desired street network, featuring new connectivity from Main St roundabout through Adair Park all the way to Rope Mill Rd, and now, from Adair Park north all the way up to Short St, portions of this property will necessitate creating central green spaces fronted on either side by new townhomes, which are rear-loaded via rear alleys. These green spaces will count toward the open space requirements and also be nicely landscaped and manicured, elevating the luxury feel of the new townhome portion of the new development.*
3. The application of these regulations to this particular piece of property would create a practical difficulty or unnecessary hardship. *The practical difficulty created by adding another street to the opposite side would be to reduce the amount of open park space and also change the feel of the new development from pedestrian-friendly to more car-friendly.*
4. Such conditions are peculiar to the particular piece of property involved. *The aforementioned conditions particular to the proposed townhome portion of the new development make central green spaces the preferred option.*
5. A literal interpretation of this ordinance would deprive the applicants of any rights that others in the same district are allowed. *Would not deprive any rights, in fact, there are strong precedents for these central green space orientations in other parts of Downtown Woodstock.*
6. Relief, if granted, would not cause substantial detriment to the public good, or impair the purposes and intent of this ordinance. *Relief, if granted, would enhance the public good, creating more green spaces in the development and optimizing property values.*
7. Special circumstances or conditions applying to the building or land or building and land in question are peculiar to such premises and do not apply generally to other land or buildings in the vicinity. *Correct.*
8. Granting of the application is necessary for the preservation and enjoyment of a property right and not merely to serve as a convenience to the applicant. *Granting approval delivers optimized home and garage orientations on the subject property, and creates more usable green spaces for residents to enjoy.*
9. The condition from which relief or a variance is sought did not result from willful action by the applicant. *Correct.*
10. Authorizing the variance will not impair adequate supply of light and air to adjacent property or unreasonably increase the congestion of public streets, increase the danger of fire, imperil the public safety, unreasonably diminish or impair established property values within the surrounding areas or in any other respect impair the health, safety, comfort, morals or general welfare of the inhabitants of the City. *Authorizing the variance will maximize the attractiveness of the new development and will add light and openness throughout the property, especially in regard to usable open green spaces. It will also allow the new development to deliver many improvements to the City of Woodstock: new grid street connections, better traffic flow and options, improved walkability and connectivity, more residential and commercial options, and more compelling and more cohesive redevelopment.*

ADAIR PARK EXPANSION – 7950 AND 8020 MAIN ST

APPLICANT RESPONSE STATEMENT VARIANCE THREE (3)

The applicant finds that the following standards are relevant in balancing the interest in promoting the public health, safety, morality, or general welfare against the right to unrestricted use of property and shall govern the exercise of the zoning power. If this application is in response to a variance, please respond to the following standards in the form of a written narrative. In the case of concurrent variances, a response to the standards below should be provided for each variance requested.

1. Explain requested variance. *ELIMINATION OF SUPPLEMENTAL ZONES. (Ch. 7.726.6)*
2. There are exceptional and extraordinary conditions pertaining to the particular piece of property in question, due to its size, shape or topography. *The property is very narrow, and given the bisection of the Short St extension and the aforementioned stream piping, yields very tight building envelopes on either side of the new street and its requisite R/W. These extraordinary conditions necessitate the elimination of the typical supplemental zones, in favor of new courtyard-style zones that compose the pedestrian-centered areas of the new development.*
3. The application of these regulations to this particular piece of property would create a practical difficulty or unnecessary hardship. *The practical difficulty created by typical supplemental zones on this property is that they would obviate the new courtyard-style home arrangements, and would hinder the creation of usable green spaces and jeopardizing the pedestrian nature of the planned development.*
4. Such conditions are peculiar to the particular piece of property involved. *The constricted supplemental zone building envelopes as a result of the aforementioned locations of the stream bisection of the property combined with the location of the added Short St R/W extension bisection are peculiar on this piece of property.*
5. A literal interpretation of this ordinance would deprive the applicants of any rights that others in the same district are allowed. *Would not deprive any rights.*
6. Relief, if granted, would not cause substantial detriment to the public good, or impair the purposes and intent of this ordinance. *Relief, if granted, would enable the developer to deliver its new courtyard-style home arrangements, delivering usable green spaces while further underscoring the pedestrian nature of the entire development.*
7. Special circumstances or conditions applying to the building or land or building and land in question are peculiar to such premises and do not apply generally to other land or buildings in the vicinity. *Correct.*
8. Granting of the application is necessary for the preservation and enjoyment of a property right and not merely to serve as a convenience to the applicant. *Granting approval delivers proper courtyard-style home and garage orientations on the subject property, therefore preserving privacy for neighboring properties.*
9. The condition from which relief or a variance is sought did not result from willful action by the applicant. *Correct.*
10. Authorizing the variance will not impair adequate supply of light and air to adjacent property or unreasonably increase the congestion of public streets, increase the danger of fire, imperil the public safety, unreasonably diminish or impair established property values within the surrounding areas or in any other respect impair the health, safety, comfort, morals or general welfare of the inhabitants of the City. *Authorizing the variance will maximize the overall attractiveness of the new development by delivering proper courtyard-style home and garage orientations on the subject property, and not add inappropriate views of the current (or future) homes on neighboring properties. It will also allow the new development to deliver many improvements to the City of Woodstock: new grid street connections, better traffic flow and options, improved walkability and connectivity, more residential and commercial options, and more usable green spaces.*

ADAIR PARK EXPANSION – 7950 AND 8020 MAIN ST

APPLICANT RESPONSE STATEMENT VARIANCE FOUR (4)

The applicant finds that the following standards are relevant in balancing the interest in promoting the public health, safety, morality, or general welfare against the right to unrestricted use of property and shall govern the exercise of the zoning power. If this application is in response to a variance, please respond to the following standards in the form of a written narrative. In the case of concurrent variances, a response to the standards below should be provided for each variance requested.

1. Explain requested variance. *STORM AND SANITARY SEWER EASEMENT REDUCTION. (Ch. 18.603)*
2. There are exceptional and extraordinary conditions pertaining to the particular piece of property in question, due to its size, shape or topography. *The property features a stream that currently runs through the full width of the front third of the property, and due to otherwise required buffers would negate any substantial improvement to the property. As previously noted, applicant requests a City stream buffer variance so it can pipe the existing creek underground. In combination, applicant also requests a storm and sanitary sewer easement reduction so that it can then make the maximum amount of resulting improved land available as usable open green space.*
3. The application of these regulations to this particular piece of property would create a practical difficulty or unnecessary hardship. *The practical difficulty created would otherwise reduce the amount of resulting improved land available as usable open green space.*
4. Such conditions are peculiar to the particular piece of property involved. *The exact locations of the stream bisection of the property combined with the location of the added Short St R/W extension bisection and what would be the resulting typical storm and sanitary easements are peculiar on this piece of property.*
5. A literal interpretation of this ordinance would deprive the applicants of any rights that others in the same district are allowed. *Would not deprive any rights.*
6. Relief, if granted, would not cause substantial detriment to the public good, or impair the purposes and intent of this ordinance. *Relief, if granted, would enhance the public good by maximizing the amount of land for a usable open green space across the width of the Main St frontage.*
7. Special circumstances or conditions applying to the building or land or building and land in question are peculiar to such premises and do not apply generally to other land or buildings in the vicinity. *Correct.*
8. Granting of the application is necessary for the preservation and enjoyment of a property right and not merely to serve as a convenience to the applicant. *Granting approval maximizes the amount of usable land available for usable open green space.*
9. The condition from which relief or a variance is sought did not result from willful action by the applicant. *Correct.*
10. Authorizing the variance will not impair adequate supply of light and air to adjacent property or unreasonably increase the congestion of public streets, increase the danger of fire, imperil the public safety, unreasonably diminish or impair established property values within the surrounding areas or in any other respect impair the health, safety, comfort, morals or general welfare of the inhabitants of the City. *Authorizing the variance will maximize the attractiveness of the new development and will add light and openness to the front of the property, delivering a beautiful usable open green space across the Main St frontage for the City.*

ADAIR PARK EXPANSION – 7950 AND 8020 MAIN ST

APPLICANT RESPONSE STATEMENT VARIANCE FIVE (5)

The applicant finds that the following standards are relevant in balancing the interest in promoting the public health, safety, morality, or general welfare against the right to unrestricted use of property and shall govern the exercise of the zoning power. If this application is in response to a variance, please respond to the following standards in the form of a written narrative. In the case of concurrent variances, a response to the standards below should be provided for each variance requested.

1. Explain requested variance. *INCREASE DENSITY BY 11 UNITS WITH APPLICABLE DENSITY BONUSES (Ch 7.728) from 44 to 55 residential units. DT-RO = 8 units per acre + density bonus of 2 u/a for Vertical Mixed-Use = resulting density of 10 u/a x 5.595 acres = SITE POTENTIAL TOTAL = 55.95 units.*
2. There are exceptional and extraordinary conditions pertaining to the particular piece of property in question, due to its size, shape or topography. *The roundabout area of the expanded Adair Park is designed to deliver a mixed-use gateway that will benefit not only its residents but the entire Downtown Woodstock area as well. It is designed to feature new commercial, restaurant and retail opportunities. To maximize these mixed-use synergies of the new phases of Adair Park, not to mention the new connectivity from Short St down to the new fourth arm off of the Main St roundabout into the heart of Adair Park, and to deliver all of the other residential products desired, the applicant requests an increase in density of only eleven (11) additional residential units, all achieved by applicable density bonuses.*
3. The application of these regulations to this particular piece of property would create a practical difficulty or unnecessary hardship. *This request for increase in density of a mere 11 units across the new site seems reasonable given the benefits the expanded Adair Park neighborhood is bringing to Downtown Woodstock, all achieved by applicable density bonuses.*
4. Such conditions are peculiar to the particular piece of property involved. *The residential density and mixed-use offerings are peculiar to the designed intensity of this particular property, and will put even more residents within easy walking distance of schools, retail, restaurants, office and park spaces. The new excess public parking, combined with the already proposed structured parking to the South, will provide guests a 'park-once' environment that will enable them to explore all of Adair Park's offerings on foot.*
5. A literal interpretation of this ordinance would deprive the applicants of any rights that others in the same district are allowed. *Would not deprive any rights.*
6. Relief, if granted, would not cause substantial detriment to the public good, or impair the purposes and intent of this ordinance. *Relief, if granted, will put even more residents within easy walking distance of schools, retail, restaurants, office and park spaces. The new excess public parking, combined with the already proposed structured parking to the South, will provide guests a 'park-once' environment that will enable them to explore all of Adair Park's offerings on foot.*
7. Special circumstances or conditions applying to the building or land or building and land in question are peculiar to such premises and do not apply generally to other land or buildings in the vicinity. *Correct.*
8. Granting of the application is necessary for the preservation and enjoyment of a property right and not merely to serve as a convenience to the applicant. *Granting approval will put even more residents within easy walking distance of schools, retail, restaurants, office and park spaces. The new excess public parking, combined with the already proposed structured parking to the South, will provide guests a 'park-once' environment that will enable them to explore all of Adair Park's offerings on foot.*
9. The condition from which relief or a variance is sought did not result from willful action by the applicant. *Correct.*
10. Authorizing the variance will not impair adequate supply of light and air to adjacent property or unreasonably increase the congestion of public streets, increase the danger of fire, imperil the public safety, unreasonably diminish or impair established property values within the surrounding areas or in any other respect impair the health, safety, comfort, morals or general welfare of the inhabitants of the City.

Authorizing the variance seems reasonable given the benefits the expanded Adair Park neighborhood is bringing to Downtown Woodstock: delivering the fourth leg of roundabout, connectivity to future grid streets, more office, restaurant and retail space, new excess public parking (combined with the already proposed structured parking to the South), and the strongest possible gateway entrance into downtown. It will not impair any items, and will put even more residents within easy walking distance of schools, retail, restaurants, office and park spaces.

ADAIR PARK EXPANSION – 7950 AND 8020 MAIN ST

APPLICANT RESPONSE STATEMENT VARIANCE SIX (6)

The applicant finds that the following standards are relevant in balancing the interest in promoting the public health, safety, morality, or general welfare against the right to unrestricted use of property and shall govern the exercise of the zoning power. If this application is in response to a variance, please respond to the following standards in the form of a written narrative. In the case of concurrent variances, a response to the standards below should be provided for each variance requested.

1. Explain requested variance. *APPLICANT REQUESTS VARIANCE TO BUILDING HEIGHT FROM 40' TO 48' (from Section 7.729 in the Building Façade and Materials Requirements Table #20). Southern piece(s) of the development are zoned CBD and permitted 5 stories and 85 feet tall, or have been granted 68' in prior variance requests on DTRO parcels. Applicant requests increase in the new northern parcel at 8020 Main Street from 40 feet above street grade to 48 feet above street grade to create a consistent and coherent massing and vernacular between the new buildings of Adair Park in the north and south parcels. In addition, the product type that is possible at 40' has a different market value, which does not allow the applicant to overcome the hardships that are present on this site.*
2. There are exceptional and extraordinary conditions pertaining to the particular piece of property in question, due to its size, shape or topography. *The roundabout area of the expanded Adair Park is designed to deliver a mixed-use gateway that will benefit not only its residents but the entire Downtown Woodstock area as well. It is designed to feature new commercial, restaurant and retail opportunities. To maximize these mixed-use synergies of the new phases of Adair Park, not to mention the new connectivity from Short St down to the new fourth arm off of the Main St roundabout into the heart of Adair Park, and to deliver all of the other residential products desired, the applicant requests an increase in density of only nineteen (19) additional residential units, all achieved by applicable density bonuses.*
3. The application of these regulations to this particular piece of property would create a practical difficulty or unnecessary hardship. *Historical precedents abound for this height of attached mixed-use and/or residential buildings. They can be found in any and in old downtown areas across Georgia and the South, and in new downtowns that are designed to be historically appropriate (ie Downtown Woodstock). They allow for excellent flexibility, particularly for mixing uses – office above commercial or residential above commercial, or all three in one structure – than to be deployed in lower structures. They also allow for spectacular rooftop terrace options for top-floor flagship penthouse units, commanding higher and premium price points for Downtown Woodstock residences.*
4. Such conditions are peculiar to the particular piece of property involved. *Special circumstances or conditions applying to the building or land or building and land in question are peculiar to the Adair Park properties only (designated on the west side of Main Street) and do not apply generally to other land or buildings in the vicinity.*
5. A literal interpretation of this ordinance would deprive the applicants of any rights that others in the same district are allowed. *Would not deprive any rights.*
6. Relief, if granted, would not cause substantial detriment to the public good, or impair the purposes and intent of this ordinance. *Relief, if granted, would not cause substantial detriment to the public good, or impair the purposes and intent of this ordinance. In fact, it would likely result in more mixed-use opportunities for the parcel, plus the aforementioned higher price points for the residential components.*
7. Special circumstances or conditions applying to the building or land or building and land in question are peculiar to such premises and do not apply generally to other land or buildings in the vicinity. *Correct.*
8. Granting of the application is necessary for the preservation and enjoyment of a property right and not merely to serve as a convenience to the applicant. *Granting approval will allow the applicant to create a consistent and coherent massing and vernacular between the new buildings of Adair Park in the north and*

south parcels. It will put even more residents within easy walking distance of schools, retail, restaurants, office and park spaces.

9. The condition from which relief or a variance is sought did not result from willful action by the applicant. *Correct*.
10. Authorizing the variance will not impair adequate supply of light and air to adjacent property or unreasonably increase the congestion of public streets, increase the danger of fire, imperil the public safety, unreasonably diminish or impair established property values within the surrounding areas or in any other respect impair the health, safety, comfort, morals or general welfare of the inhabitants of the City. *Authorizing the variance will allow the applicant to create a consistent and coherent massing and vernacular between the new buildings of Adair Park in the north and south parcels. It will not impair any items, and will put even more premium residences within easy walking distance of schools, retail, restaurants, office and park spaces. This height will allow for excellent flexibility, particularly for mixing uses – office above commercial or residential above commercial, or all three in one structure – than to be deployed in lower structures. They also allow for spectacular rooftop terrace options for top-floor flagship penthouse units, commanding higher and premium price points for Downtown Woodstock residences.*

From: [redacted]
To:
Subject: Official Letter of Opposition: Case Z#172-26 / Variance Request for 7950 & 8020 Main Street
Date: Thursday, September 24, 2026 10:21:48 AM

CAUTION: This message originated outside of the City of Woodstock mail system -- **DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.

Woodstock Planning Commission & City Council Members,

I am writing to formally enter my position regarding Case Z#172-26 for the properties located at 7950 and 8020 Main Street.

Because of my past public advocacy regarding local development projects, some may attempt to mischaracterize my position as being automatically opposed to all growth in Woodstock. That is entirely false. I am not against development. Growth can be a positive asset to our community, but only if it is handled responsibly, complies with our established ordinances, and takes the long-term protection of Woodstock's natural environment into account. We only have one environment, and once a natural system is paved over or buried, it cannot be reclaimed.

My opposition to this specific application is driven by a commitment to environmental consistency and the rule of law. The concurrent variance request to completely pipe and bury the natural stream corridor on this site is an unnecessary and high-risk alteration that fails to meet the city's legal criteria for a variance for the following reasons:

* The Damaging Precedent of Past Stream Piping: We have already witnessed the consequences of the city allowing natural waterways to be buried for high-density projects, such as the stream piping permitted for the Mill District development on Towne Lake Parkway. Bypassing environmental safeguards should never become standard operating procedure for developers in Woodstock. Protecting our remaining natural infrastructure requires our leadership to learn from past developments and enforce current protections strictly.

* Destructive Physical Impact on the Surrounding Land: Piping a stream is an entirely unnatural act that inflicts lasting structural damage on the immediate landscape. A natural stream channel absorbs heavy stormwater and relies on its surrounding roots, plants, and soil to stabilize the earth. Forcing this water into a concrete box strips the land of its natural absorption capacity, alters local hydrology, dries out the surrounding water table, and increases downstream flooding risks for adjacent properties.

* A Completely Self-Created Hardship: Under Woodstock's zoning standards, a variance is only legally justified by a physical hardship inherent to the land itself—not a financial hardship created by a developer's design choice. The stream is a natural, permanent feature of this property. The developer's desire to squeeze a high-density townhome layout onto a lot with a protected waterway is a self-created challenge. A responsible development plan would respect the 75-foot municipal buffer and design a lower-density layout around the stream rather than erasing it.

The state and federal regulatory frameworks explicitly dictate that every effort must be made to avoid piping a stream in place. If our local zoning ordinances and buffer protections are to mean anything, they must be enforced uniformly. The developer has not demonstrated a unique physical hardship that justifies stripping away the city's standard environmental safeguards.

I urge the Planning Commission and the City Council to protect our infrastructure, stand by our ordinances, and deny the stream piping and height variances for Case Z#172-26. I request that this formal letter be entered into the permanent public record for the upcoming hearings.

Thank you for your time, your service, and your commitment to the responsible stewardship of Woodstock.

Sincerely,

Diane Geeslin

ORDINANCE NO. 2026-XXX

CITY OF WOODSTOCK ZONING ORDINANCE

CASE Z#172-26

REZONING **Property consisting of Tax Map and Parcels 92N02001 and 92N02001A located in Land Lots 950 of the 15th District, 2nd Section, Cherokee County, Georgia, totaling ± 5.595 acres, located on Main Street in Woodstock, Georgia, 30188. This zoning action rezones Parcel 92N02001 DT-MRA to DT-RO, grants a concurrent CUP to allow Single-Family Attached Residential uses, and also grants concurrent variances from the development standards of the Land Development Ordinance.**

WHEREAS, the City of Woodstock (hereinafter sometimes referred to as the "City") is a municipality duly formed and existing pursuant to Georgia law; and

WHEREAS, the 1983 Constitution of the State of Georgia provides for the self government of municipalities without the necessity of action by the General Assembly; and

WHEREAS, the City of Woodstock, Georgia, has the legislative power to adopt clearly reasonable ordinances, resolutions or regulations relating to its property, affairs and local government for which no provision has been made by general law, and which are not inconsistent with the Constitution or any charter provision applicable thereto; and

WHEREAS, the Mayor and Council of the City of Woodstock have determined that Zoning Condition Amendment of the above identified property would be in the best of interest of the property owners of the area and of the citizens of the City of Woodstock; and

WHEREAS, said Rezoning Condition Amendment request application is and has been accessible to members of the public who are, or may be, affected by it, having been kept and maintained for public inspection during the normal business hours at Woodstock City Hall, and notice of intent to take action having been published in the Cherokee Tribune, a newspaper of general circulation within the territorial boundaries of the municipality of the City of Woodstock, for a period of at least fifteen (15) days prior to but no more than forty-five (45) days prior to the public hearing date; and

WHEREAS, the governing authority of the City of Woodstock has read and considered the proposed rezoning request;

WHEREAS, in accordance with Section 11.215 of the Land Development Ordinance of the City of Woodstock, Georgia, the government

authority of the City of Woodstock has read and evaluated the proposed Rezoning Standards using the following criteria:

a) Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property;
b) Whether the zoning proposal will adversely affect the existing use of usability of adjacent or nearby property;
c) Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned;
d) Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools;
e) Whether the zoning proposal is in conformity with the policy and intent of the land use plan; and
f) Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.

WHEREAS, in accordance with Section 7.503 of Land Development Ordinance of the City of Woodstock, Georgia, the government authority of the City of Woodstock has read and evaluated the proposed Conditional Use Permit requests using the following criteria:

a) Whether or not there will be a significant adverse effect on the surrounding area in which the proposed use will be located.
b) Whether or not the use is otherwise compatible with the surrounding area.
c) Whether or not the proposed use will result in a nuisance as defined under State law.
d) Whether or not quiet enjoyment of surrounding property will be adversely affected.
e) Whether or not property values of surrounding property will be adversely affected.
f) Whether or not adequate provision are made for parking and traffic considerations.
g) Whether or not the site or intensity of the use is appropriate.

h) Whether or not special or unique conditions created by the use are consistent with the purposes, intent and goals of the Comprehensive town Plan.
i) Whether or not adequate provisions are made regarding hours of operation.
j) Whether or not adequate controls and limits are placed on commercial and business deliveries.
k) Whether or not adequate landscape plans are incorporated to ensure appropriate transition between adjacent or nearby properties.
l) Whether or not the public health, safety, welfare, or moral concerns of the surrounding neighborhood will be adversely affected.
m) Whether the application complies with any applicable specific requirements et forth in this chapter for conditional use permits for particular types of uses.
n) Whether the applicant has provided sufficient information to allow a full consideration of all relevant factors.
o) Whether the conditional use requested emits or creates unusual odors which would warrant use of an odor elimination/attenuation system as recommended by industry standards.

WHEREAS, The Mayor and Council of the City of Woodstock, using the criteria enumerated above, have determined that granting the rezoning and conditional use permit request as set forth herein would be in the best interest of the property owners of the area and the citizens of Woodstock, Georgia; and

WHEREAS, The Mayor and Council of the City of Woodstock hereby grant a concurrent Variance to the property; and

WHEREAS, the Mayor and Council of the City of Woodstock have heard and considered this request as a part of a noticed public hearing on October 26, 2026

NOW THEREFORE, BE IT RESOLVED AND ORDAINED by the Mayor and Council of the City of Woodstock that the aforesaid rezoning request shall now and hereafter be maintained for public inspection during the normal business hours at the City Hall under the custody of the City Clerk of the City of Woodstock; and

NOW THEREFORE, BE IT RESOLVED AND ORDAINED by the City of Woodstock, Georgia, by the lawful authority vested in them that the property more particularly

described as “Exhibit A” attached hereto and made a part hereof by reference is hereby granted the following:

1. Rezoning of parcel TIN 92N02001 (8020 Main Street) from DT-MRA to DT-RO.
2. CUP (7.505.8): Needed for attached residential product.
3. Variance to Chapter 17.3: to remove stream buffer as needed to pipe the existing creek/stream
4. Variance to 7.729.1 to allow units to front onto open space without an intervening street as shown on the Concept Plans.
5. Variance to 7.726.6 to allow for 0’ supplemental zone, consistent with the Concept Plans.
6. Variance to 18.603 to reduce the storm and sanitary sewer easements to allow placement of storm and sewer lines consistent with the proposed conceptual plans.
7. Variance to 7.729 to increase maximum building height from 40’ to 48’ for non-residential and mixed-use buildings.

The property more particularly described on “Exhibit A”, is subject to the Conditions of Approval set forth in “Exhibit B” attached hereto and made a part hereof by reference.

Date of Public Hearing: October 26, 2026

Advertisement: Cherokee Tribune: September 10, 2026 & September 17, 2026

APPROVED, ADOPTED, AND ENACTED this 26th day of October, 2026.

_____
Michael Caldwell, Mayor
City of Woodstock, Georgia

_____
Robyn Adams, City Clerk (Municipal Seal)
City of Woodstock, Georgia

_____
REVIEWED FOR LEGAL CONTENT

City Attorney

EXHIBIT "A"

PROPERTY DESCRIPTION

DESCRIPTION OF
7950 Main Street Map No. 92N02 001 A

All that tract or parcel of land lying and being in Land Lots 950 of the 15th District, City of Woodstock, Cherokee County, Georgia and being more particularly described as follows:

BEGINNING AT A POINT LOCATED 500' NORTHERLY FROM THE NORTHEAST CORNER OF H.L. PRIEST LOT LOCATED ON THE WEST SIDE OF STATE HIGHWAY 5, SAID 500' BEING MEASURE ALONG THE WEST RIGHT-OF-WAY OF SAID HIGHWAY; THENCE 128' NORTHERLY AS MEASURE ALONG THE WEST RIGHT-OF-WAY OF SAID HIGHWAY TO AN IRON POST; THENCE N 84 DEGREES 04' W 391 FEET TO THE SOUTHWEST CORNER OF PROPERTY NOW OR FORMERLY OWNED BY H.L. DELAY, SAID CORNER BEING ON THE NORTH-SOUTH LAND LOT LINE OF LAND LOT 950; THENCE S 02 DEGREES 16' W 129 FEET TO A POINT, SAID POINT BEING N 02 DEGREES 16' EA DISTANCE OF 500' FROM THE NORTHWEST CORNER OF THE AFORESAID LOT OF H.L. PRIEST; THENCE 390 FEET MORE OR LESS IN AN EASTERLY DIRECTION TO THE POINT OF BEGINNING.

THE PROPERTY CONVEYED HEREIN IS THE NORTHERN PORTION OF THE TRACT OF LAND DESIGNATED AS 1 ON A PLAT PREPARED FOR SMITH L. JOHNSTON, JR. ON JUNE 3, 1952 BY LOT RIDGWAY, REGISTERED SURVEYOR.

DESCRIPTION OF
8020 Main Street

ALL THAT TRACT OR PARCEL OF LAND LYING AND BEING IN LAND LOT 950 OF THE 15th DISTRICT, 2nd SECTION, CHEROKEE COUNTY, GEORGIA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGIN AT A ONE INCH OPEN TOP PIPE FOUND AT THE INTERSECTION OF THE SOUTH LAND LOT LINE OF LAND LOT 950 AND THE WEST RIGHT OF WAY LINE OF MAIN STREET AKA GA. HWY 5 (80 FOOt RIGHT OF WAY); THENCE LEAVING THE WEST RIGHT OF WAY LINE OF MAIN STREET AKA GA. HWY 5 AND RUNNING ALONG THE SOUTH LAND LOT LINE OF LAND LOT 950 NORTH 87 DEGREES 30 MINUTES 00 SECONDS WEST A DISTANCE OF 483.03 FEET TO A REBAR FOUND AT THE WEST LAND LOT LINE OF LAND LOT 950; THENCE LEAVING THE SOUTH LAND LOT LINE OF LAND LOT 950 NORTH 01 DEGREES 39 MINUTES 01 SECONDS EAST A DISTANCE OF 500.00 FEET TO A REBAR PLACED; THENCE SOUTH 84 DEGREES 25 MINUTES 59 SECONDS EAST A DISTANCE OF 372.08 FEET TO A REBAR PLACEDON THE WEST RIGHT OF WAY LINE OF MAIN STREET AKA GA. HWY 5 (80 FOOT RIGHT OFWAY), THENCE ALONG THE WEST RIGHT OF WAY LINE OF MAIN STREET AKA GA. HWY 5 AND FOLLOWING THE CURVATURE THEREOF IN A SOUTHEASTERLY DIRECTION AN ARC DISTANCE OF 306.63 FEET; THENCE CONTINUING ALONG THE WEST RIGHT OF WAY LINE OF MAIN STREET AKA GA. HWY 5 SOUTH 17 DEGREES 57 MINUTES 38 SECONDS EAST A DISTANCE OF 192.49 FEET TO THE POINT OF BEGINNING.

SAID PROPERTY CONTAINING 4.59 ACRES AND BEING DESIGNATED AS LOT NUMBER 1 OF SMITH L. JOHNSTON, JR. PROPERTY AS PER PLAT OF SURVEY ENTITLED, "SURVEY

PREPARED FOR: NATIONAL CITY MORTGAGE CO.; ALEKSANDR A. BUTOK; WEISSMAN, NOWACK, CURRY & WILCO, P.C. & FIDELITY NATIONAL INSURANCE COMPANY," DATED JANUARY 29, 2004, PREPARED BY FOSTER SURVEYING, INC., G. THOMAS FOSTER, JR. GEORGIA REGISTERED LAND SURVEYOR NO. 2695, A COPY OF WHICH SAID SURVEY IS BEING ATTACHED HERETO AS EXHIBIT "A-1" AND INCORPORATED HEREIN BY THIS REFERENECE.

LESS AND EXCEPT: All that tract or parcel of land lying and being in Land Lot 950 pf the 15th District, 2nd Section, Cherokee County, Georgia and being more particularly described as follows: Beginning at a point located at the intersection of the westerly right of way line of Main Street and southerly line of Land Lot 950, said point being the Point of Beginning: running thence North 86 degrees 18 minutes 25 seconds West, a distance of 60.08 feet to a point; running thence 50.72 feet along an arc of a curve to the right, said curve having a chord bearing North 21 degrees 49 minutes 30 seconds East a chord distance of 50.43 feet to a point: running thence North 17 degrees 05 minutes 21 seconds West, a distance of 106.65 feet to a point; running thence North 74 degrees 01 minutes 00 seconds East, a distance of 25.56 feet to a point on the westerly line of Main Street (variable right of way); running thence along said right of way South 16 degrees 43 minutes 26 seconds East, a distance of 166.71 feet to the Point of Beginning.

Said parcel contains 4,955.7 square feet as per right of way acquisition plat for Woodstock Knoll dated January 8, 2008, prepared by Vista Engineering Group, LLC by Clyde R. Eldrige, GRLS No. 2659.

EXHIBIT "B"

Conditions of Approval

1) The development shall include a maximum of 55 residential units.
2) The Development shall substantially conform to and remain in conformance with the conceptual site plans and conceptual renderings attached as Exhibit C and herein after referred to as the "Concept Plans". Where the LDO conflicts with the substantial compliance requirement, the LDO will be enforced with the exception of explicit variances or administrative relief that has been granted in writing by the Mayor and City Council or Development Process Committee (DPC). The aforementioned notwithstanding, each site plan submitted to the City for review shall comply with all adopted fire safety requirements.

If amendments or modifications to the development are requested by the developer:

a) Upon the written request of the Developer, the Community Development Director shall determine at their sole discretion: (1) whether the requested amendment or modification is minor; and (2) whether the requested amendment or modification is consistent with the approved project. If the Director finds that it is both minor and consistent, the amendment shall be determined to be an "Administrative Amendment," subject to review and approval by the DPC.

    No administrative amendment will be effective until after thirty (30) days' notice to the City Council and posting in the same manner as agendas. If any member of the City Council requests consideration of such amendment within the 30-day notice period, then the administrative amendment will not be effective unless there is a final determination by the City Council approving it. In the event Council requests consideration of an administrative amendment, staff will agendize the matter for Council discussion and consideration.

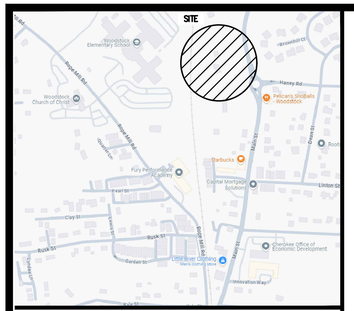
b) Any written request by the Developer for an amendment that is determined by the Community Development Director to be either: (1) not minor, or (2) inconsistent with the approved project, shall be determined not to be an Administrative Amendment and shall be subject to review by the City Council.

c) If applicant disagrees with decision by Community Development Director, applicant may appeal said decision to City Council in accordance with LDO section 10.162.

3) All improvements recommended in the Traffic Impact Study dated August 5, 2026 and submitted with this application shall be installed or performed by the developer. Additional improvements may also be required in accordance with LDO standards as determined during Site Plan review.

4) No more than 10% of the total residential units of any form shall be allowed to be rental units at any time. No short-term rentals shall be permitted at any time. This restriction shall be memorialized in the covenants for the development provided to every buyer of a residential unit and shall be enforced by the HOA or POA.
5) Driveways for residential units with attached garages shall be no less than 18 feet in length from the exterior of the garage door to the sidewalk or curb, whichever is closer to the house.
6) All areas identified as open space shall be owned and maintained by the HOA.
7) No on-street parking shall be permitted, except where explicitly striped on the pavement and/or signed as allowed.
8) If a Development Agreement for the design and construction of the Haney Road extension has not been executed prior to Site Plan approval for this project, the project shall incorporate the City's proposed road design for the portion of Haney Road across the project frontage and the developer shall be responsible for installing these improvements prior to any of the following for the development: first final plat approval, first Certificate of Completion, and first Certificate of Occupancy. Any required street frontage improvements not completed by others, including but not limited to street trees or trails, shall be required to be installed by the developer and shall be included in the Site Plan submittal.
9) The Developer shall submit a comprehensive sign program subject to review and approval by the Development Process Committee at the time of Site Plan submittal. The sign program shall provide parameters for signage (location, size, type, characteristics) that all tenants shall be required to adhere to. Once approved, said program shall be held by the City of Woodstock Community Development Department. Any requests for sign waiver shall be evaluated against the Land Development Ordinance and the adopted sign program for consistency. The Developer is required to provide an approved sign program to all tenants.
10) No trash/recycling service or deliveries shall occur between the hours of 10:00pm and 6:00am.
11) Alley behind northern commercial buildings must be a minimum 24' wide and will be considered a private driveway. Fire access must be provided off of this access. No delivery trucks for this development shall be allowed to stop or unload on Main St.
12) The northern commercial mixed-use buildings must be constructed and receive Certificates of Completion prior to the submittal of any building permits for the adjacent townhomes 23-30.
13) A construction phasing plan shall be included in the Site Plan submittal that addresses aspects including construction access, staging, and construction waste.
14) Signage identifying the vehicular access for the northern commercial mixed-use buildings shall be installed along Main Street and along Short Street at the driveway between townhouses 26 and 27 leading to these buildings to assist emergency services and guests in navigating to parking for these buildings.

EXHIBIT C
CONCEPT PLANS



SITE LOCATION MAP (NTS)



SITE DATA:

ADAIR PARK - CASTEEL TRACT
7950 & 8020 MAIN STREET
WOODSTOCK, GA 30188

LAND LOT 950
DISTRICT 15

TOTAL ACREAGE : 5.60 AC

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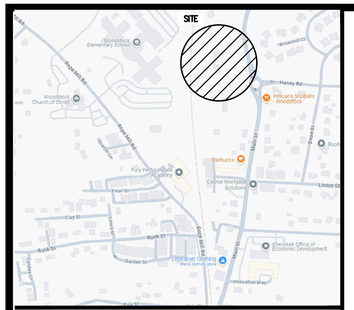
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PRELIMINARY SITE LAYOUT PLAN

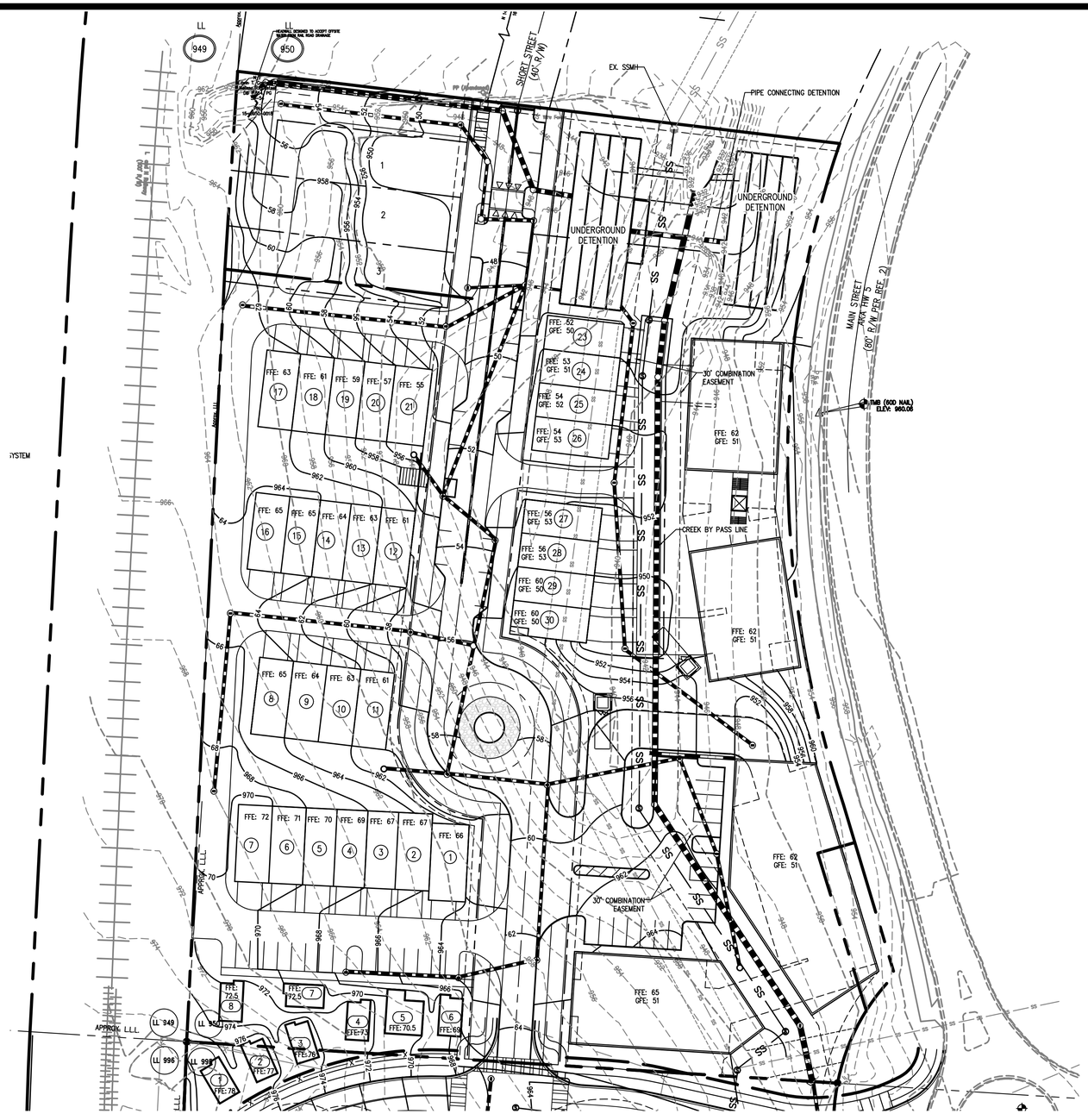
ADAIR PARK - CASTEEL TRACT

WOODSTOCK , GEORGIA

PROJECT INFORMATION
PROJECT NO.: 18-4164
DATE: JUNE 9, 2026
SCALE: 1" = 40'
FILE NAME:
DESIGN/DRAWN: SLR/slr



SITE LOCATION MAP (NTS)



STORM AND GRADING LEGEND

ACCMP	ALUMINIZED TYPE 2 CORRUGATED METAL PIPE
ADS N-12	ADVANCED DRAINAGE SYSTEMS HIGH PERFORMANCE POLYPROPYLENE PIPE
ALT-2 CMP	ALUMINIZED TYPE II CORRUGATED METAL PIPE
BW	BOTTOM OF WALL
CMP	ALUMINIZED TYPE II CORRUGATED METAL PIPE
CI	CURB INLET
CO	CLEANOUT
DIP	DUCTILE IRON PIPE
DI	DROP INLET
DI W/HOOD	DROP INLET WITH HOOD
DWCB	DOUBLE WING CATCH BASIN
DL	DOWNLEADER
DS	DOWNSPOUT
FFE	FINISH FLOOR ELEVATION
GI	GRATE INLET
HDPE	HIGH-DENSITY POLYETHYLENE PIPE (N-12 SMOOTH INTERIOR PIPE BY NYLOPLAST)
HT	HEIGHT
HW	HEADWALL
INV	INVERT
JB	JUNCTION BOX
OCS	OUTLET CONTROL STRUCTURE
PI	PEDESTAL INLET
PVC	POLYVINYL CHLORIDE PIPE
RCP	REINFORCED CONCRETE PIPE
SSMH	SANITARY SEWER MANHOLE
SWCB	SINGLE WING CATCH BASIN
TW	TOP OF WALL
YI	YARD INLET (NYLOPLAST OR APPROVED EQUAL)

+ XX.X	PROPOSED SPOT GRADE
+ XX.X	EXISTING SPOT GRADE
	LIMITS OF DISTURBANCE
A A	TREE PROTECTION FENCE
	RETAINING WALL
	VEHICULAR GUARD RAIL
	PROPOSED GRADE
	EXISTING GRADE
SS	DIP SANITARY SEWER LINE
SS	PVC SANITARY SEWER LINE
SS	EXISTING SANITARY SEWER LINE
	PROPOSED STORM SEWER LINE
	EXISTING STORM SEWER LINE
W W	PROPOSED WATER LINE
W W	EXISTING WATER LINE
E	PROPOSED ELECTRICAL LINE
FO	PROPOSED FIBER OPTIC LINE
GAS	PROPOSED GAS LINE
P P	PROPOSED POWER LINE
T T	PROPOSED TELECOM LINE
	SANITARY SEWER EASEMENT
	STORM SEWER EASEMENT
	WATER EASEMENT
	AQUATIC BENCH
	STREAM BUFFER

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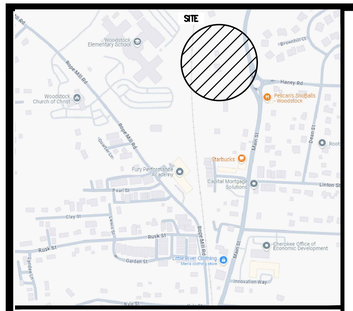
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UTILITY AND GRADING PLAN

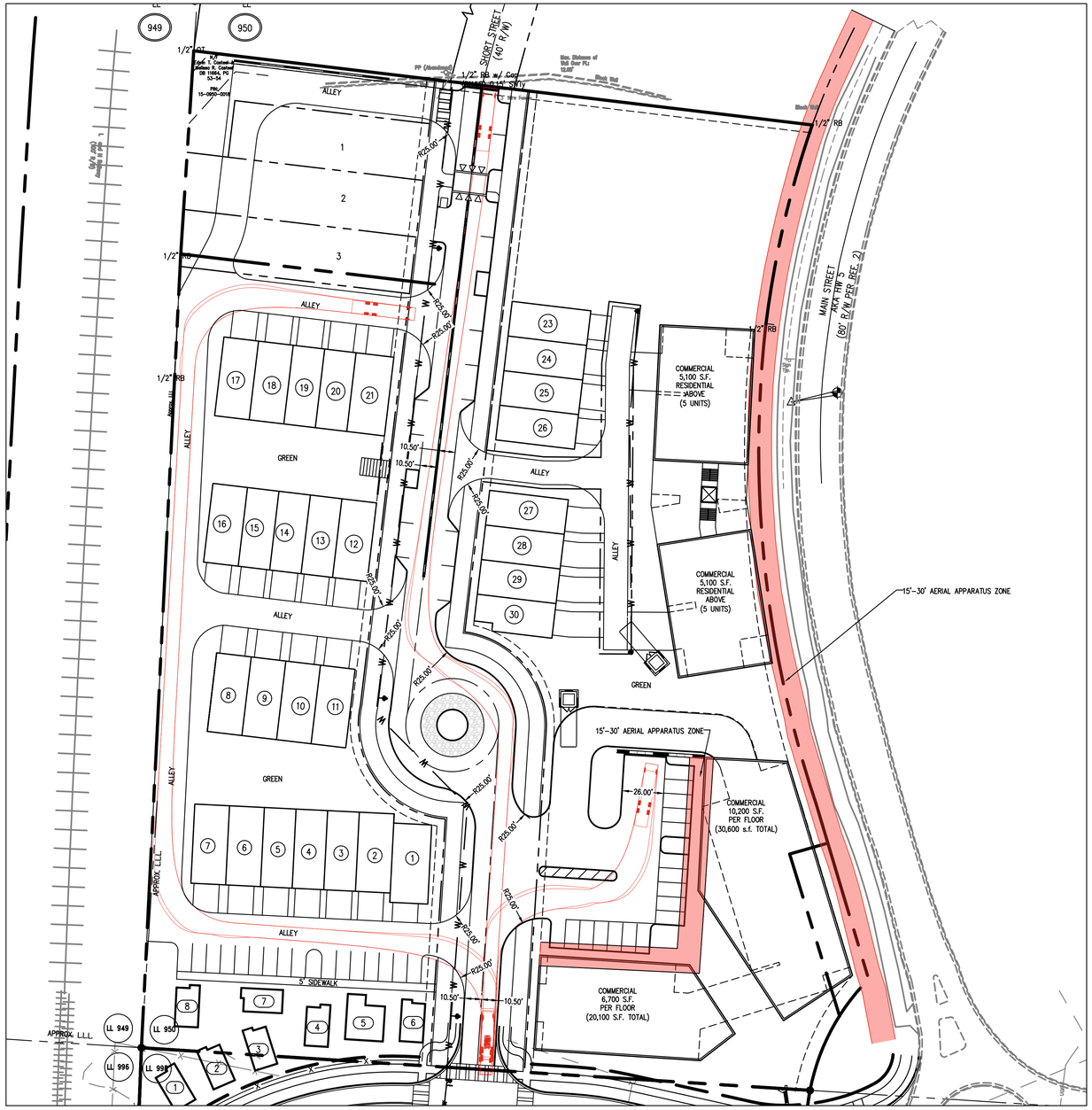
ADAIR PARK - CASTEEL TRACT

WOODSTOCK , GEORGIA

PROJECT INFORMATION
PROJECT NO.: 18-4164
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SITE LOCATION MAP (NTS)



FIRE NOTE

1. An all-weather (impervious) Fire Department access road with a minimum width of 20 feet shall be pM
2. rovided within 150 of all portions of the first (1st) floor of the proposed building(s) as required by the 2024 International Fire Code Section 503.1. A minimum 10-foot of unobstructed access shall be provided around all buildings.
3. Dead end fire apparatus access road(s) that exceed 150 feet in length shall be provided with an approved method for turning Fire Department vehicles around as required by the 2024 International Fire Prevention Code Section 503.2.5.
4. Fire Apparatus access roads shall not exceed a 10 percent grade.
5. Provide details of all access roads required to meet the American Association of State and Highway Transportation Officials (AASHTO) design manual live load standard HS20 (75,000 lbs.) with a 25-foot curb radius measured from the face of curb, 50 foot outside turning radius and an unobstructed vertical clearance of not less than 13 feet 6 inches.
6. Provide reasonable accessibility to and around all buildings for firefighting equipment, including fire department ground ladders on multiple story projects. A minimum of ten (10) feet on all sides of the building shall be provided for such access.
7. Hydrant and water vault details to be provided at LDP (Detail is obtained from the City of Woodstock).
8. Current flow test information to be on plans at teh time of LDP. (Less than one year). Results shall appear on the General Notes Sheet section pertaining to Water.
9. Water flow test amounts must meet 2024 International Fire Code Appendix B.
10. Submit longitude, latitude, and elevation data for all new and relocated hydrants, along with the flow test data in an approved electronic format to the Fire Marshal's office prior to the issuance of a Certificate of Occupancy.
    a. This is to be done prior to the final Fire Inspection.
    b. Horizontal (longitude and latitude) locations should be referenced to the US State Plane coordinate system, NAD 83 (2011), GA West Zone, US Survey Feet.
    c. Vertical (elevation) locations should be referenced to the NAVD88 datum, GEOID12A, US Survey Feet.
    d. Approved electronic format: excel spreadsheet (.xls or .xlsx extension, Microsoft Office version 2003 and up) with the following data fields
    i. Unique Hydrant ID
    ii. Street Address (If Applicable)
    iii. Longitude (X)
    iv. Latitude (Y)
    v. Elevation (Z)
    vi. Static (PSI)
    vii. Residual (PSI)
    viii. Flow (PSI)
    ix. Flow (GPM)
    x. Date of Flow Testing (MM/DD/YYYY)
    xi. Condition (Standard, Usable, Unusable)
    xii. Paint Color
    e. Please submit electronic data to bstilson@woodstockga.gov be reviewed by Development Services, Fire, and GIS departments.
10. Hydrants shall have 3-feet of unobstructed surrounding area. (2024 IFC)
11. Fire hydrants to be installed and operable prior to any building construction.
12. Fire hydrants must be tested prior to issuance of the Certificate of Occupancy. The test will consist of but not limited to flowing the fire hydrants, painting the hydrants, and properly greasing the discharge outlets and stem. After completion notify the Fire Marshal with documentation of the testing.
    a. Testing fire hydrants: test static, residual and flow G.P.M. (gallons per minute) at 20 PSI
    b. Paint fire hydrants: paint hydrants silver.
    c. Color code top barrel of fire hydrant to match flow.
    i. Orange = 500-999 G.P.M.'s
    ii. Green = 1000-1499 G.P.M.'s
    iii. Blue = 1500 G.P.M.'s and above.
    d. Grease: Grease discharge outlets and hand tight hydrant caps. Stems must be greased or properly lubricated.

SITE DATA:

ADAIR PARK - CASTEEL TRACT
7950 & 8020 MAIN STREET
WOODSTOCK, GA 30188

LAND LOT 950
DISTRICT 15

TOTAL ACREAGE : 5.60 AC

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NORTH
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FIRE ACCESS EXHIBIT

ADAIR PARK - CASTEEL TRACT

WOODSTOCK , GEORGIA

PROJECT INFORMATION
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TREE PROTECTION & REPLACEMENT KEY

- SPECIMEN TREE REMOVED
- NON-SPECIMEN TREE REMOVED
- CRITICAL ROOT ZONE
- SPECIMEN RECOMPENSE TREE
- A — A — TREE PROTECTION FENCE

Tree Density Calculations	
Total Site Acreage (ac)	4.48
Utility & Maintenance Easements on Site (ac)	0.0
Site Acreage Considered for Density (ac) *(Total Acreage - Utility Easement Acreage)*	4.48
Density Inches Requirement (Inches/acre)	100
Total Site Density Factor (SDF) (Inches) *(Density Acreage X Density Unit Requirement)*	448.0"
Total Existing Density Factor (EDF) (Inches) *(No existing trees)*	0.0"
Total Replacement Density Factor (RDF) (Inches) *(SDF - EDF)*	**448.0"**
Replacement Density Inches Provided (Inches)	**448.0"**
Density Requirement Met	

Specimen Recompense Calculations	
Total Specimen Inches Required for Replacement	**476.0"**
Total Specimen Inches Provided	**156.0"**
Remaining Specimen Inches	**320"**
Specimen Requirement Not Met	

Woodstock Tree Bank Fee Calculation	
Remaining Specimen Inches Required for Recompense *$175 for every 1 Tree Inch*	**320"**
Amount Due to Tree Bank	**$56,000**

Trees to be Removed

Qnty	Tree	DBH	Unit Value	Specimen Multiplier	Total Inches
1	Hardwood	29"	29	1	29"
1	Hardwood	27"	27	1	27"
1	Hardwood	33"	33	1	33"
1	Hardwood	29"	29	1	29"
1	Hardwood	46"	46	1	46"
1	Hardwood	24"	24	1	24"
1	Hardwood	25"	25	1	25"
1	Hardwood	28"	28	1	28"
1	Hardwood	31"	31	1	31"
1	Hardwood	34"	34	1	34"
1	Hardwood	45"	45	1	45"
1	Hardwood	40"	40	1	40"
1	Hardwood	36"	36	1	36"
1	Hardwood	49"	49	1	49"
14				**Total Specimen Tree Inches To Recompense**	**476"**

EXISITING TREE INFO NOTE

ADDITIONAL ARBORIST REPORT WITH SPECIMEN TREE ASSESSMENT IS PENDING.

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Scale 1" = 40'

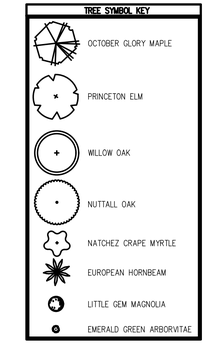
PRELIMINARY TREE PROTECTION PLAN

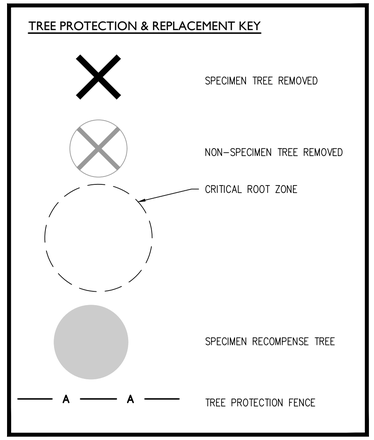
ADAIR PARK - CASTEEL TRACT

WOODSTOCK, GEORGIA

PROJECT INFORMATION
PROJECT NO.: 18-4164
DATE: 07/16/2026
SCALE: 1" = 40'
FILE NAME:
DESIGN/DRAWN:







Density & Specimen Replacement Trees

Density Replacement Qnty	Specimen Replacement Qnty	Botanical Name	Common Name	Min. Size	Unit Value	Total Density Inches (448 Required)	Total Specimen Inches (476 Required)	% Of Total*	Overstory**	Specifications
1	6	Acer rubrum 'October Glory'	October Glory Red Maple	4" Cal.	4.0	4.0"	24.0"	4.6%	4.6%	Free of Pests and Disease, Full and Even Canopy, Single, Straight Leader
6	11	Ulnus americana 'Princeton'	Princeton American Elm	4" Cal.	4.0	24.0"	44.0"	11.3%	11.3%	Free of Pests and Disease, Full and Even Canopy, Single, Straight Leader
3	7	Quercus nuttallii	Nuttall Oak	4" Cal.	4.0	12.0"	28.0"	6.6%	6.6%	Free of Pests and Disease, Full and Even Canopy, Single, Straight Leader
20		Quercus phellos	Willow Oak	4" Cal.	4.0	80.0"		13.2%	13.2%	Free of Pests and Disease, Full and Even Canopy, Single, Straight Leader
12	3	Lagerstroemia indica x fauriei 'Natchez'	Natchez White Crape Myrtle	4" Cal.	4.0	48.0"	12.0"	9.9%		Free of Pests and Disease, Full and Even Canopy
10		Carpinus betulus 'Fastigiata'	Pyramidal European Hornbeam	4" Cal.	4.0	40.0"		6.6%	6.6%	Free of Pests and Disease, Full and Even Canopy, Single, Straight Leader
28	12	Magnolia grandiflora 'Little Gem'	Little Gem Magnolia	4" Cal.	4.0	112.0"	48.0"	26.5%	26.5%	Free of Pests and Disease, Full and Even Form, Single, Straight Leader
32		Thuja occidentalis 'Smaragd'	Emerald Green Arborvitae	4" Cal.	3.0	128.0"		21.2%		Free of Pests and Disease, Full and Even Form, Single, Straight Leader
112	**39**		**Total Tree Inches Replaced**			**448.0"**	**156.0"**	**100.0%**	**68.9%**	
*NO MORE THAN 30% OF ALL TREES PLANTED ARE OF ANY ONE GENUS										
**NO LESS THAN 60% OF ALL TREES PLANTED ARE TO BE OVERSTORY TREES										

Specimen Recompense Calculations	
Total Specimen Inches Required for Replacement	**476.0"**
Total Specimen Inches Provided	**156.0"**
Remaining Specimen Inches	**320"**
Specimen Requirement Not Met	

Woodstock Tree Bank Fee Calculation	
Remaining Specimen Inches Required for Recompense *$175 for every 1 Tree Inch*	**320"**
Amount Due to Tree Bank	**$56,000**

Tree Density Calculations	
Total Site Acreage (ac)	4.48
Utility & Maintenance Easements on Site (ac)	0.0
Site Acreage Considered for Density (ac) *(Total Acreage - Utility Easement Acreage)*	4.48
Density Inches Requirement (Inches/acre)	100
Total Site Density Factor (SDF) (Inches) *(Density Acreage X Density Unit Requirement)*	448.0"
Total Existing Density Factor (EDF) (Inches) *(No existing trees)*	0.0"
Total Replacement Density Factor (RDF) (Inches) *(SDF - EDF)*	**448.0"**
Replacement Density Inches Provided (Inches)	**448.0"**
Density Requirement Met	

EXISITING TREE INFO NOTE

ADDITIONAL ARBORIST REPORT WITH SPECIMEN TREE ASSESSMENT IS PENDING.

AEC
CIVIL ENGINEERING ▫ PLANNING ▫ LANDSCAPE ARCHITECTURE
50 Warm Springs Circle
Roswell ▫ Georgia ▫ 30075
(770) 641-1942 ▫ www.aecatl.com

NORTH
40 0 40 80
Scale 1" = 40'

PRELIMINARY TREE REPLACEMENT PLAN

ADAIR PARK - CASTEEL TRACT

WOODSTOCK, GEORGIA

PROJECT INFORMATION
PROJECT NO.: 18-4164
DATE: 07/16/2026
SCALE: 1" = 40'
FILE NAME:
DESIGN/DRAWN:

Adair Park
at
DOWNTOWN WOODSTOCK

ADAIR PARK NORTH

8020 & 7950 Main Street • Downtown Woodstock

Adair Park NORTH

Looking west on the new Haney Road

This building will be capped at 48’. With residential, over office, over retail/restaurant.

An additional building will sit to the right, fronting Main Street (next slide).



Adair Park NORTH

Looking Southwest on Main Street within the Roundabout

This building will be capped at 48’, with residential over office over retail.

The building on the prior slide will be to the left, down Haney.



Adair Park NORTH

Looking west at the Northernmost section of Adair Walk, next to Short Street

Designed in the spirit of the existing Adair Park homes.



Adair Park NORTH

Looking west at the north mixed-use portion

The bottom floor will be office use, since the grade here is not conducive for retail (more prominent grade than depicted).

The top two floors are residential, with parking below and a central elevator tower rising through the structure.



Adair Park NORTH

Lille

Looking north at the “Tiny Home” section across the future Haney Road

Homes range from 900’ to 1800’ max.



AGENDA ITEM NO. 9.1

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	October 26, 2026
SUBMITTED BY:	Robyn Adams, City Clerk
ITEM TYPE:	Minutes
AGENDA SECTION:	MINUTES APPROVAL
SUBJECT:	**Consideration of Approval to Adopt Council Meeting Minutes - October 12, 2026**

SUGGESTED ACTION:

ATTACHMENTS:
Council Meeting Minutes 10.12.26 Final.pdf

City Council Meeting
The Chambers at City Center
8534 Main Street
(Main) 770 592-6000 (Fax) 770 926-1375
http://www.woodstockga.gov

~MINUTES~

Monday, October 12, 2026

City Council ~ 7:00 PM

Attendees: Mayor Michael Caldwell, Mayor Pro Tem Colin Ake, Council Member Warren Johnson, Council Member David Potts, Council Member Tracy Collins, Council Member Brian Wolfe, Council Member Rob Usher, City Manager Jeff Moon, Deputy City Manager Coty Thigpen, City Clerk Robyn Adams, City Attorney Jeff Rusbridge, Police Chief Roland Castro, Police Captain Jeremy Johnson, Fire Chief Shane Dobson, Deputy Fire Chief Steve Lester, Deputy Chief Financial Officer Crystal Welch, Chief Information Officer Katy Leggett, GIS Manager Greg Docekal, IT Engineer I Justin Iglesias, Community Development Director Melissa Sigmund, Human Resources Director Mindy Nobis, Parks and Recreation Director Brian Borden, Capital Improvement Plan Administrator Chris Luly, Communications and Marketing Manager Stacy Brown.

ITEM 1) MEETING CALLED TO ORDER

- 7:00 PM Meeting called to order at The Chambers at City Center, 8534 Main Street, Woodstock, GA.
- Fire Chief Shane Dobson led the group in The Pledge of Allegiance and Rector Tyler Kerley from Resurrection Anglican Church of Woodstock delivered the invocation.

ITEM 2) RECOGNITION OF GUESTS AND VISITORS

2.1) Life Safety Awards - Fire and Police (Administration)

- **Life Saving Event 1:** Fire Battalion Chief Rusty Beal, Fire Captain Wes Huffman, Fire Sergeant Jordan Carter, Firefighter/Paramedic Phillip Smith, Firefighter Jessica Hill, Firefighter Vance Collins, Firefighter Jovan Morris, Firefighter Johnathen Gomez, Police Officer Rivers, Police Officer Geisler.
- **Life Saving Event 2:** Fire Captain Rodney Kendall, Fire Sergeant James Payne, Fire Sergeant Jimmy Wheeler, Firefighter Chase Sweda, Firefighter Lauren Sawyer, Firefighter Noah Wyatt, Police Officer Nemard, Police Corporal Poole
- Mayor Michael Caldwell, Fire Chief Shane Dobson, and Police Chief Roland Castro recognized and thanked all involved in the two life-saving events.

2.2) Proclamation - National Faith and Blue Weekend (Administration)

- Mayor Caldwell presented the proclamation to Police Chief Roland Castro.

ITEM 3) ANNOUNCEMENTS

3.1) Announcements (Administration)

Mayor Pro Tem Colin Ake read the announcements.

- Voting for the Woodstock Scarecrow Invasion is underway. Stop by the Woodstock Visitors Center to cast your vote for your favorite display. Votes are one dollar each and proceeds go to IN Season, the group that beautifies downtown Woodstock.

- Woodstock Parks and Recreation is hosting the Halloween Skelebration taking place on Saturday, October 31st from 4 to 8 p.m. at the Northside Hospital-Cherokee Amphitheater. Vendor applications are available on woodstockparksandrec.com.

ITEM 4) MEETING DECORUM

ITEM 5) PUBLIC COMMENT

- *Mayor Michael Caldwell opened the Public Comment portion of the meeting.*
- *City Clerk Robyn Adams stated no one signed up to speak.*
- *Mayor Michael Caldwell closed the Public Comment portion of the meeting.*

ITEM 6) CONSENT

6.1) Approve ZTA#023-26: City Code Amendment for Livestock (2nd Reading) (Community Development)

- Request for approval of an amendment to Section 6.2 of the City Code to remove language regarding livestock. On September 28, 2026, City Council approved the related amendment through Ordinance No. 2026-028 to modify Chapter II (Definitions) and Chapter VII (Performance Zoning Standards) of the Land Development Ordinance revising definitions and development standards in regard to livestock.

6.2) Approve FY 2026 Fiscal Year End Budget Amendments (Pre-Audit) (Finance)

- Request for approval of FYE 2026 budget amendments as presented. This is to close out the FY 2026 budgets prior to audit. This is an annual requirement of the State of Georgia to close the budget to actual revenues/expenditures. Final budget amendment(s) will be brought back to Council, if necessary, after the audit is complete and audit entries, if any, have been posted.

6.3) Approve RFB 2027-03 Award Bid & Contract - Rope Mill Road Trail Connection (Administration)

- Request for approval to award RFB 2027-03 to DAF Concrete Inc., in the amount not to exceed $354,930 and authorize the Mayor to execute the contract. Twelve (12) RFB Submissions were received. The review committee recommends DAF Concrete, the lowest, responsive, responsible bidder. The bid tabulation is attached for ease of reference.

6.4) Approve RFB 2027-04 Award Bid & Contract - Noonday Creek Trail Connection at Dupree Road (Public Works)

- Request for approval to award RFB 2027-04 to DAF Concrete, in the amount not to exceed $154,620 and authorize the Mayor to execute the contract. Nine (9) RFB responses were received. During review, the lowest submission, the M. Mitchell Group, was disqualified for not providing the appropriate amended pricing sheet for the scope requested and not being GDOT prequalified. The review committee determined it was in the best interest of the City to recommend award of RFB 2027-04 and contract to the lowest, responsive, responsible bidder, DAF Concrete. The bid tabulation is attached for ease of reference.

6.5) Approve IGA with DDA - 540 Industrial Drive (Administration)

- Request for approval of an Intergovernmental Agreement by and between the City of Woodstock and the Downtown Development Authority of the City of Woodstock (DDA). The City shall transfer real property acquired by the City as more particularly described in Exhibit A included as part of the agreement in the agenda packet to the DDA to allow the DDA to sell the Property with the fund derived therefrom to be utilized by the DDA for the purpose of mutually agreed upon projects/uses as described in the agreement.

6.6) Approve Acceptance of Governor's Office of Highway Safety Innovative Grant Award - $97,071.36 (City Clerk)

- Request for approval to accept the Governor's Office of Highway Safety Innovative Grant Award in the amount of $97,071.36. Funds will support the City of Woodstock's H.E.A.T. (Highway Enforcement of Aggressive Traffic) Unit in developing and implementing strategies to reduce traffic crashes caused by aggressive and dangerous driving, focusing on impaired driving, speeding, seat belt enforcement, and public education on traffic safety. This marks the City's third consecutive year receiving this award.

6.7) Approve Annual Adoption of Title VI and NDA Agreement with GDOT (Community Development)

- Request for approval of the annual adoption of the City's Title VI Non-Discrimination Agreement with the Georgia Department of Transportation.

6.8) Approve 2027 Council Meeting and Work Session Schedule (City Clerk)

- Request for approval of the proposed 2027 Council Meeting and Work Session schedule.

6.9) Approve GFiber Franchise Agreement (Administration)

- Request for approval of a franchise agreement for Google Fiber's broadband services.
- *Mayor Pro Tem Colin Ake made a motion to approve Consent Agenda Items 6.1-6.9*
- *Council Member David Potts seconded the motion.*
- *Motion carried (6-0)*

ITEM 7) NEW BUSINESS

Mayor Michael Caldwell requested a motion to add an item to the New Business section of the agenda.

- *Council Member Brian Wolfe made a motion to add Item 7.1.*
- *Council Member David Potts seconded the motion.*
- *Motion carried (6-0).*

7.1) Consideration of Approval to Condemn Parcel No. 3 for the Streetscapes 6 Project (Administration)

- Request for approval to condemn Parcel No. 3 - temporary construction easement and right-of-way. City Attorney Jeff Rusbridge stated this is a condemnation Council voted on at the September 28th meeting. A clerical error was identified, and because these must be precise, they are requesting that Council vote on it again.
- *Mayor Pro Tem Colin Ake made a motion to approve Item 7.1.*
- *Council Member Rob Usher seconded the motion.*
- *Motion carried (6-0).*

ITEM 8) MINUTES APPROVAL

8.1) Consideration of Approval to Adopt Council Meeting Minutes - September 28, 2026 (City Clerk)

- *Council Member Tracy Collins made a motion to approve Item 8.1 adopting the September 28, 2026 Council Meeting Minutes.*
- *Mayor Pro Tem Colin Ake seconded the motion.*
- *Motion carried (6-0).*

ITEM 9) DEPARTMENTAL REPORTS

9.1) Communications Monthly Report (August 2026) (Communications)

ITEM 10) MAYOR AND COUNCIL COMMENTS

- Council Member Brian Wolfe congratulated those involved in the two life saving events shared at the beginning of the meeting and stated events such as these are why we invest in public safety. Mayor Caldwell agreed with Council Member Wolfe's statement and thanked those involved again.

ITEM 11) CITY MANAGER STAFF COMMENTS

- City Manager Jeff Moon stated the Fire Department occupied new Fire Station 28 on Friday and are all moved in. He reported that Fire Station 34 is scheduled for completion in January 2027. A ribbon cutting and open house for Fire Station 28 are planned for early November, and a ribbon cutting for the much-anticipated Noonday Creek Trail connection to Cobb County is also expected during the first week of November. He advised that he will be out of town and unable to attend the October 26 meeting. Mr. Moon requested an Executive Session and stated that no action will be requested following the session

ITEM 12) EXECUTIVE SESSION – PERSONNEL, LITIGATION, REAL ESTATE

- *Council Member Warren Johnson made a motion to retreat into Executive Session.*
- *Council Member David Potts seconded the motion.*
- *Motion carried (6-0).*

- *Mayor Pro Tem Colin Ake made a motion to return from Executive Session.*
- *Council Member Brian Wolfe seconded the motion.*
- *Motion carried (5-0) Council Member Tracy Collins Absent.*

ITEM 13) FINAL ADJOURNMENT

- *Council Member Rob Usher made a motion to adjourn.*
- *Council Member David Potts seconded the motion.*
- *Motion carried (5-0) Council Member Tracy Collins Absent.*

_____
Colin Ake, Mayor Pro Tem

_____
Robyn Adams, City Clerk

AGENDA ITEM NO. 10.1

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 26, 2026

SUBMITTED BY: Katy Leggett, Information Technology

ITEM TYPE: Departmental Reports

AGENDA SECTION: DEPARTMENTAL REPORTS

SUBJECT: **Information Technology Monthly Report (September 2026)**

SUGGESTED ACTION:

ATTACHMENTS:
IT Monthly Report 2026_09.pdf

INFORMATION | TECHNOLOGY | GIS

MONTHLY REPORT

SEPTEMBER 2026
Created 10/7/2026

Completed Projects

YTD Drone Flights: 97

ADA Digital Accessibility in GIS
The GIS Team attended training on Digital Accessibility and readiness.

Fire Station 28 Tech Build-Out
Technology installation and build-out for the new Fire Station 28 on Ridgewalk Pkwy.

In Progress Projects

Capital Improvement Projects Dashboard
New interactive dashboard showing new and in progress Capital Improvement Projects.

New IT Policies with SLCGP Grant
State & Local Cybersecurity Grant Program funded project to create new IT policies.

WPD Laptop Fleet Refresh
Full fleet refresh of all rugged Getac laptops in the Police Department.

Fire Station 34 Tech Build-Out
Technology installation and build-out for the new Fire Station 34 on Long Drive.

Help Desk Activity

	On-boarding	Off-boarding	New Tickets	Closed Tickets
2026 SEP	**0**	**3**	**246**	**245**
2026 YTD	**48**	**52**	**1966**	**1916**
2025 YTD	*64*	*42*	*1686*	*1607*

SEP 2026
Help Desk MVP

JUSTIN IGLESIAS

AGENDA ITEM NO. 10.2

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 26, 2026

SUBMITTED BY: Chris Luly, Special Projects

ITEM TYPE: Departmental Reports

AGENDA SECTION: DEPARTMENTAL REPORTS

SUBJECT: **Capital Projects Monthly Report (September 2026)**

SUGGESTED ACTION:

ATTACHMENTS:
Capital Projects Status Sheet 10.18.2026.pdf



CAPITAL PROJECTS STATUS SHEET

September 2026

OVERVIEW

1 Substantially Completed (Last 90 Days): 1 pedestrian

9 Projects Under Construction/Out to Bid: 2 existing road improvements, 2 new roadway, 5 pedestrian

4 Projects Plan Ready/ROW Acquisition: 3 new roads, 1 intersection

10 Projects In-Design: 4 intersections, 3 new roadways, 3 pedestrian

SUBSTANTIALLY COMPLETE (Last 90 Days)

Neese East Sidewalk Phase II

UNDER CONSTRUCTION

Towne Lake Parkway Widening

Target Completion Date: January 2027
Contract Sum: $1,492,630.17
Percent Complete: 30%

Neese Road - Northern Segment

Target Completion Date: April 2027
Contract Sum: $3,969,892.89
Percent Complete: 22%

Goshen Lane Extension

Target Completion Date: June 2027
Contract Sum: Development Agreement
Percent Complete: 8%

Lyndee Lane Ext. - Phase 1

Target Completion Date: Sept. 2026
Open with adjacent development
Contract Sum: Development Agreement
Percent Complete: 92%

Noonday Creek Trail Extension

Target Completion Date: Nov. 2026
Contract Sum: $8,480,255.95
Percent Complete: 99%

Neese Sidewalk East PH 2

Target Completion Date: Oct 2026
Contract Sum: $48,252.50
Percent Complete: 95%

Rope Mill Trail
Target Completion Date: June 2027
Contract Sum: $354,930.00
Percent Complete: 0%

Noonday Creek Trail Connection to Dupree
Target Completion Date: Jan 2027
Contract Sum: $154,620.00
Percent Complete: 0%

Streetscapes VI Phase 2
Target Completion Date: Jan 2027
Contract Sum: TBD
Percent Complete: 0%

PLAN READY/ ROW ACQUISTION

Reeves *Street Ext* - Target let is Winter 2026/27; 2/4 parcels closed

Market Street Ext – Target let is Winter 2026/27; 3/4 parcels closed

Paden Street Ext – Target let is Winter 2026/27; 7/8 parcels closed

Ridgewalk DDI – Target let is Fall 2027; Final Engineering & in ROW Acquisition
0/26 parcels closed

IN-DESIGN (Concept and final engineering)

Barnesdale Terrace at Main St – Final engineering underway; Target let 2027

Haney Rd Extension – Final engineering underway; Target let 2027/28

Dobbs Road at Arnold Mill Rd – Final engineering underway; Target let 2027/28

Dobbs Road at Main St – Final engineering underway; Target let 2027/28

Arnold Mill Road Trail – Final Engineering; Target let 2027/28

Rob Hogan Plaza (Elm St) Phase 2 – Final Engineering underway; Target let TBD

Dupree Road at Main St – Concept plan complete; Target let TBD

Lyndee Lane Phase 2 – Concept plan complete; Target let TBD

Brooke Blvd & Johnston Park – Concept Plan Complete; Target let TBD

Trickum Road Sidewalk – Concept Plan Complete; Target let TBD

ADDITIONAL QUESTIONS CONTACT:

Chris Luly,
Capital Improvement Plan Administrator
770.592.6000 ext. 1015

Noodaty Creek Trail Ext.



Goshen Lane Ext.







Lyndee Lane Ext.

Neese Sidewalk East Ph 2

AGENDA ITEM NO. 10.3

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 26, 2026

SUBMITTED BY: Shane Dobson, Fire Department

ITEM TYPE: Departmental Reports

AGENDA SECTION: DEPARTMENTAL REPORTS

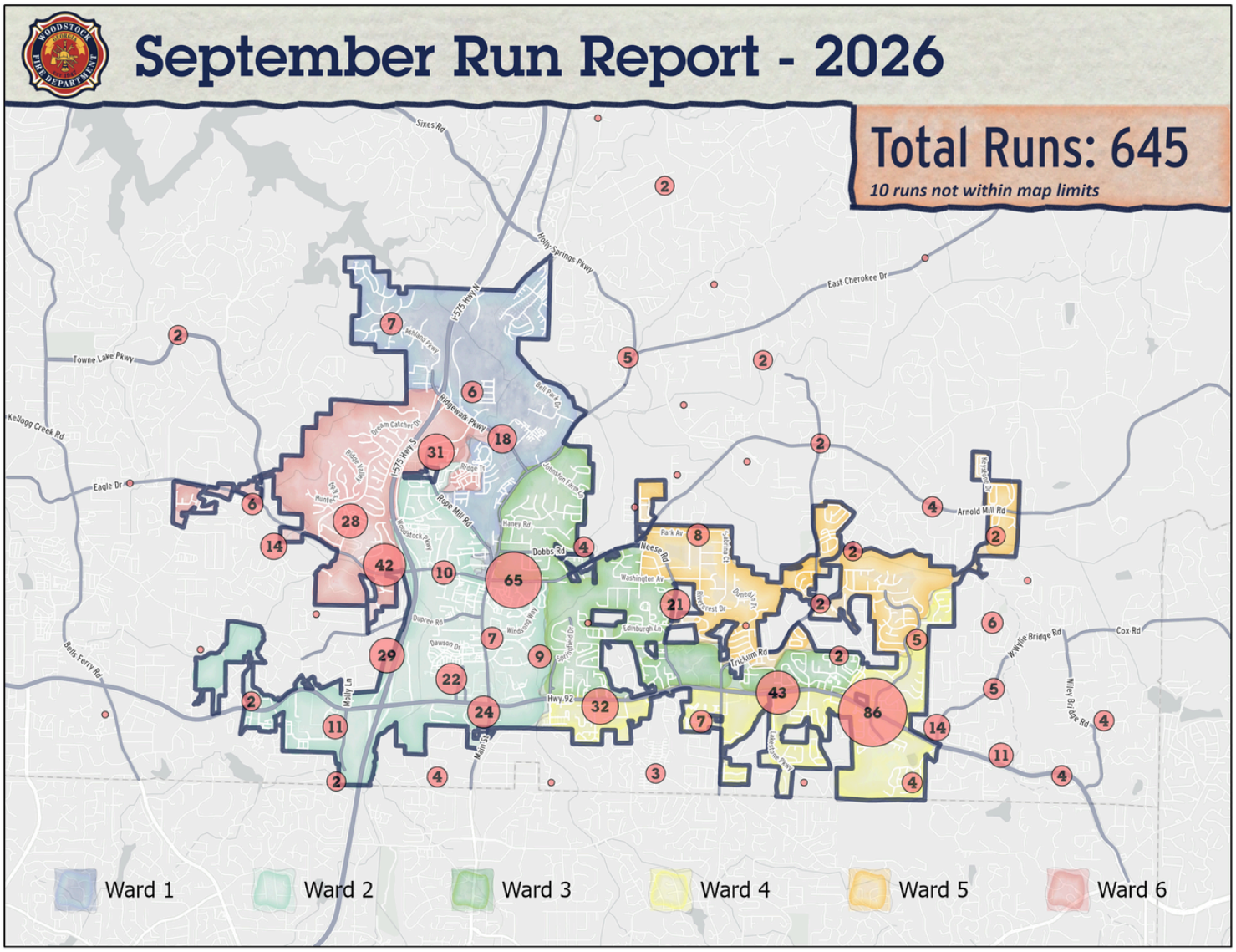
SUBJECT: **Fire Monthly Report (September 2026)**

SUGGESTED ACTION:

ATTACHMENTS:
September Canva Report 26.pdf

Monthly Report
September
2026

Where Did We Respond This Month?



Total Number of Calls

645

Calls Inside the City

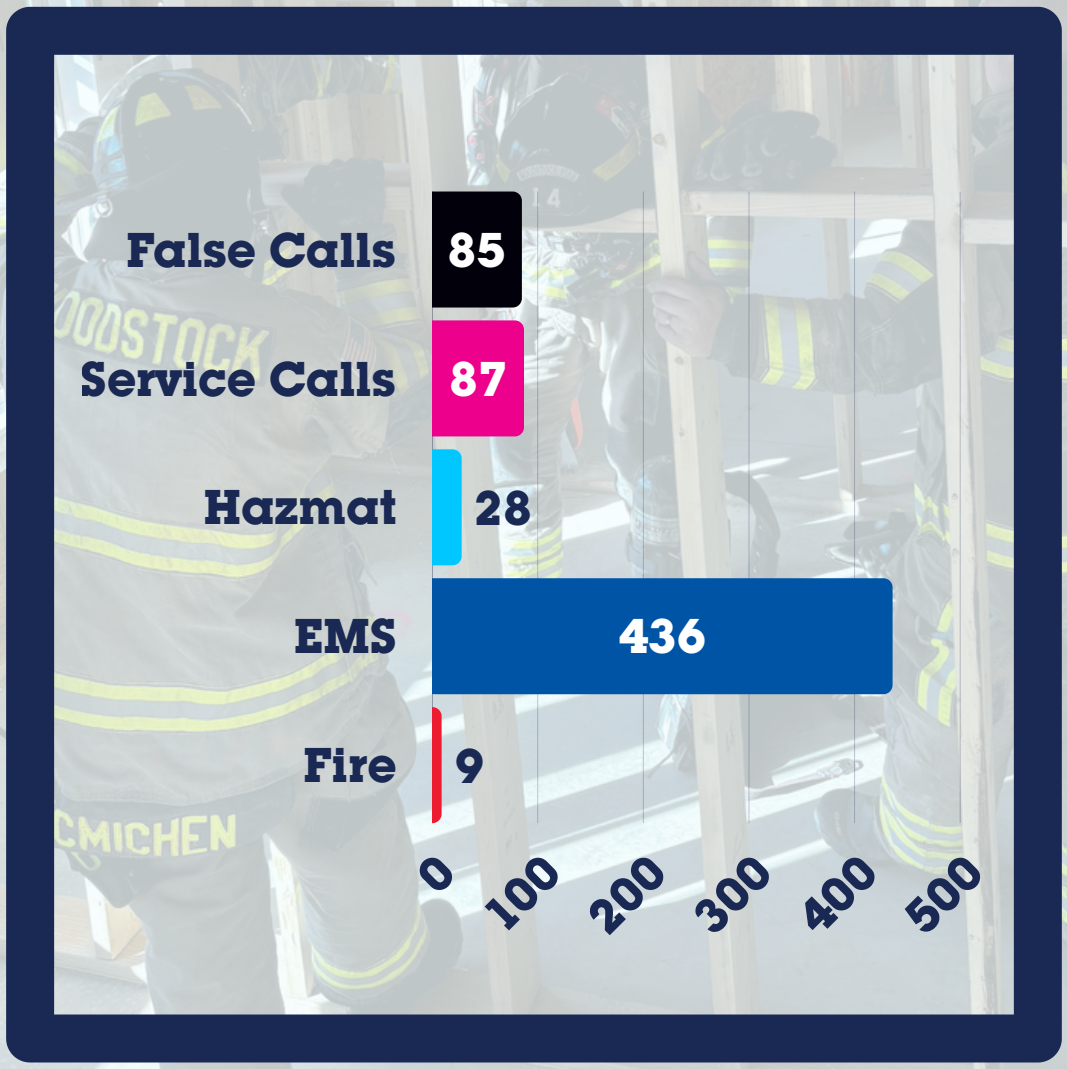
508

Calls Outside the City

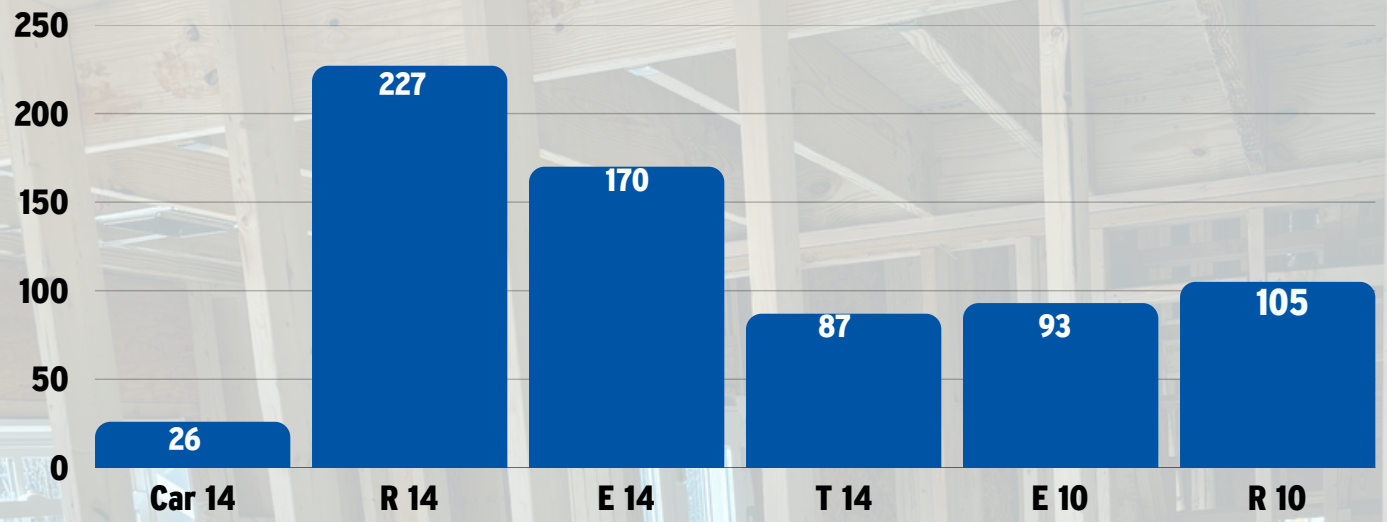
137

90th Percentile Response Times
City Wide
10 minutes 54 seconds

Calls by Type



Calls by Apparatus



Departmental Physical Fitness

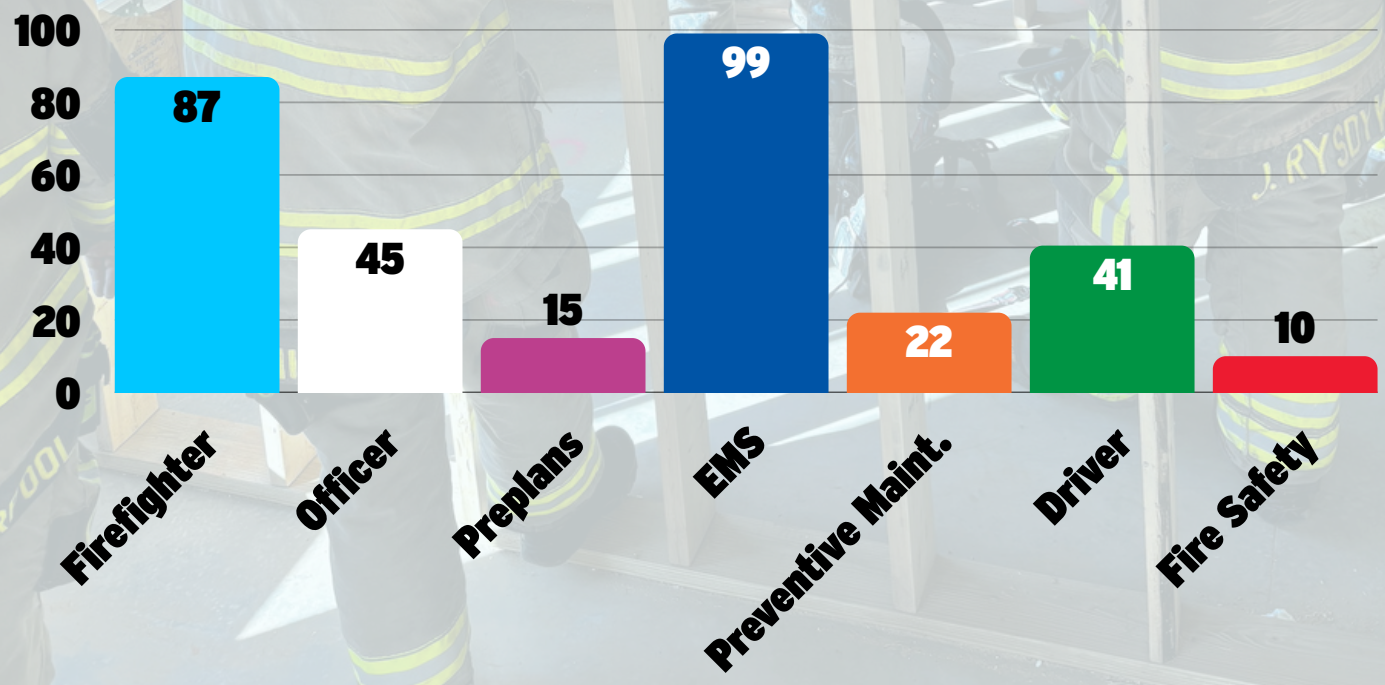
Participation : 94%

Departmental Goal : 85%

MONTHLY TRAINING REPORT FOR JULY

TOTAL TRAINING HOUR: 318.5

TRAINING HOURS BY TOPIC



Community Risk Reduction Division
Citizens Reached this Month: 1319

Public Participation Citizens reached: 0

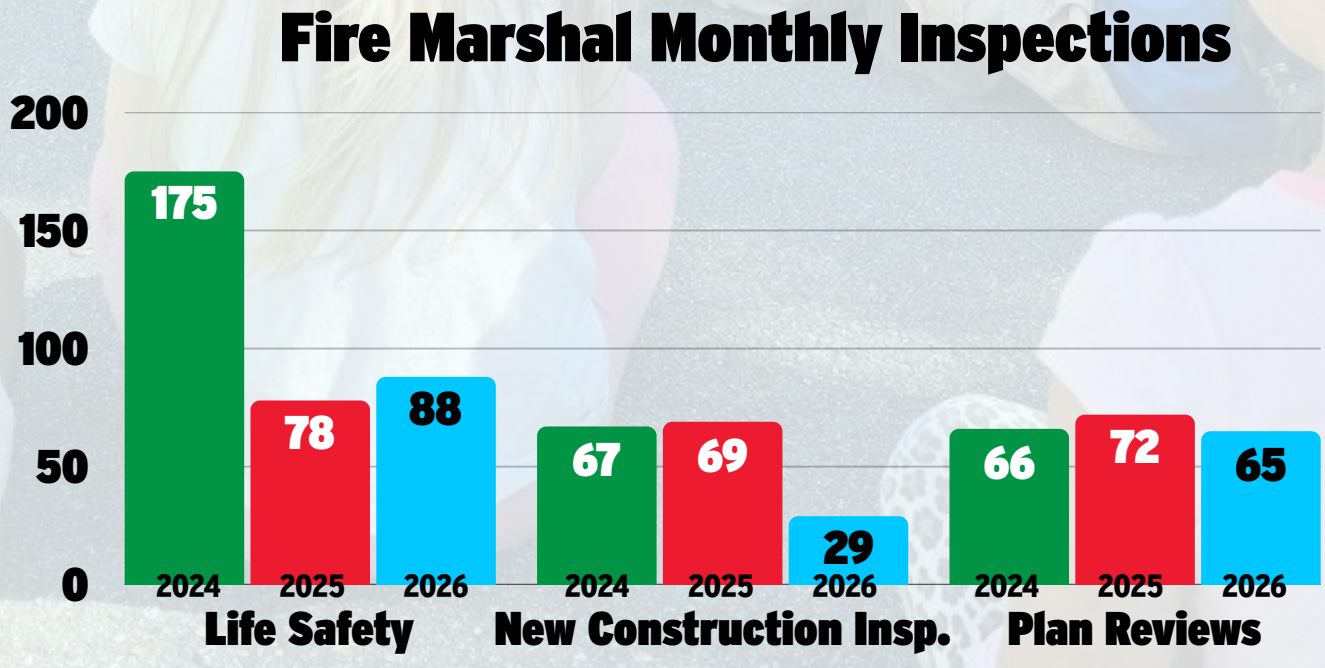
- Indirect Impact
  - Summer Concert Series : Face to Face
  - Woodstock High School Standby

Educational Programs Citizens Reached : 138

- Children's Education
  - Ivybrook Academy Touch-A-Truck - 80
  - Woodstock High School Fire Safety Class - 58
- Adult Education
  - Bloom Work and Play Station Tour - 12
  - Holbrook Fire Alarm Class - 40

Community Assistance Citizens Reached:1181

- Car Seat Inspections -1
- Car Seat Installs -3
  - Care takers attending - 8
- Fire Drills
    - Woodstock Elementary School Code Red - 1169



And in Other News

- Phase 1 of our NFPA 1582 Firefighter Physicals were completed, including pre-cancer screenings. Phase II will begin in September.
- Target Care Biometrics were done for all firefighters
- Hired one new Firefighter who is an EMTA. He has been assingned to a shift and will work until the firefighter portion of recruit school begins in January.
- Woodstock Fire participated with the Cherokee County Chamber of Commerce 9/11 Ceremony in downtown Canton.
- We attended the City of Woodstock 9/11 Ceremony and Day of Remembrance.
- We participated in EMS training on Tourette's Syndrome. A high school senior whose brother has Tourette's Syndrome led this class for his Senior Project.
- Final finishes have been taking place on Station 28.

New Fire Station Updates

Station 28





So Close....

New Fire Station Updates

Station 34



Taking Shape!



AGENDA ITEM NO. 10.4

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 26, 2026

SUBMITTED BY: Brian Borden, Parks & Recreation

ITEM TYPE: Departmental Reports

AGENDA SECTION: DEPARTMENTAL REPORTS

SUBJECT: **Parks and Recreation Report (September 2026)**

SUGGESTED ACTION:

ATTACHMENTS:
September Monthly Report 2026.pdf

Woodstock Parks & Recreation Department
September 2026
Monthly Report

1. **Administration**:

- The department received the following Capital Equipment Items:
  - Ordered and received (3) Chevrolet Trucks
  - Received Message Board Trailer
- The department completed the Johnston Park Level 3 Soil Test and Preliminary Dam Report.
- Staff assisted with preparation for September concert.
- Staff assisted with preparation for School Break Fun Day.
- Staff attended weekly Leadership Team Meetings.
- Heather and Marybeth met with Woodstock City Church regarding Veterans Day Event.
- Heather and Marybeth to discuss prep logistics for Christmas Jubilee new times.
- Brian and Heather attended bi-weekly Little River Site Meetings.
- Heather attended Little River Park Site Meeting- Playground.
- Heather and Brian attended the Little River Park Mural Selection Committee Meeting.
-

2. **Park Project Update**:

Little River Park Project Update:

- ICAN continued with MEP installation at both restroom structures.
- ICAN continued the utility work at Trickum and Woodland's.
- ICAN continued grading at Trickum.
- ICAN installed the four 20' x 20' concrete furniture pads at Woodland's.
- ICAN completed the sidewalk connections throughout Woodland's parking lot area.
- ICAN completed the demolition of the existing asphalt drive along the southern property line at Trickum.
- ICAN completed the installation of the rowlock inverts for the manholes at Woodland's.
- ICAN began the installation of the inverts at the manholes within Trickum.
- ICAN continued with MEP installation at both restroom structures.
- ICAN continued the utility work at Trickum and Woodland's.
- ICAN continued grading at Trickum. Rock was encountered at the cul de sac and upper parking lot locations.
- ICAN poured the 8' wide trail along the west and east sides of Trickum pond.
- Tree trimming along the Linear Corridor commenced
- ICAN continued with MEP installation at both restroom structures.
- ICAN continued the utility work at Trickum and Woodland's.
- ICAN continued grading at Trickum.
- ICAN began rock removal within the parking and cul-de-sac areas at Trickum.
- ICAN poured the 10' to 8' wide trail connection from the boardwalk bridge to the dam at Trickum.
- ICAN continued with the tree trimming along the Linear Corridor.
- ICAN began leveling of the dog park area at Woodland's.
- ICAN continued with MEP installation at both restroom structures.

- ICAN continued the utility work at Trickum and Woodland's.
- ICAN continued grading at Trickum.
- ICAN continued with rock removal within the parking and cul-de-sac areas at Trickum.
- ICAN continued with the irrigation installation at Woodland's.
- ICAN began final grading at the Woodland's open space field circles.
- ICAN continued with the site furnishing installation at Woodland's.
- ICAN poured the concrete trail connection from the boardwalk to the upper Trickum parking lot.
- ICAN poured the concrete transition trail from the boardwalk to the pond at Trickum.
- ICAN began the installation of the fishing platform at Trickum.

Rubes Creek Update:

- Per the meeting last Friday afternoon with FEMA, Sean and his team are waiting on the reviewer to send them their (FEMA) flood model information. Sean and his team used the County flood model as there was no FEMA model available per the FEMA data website, and the reviewer stated that they had to use the previous FEMA modelling.

- The reviewer acknowledged that the data was not accessible to us previously and is therefore assisting us with obtaining the data. At this time Sean and his team do not have a timetable on when we will receive the data, but they will resubmit our model as soon as possible once we do.

Buckhead Trail Crossing:

- The structural engineer is working with Alex at Pioneer Bridge on the loading requirements.
- UES is conducting the testing for the BFI report but is waiting on the loading information for the bridge in order to complete the report.
- Sean does not currently have a timeframe for completion, but Sean is working to keep the communication moving forward.
-

3. **Recreation Division**:

Staff hosted the following recreation programs during the month of September:

- Junior Pickleball Practice & Play
- Adult Pickleball Practice and Play
- Discovering Pickleball
- Therapeutic Recreation Walk/Roll/Run Club was canceled in September due to no registrations. This program has been evaluated, and this resulted in the program being discontinued.
- School Break Fun Day was successful and fun on September 22nd
- The brown bag concert series was held each Thursday in September. Two days had around 30 attend, and two days had around 60.

Facility Rentals:

• Field space rental at Dupree Park	19
• Pickle Ball Court rental at Dupree Park	30
• Pavilion Rental at Dupree Park	0
• Tennis Court Rental at Dupree Park	18
• Chambers Rental in September	1
• Chambers Reservations Internal August	8

3. <u>Special Events</u>:

- Met with City Church to confirm Veterans Day Ceremony location.
- 9/11 Day of Remembrance Ceremony
- Rain moved the ceremony indoors to The Chambers.
  About 100 in attendance.
- Face 2 Face Concert
  Beautiful weather.
  7,300 in attendance.
  Still waiting for concession report from Premier Events.
- Christmas Jubilee brainstorming meeting with Heather Gaddis.
- Sunset Symphony
  Perfect weather.
  Highest attendance to date at 1,600 guests.

4. <u>Senior Center</u>:

- We had 1487 membership check-ins for the month of September and currently have 730 members! Myia and I are getting in the swing of things. Learning our new roles and figuring out the best way to handle some of the programs here at the center together. Each month brings fresh ideas and organization from the staff for most of our events and daily activities.
- Thursday September 3, L.E.A.F. (Learning Enjoyment After Fifty) 4-week beginner Spanish class, started and is planned for the next 4 weeks. We had 11 members attend the first class out of the 15 that were able to sign up.
- Breakfast Buddies was Tuesday September 8, right after the holiday. We had a member drop by with Watermelon to share with everyone.
- WED. September 09, we had the Rescheduled After-Hours Family Feud! What a Hoot!!
- 1st trip of the month Thursday September 10th, to the Yellow Daisy Festival at Stone Mountain. James and Karen drove the members on this adventure.
- FRI. September 11th, we had our monthly luncheon - Goodbye Summer Hello Autumn
- FRI. September 18, we had our National Hispanic Heritage Month Potluck, and the member were asked to dress in western gear!! The members volunteered putting together the Strawberry pinata on the desert table and they put together candy cups for each member to take home instead of damaging the pinata. Much fun was had by all! I've been asked to offer more potlucks.

- Last year, the volunteer group at the center made over 200 comfort dolls that were donated to DFCS, Georgia Division of Family and Children Services. This year they are planning to do the same, but with SOCKS! The members worked on the dolls Thursday August 13, 20. The members who worked on the socks will present a representative from DFCS with sock dolls will have their pictures taken by one of our members. September 24, 2026, Sylvia from DFCS picked up the dolls.
- Lunch Bunch was at Real Tacos on Tuesday 9/29/26 who has put up festive decorations for Halloween.

• Total senior Center Active Memberships	730
• Total Senior Check – Ins	1,487
• Total Senior Center Rentals	0
• Senior Center Club Meetings	3

5. **Park Maintenance**:

- Staff worked the September concert set up for sunset symphony concert
- Staff set up for 911 ceremony, even though it was moved inside to the chambers because of weather.
- Staff fixed several leaks in the small breed section at Woofstock Dog Park.
- Staff replaced broken boards at Woofstock Dog Park
- Staff replaced broken boards at Dupree Park.
- Staff replaced the big American flag at the amphitheater.
- Staff installed 22 bricks around fountain at City Park.
- Staff completed their regular maintenance work on the regular parks and trail maintenance throughout the City's park system.

AGENDA ITEM NO. 10.5

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 26, 2026

SUBMITTED BY: Jeremy Parker, Public Works

ITEM TYPE: Departmental Reports

AGENDA SECTION: DEPARTMENTAL REPORTS

SUBJECT: **Public Works Project Status Report (September & October 2026)**

SUGGESTED ACTION:

ATTACHMENTS:
PW_MonthlyReport_Sept-Oct_Report_comp..pdf

PUBLIC WORKS PROJECTS STATUS MONTHLY REPORT – SEPTEMBER & OCTOBER 2026

No.	Department	Project Name	Description	Contractor	% Complete	Status
1	Streets	Towne Lake Pkwy Widening	Project will widen travel lanes TLP west of the roundabout and will add a right turn lane onto Woodstock Pkwy.	Bartow Paving	55%	Grading work continues along the project site. Georgia Power is still in the process of relocating utilities.
2	Streets	2026 LMIG Resurfacing & 2026 LRA Resurfacing	To obtain favorable roadway resurfacing rates, 2026 LMIG funding will once again be combined via an intergovernmental partnership between Cherokee County and the cities of Woodstock, Canton, and Holly Springs. Woodstock's designated project for this cycle is Woodstock Parkway. The LRA portion of the project will complete the Stone Forest neighborhood and Driftwood Forest.	Summit Construction & Baldwin Paving	70%	Resurfacing work on Woodstock Parkway was completed on July 31st, Final thermoplastic striping was completed the week of September 21st. The LRA resurfacing project began construction on Tuesday, October 13 in the Stone Forest neighborhood; upon completion, crews will mobilize over to Driftwood Forest and begin resurfacing work.
3	Streets	Main St at Elm St Pedestrian Improvements	The Elm St Promenade will transform the area between Wall St and Main St into a pedestrian-only zone. The project also includes a new signalized crosswalk designed to better manage pedestrian and vehicular traffic and prevent backups.	R&B Development	99%	Construction is nearing completion; the mast arm for the signalized pedestrian crossing was set on June 29th. Electrical changes were required after inspection of pedestrian signal on August 31st; Georgia Power installed the meter on September 11th establishing electrical service. The pedestrian signal went live on September 15th. The pedestrian signal is active, and the contractor is addressing the remaining punch-list items ahead of final project closeout and acceptance.
4	Streets	Streetscapes VI Main Phase II	New sidewalk and streetscapes on the south side of Towne Lake Pkwy from the Roundabout at Mill St that will connect to the Phase I Streetscapes near The Way Church.	TBD	0%	Project is preparing to go out to advertise with a bid opening expected in early winter 2026.
5	Streets/Water & Sewer	Neese Rd Improvement Project Northern Segment	Project will resurface the entire roadway, add new streetscapes, sidewalks, and will replace the four-way stop at Washington Ave with a roundabout; The Neese Rd water main replacement project has also been incorporated into the project. The Project starts at Washington Ave and ends at Arnold Mill Rd.	Summit Construction	45%	Final testing of the water line was conducted during the week of August 21st; pressure tests did not meet the initial requirements so further adjustments had to be made, which are now complete. Natural gas relocation is nearing completion and once relocation work is completed roadway construction will expand. Grading work and construction of the retaining wall at the four-way stop sign is in progress, along with stormwater infrastructure installation on Driftwood Ln, Washington Ave, and Neese Rd.

PUBLIC WORKS PROJECTS STATUS MONTHLY REPORT – SEPTEMBER & OCTOBER 2026

No.	Department	Project Name	Description	Contractor	% Complete	Status
6	Streets	Neese Rd East Sidewalk Connection	Project will connect the sidewalk on the eastern side of Neese Road between Neese Farm Drive and First Baptist Church.	MD Residential	95%	Construction kicked off on Monday, October 5. Sidewalk and curb & gutter work is completed; asphalt driveway work is currently in-progress to ensure proper grade adjustments on the driveway at 759 Neese Rd.
7	Streets	I-575 Ridgewalk DDI Engineering Phase I	The interchange at I-575 & Ridgewalk Pkwy is currently being redesigned to a diverging diamond intersection to help improve traffic flow in the area; This is a joint project with GDOT & the City of Woodstock.	Arcadis	80%	The Public Works Department is currently confirming water main locations throughout the project site with GDOT to ensure water service will remain operable during construction.
8	Streets	GRIDSMART	Four additional GRIDSMART systems will be added to the Ridgewalk Parkway intersections, and at the Main St & Dupree Rd intersection. These systems greatly improve signal timing and help provide critical traffic count data.	GRIDSMART	95%	Work is currently underway to transition the new GRIDSMART units into the City's network, enabling remote access and automated reporting.
9	Streets	Dobbs Road Multi-Use Trail	The project will extend the existing trail that ends at Chattahoochee Tech and connect it to the existing sidewalk near Ruisseau. The project will be split into two phases: Phase One will end at Melanie Lane, and Phase Two will complete the connection from Melanie Lane to the existing sidewalk at Ruisseau.	MD Residential & TBD	80%	Phase I was completed on September 26th, 2025. Phase II construction work began in late April and wrapped up in May. Phase III design modifications are currently underway to complete the final third phase of the project.
10	Streets	Market Street Connector: Design	The Market Street Connector will link Napa Drive and Ingram Street to Dawson Drive, expanding access to the South on Main traffic signal. This early phase is part of the Grid Streets Program, which improves safety for northbound turns onto Main Street and will eventually connect to the existing Market Street to the north.	Calco Engineering	95%	Final right-of-way negotiations are in progress. Project is expected to commence construction in late FY 27.

PUBLIC WORKS PROJECTS STATUS MONTHLY REPORT – SEPTEMBER & OCTOBER 2026

No.	Department	Project Name	Description	Contractor	% Complete	Status
11	Streets	Reeves Street Extension	Reeves Street will connect to Mill Street near the Reeves House Visual Arts Center continuing on the City's grid street connection plan.	TBD	5%	Engineering plans have been completed, and site preparation is underway at 119 Mill Street to survey for asbestos and prepare for the remediation of any hazardous materials, if necessary.
12	Streets	Arnold Mill Trail Connection	This project will connect the trail that currently ends near Washington Avenue on Arnold Mill Rd west to the Ruisseau subdivision near Dobbs Rd.	Calco Engineering & TBD	5%	Project is currently in the final design phase; the survey of the project area was completed in early September. Project is expected to be completed in Spring 2027.
13	Streets	Rope Mill Road Trail Connection	The trail that currently ends west of Inwood Walk, will be extended west to the future driveway into Faith Community Church and will cross over at the Camellia Place assisted living facility, completing the connection to Woodstock Parkway.	DAF Concrete	0%	Project was successfully bid out on September 22 and has been awarded. A contractor's Notice to Proceed was issued for October 12, with an anticipated 90-day completion.
14	Streets	Noonday Creek Trail Connection at Dupree Road	This project will create an official connection to the Noonday Creek trail from the new trail on Dupree Road near the bridge.	DAF Concrete	5%	Asbestos remediation was completed on the structure at 132 Dupree Rd on September 18th. Project was successfully bid out on September 22 and has been awarded. A contractor's Notice to Proceed was issued for October 12, with an anticipated 90-day completion.

PUBLIC WORKS PROJECTS STATUS MONTHLY REPORT – SEPTEMBER & OCTOBER 2026

No.	Department	Project Name	Description	Contractor	% Complete	Status
15	Streets	Arnold Mill Rd Left Turn at Park Ave	Left turn lane into Park Avenue will be striped on Arnold Mill Road.	Wildcat Striping	100%	Work was completed in late August.
16	Streets Buildings & Grounds	Chambers Parking Lot North Resurfacing	The project includes resurfacing the north entrance off Main Street and the parking lot to adjust grade to prevent further stormwater runoff, and repair aging asphalt.	Wildcat Striping & Sealing	100%	Work was completed on October 14.
17	Water & Sewer Buildings & Grounds	Generator Replacements	The city received funding through FEMA's Hazard Mitigation Grant Program (HMGP) to replace five aging generators at the Bell Industrial Park sewer lift stations, as well as the primary generator at the Annex building. These new units will improve operational efficiency and reduce the City's carbon footprint by transitioning the Annex location from diesel to natural gas.	Next Edge Networks	25%	The generators are currently being manufactured and expected to ship September 4th. The city is expected to take delivery within six to eight weeks after the ship date; lift station sites in Brookshire and Bell Industrial Park are expected to be complete by mid-November. Prep-work for the City Annex generator is expected to begin in late October with gas line relocation; electrical boring for the Annex generator was completed on the weekend of September 19th.
18	Buildings & Grounds	Chambers Roof	The roof over the main hall at the Chambers at City Center building will be replaced due to aging and irreparable damage.	Complete Roofing	100%	Work was completed on Friday, August 28th.

PUBLIC WORKS PROJECTS STATUS MONTHLY REPORT – SEPTEMBER & OCTOBER 2026

No.	Department	Project Name	Description	Contractor	% Complete	Status
19	Buildings & Grounds	Chambers at City Center Stormwater Remediation	The area on the north side of the Chambers at City Center building where the playground is located was causing stormwater runoff to infiltrate into the basement areas of the facility. The playground will be removed, and concrete will be installed to effectively remediate stormwater runoff away from the facility. The interior of the building will also be rehabilitated with new flooring and drywall.	Intelligent Contracting Group Inc.	100%	Concrete pad was installed on September 11th, along with interior work to repair water damage.

LMIG Resurfacing Woodstock Pkwy

Thermoplastic Striping Completed



Main St at Elm Pedestrian Improvements

Pedestrian Signal Activation
09/14/2026



Main St at Elm Pedestrian Improvements

Pedestrian Signal Activation
09/14/2026



Neese Rd Improvement Project

Retaining Wall
09/21/2026



Neese Rd Improvement Project

Retaining Wall
09/21/2026



Neese Rd Improvement Project

Natural Gas Line Relocation

09/21/2026



Neese Rd Improvement Project

Stormwater Work
10/19/2026



Neese Rd Improvement Project

Stormwater Work
10/19/2026



Neese Rd Improvement Project

Stormwater Work
10/19/2026



Arnold Mill Rd Left Turn Lane at Park Ave



Generator Replacements

Annex Boring 09/21/2026



Chambers at City Center Stormwater Remidiation

Concrete Pad



Chambers at City Center Stormwater Remidiation

Parking Lot Resurfacing



Chambers at City Center Stormwater Remidiation

Parking Lot Resurfacing



Neese Rd East Sidewalk Connection

10/15/2026

