



CITY COUNCIL MEETING & PUBLIC HEARING JANUARY 27, 2025

ALPHARETTA CITY HALL
COUNCIL CHAMBERS
2 PARK PLAZA
6:30 PM

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE TO THE FLAG**
4. **PRESENTATIONS & PROCLAMATIONS**
 - A. **Proclamation: Alpharetta High School CyberPatriot Club**
5. **BOARDS & COMMISSIONS**
 - A. **Cultural Arts Commission Appointment by Mayor Gilvin**
 - B. **Historic Preservation Commission Appointment by Council Member Hipes**
 - C. **Resolution: Development Authority Reappointment**
Consideration of adoption of a Resolution to reappoint Jill Bernard, Shawn Allen, Morgan Smith, and John Goss to the Alpharetta Development Authority.
 - D. **Swearing in of New and Reappointed Board and Commission Members**
6. **CONSENT AGENDA**
 - A. **City Council Meeting Minutes (Meeting of 1/6/2024)**
Consideration of approval of the City Council meeting minutes from the meeting of January 6, 2024.
 - B. **Financial Management Report (Month Ending November 30, 2024)**
Consideration of approval of the Financial Management Report for the month ending November 30, 2024.
 - C. **Conflict Waiver: City of Alpharetta and City of Milton for North Fulton Emergency Medical Response Oversight Committee ("EMROC")**
Consideration of approval of a Waiver of Conflict for Jarrard and Davis, LLP to represent the legal interests of the City of Alpharetta and the City of Milton for the purposes of joining and drafting bylaws of the EMROC and with authorization for the Mayor to execute all necessary documents.
 - D. **Quitclaim Deed: Builder Support Services Inc. and City of Alpharetta, Georgia in Hampton Hall Subdivision**
Consideration of approval of a Quitclaim Deed between Builder Support Services Inc. and the City of Alpharetta, Georgia and with authorization for the Mayor to execute all necessary documents.
 - E. **Right of Way Warranty Deed - Hawthorne Subdivision**
Consideration of approval and acceptance of a Right of Way Warranty Deed for land along Kimball Bridge Road and Buice Road from Toll Southeast LP Company, Inc. for the Hawthorne Subdivision to the City of Alpharetta.
7. **PUBLIC HEARING**
 - A. **MP-24-09/CU-24-12/V-24-28 Alpharetta Hotel Holdings LLC/Hybrid Hotel**
DEFERRED: This item has been deferred by the applicant and will not be considered during the January 27, 2025 City Council Meeting.
Consideration of a master plan amendment, conditional use, and variance to allow 'Hotel, Hybrid' on 9.89 acres in the Preston Ridge Master Plan. A master plan amendment is requested to the Preston Ridge Master Plan Pod H to add 'Hotel, Hybrid' as a conditional use and a conditional use is

requested to allow a 'Hotel, Hybrid' for a dual brand Marriott hotel. A variance is requested to deviate from the Hybrid Hotel regulations. The property is located at 12140 Morris Road and is legally described as being located in Land Lot 1262, 2nd District, 2nd Section, Fulton County, Georgia.

B. Announcement of Public Hearing Procedures

C. Z-25-01/CU-25-01 The Shipping Post/312 North Main Street

Consideration of a rezoning and conditional use to allow for the re-use of an existing structure for a shipping and printing store on a 0.59-acre property in the Downtown. A rezoning is requested from O-I (Office-Institutional) to DT-LW (Downtown Live-Work) and a conditional use is requested to allow 'Print Shop' for The Shipping Post. The property is located at 312 North Main Street and is legally described as being located in Land Lot 1197, 2nd District, 2nd Section, Fulton County, Georgia.

D. CU-25-02 Kids Avenue/Stonewood Village

Consideration of a conditional use to allow a children's event venue business in an existing shopping center. A conditional use is requested to allow 'Recreation Facilities, Indoor' for Kids Avenue. The property is located at 670 North Main Street, Suite 115B and is legally described as being located in Land Lots 1110 & 1123, 2nd District, 2nd Section, Fulton County, Georgia.

E. PH-25-02 Unified Development Code Text Amendments – Third Party Inspections and Plan Review

FIRST READING

Consideration of text amendments to Section 4.4 Development Permitting and Construction of Article IV of the Unified Development Code (UDC) to add regulations pertaining to third party inspections and plan review.

F. E-25-01 Angela Krause Sign Exception

Consideration of an exception to allow an additional wall sign and increase the size of the wall sign. The property is located at 1565 Mansell Road and is legally described as being located in Land Lots 560, 561, 589 & 590, 1st District, 2nd Section, Fulton County, Georgia.

8. NEW BUSINESS

A. Invitation to Bid 25-008: Kimball Bridge Road Pedestrian Lighting

Consideration to award ITB 25-008 to NGT Group LLC for Kimball Bridge Road Pedestrian Lighting in an amount totaling \$247,685.13 and authorize the Mayor to execute all necessary documents.

B. Resolution and Interlocal Agreement: 2024 Byrne Justice Assistance Grant (JAG) Program Award

Consideration of adoption of a resolution and approval of an Interlocal Agreement between the City of Atlanta and the City of Alpharetta for the 2024 Byrne Justice Assistance Grant (JAG) Program Award.

C. Emergency Medical Response Oversight Committee

Consideration of the Creation of the Emergency Medical Response Oversight Committee (EMROC) and Adopting Bylaws with the cities of Johns Creek, Milton, Roswell and Sandy Springs.

D. Ratification of Purchase Award: Greenway Emergency Washout Repairs

Consideration of approval of the ratification of a purchase award in order to repair Greenway Washout to Steele and Associates and with authorization for the Mayor to execute all necessary documents.

E. Partnered Athletic Association's Annual Agreement Renewals

Consideration of approval of the renewal of annual agreements as partnered athletic associations with the City of Alpharetta's Recreation, Parks and Cultural Services Department: Alpharetta Ambush Youth Soccer Club, Inc., Alpharetta Youth Baseball Association, Inc., Alpharetta Youth Girls Softball Association, Inc. and with authorization for the Mayor to execute all necessary documents.

F. Agreement for Exchange of Realty: 840 and 850 Old Rucker Road

Consideration of approval of an Agreement for Exchange of Realty between the City of Alpharetta and Jonna L. Beiletti for property referred to as 840 Old Rucker Road and 850 Old Rucker Road and with authorization for the Mayor to execute all necessary documents.

9. PUBLIC COMMENT
10. REPORTS
11. EXECUTIVE SESSION (IF NECESSARY)
12. ADJOURNMENT



**A PROCLAMATION
BY THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA, GEORGIA**

“Alpharetta High School CyberPatriot Club”

- WHEREAS:** In 2023, Alpharetta High School founded the CyberPatriot Club. The Club’s membership has grown to over forty students who share a passion for cybersecurity and STEM (science, technology, engineering, and mathematics). The foundation of the Club is to encourage students to exemplify leadership and creativity, while pursuing a commitment to advancing cybersecurity education; and
- WHEREAS:** Members gain hands-on experience solving real-world cybersecurity challenges, such as identifying vulnerabilities in operating systems, configuring firewalls, and defending cyberattacks during simulation exercises; and
- WHEREAS:** Alpharetta High School regularly competes in the Air Force Association’s CyberPatriot Program. In 2023, the Club placed second in the State Round for the Gold Division and two teams advanced to the elite Platinum Division for the Semifinal Round. During the 2024 season, one Club team earned first place, while another team earned fifth place in the State Round for the Gold Division in the National Youth Cyber Defense Competition; and
- WHEREAS:** This month, the Club will launch its first CyberPatriot Youth Program at Webb Bridge Middle School to introduce younger students to the fundamentals of cybersecurity through workshops, hands-on activities, and competition-style challenges.
- NOW THEREFORE:** We, the Mayor and City Council of the City of Alpharetta do hereby recognize and appreciate the efforts of the Alpharetta High School CyberPatriot Club.
- SO PROCLAIMED:** This 27th day of January 2025, by the Mayor and City Council of the City of Alpharetta, Georgia.

Jim Gilvin
Mayor of the City of Alpharetta

Lauren Shapiro
City Clerk for the City of Alpharetta



STAFF REPORT

Department: City Clerk
Submitted By: Lauren Shapiro
Meeting Date: January 27, 2025

AGENDA ITEM:

Resolution: Development Authority Reappointment

Consideration of adoption of a Resolution to reappoint Jill Bernard, Shawn Allen, Morgan Smith, and John Goss to the Alpharetta Development Authority.

STAFF RECOMMENDATION:

Adopt a Resolution to reappoint Jill Bernard, Shawn Allen, Morgan Smith, and John Goss to the Alpharetta Development Authority.

BUDGET & PROCUREMENT:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
-----------------------------	----------------------

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
-----------------------------	----------------------

ITEM DESCRIPTION:

The term for Development Authority members, Jill Bernard, Shawn Allen, John Goss, and Morgan Smith expired on January 11, 2025.

O.C.G.A. Section 36-62-4 prescribes that the Development Authority members are to be appointed by Resolution of the Mayor and Council and their term is for four (4) years.

If adopted, this resolution will reappoint Jill Bernard, Shawn Allen, John Goss, and Morgan Smith are hereby to the Alpharetta Development Authority until January 12, 2029, or until such time as their successor is appointed, or they are otherwise removed.

ALTERNATIVES:

Do not adopt this resolution and appoint other individuals to serve on the Development Authority.

ATTACHMENTS:

1. Resolution - Development Authority Reappointments



A RESOLUTION BY THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA, GEORGIA TO REAPPOINT FOUR MEMBERS OF THE ALPHARETTA DEVELOPMENT AUTHORITY IN ORDER TO FILL EXPIRING TERMS TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

WHEREAS, pursuant to Article IX, Section VI, Paragraph III of the Constitution of the State of Georgia and the Official Code of Georgia Annotated (O.C.G.A.) Section 36-62-1, et seq. ("Development Authorities Law"), the Mayor and Council established the Alpharetta Development Authority in order to promote the public good and general welfare, trade, commerce, industry and employment opportunities in the City of Alpharetta; and

WHEREAS, O.C.G.A. Section 36-62-4 prescribes that the Development Authority shall consist of no fewer than seven (7) members and said members are to be appointed by Resolution of the Mayor and Council; and

WHEREAS, the term for Development Authority members, Jill Bernard, Shawn Allen, John Goss, and Morgan Smith expired on January 11, 2025, and they have continued to serve up until their reappointment was voted upon by Mayor and Council during the City Council meeting on January 27, 2025; and

WHEREAS, the term for a Development Authority member is for four (4) years, and as such, Jill Bernard, Shawn Allen, John Goss, and Morgan Smith's new term began on January 12, 2025 and will expire on January 12, 2029.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Alpharetta as follows:

- Jill Bernard, Shawn Allen, John Goss, and Morgan Smith are hereby reappointed to serve as a member of the Alpharetta Development Authority until January 12, 2029, or until such time as their successor is appointed, or they are otherwise removed.

SO RESOLVED this 27th day of January 2025.

CITY OF ALPHARETTA

By: _____
Jim Gilvin, Mayor

[SIGNATURES CONTINUED ON FOLLOWING PAGE]

[SIGNATURES CONTINUED FROM PRECEDING PAGE]

COUNCIL MEMBERS

Mayor Pro Tem Dan Merkel

Council Member Donald F. Mitchell

Council Member Brian Will

Council Member Douglas J. DeRito

Council Member John Hipes

Council Member Fergal M. Brady

(SEAL)

Attest:

Approved as to form and legal sufficiency:

Lauren Shapiro, City Clerk

Molly Esswein, City Attorney



STAFF REPORT

Department: City Clerk
Submitted By: Lauren Shapiro
Meeting Date: January 27, 2025

AGENDA ITEM:

City Council Meeting Minutes (Meeting of 1/6/2024)

Consideration of approval of the City Council meeting minutes from the meeting of January 6, 2024.

STAFF RECOMMENDATION:

Approve, as part of the consent agenda, the minutes from the January 6, 2025 City Council Meeting at 6:30 p.m.

BUDGET & PROCUREMENT:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
-----------------------------	----------------------

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
-----------------------------	----------------------

ITEM DESCRIPTION:

City Clerk, Lauren Shapiro, prepared a synopsis of the pertinent information that occurred during the City Council meeting on January 6, 2025 at 6:30 pm.

ALTERNATIVES:

Do not approve the City Council Meeting minutes as part of the Consent Agenda.

ATTACHMENTS:

1. CC Minutes 1.6.2025



City Council Meeting & Public Hearing

JANUARY 6, 2025

UNOFFICIAL MINUTES

Office of the City Clerk

ALPHARETTA CITY HALL

COUNCIL CHAMBERS | 2 PARK PLAZA | 6:30 PM

This summary is provided as a convenience and service to the public, media and staff. It is not the intent to record proceedings verbatim. Any reproduction of this summary must include this notice. This is not an official record of the Alpharetta City Council Meeting proceedings. Meetings are recorded and available for review at <https://www.youtube.com/user/alpharettagov>.

1. CALL TO ORDER

- Mayor Gilvin called the meeting to order at 6:30 p.m.

2. ROLL CALL

• Council Members

- Mayor Jim Gilvin
- Mayor Pro Tem Dan Merkel
- Brian Will
- Donald F. Mitchell
- John Hipes
- Fergal M. Brady
- Douglas J. DeRito

• Staff

- Chris Lagerbloom, City Administrator
- Melissa Tracy, City Attorney
- Lauren Shapiro, City Clerk
- Adam Montgomery, Director of Information Technology
- Charlie Jewell, Director of Economic Development
- John Robison, Director of Public Safety
- Kathi Cook, Director of Community Development
- Pete Sewczwicz, Director of Public Works
- Tom Harris, Director of Finance
- Deanna McKay, Public Communication & Engagement Manager
- Kurt Kirby, Projects Manager

- Michael Woodman, Planning and Development Services Manager
- Suzanne Swain, Community Services Manager

3. PLEDGE TO THE FLAG

4. CONSENT AGENDA

A. City Council Meeting Minutes (Meeting of 12/16/2024)

Consideration of approval of the City Council meeting minutes from the meeting of December 16, 2024.

PUBLIC COMMENTS:

- There were no public comments.
- ❖ Council Member Hipes offered a motion to approve the Consent Agenda.
 - Council Member Mitchell seconded the motion.
 - The motion was approved unanimously (7-0).

5. PUBLIC HEARING

A. Announcement of Public Hearing Procedures

- City Attorney, Melissa Tracy, announced the City's public hearing procedures.

B. E-25-03 Reece/120 North Trace Driveway Exception

Consideration of an exception to allow a circular driveway with a reduced separation between driveways. An exception is requested from Unified Development Code (UDC) Subsection 2.5.6(B) Public Street Access, Driveways and Curb Cuts to allow 2 curb cuts on the same lot less than 300' from each other. The property is located at 120 North Trace and is legally described as being located in Land Lot 1125, 2nd District, 2nd Section, Fulton County, Georgia.

- Planning and Development Services Manager, Michael Woodman, came forward to present this item.
- The applicant, Scott Reece, is requesting consideration of an exception to allow a circular driveway with two (2) driveway curb cuts less than 300' from each other on a 0.63-acre single-family detached lot. An exception is requested to Unified Development Code (UDC) Subsection 2.5.6(B) Public Street Access, Driveways and Curb Cuts to allow two (2) curb cuts on the same lot less than 300' from each other. The subject property is located at 120 North Trace in the Andover at North Town subdivision.
- Staff is recommending that Mayor and Council approve E-25-03 Reece/120 North Trace Driveway Exception, subject to the following conditions:
 1. Circular driveway shall be permitted as depicted on the survey prepared by Accurate Surveying and Planning, Inc., dated 8/6/24.

2. Property owner shall submit a land development permit for the 2nd driveway and shall include full stormwater management design that shows compliance with city stormwater regulations.
- The property is zoned R-15 (Dwelling, 'For-Sale', Residential) and was recently redeveloped with a new single-family home. The Andover at North Town subdivision was developed in the 1970's and does not have sidewalks. Surrounding properties are zoned R-15. Residential lots in Andover at North Town are located to the north, east and west, and Surrey Place is located to the south.
 - An exception is requested to UDC Subsection 2.5.6(B) Public Street Access, Driveways and Curb Cuts to allow two (2) curb cuts on the same lot less than 300' from each other. According to the applicant, the primary reason for the exception is related to parking and accessibility. The applicant states that property owners are a family with six (6) driving-age children. The exception will allow for more efficient ingress and egress to and from the property. The applicant provided photographic evidence depicting two (2) driveways on the subject property which were associated with a home constructed on the property in 1974. The recent redevelopment of the property triggered compliance with City zoning codes which only permit one (1) driveway on the property.
 - The submitted survey depicts a circular driveway with two (2) curb cuts on North Trace approximately 60' apart. The easternmost driveway was approved with the recent redevelopment of the property. The westernmost driveway was not identified on the approved land disturbance permit and was installed after the site inspector signed off on the Certificate of Occupancy inspection.
 - The Citizen Participation Plan Report submitted by the applicant states that property owners within 500' were contacted regarding the applicant's intent. The report states that the applicant has not received any negative feedback.
 - The Community Zoning Information Meeting was held on December 11, 2024. There were no public comments.
 - Staff has reviewed the applicant's request against the review criteria for an exception. The request to allow a circular driveway with two (2) curb cuts less than 300' away from each other would not be a detriment to the public. The Andover at North Town subdivision was developed in the 1970's without sidewalks and two (2) driveways were previously developed on the property and removed with the recent redevelopment.
 - The applicant, Scott Reese (13685 Highway 9, Milton, GA 30009) came forward to speak on behalf of this application.

PUBLIC COMMENTS:

- There were no public comments.
- ❖ Mayor Pro Tem Merkel offered a motion to approve E-25-03 Reece/120 North Trace Driveway Exception, subject to the following conditions:

1. Circular driveway shall be permitted as depicted on the survey prepared by Accurate Surveying and Planning, Inc., dated 8/6/24.
2. Property owner shall submit a land development permit for the 2nd driveway and shall include full stormwater management design that shows compliance with city stormwater regulations.
 - Council Member DeRito seconded the motion.
 - The motion was approved unanimously (7-0).

C. E-25-02 The Maxwell Blade Sign Exception

Consideration of a sign exception to replace the monument sign allowance with a perpendicular sign. Exceptions are requested to Unified Development Code (UDC) Subsection 2.6.3 Definitions to vary from the definition of a monument sign, UDC Subsection 2.6.11(D) Standards for Monument Signs to allow a monument sign without a base, UDC Subsection 2.6.12 Requirements for Non-Residential Zoning Districts to reduce the sign setback and increase the sign height. The property is located at 210 South Main Street and is legally described as being located in Land Lots 693, 694, 695 & 696, 1st District, 2nd Section, Fulton County, Georgia.

- Planning and Development Services Manager, Michael Woodman, came forward to present this item.
- The applicant, Naomi Rizzo, is requesting consideration of a sign exception in order to replace the monument sign allowance with a perpendicular sign. Exceptions are requested to Unified Development Code (UDC) Subsection 2.6.3 Definitions to vary from the definition of a monument sign, UDC Subsection 2.6.11 (D) Standards for Monument Signs to allow a monument sign without a base, and UDC Subsection 2.6.12 Requirements for Non-Residential Zoning Districts to reduce the sign setback and increase the sign height. The subject property is located at 210 South Main Street in The Maxwell mixed-use development.
- Staff is recommending that Mayor and Council approve E-25-02 The Maxwell Blade Sign Exception, subject to the following conditions:
 1. Sign location, type, number (1 perpendicular sign with 4 tenant panels), size, design, and illumination shall be substantially similar to the submitted plans prepared by A1 Signs Atlanta, dated 12/30/24, except to comply with the conditions below, as approved by DRB.
 2. Perpendicular sign shall be framed, lettering shall be routed, and sign shall be antique black similar to the example provided in Exhibit A, as approved by DRB.
 3. Monument sign rights shall be replaced with a perpendicular sign and there shall be no remaining monument sign rights on the commercial portion of The Maxwell mixed-use development.

4. Approval of the sign exception shall not affect an individual business's perpendicular sign rights.
- The 12.9-acre mixed-use development is zoned DT-MU (Downtown Mixed-Use) and is developed with 42,550 square foot commercial village at the corner of South Main Street and Devore Road with residential village to the east along Devore Road. A variety of businesses operate in The Maxwell, including Rena's Italian Grill, Fairway Social, and Ponko Chicken, to name a few. Surrounding properties are zoned C-2 (General Commercial) to the north, east and west, DT-MU to the east and west, and R-12 (Dwelling, 'For-Sale', Residential) to the south. Dogwood Square is located to the north and east, The Maxwell residential is located to the east, Alpha Park is located to the south, and Bank of America and Mayfair on Main are located to the west.
 - For properties within a strip shopping center less than 50,000 square feet of enclosed leasable space, the City's Sign Code allows one (1) monument sign no greater than ten-feet (10') in height with no more than 42 square feet of copy area, no more than four (4) tenant panels, and with the monument sign set back twenty-feet (20') from the right-of-way. For properties located within the Downtown Overlay, each business is permitted one (1) perpendicular sign not to exceed eight (8) square feet.
 - The applicant proposes to apply monument sign rights to a perpendicular sign proposed to be attached to a retaining wall along South Main Street just south of Janis Lane. The proposed double-sided perpendicular sign is approximately 5.25' tall x 3.67' wide, with a copy area of approximately 18.375 square feet. The sign is proposed to be anchored to the north end of the retaining wall approximately 4.5' above grade. The sign would overhang a landscape area between the retaining wall and back of sidewalk, which is approximately fifteen feet (15') deep. The sign would project out approximately four feet (4') from the wall and would not overhang the sidewalk or public right-of-way.
 - The Citizen Participation Plan Report submitted by the applicant states that adjacent property owners were contacted regarding the applicant's intent. The report states that two (2) nearby property owners reached out with questions about the request. According to the applicant, neither person was opposed after the applicant responded to their questions.
 - The Community Zoning Information Meeting was held on December 11, 2024. There were no public comments.
 - Staff has reviewed the applicant's request against the review criteria for a sign exception. The property has exceptional conditions due to its topography with the commercial village sitting approximately nine feet (9') higher than South Main Street. Existing utilities between the retaining wall and sidewalk limit placement of a monument sign. In addition, the copy area of the proposed perpendicular sign is approximately 56% smaller than the maximum copy area allowed for a monument sign. If approved,

the proposed perpendicular sign should replace the monument sign rights available to the commercial portion of the mixed-use development.

- The applicant, Michelle Dorminey with A1 Signs (6334 Buford Highway, Norcross, GA 30071) came forward to speak on behalf of this application.

PUBLIC COMMENTS:

- There were no public comments.
- ❖ Mayor Pro Tem Merkel offered a motion to approve E-25-02 The Maxwell Blade Sign Exception, subject to the following conditions and with the date change to 12/30/2024 in Condition #1, as Michael Woodman presented:
 1. Sign location, type, number (1 perpendicular sign with 4 tenant panels), size, design, and illumination shall be substantially similar to the submitted plans prepared by A1 Signs Atlanta, dated 12/30/24, except to comply with the conditions below, as approved by DRB.
 2. Perpendicular sign shall be framed, lettering shall be routed, and sign shall be antique black similar to the example provided in Exhibit A, as approved by DRB.
 3. Monument sign rights shall be replaced with a perpendicular sign and there shall be no remaining monument sign rights on the commercial portion of The Maxwell mixed-use development.
 4. Approval of the sign exception shall not affect an individual business's perpendicular sign rights.
 - Council Member Brady seconded the motion.
 - Council Member Mitchell offered a friendly amendment to include "Final approval by staff to ensure that sign guidelines are being followed with the lighting."
 - Mayor Pro Tem Merkel accepted the friendly amendment.
 - Council Member Brady accepted the friendly amendment.
 - The motion was approved unanimously (7-0).

D. PH-25-01 Continuum Change of Condition

Consideration of a change to conditions of zoning related to the Continuum mixed-use development. This property is located at 5555 Windward Parkway and is legally described as being located in Land Lots 1186, 1187, 1190 & 1191, 2nd District, 2nd Section, Fulton County, Georgia.

- Planning and Development Services Manager, Michael Woodman, came forward to present this item.
- The applicant, SWVP Alpharetta, LLC, is requesting a change to conditions of zoning related to the 51.86-acre Continuum mixed-use development. A master plan

amendment, rezoning, and conditional use was approved on the property in 2022 to allow the Continuum mixed-use development, consisting of 1,325,299 square feet of office, 73,800 square feet of retail/restaurant, 98 For-Sale townhomes, and 280 For-Rent units. The applicant requests a one (1) year extension to the reversion clause related to the Dwelling, 'For-Rent' units from 2025 to 2026. The property is located at 5555 Windward Parkway at the southeast corner of Windward Parkway and Westside Parkway.

- Staff is recommending that Mayor and Council approve PH-25-01 Continuum Change of Condition, subject to the following condition:
 - 4. Development regulations shall be as follows (The entitlements below shall be deducted from the Oxford Green Phase 2 Master Plan non-residential density, including an exchange rate of 800 square feet of non-residential density for each residential unit):
 - d. 'For-Rent' Residential – After January 1, 2024, 280 'Dwelling, 'For-Rent' units shall be permitted a Certificate of Occupancy in accordance with UDC 'For-Rent' requirements. At-grade 'For-Rent' units shall be limited to no more than 3 sides of the building and shall have walkouts with sidewalk connections. Maximum building height shall be 6 stories. Units shall be studio, 1, 2, and 3 bedrooms with no more than 30% of the units being 2-bedroom and no more than 5% being 3-bedroom. 'For-Rent' units shall be constructed concurrently with a minimum 193,200 square feet of office use, which may include the rehabilitation of the existing office building. A Certificate of Occupancy shall not be issued for rental units until 193,200 square feet of office has been constructed/rehabilitated or is substantially under construction/rehab as determined by Staff. The 'For-Rent' units shall be part of a mixed-use development containing a minimum 50 acres and incorporating retail/restaurant, 'For-Sale' residential, neighborhood grocery and a minimum of 193,200 square feet of office. 'For-Rent' units shall have first class amenities, which shall include a private pool, fitness center, secure gated parking, resident's lounge, business center, on-site management office, concierge services and secure elevator access. If a building permit is not issued by October 17, 2026 residential units shall revert to 'For-Sale' only.
- The property is developed with two (2), connected office buildings, consisting of 517,399 square feet, and a sixteen (16) acre surface parking lot. The property is zoned O-I (Office-Institutional) subject to the Oxford Green Master Plan Phase 2. Surrounding properties are zoned O-I to the east, south and west and C-1 (Neighborhood Commercial) and C-2 (General Commercial) to the north. The Plaza at Windward shopping center is located to the north, Cabernet Steakhouse, Hyatt Place and Georgia 400 are located to the east, a data center is located to the south, and a retail shopping center, Residence Inn by Marriott and office park are located to the west. The property has a comprehensive land use plan designation of 'Mixed Use'.
- According to the applicant's letter of intent, the request to change conditions of zoning relates to challenges in the office leasing and lending market. The applicant states that

the renovations to the existing office building needed to be started before they could market the For-Rent portion of the mixed-use development, of which the Class-A office modifications began in October 2024. The applicant anticipates 14-18 months for design and building permit issuance.

- The Citizen Participation Plan Report submitted by the applicant states that letters were mailed to each property owner within 500' of the subject property stating the applicant's intent. The report states that no comments were received.
- The Community Zoning Information Meeting was held on December 11, 2024. There were no public comments.
- Staff has reviewed the applicant's proposal and finds that it can generally support the applicant's request for changes to conditions of zoning. Since October 2022, the applicant has taken several steps to implement the Continuum mixed-use development, including land disturbance permit (existing office re-positioning and infrastructure), Design Review Board (community standards and existing office re-positioning), intergovernmental agreement, building permit (existing office re-positioning), minor subdivision, and construction activities related to re-positioning the existing office building which began in October 2024. The one (1) extension will give the applicant additional time to improve the development scheme and identify a quality development partner.
- Julie Sellers (attorney for the applicant) came forward to speak on behalf of this application.

PUBLIC COMMENTS:

- There were no public comments.
- ❖ Mayor Pro Tem Merkel offered a motion to approve PH-25-01 Continuum Change of Condition, subject to the following condition:
4. Development regulations shall be as follows (The entitlements below shall be deducted from the Oxford Green Phase 2 Master Plan non-residential density, including an exchange rate of 800 square feet of non-residential density for each residential unit):
- d. 'For-Rent' Residential – After January 1, 2024, 280 'Dwelling, 'For-Rent' units shall be permitted a Certificate of Occupancy in accordance with UDC 'For-Rent' requirements. At-grade 'For-Rent' units shall be limited to no more than 3 sides of the building and shall have walkouts with sidewalk connections. Maximum building height shall be 6 stories. Units shall be studio, 1, 2, and 3 bedrooms with no more than 30% of the units being 2-bedroom and no more than 5% being 3-bedroom. 'For-Rent' units shall be constructed concurrently with a minimum 193,200 square feet of office use, which may include the rehabilitation of the existing office building. A Certificate of Occupancy shall not be issued for rental units until 193,200 square feet of office has been constructed/rehabilitated or is substantially under construction/rehab as determined by Staff. The 'For-Rent' units shall be part of a

mixed-use development containing a minimum 50 acres and incorporating retail/restaurant, 'For-Sale' residential, neighborhood grocery and a minimum of 193,200 square feet of office. 'For-Rent' units shall have first class amenities, which shall include a private pool, fitness center, secure gated parking, resident's lounge, business center, on-site management office, concierge services and secure elevator access. If a building permit is not issued by October 17, 2026 residential units shall revert to 'For-Sale' only.

- Council Member Mitchell seconded the motion.
- The motion was approved unanimously (7-0).

E. PH-24-24 Unified Development Code Text Amendments – 'Recreation Facilities, Indoor', Historic Preservation Incentive Flag Lots, and Procedures

SECOND READING: The first reading of the item occurred during the December 16, 2024, City Council Meeting and Public Hearing.

Consideration of text amendments to Subsection 2.2.14 (C) C-1 Neighborhood Commercial, Conditional Uses and Table 2.2 List of Permissible and Conditional Uses of Article II of the Unified Development Code (UDC) to add 'Recreation Facilities, Indoor' as a conditional use in the C-1 zoning district. Consideration of text amendments to Subsection 2.3.1(E) General Exemptions, Flag Lots and Subsection 2.9.5 Incentives Available to Historic Properties Following Designation of Article II of the UDC to add regulations allowing flag lots as an incentive for saving a historic structure. Consideration of text amendments to Article IV Procedures of the UDC to amend various fees associated with the public hearing process.

- City Attorney, Melissa Tracy, read the Ordinance title aloud.
- Director of Community Development, Kathi Cook, came forward to present this item.
- No changes have been made to the Ordinance since the first reading.

PUBLIC COMMENTS:

- There were no public comments.
- ❖ Mayor Pro Tem Merkel offered a motion to approve PH-24-24 Unified Development Code Text Amendments – 'Recreation Facilities, Indoor', Historic Preservation Incentive Flag Lots, and Procedures.
 - Council Member Brady seconded the motion.
 - The motion was approved unanimously (7-0).

F. PH-24-17 Unified Development Code (UDC) Text Amendments – Short Term Rentals

THIRD READING: The first reading of this item occurred during the December 2, 2024 City Council Meeting and the second reading occurred during the December 16, 2024 City Council Meeting.

Consideration of text amendments to Section 1.4 Definitions of Article I, Table 2.2 List of Permissible and Conditional Uses of Article II, Section 2.7 Miscellaneous Regulations of Article II, and Section 4.5.5 Exceptions of Article IV of the Unified Development Code (UDC) to add regulations pertaining to Short Term Rentals.

- City Attorney, Melissa Tracy, read the Ordinance title aloud.
- Director of Community Development, Kathi Cook, came forward to present this item.
- Since the last reading, there was a change to add the CUP and MU Zoning District, so that all residential zoning districts within Article II of the UDC have been added.

PUBLIC COMMENTS:

- There were no public comments.
- ❖ Mayor Pro Tem Merkel offered a motion to approve PH-24-17 Unified Development Code (UDC) Text Amendments – Short Term Rentals.
 - Council Member DeRito seconded the motion.
 - The motion was approved (7-0).

G. The Code of the City of Alpharetta Text Amendments – Short Term Rental Regulations and Licensing

THIRD READING: The first reading of this item occurred during the December 2, 2024 City Council Meeting and the second reading occurred during the December 16, 2024 City Council Meeting.

Consideration of text amendments to the Code of the City of Alpharetta to establish a Short-term Rental Ordinance. The proposed Short-term Rental Ordinance will regulate properties otherwise authorized for short-term rental, to include appointment of a registered agent; to impose certain requirements and restrictions regarding the use of properties for short-term rental; to establish an annual licensing system and a fee for same; to provide for enforcement and penalties for violations; to repeal conflicting ordinances; and for other purposes.

- City Attorney, Melissa Tracy, read the Ordinance title aloud and presented this item.
- Since the last reading, there was one change to the application requirements regarding corporate entities and documents to be submitted.

PUBLIC COMMENTS:

In Favor

- Essie Escobedo (5000 North Somerset Lane, Alpharetta, Georgia 30004)
- Frankie Elliot (Atlanta Realtor's Association)
- Joanna Martins (120 Dania Drive, Alpharetta, Georgia 30009)
- ❖ Mayor Pro Tem Merkel offered a motion to approve The Code of the City of Alpharetta Text Amendments – Short Term Rental Regulations and Licensing, with the following changes:

- Section 10-433: Change language "from one contact" to "requires two contacts"; and
- Section 10-435 1(a) Change the language to "the name of the owner and/or the local contact person of the short term rental and telephone number at which the party may be reached on a 24 hour 7 days a week basis."
- Council Member DeRito seconded the motion.
- The motion was approved (6-0-1; with Council Member Will in abstention).

6. PUBLIC COMMENT

- There were no public comments.

7. REPORTS

- There were no reports.

8. EXECUTIVE SESSION (IF NECESSARY)

- There was not an executive session.

9. ADJOURNMENT

- ❖ Council Member Mitchell offered a motion to adjourn the meeting.
 - Mayor Pro Tem Merkel seconded the motion.
 - The motion was approved unanimously (7-0).
- With there being no further items to consider or discuss, Mayor Gilvin adjourned the meeting at 7:37 p.m.

Respectfully submitted,



Lauren Shapiro, City Clerk



STAFF REPORT

Department: City Clerk
Submitted By: Shawn Mitchell
Meeting Date: January 27, 2025

AGENDA ITEM:

Financial Management Report (Month Ending November 30, 2024)

Consideration of approval of the Financial Management Report for the month ending November 30, 2024.

STAFF RECOMMENDATION:

Approve the Financial Management Report for the month ending November 30, 2024

BUDGET & PROCUREMENT:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
-----------------------------	----------------------

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
-----------------------------	----------------------

ITEM DESCRIPTION:

On a monthly basis, the Finance Department prepares detailed revenue and expenditure statements for all city operating funds (including prior-year comparisons for the General Fund). In addition, this report includes:

1. Detailed capital project report including life-to-date activity;
2. Payments \$5,000 and greater; and
3. Purchase orders with an estimated cost between \$5,000 and \$50,000.

ALTERNATIVES:

ATTACHMENTS:

1. FY 2025 Financial Management Report (5-November)

Financial Management Reports



**for the month ending
November 30, 2024
(period 5 of 12 – unaudited)**

Please visit the Financial Transparency Portal for additional information including audited financial statements, adopted budgets, and automated tools aimed at simplifying access to the City's financial data.

<https://www.alpharetta.ga.us/government/departments/finance/transparency-portal>

Financial Management Reports

Fiscal Year 2025

Table of Contents

Performance Dashboard	1
Transmittal Letter	2
General Fund	6
Revenue Summary and Collection Comparison	7
Expenditure Summary by Department	9
Expenditure Summary by Category	10
Grant and Capital Funds	11
Grant Funds	12
Capital Funds	16
Special Revenue Funds (w/capital projects)	26
Other Reports	31
Payments \$5,000 and Greater	32
PO's between \$5,000 and \$50,000	37
GAAP Financial Statements (Governmental/Enterprise Funds)	38
Alpharetta Development Authority	44
Revenue & Expenditure Report	45
GAAP Financial Statements	47
Republic Services	

Accountability and Performance Dashboards (available online – link below):

<https://www.alpharetta.ga.us/government/departments/finance/services/trash-and-recycling>

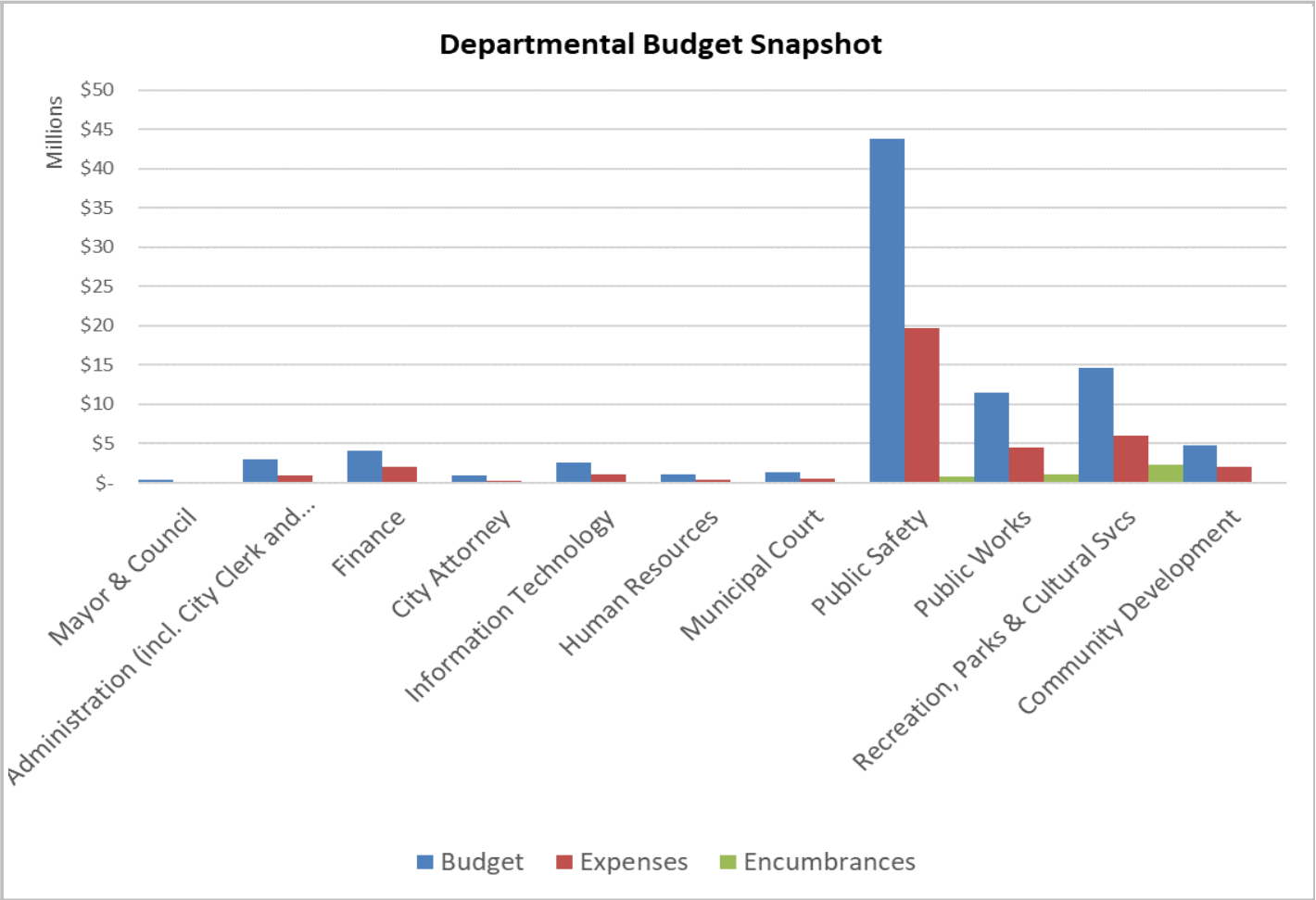


CITY OF ALPHARETTA

Financial Management Reports
Performance Dashboard
For the month ended November 30, 2024

LEGEND	
↑	Positive
↔	Neutral
↓	Negative

GENERAL FUND DETAIL	Revenues	Performance Status	Forecasted Gain/Loss
	Top-10		
	Property/Motor Vehicle Taxes	↔	(\$583,000)
	Local Option Sales Tax	↔	\$100,000
	Franchise Tax	↔	(\$205,000)
	Insurance Premium Tax	↔	\$204,075
	Alcohol Beverage Excise Tax	↔	(\$200,000)
	Building Permit Fees	↔	\$175,000
	Business and Occupational Tax	↔	\$40,000
	Court/Traffic Fines	↓	(\$150,000)
	Recreation/Special Event Fees	↔	\$5,704
	Hotel/Motel Tax (City portion)	↔	(\$56,250)
	Other Revenues	↔	\$295,724
	Minimum Surplus Goal Needed to Fund Capital: (\$15M Annual Capital Need less \$4M allocated in the annual budget)		\$11M
	Less: Forecasted Revenue Loss		(\$374K)*
	Less: Forecasted Expenditure Savings		(\$3.5M)*
	Favorable (Unfavorable) Net Surplus vs \$15M Capital Need:		(\$7.9M)*



FUND SYNOPSIS		Revenue	Expenses	Non-Allocated
	General Fund (1)	↔	↔	\$765,979
	Special Revenue Funds			
	Confiscated Assets Fund (DEA)	↔	↔	\$265,126
	Opioid Settlement Fund	↔	↔	\$61,930
	Emergency 911 Fund (1)	↓	↔	\$0
	Impact Fee Fund	↔	↔	\$1,682,501
	Hotel/Motel Fund (1)	↔	↔	\$1,735,663
	Debt Service Fund	↔	↔	\$953,873
	Proprietary Funds			
	Solid Waste Fund (1),(2)	↔	↔	\$0
	Risk Management Fund	↔	↔	\$1,835,239
	Medical Insurance Fund	↔	↔	\$63,041

	Non-Allocated	BOND RATING
Grant Funds		AAA strongest rating available
Operating Grant Fund (3)	\$30,641	
Capital Grant Fund (3)	\$48,979	
Capital Project Funds		EMERGENCY RESERVE
Capital Project Fund (3)	\$2,432,316	
Stormwater Capital Fund	\$107,581	
Series 2022 Bond Fund (Parks) (3)	\$1,662,586	General Fund \$23.5M (25%)
TSPLOST I Capital Fund	\$154,763	Emergency 911 Fund \$1.1M (19%)*
TSPLOST II Capital Fund	\$1,918,622	Sanitation Fund \$15K (<1%)*
Blended Component Unit		* less than 25% Target
Development Authority Fund	\$150,997	

Please Note: Current year revenue in excess of budgeted amounts may be available to augment Non-Allocated balances upon City Council approval (e.g. Impact Fees and Confiscated Asset collections).

(1) General Fund value represents Contingency balance/Reserve for Operating Initiatives. Hotel/Motel Fund represents Debt Service Reserve (target is \$1.5 million). Other Funds represents amounts in excess of the 25% fund balance target.

(2) Solid Waste Fund operational trends require further review and may necessitate an adjustment in rates or reallocation of expenses to other operating Funds of the City (i.e. General Fund).

(3) Does not include amounts, if any, currently set aside for matches on active grant applications or arbitrage liability (Series 2022 Bond Fund).



2 PARK PLAZA
ALPHARETTA, GA 30009
PHONE: 678.297.6000
WWW.ALPHARETTA.GA.US

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: THOMAS G. HARRIS, FINANCE DIRECTOR 

DATE: JANUARY 27, 2025

RE: FINANCIAL MANAGEMENT REPORTS AS OF NOVEMBER 30, 2024

The documents contained herein represent the financial management reports for the City of Alpharetta ("city") as of the period ending November 30, 2024.

General Fund

Revenue: The following section pertains to information detailed in the attached Revenue Summary and Collection Comparison report. FY 2025 revenues are budgeted at \$94 million (net of Carryforward Fund Balance totaling \$9 million). As of November 30, 2024, actual revenue collections total 55% or \$51 million. Trends (property digest valuations and collection trends) through the November collection period indicate collections trailing budget by -\$373,747 and will be updated in future periods as more trend data becomes available.

The October 1st billing for General Fund property taxes totals roughly \$33.2 million. Property taxes for public utilities will occur in Spring 2025 and is estimated at an additional \$455,000. Historically, the City collects between 98% and 99% of billed property taxes within the fiscal year but the figure for FY 2024 was closer to 97%. The current budget for property taxes totals \$33.2 million and represents 98.5% of the initial billing. Due to the recent collection trends being lower than historical averages, the revenue forecast is being reduced to \$33 million with further adjustments held pending data on appeals and adjustments.

Motor Vehicle Title Fee collections is trending -4% less than FY 2024 (\$3.5 million) with the October and November collections representing reductions of -14% and -12% respectively over prior year collections for the same period. Collection estimates for FY 2025 tentatively total \$3.6 million (\$400,000 less than budget) and will be adjusted down further if the October and November revenue trends continue.

Estimated reductions in Franchise Tax collections is primarily related to the cable and telephone components. Franchise taxes for cable have been declining since FY 2020 (\$919,107) and is down -8% year-to-date resulting in a revised forecast of \$560,000 in FY 2025 (\$100,000 less than budget). Franchise taxes for telecommunication have been declining since FY 2022 and is down -69% year-to-date due primarily to a settlement with a

MAYOR
JIM GILVIN

MAYOR PRO TEM
DAN MERKEL

COUNCIL MEMBERS
FERGAL M. BRADY
DOUGLAS J. DERITO
JOHN HIPES
DONALD F. MITCHELL
BRIAN WILL

CITY
ADMINISTRATOR
CHRIS LAGERBLOOM

telecom provider resulting in a revised forecast of \$175,000 in FY 2025 (\$105,000 less than budget).

Insurance Premium Tax collections total \$6.3 million in FY 2025 and represent an 8% increase (\$204,075 greater than budget) over FY 2024 collections of \$5.8 million.

Collections for Alcohol Beverage Excise Taxes is trending -4% lower than FY 2024. Current estimates for FY 2025 total \$2.7 million which is -\$200,000 less than budget. November collections mark a significant improvement over the prior month. If the positive gains continue, this revenue estimate will be adjusted and may approach the original budget forecast.

Building Permit Fee collections is trending 53% higher than FY 2024 (\$1.8 million). This revenue source is non-standard in that it experiences high variability dependent upon development/construction trends occurring within the City. While the revenue collection trend may change moving forward, staff felt it was prudent to tentatively adjust the FY 2025 collection estimate to \$2 million (\$175,000 greater than budget) pending further trend data.

Collections for Municipal Court Fines is trending 8% higher than FY 2024 (\$1.6 million). While the revenue trend is positive, the trend is not strong enough to cover the budgetary growth programmed into the FY 2025 budget. Collection estimates for FY 2025 total \$1.7 million which is -\$150,000 less than budget.

Hotel/Motel tax collections is discussed within the Special Revenue Funds section of this letter.

Expenditures: The following section pertains to information detailed in the attached Expenditure Summary by Department (expenditure rollup by department) and Expenditure Summary by Category (expenditure rollup by account) reports. As of November 30, 2024, city departments (not including General Government¹) have encumbered and expensed 48%, or \$42 million, of their FY 2025 budget appropriations.

Contingency: The General Fund contingency balance totals \$765,979 (including the Operating Initiative Reserve).

Other Funds

The following section references information included within the attached Performance Dashboard, Grant and Capital Funds Detail Reports, GAAP Financial Statements, etc.

Operating Grant Fund (Fund 220): Unspent/unencumbered project appropriations total \$116,645. Remaining appropriations are set aside for a non-allocated reserve (\$30,641).

Capital Grants Fund (Fund 340): Unspent/unencumbered project appropriations total \$618,861. Remaining appropriations are set aside for a non-allocated reserve (\$48,979).

General Capital Project Fund (Fund 301): Unspent/unencumbered project appropriations total \$16.9 million. Remaining appropriations are set aside for a non-allocated reserve (\$2.4 million for general non-allocated and \$276,000 constituting matching funds for grant applications).

Stormwater Capital Fund (Fund 302): Unspent/unencumbered project appropriations total \$5 million. Remaining appropriations are set aside for a non-allocated reserve (\$107,581).

¹ General Government is utilized to account for non-operating transactions such as transfers-out to other city funds, contingency, etc.

Series 2022 Parks Bond Fund (Fund 318): Unspent/unencumbered project appropriations total \$22.9 million. Remaining appropriations are set aside for a non-allocated reserve (\$1.7 million) and a reserve for future arbitrage liability (\$1.3 million).

TSPLOST 1 Capital Project Fund (Fund 335): This fund accounts for collections under the Transportation Special Local Option Sales Tax (TSPLOST) that went into effect on April 1, 2017, and expired on March 31, 2022. Unspent/unencumbered project appropriations total \$13.6 million. Remaining appropriations are set aside for a non-allocated reserve (\$154,763).

TSPLOST 2 Capital Project Fund (Fund 336): This fund accounts for collections under the Transportation Special Local Option Sales Tax (TSPLOST) that went into effect on April 1, 2022. Appropriated funding totals \$52 million and represents Tier-1 project funding.

Tier-1 projects are funded at 85% of forecasted revenue collections over the life of the 5-year tax. For comparison purposes, TSPLOST 1 collections have trended at over 90% of forecasted revenue collections. Life-to-date collections for TSPLOST 2 have trended at 110% of the original forecasted revenue estimates which indicates a strong likelihood of funding Tier-2/3 projects in addition to Tier-1.

Unspent/unencumbered project appropriations total \$24.4 million. Remaining appropriations are set aside for a non-allocated reserve (\$1.9 million).

Hotel/Motel Fund: FY 2025 revenues are budgeted at \$9.3 million (net of carryforward fund balance totaling \$1.4 million) with budgeted disbursements as follows: Alpharetta Convention & Visitor's Bureau (43.75% or \$4 million); Facilities (18.75% and a portion of the carryforward fund balance detailed above; \$1.4 million for debt service on the Series 2016 Convention Center Bonds; \$15,070 for eligible initiatives such as Wills Park Master Plan Improvements; with residual funding for bond/debt service reserve); and the city (37.5% or \$3.5 million).

Specifically, Debt Service Reserve funding (Convention Center Bonds) from the Facilities portion of the tax totals \$1.7 million and is in excess of the \$1.5 million target.

Hotel tax collections is trending -3% lower than FY 2024 (\$9.1 million). Current estimates for FY 2025 total \$9.1 million which is -\$150,000 less than budget. The estimate for FY 2025 will be revisited as additional collection data becomes available.

Other Items

Council Member Stipend Activity Listing: The FY 2025 budget includes appropriations of \$9,200 for the Mayor and \$8,000 for each City Council Post and the available balances as of November 30, 2024 are as follows:

	Budget	Expenditures	Available Balance
Mayor: Jim Gilvin	\$ 9,200	\$ 4,270	\$ 4,930
Post #1: Donald Mitchell	\$ 8,000	\$ 1,000	\$ 7,000
Post #2: Brian Will	\$ 8,000	\$ 0	\$ 8,000
Post #3: Doug DeRito	\$ 8,000	\$ 60	\$ 7,940
Post #4: John Hipes	\$ 8,000	\$ 3,350	\$ 4,650
Post #5: Fergal Brady	\$ 8,000	\$ 400	\$ 7,600
Post #6: Dan Merkel	\$ 8,000	\$ 972	\$ 7,028

Development Authority² (Component Reporting Unit)

As of November 30, 2024, the Development Authority has \$150,997 in forecasted resources to support its main functions of promoting the public good and general welfare, trade, commerce, industry, general tax base and the employment opportunities available in the city.

² The Development Authority is a public corporation created and existing under the Constitution and laws of the State of Georgia and is governed by seven directors duly appointed by the Alpharetta City Council.



GENERAL FUND

Revenue Report



CITY OF ALPHARETTA
 Financial Management Reports
 General Fund (Unaudited)
Revenue Summary and Collection Comparison
 As of November 30, 2024

	Current Fiscal Year					Prior Fiscal Year		
	2025 Budget	2025 YTD	% Collected	2025 Estimated	Variance	2024 Actual	2024 YTD	% Collected
Top 10 Revenues:								
Property Taxes								
Current Year	\$ 33,180,000	\$ 28,131,605	84.8%	\$ 33,000,000	\$ (180,000)	\$ 30,901,251	\$ 25,111,335	81.3%
Delinquent	249,000	108,603	43.6%	249,000	-	516,431	127,841	24.8%
Motor Vehicle Tax	58,000	18,502	31.9%	55,000	(3,000)	58,343	20,261	34.7%
Motor Vehicle Title Fee	3,950,000	1,249,137	31.6%	3,550,000	(400,000)	3,535,536	1,297,841	36.7%
Local Option Sales Tax	22,250,000	7,387,073	33.2%	22,350,000	100,000	22,003,613	7,385,420	33.6%
Franchise Tax	6,785,000	339,154	5.0%	6,580,000	(205,000)	6,657,758	401,061	6.0%
Insurance Premium Tax	6,075,000	6,279,075	103.4%	6,279,075	204,075	5,837,570	5,837,570	100.0%
Alcohol Beverage Excise Tax	2,900,000	952,260	32.8%	2,700,000	(200,000)	2,915,349	990,098	34.0%
Building Permit Fees	1,825,000	1,045,422	57.3%	2,000,000	175,000	1,767,446	683,750	38.7%
Business and Occupational Tax	1,210,000	44,805	3.7%	1,250,000	40,000	1,286,921	51,632	4.0%
Court/Traffic Fines	2,600,000	927,981	35.7%	2,450,000	(150,000)	2,515,143	913,925	36.3%
Recreation/Special Event Fees	3,729,580	1,270,964	34.1%	3,735,284	5,704	3,330,531	1,042,614	31.3%
Hotel/Motel Tax (City portion)	3,468,750	845,995	24.4%	3,412,500	(56,250)	3,418,049	1,231,608	36.0%
subtotal	\$ 88,280,330	\$ 48,600,576	55.1%	\$ 87,610,859	\$ (669,472)	\$ 84,743,942	\$ 45,094,956	53.2%
Other Revenues	5,802,637	2,891,599	49.8%	6,098,361	295,724	6,414,013	2,434,257	38.0%
Total Revenues	\$ 94,082,967	\$ 51,492,175	54.7%	\$ 93,709,220	\$ (373,747)	\$ 91,157,956	\$ 47,529,213	52.1%
 Carryforward Fund Balance	 9,447,780							



GENERAL FUND

Expenditure Reports



CITY OF ALPHARETTA
 Financial Management Reports
 General Fund (unaudited)
Expenditure Summary by Department
 As of November 30, 2024

		Current Fiscal Year						Prior Fiscal Year		
		2025 Budget	2025 Encumbrances	2025 Exp. (YTD)	Funds Available	% Enc./Exp.	% Exp.	2024 Exp. (Total)	2024 Exp. (YTD)	% Exp.
Expenditures by Department:										
	Mayor & Council	\$ 394,044	\$ 4,322	\$ 151,431	\$ 238,291	39.5%	38.4%	\$ 330,619	\$ 148,405	44.9%
(1)	City Administration (incl. City Clerk and Economic Development)	3,025,435	65,465	1,026,974	1,932,996	36.1%	33.9%	1,962,226	754,164	38.4%
	Finance	4,124,713	39,700	1,998,209	2,086,804	49.4%	48.4%	3,884,976	1,833,131	47.2%
	City Attorney	1,000,000	-	232,897	767,103	23.3%	23.3%	636,323	177,785	27.9%
	Information Technology	2,543,961	28,444	1,113,698	1,401,818	44.9%	43.8%	2,441,958	979,644	40.1%
	Human Resources	1,065,277	26,648	448,326	590,303	44.6%	42.1%	898,324	329,463	36.7%
	Municipal Court	1,362,008	31,270	560,494	770,244	43.4%	41.2%	1,140,547	466,122	40.9%
	Public Safety	43,735,476	854,960	19,646,463	23,234,052	46.9%	44.9%	38,510,158	16,883,434	43.8%
	Public Works	11,462,030	1,090,237	4,476,750	5,895,042	48.6%	39.1%	10,157,660	4,066,175	40.0%
	Recreation, Parks & Cultural Svcs	14,589,091	2,317,724	6,056,459	6,214,908	57.4%	41.5%	13,424,187	5,357,711	39.9%
(1)	Community Development	4,733,725	64,524	2,030,638	2,638,564	44.3%	42.9%	4,668,399	2,018,011	43.2%
	subtotal	\$ 88,035,760	\$ 4,523,295	\$ 37,742,339	\$ 45,770,126	48.0%	42.9%	\$ 78,055,376	\$ 33,014,045	42.3%
General Government:										
	Insurance Premiums (Risk)	\$ 966,800	\$ -	\$ 402,833	\$ 563,967	41.7%	41.7%	\$ 928,885	\$ 387,035	41.7%
	Gwinnett Tech Bond P&I	286,978	-	35,989	250,989	12.5%	12.5%	287,490	38,745	13.5%
	Transfer(s) to other Funds	13,447,780	-	-	13,447,780	0.0%	0.0%	16,457,920	7,856,591	47.7%
	Operating Initiatives (Reserve)	79,800	-	-	79,800	0.0%	0.0%	-	-	-
	Contingency	713,629	-	27,450	686,179	3.8%	3.8%	9,062	8,770	96.8%
	subtotal	\$ 15,494,987	\$ -	\$ 466,272	\$ 15,028,715	3.0%	3.0%	\$ 17,683,357	\$ 8,291,141	46.9%
Total Expenditures		\$ 103,530,747	\$ 4,523,295	\$ 38,208,611	\$ 60,798,841	41.3%	36.9%	\$ 95,738,733	\$ 41,305,186	43.1%

Notes:

- (1) The Economic Development function has been organized under City Administration for FY 2025. All prior year activity for the Economic Development function is reflected under the Community Development Department.



CITY OF ALPHARETTA
Financial Management Reports
General Fund (unaudited)
Expenditure Summary by Category
As of November 30, 2024

									Prior Fiscal Year		
Current Fiscal Year											
									2024	2024	%
									Exp. (Total)	Exp. (YTD)	Exp.

Notes:

- (1) Includes the following components: regular salaries, holiday leave, temporary and seasonal salaries, and separation payout.
- (2) Includes the following components: workers compensation, educational programs, automobile allowance, tuition reimbursement, and employee service awards.



GRANT AND CAPITAL FUNDS

Revenue & Expenditure Reports



CITY OF ALPHARETTA
Financial Management Reports
Grant Funds
Operating Grant Fund Detail (Fund 220; life-to-date for active projects)
As of November 30, 2024

		Project Snapshot: FY2013 - FY2024		FY 2025					
Account #	Project	Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
Revenues									
Public Safety									
22031150-331110	C2243 2022 BULLETPROOF VEST (DOJ)	27,409	7,728	\$ -	\$ 19,681	\$ 19,681	\$ -		\$ 19,681
22031150-371000	C2310 ALPHA BUS. ASSOC. K-9	17,000	17,000	-	-	-	-		-
22031150-331110	C2317 2023 BULLETPROFF VEST (DOJ)	17,000	-	-	17,000	17,000	-		17,000
22031150-331110	G2509 2024 BULLETPROOF VEST (DOT)	13,334	-	-	13,334	13,334	-		13,334
	subtotal			\$ -	\$ 50,015	\$ 50,015	\$ -		\$ 50,015
Recreation, Parks & Cultural Services									
22061150-347509	C2039 WIRE & WOOD (ACVB SPONSOR)	341,324	256,000	\$ -	\$ 85,324	\$ 85,324	\$ 85,324		\$ -
22061150-371000	C2234 ARTS CENTER (CERAMICS)	100	-	-	100	100	100		-
22061150-371000	C2308 MUSIC MATCH APPLICATIONS	4,228	3,926	-	302	302	425		(123)
	subtotal			\$ -	\$ 85,726	\$ 85,726	\$ 85,849		\$ (123)
General Government									
22090200-361000	INTEREST EARNINGS			\$ -	\$ -	\$ -	\$ 1,870		\$ (1,870)
22090200-362000	REALIZED GAIN/LOSS			-	-	-	(82)		82
22090200-363000	UNREALIZED GAIN/LOSS			-	-	-	842		(842)
22090200-395000	CARRYFORWARD FUND BALANCE			-	105,337	105,337	-		105,337
	subtotal			\$ -	\$ 105,337	\$ 105,337	\$ 2,630		\$ 102,707
	Total			\$ -	\$ 241,078	\$ 241,078	\$ 88,479		\$ 152,599



CITY OF ALPHARETTA
Financial Management Reports
Grant Funds
Operating Grant Fund Detail (Fund 220; life-to-date for active projects)
As of November 30, 2024

		Project Snapshot: FY2013 - FY2024		FY 2025					
Account #	Project	Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
Expenditures									
City Administration									
22013230-521200	C2100 MURAL ART PROJECT	17,215	2,800	\$ -	\$ 14,415	\$ 14,415	\$ -	\$ -	\$ 14,415
	subtotal			\$ -	\$ 14,415	\$ 14,415	\$ -	\$ -	\$ 14,415
Public Safety									
22031150-542100	C2243 2022 BULLETPROOF VEST (DOJ)	49,433	38,376	\$ -	\$ 11,057	\$ 11,057	\$ 11,057	\$ -	\$ -
22031150-521200	C2310 ALPHA BUS. ASSOC K-9	17,000	10,560	-	6,440	6,440	-	-	6,440
22031150-542100	C2317 2023 BULLETPROOF VEST (DOJ)	34,000	-	-	34,000	34,000	18,851	-	15,149
22031150-542100	G2509 2024 BULLETPROOF VEST (DOT)	26,668	-	-	26,668	26,668	-	-	26,668
	subtotal			\$ -	\$ 78,165	\$ 78,165	\$ 29,908	\$ -	\$ 48,257
Recreation, Parks & Cultural Services									
22061159-521200	C2039 WIRE & WOOD (ACVB SPONSOR)	289,324	181,454	\$ -	\$ 107,870	\$ 107,870	\$ 10,905	\$ 50,000	\$ 46,965
22061150-531100	C2101 SPECIAL NEEDS EXPO / EVENT	1,018	925	-	93	93	-	-	93
22061150-531100	C2102 FULTON GOLDEN GAMES	3,630	-	-	3,630	3,630	-	-	3,630
22061150-531100	C2212 PARKING PERMIT - FILM	4,000	3,750	-	250	250	-	-	250
22061150-531100	C2234 ARTS CENTER (CERAMICS)	4,979	3,023	-	1,956	1,956	-	-	1,956
22061150-531100	C2237 PARTNERED EVENTS	5,000	4,305	-	695	695	-	-	695
22061150-521200	C2308 MUSIC MATCH APPLICATIONS	6,299	5,615	-	684	684	300	-	384
22061150-531100	C2418 2023 CAMP HAPPY HEARTS	6,000	3,321	-	2,679	2,679	2,679	-	-
	subtotal			\$ -	\$ 117,857	\$ 117,857	\$ 13,884	\$ 50,000	\$ 53,973
Non-Allocated									
22090200-579000	CONTINGENCY			\$ -	\$ 30,641	\$ 30,641	\$ -	\$ -	\$ 30,641
22090200-579011	MATCH (GRANTS UNDER REVIEW)			-	-	-	-	-	-
	subtotal			\$ -	\$ 30,641	\$ 30,641	\$ -	\$ -	\$ 30,641
	Total			\$ -	\$ 241,078	\$ 241,078	\$ 43,792	\$ 50,000	\$ 147,286



CITY OF ALPHARETTA
Financial Management Reports
Grant Funds
Capital Grant Fund Detail (Fund 340; life-to-date for active projects)
As of November 30, 2024

			Project Snapshot: FY2013 - FY2024		FY 2025					
			Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
Account #	Project									
Revenue										
Public Works										
34041100-331150	C2242	NORTHPOINT ALPHALINK (ARC/LCI)	973,916	287,689	\$ -	\$ 686,227	\$ 686,227	\$ 55,635		\$ 630,592
34041100-331350	C2305	ALPHALOOP (LANDWATER)	500,000	-	-	500,000	500,000	450,000		50,000
34041100-334310	G2500	FY 2025 LMIG GRANT (MILLING/RESURFACING)	693,744	-	-	693,744	693,744	693,743		1
34041100-334310	G2501	FY 2025 LRA GRANT (MILLING/RESURFACING)	1,675,031	837,515	-	837,516	837,516	-		837,516
		subtotal			\$ -	\$ 2,717,487	\$ 2,717,487	\$ 1,199,378		\$ 1,518,109
Recreation, Parks & Cultural Services										
34061150-371000	C2248	CITY AGRICULTURE PLAN (FOOD WELL)	150,000	75,000	\$ -	\$ 75,000	\$ 75,000	\$ -		\$ 75,000
		subtotal			\$ -	\$ 75,000	\$ 75,000	\$ -		\$ 75,000
General Government										
34090200-361000		INTEREST EARNINGS			\$ -	\$ -	\$ -	\$ 13,679		\$ (13,679)
34090200-362000		REALIZED GAIN/LOSS			-	-	-	(627)		627
34090200-363000		UNREALIZED GAIN/LOSS			-	-	-	2,508		(2,508)
34090200-395000		CARRYFORWARD FUND BALANCE			-	(554,564)	(554,564)	-		(554,564)
		subtotal			\$ -	\$ (554,564)	\$ (554,564)	\$ 15,560		\$ (570,124)
		Total			\$ -	\$ 2,237,923	\$ 2,237,923	\$ 1,214,938		\$ 1,022,985



CITY OF ALPHARETTA
Financial Management Reports
Grant Funds
Capital Grant Fund Detail (Fund 340; life-to-date for active projects)
As of November 30, 2024

		Project Snapshot: FY2013 - FY2024		FY 2025					
Account #	Project	Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
Expenditures									
Public Works									
34041100-521200	C2242 NORTHPOINT ALPHALINK (ARC/LCI)	1,000,000	417,316	\$ -	\$ 582,684	\$ 582,684	\$ 11,839	\$ 21,670	\$ 549,175
34041100-541420	C2305 ALPHALOOP (LANDWATER)	500,000	500,000	-	-	-	-	-	-
34041100-541410	G2500 FY 2025 LMIG GRANT (MILLING/RESURFACING)	693,744	-	-	693,744	693,744	-	693,744	-
34041100-541410	G2501 FY 2025 LRA GRANT (MILLING/RESURFACING)	837,516	-	-	837,516	837,516	511,496	326,020	-
	subtotal			\$ -	\$ 2,113,944	\$ 2,113,944	\$ 523,335	\$ 1,041,434	\$ 549,175
Recreation, Parks & Cultural Services									
34061150-541500	C2248 CITY AGRICULTURE PLAN (FOOD WELL)	75,000	-	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ 5,314	\$ 69,686
	subtotal			\$ -	\$ 75,000	\$ 75,000	\$ -	\$ 5,314	\$ 69,686
Non-Allocated									
34090200-579000	CONTINGENCY			\$ -	\$ 48,979	\$ 48,979	\$ -	\$ -	\$ 48,979
	subtotal			\$ -	\$ 48,979	\$ 48,979	\$ -	\$ -	\$ 48,979
	Total			\$ -	\$ 2,237,923	\$ 2,237,923	\$ 523,335	\$ 1,046,748	\$ 667,840



CITY OF ALPHARETTA
Financial Management Reports
Capital Project Funds
General Capital Project Fund Detail (Fund 301; life-to-date for active projects)
As of November 30, 2024

					Project Snapshot: FY2013 - FY2024		FY 2025					
							Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrance	Available Budget
Account #	Project		Total Project Authorization	Prior Year Actuals								
Revenue												
30131150-337051	C2421	CAD/RECORDS MGMT (MILTON)	241,538	-	\$ -	\$ 241,538	\$ 241,538	\$ -		\$ 241,538		
30141100-336000	C2104	WBR PH 4 (NPP-GREENWAY)	333,925	-	-	333,925	333,925	-		333,925		
30141100-371000	C2113	ENCORE GREENWAY GATEWAY	1,930,001	421,466	-	1,508,535	1,508,535	-		1,508,535		
30161150-371000	C0922	SYNTHETIC TURF (AMBUSH)	14,100	-	-	14,100	14,100	-		14,100		
30161150-371000	C1929	COMM AG PROGRAM	105,871	102,525	-	3,346	3,346	5,490		(2,144)		
30161150-371000	C2010	MEMORIAL-PARK ENHANCEMENTS	3,000	-	-	3,000	3,000	7,840		(4,840)		
30161150-371000	C2309	WACKY WORLD 2.0 (DONATIONS)	216,817	194,874	-	21,943	21,943	13,381		8,562		
30161150-337052	C2426	MAYFIELD PARK - MILTON IGA	65,000	-	-	65,000	65,000	-		65,000		
30161150-371000	C2519	GREENHOUSE (RUCKER ROAD)	3,000	-	-	3,000	3,000	3,000		-		
30174150-337000	C0910	TREE REPLACEMENT FUND	417,450	417,450	-	-	-	52,200		(52,200)		
30174150-347509	C2500	DOWNTOWN WAYFINDING SIGNAGE	24,000	-	-	24,000	24,000	-		24,000		
subtotal					\$ -	\$ 2,218,387	\$ 2,218,387	\$ 81,910		\$ 2,136,477		
Non-Departmental												
30190200-395000		CARRYFORWARD FUND BALANCE			\$ 3,405,350	\$ 10,945,336	\$ 14,350,686	\$ -		\$ 14,350,686		
30190200-391100		TRANSFER-IN FROM THE GENERAL FUND			11,843,416	-	11,843,416	-		11,843,416		
30190200-362000		REALIZED GAIN/LOSS			-	-	-	(7,520)		7,520		
30190200-363000		UNREALIZED GAIN/LOSS			-	-	-	93,705		(93,705)		
30190200-361000		INTEREST EARNINGS			325,000	-	325,000	172,642		152,358		
subtotal					\$ 15,573,766	\$ 10,945,336	\$ 26,519,102	\$ 258,827		\$ 26,260,275		
Total					\$ 15,573,766	\$ 13,163,723	\$ 28,737,489	\$ 340,737		\$ 28,396,752		
Expenditures												
Administration												
30113230-542400	C1404	WEBSITE UPGRADE	145,001	63,647	\$ -	\$ 81,354	\$ 81,354	\$ -	\$ 25,173	\$ 56,181		
30113230-521200	C2524	PARKING MANAGEMENT PLAN	53,197	-	-	53,197	53,197		53,197	-		
subtotal					\$ -	\$ 134,551	\$ 134,551	\$ -	\$ 78,370	\$ 56,181		
Finance												
30115150-542400	C1141	TYLER ERP SYSTEM	362,163	358,550	\$ -	\$ 3,613	\$ 3,613	\$ -	\$ 350	\$ 3,263		
subtotal					\$ -	\$ 3,613	\$ 3,613	\$ -	\$ 350	\$ 3,263		



CITY OF ALPHARETTA
Financial Management Reports
Capital Project Funds
General Capital Project Fund Detail (Fund 301; life-to-date for active projects)
As of November 30, 2024

			Project Snapshot: FY2013 - FY2024		FY 2025					
			Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrance	Available Budget
Account #	Project									
Information Technology										
30117400-542400	C1103	NETWORK AND VOIP	717,679	401,067	\$ -	\$ 316,612	\$ 316,612	\$ (13,259)	\$ 146,065	\$ 183,806
30117400-542400	C1312	BACKUP DATA STORAGE MGMT.	510,003	488,947	-	21,056	21,056	14,706	-	6,350
30117400-542400	C1313	TECHNOLOGY REPLACEMENT	3,892,370	3,276,902	390,000	225,468	615,468	108,727	187,981	318,760
30117400-542400	C1519	WIRELESS ACCESS POINTS	100,000	-	50,000	50,000	100,000	-	-	100,000
30117400-542400	C1615	APP/DESKTOP VIRTUALIZATION	400,145	128,749	-	271,396	271,396	15,640	20,000	235,756
30117400-542400	C2201	CITY COUNCIL A/V REPLACEMENT	300,001	286,136	-	13,865	13,865	-	-	13,865
30117400-544200	C2300	BUSINESS CONTINUITY STUDY	50,000	-	-	50,000	50,000	-	35,500	14,500
subtotal					\$ 440,000	\$ 948,397	\$ 1,388,397	\$ 125,814	\$ 389,546	\$ 873,037
Municipal Court										
30126550-542400	C1222	RECORDS MANAGEMENT	39,600	35,700	\$ -	\$ 3,900	\$ 3,900	\$ -	\$ 3,900	\$ -
subtotal					\$ -	\$ 3,900	\$ 3,900	\$ -	\$ 3,900	\$ -
Public Safety										
30131150-542200	C1202	FLEET REPLACEMENT	9,848,663	8,818,650	\$ -	\$ 1,030,013	\$ 1,030,013	\$ 489,486	\$ 532,168	\$ 8,359
30131150-542100	C1401	PS EQUIPMENT REPLACEMENT	1,513,925	1,482,159	-	31,766	31,766	14,995	-	16,771
30131150-541300	C1706	RAPSTC IMPROVEMENTS	492,531	198,250	-	294,281	294,281	56,292	-	237,989
30131150-542400	C2052	SECURITY SYSTEM REFRESH	472,060	377,455	72,000	22,605	94,605	898	-	93,708
30131150-542100	C2235	CRABAPPLE TRAINING FACILITY	43,871	41,681	-	2,190	2,190	-	-	2,190
30131150-542400	C2301	CAD/RECORDS MANAGEMENT SOFTWARE	2,250,001	894,887	-	1,355,114	1,355,114	14,033	1,335,263	5,818
30131150-542100	C2303	2023 OP INITIATIVES EQUIPMENT	449,501	298,063	-	151,438	151,438	118,036	20,156	13,246
30131150-541300	C2314	FIRE STATION FACILITIES ASSESSMENT	300,001	98,413	-	201,588	201,588	2,438	-	199,151
30131150-542400	C2406	REAL TIME CRIME CENTER	128,901	8,776	-	120,125	120,125	-	-	120,125
30131150-542200	C2407	ASST FIRE MARSHAL EQUIPMENT	61,759	47,621	-	14,138	14,138	2,076	8,546	3,515
30131150-542400	C2421	CAD/RECORDS MGMT (MILTON)	241,538	-	-	241,538	241,538	-	241,537	1



CITY OF ALPHARETTA
Financial Management Reports
Capital Project Funds
General Capital Project Fund Detail (Fund 301; life-to-date for active projects)
As of November 30, 2024

Account #	Project	Project Snapshot: FY2013 - FY2024		FY 2025					
		Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrance	Available Budget
30131150-541300	C2501 FS81 RENOVATIONS	2,830,000	-	2,830,000	-	2,830,000	-	-	2,830,000
30131150-541300	C2502 2972 WB RD RENOVATIONS	150,000	-	150,000	-	150,000	-	-	150,000
30131150-542200	C2504 FY2025 FLEET REPLACEMENT	1,875,000	-	1,875,000	-	1,875,000	35,469	-	1,839,531
30131150-542200	V2505 FY2025 FIRE LT VEHICLE	50,000	-	50,000	-	50,000	-	-	50,000
30131150-542100	C2506 FIRE TRUCK EQUIPMENT	75,000	-	75,000	-	75,000	75,000	-	-
30131150-542400	C2508 CLICK-2-ENTER SYSTEM	31,400	-	31,400	-	31,400	-	-	31,400
	subtotal			\$ 5,083,400	\$ 3,464,796	\$ 8,548,196	\$ 808,724	\$ 2,137,670	\$ 5,601,802
Public Works									
30141100-541200	C0910 TREE REPLACEMENT FUND	\$ 2,065,602	\$ 1,515,151	\$ -	\$ 550,451	\$ 550,451	\$ 1,380	\$ 31,055	\$ 518,017
30141100-541200	C1008 CEMETERY AUTHORITY-MAINTENANCE	493,161	246,994	-	246,167	246,167	6,500	6,588	233,079
30141100-541410	C1207 BRIDGE MAINTENANCE	1,115,212	722,040	250,000	143,172	393,172	12,180	22,620	358,372
30141100-541410	C1208 MAST ARM MAINTENANCE	45,000	-	45,000	-	45,000	-	-	45,000
30141100-541410	C1215 STRIPING & SIGNAGE	2,434,665	2,181,836	170,000	82,829	252,829	74,579	170,322	7,928
30141100-541410	C1217 TRAFFIC CALMING & INTERSECTION IMP	613,584	553,584	60,000	-	60,000	-	-	60,000
30141100-541410	C1218 TRAFFIC SIGNAL SYSTEM MAINTENANCE	1,004,268	880,436	100,000	23,832	123,832	23,553	7,409	92,870
30141100-541410	C1219 MILLING AND RESURFACING	29,051,629	26,627,537	2,500,000	(75,908)	2,424,092	1,578	1,705,705	716,810
30141100-541410	G2500 FY 2025 LMIG GRANT (MILLING/RES.)	208,123	-	-	208,123	208,123	-	208,123	-
30141100-541410	C1220 TRAFFIC CONTROL EQUIPMENT	1,187,079	1,041,602	100,000	45,477	145,477	19,883	50,363	75,231
30141100-541410	C1221 DESIGN SERVICES	1,068,301	954,705	50,000	63,596	113,596	20,121	34,525	58,950
30141100-542200	C1223 FLEET REPLACEMENT	2,025,223	1,484,474	353,000	187,749	540,749	-	337,983	202,766
30141100-541300	C1229 FACILITY ROOF REPAIR/REPLACE	875,000	325,000	550,000	-	550,000	5,850	-	544,150
30141100-541200	C1302 TREE PLANTING & LANDSCAPING IMP	1,529,472	1,166,590	160,000	202,882	362,882	23,713	13,725	325,444
30141100-541420	C1801 SIDEWALK MAINTENANCE & REPAIR	240,000	25,841	140,000	74,159	214,159	114,084	-	100,075
30141100-542100	C1802 PW EQUIPMENT REPLACEMENT	277,374	203,793	60,000	13,581	73,581	-	49,990	23,591
30141100-541410	C1901 TRAFFIC RESPONSIVE SYSTEM MAINT	550,002	528,894	-	21,108	21,108	12,085	6,282	2,741
30141100-541300	C1902 FIRE STATION RENOVATIONS	435,003	422,819	-	12,184	12,184	9,586	-	2,598
30141100-541300	C1906 CITY HALL RENOVATIONS	65,000	25,000	40,000	-	40,000	4,200	-	35,800
30141100-541300	C2003 HVAC REPLACEMENTS	491,730	391,730	100,000	-	100,000	8,726	-	91,274
30141100-542400	C2026 TCC HARDWARE/SOFTWARE	170,002	107,770	-	62,232	62,232	-	-	62,232
30141100-541410	C2048 STREETLIGHT MAINTENANCE	434,080	270,126	85,000	78,954	163,954	620	-	163,334



CITY OF ALPHARETTA
Financial Management Reports
Capital Project Funds
General Capital Project Fund Detail (Fund 301; life-to-date for active projects)
As of November 30, 2024

Account #	Project	Project Snapshot: FY2013 - FY2024		FY 2025					
		Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrance	Available Budget
30141100-541500	C2050 REC FACILITY MAINTENANCE	155,000	135,938	-	19,062	19,062	19,062	-	-
30141100-541300	C2053 PARKING GARAGE MAINTENANCE	331,308	159,118	150,000	22,190	172,190	4,870	-	167,320
30141100-541410	C2104 WEBB BR ROAD PH4 (NPP-GREENWAY)	333,925	24,570	-	309,355	309,355	11,700	297,655	-
30141100-541410	C2113 ENCORE GREENWAY GATEWAY	1,930,001	429,981	-	1,500,020	1,500,020	-	19	1,500,001
30141100-521200	C2242 NORTHPOINT ALPHALINK (ARC/LCI)	365,001	72,092	-	292,909	292,909	8,755	36,663	247,491
30141100-541420	C2305 ALPHALOOP (OMP - NORTHWINDS)	110,001	110,000	-	1	1	-	-	1
30141100-544200	C2408 WEBB BRIDGE PARK SEWER	491,157	399,325	-	91,832	91,832	-	-	91,832
30141100-541200	C2409 SR9 LANDSCAPING	925,000	-	575,000	350,000	925,000	-	-	925,000
30141100-542100	C2410 WINTER WEATHER EQUIPMENT	65,000	-	-	65,000	65,000	-	-	65,000
30141100-541410	C2509 BRICK PAVER MAINTENANCE/REPAIR	50,000	-	50,000	-	50,000	4,898	-	45,102
30141100-544200	C2510 DOWNTOWN BUS SHELTERS	80,000	-	80,000	-	80,000	3,970	2,950	73,080
30141100-541300	C2511 FACILITY ASSESSMENT/RENOVATIONS	189,647	-	300,000	(110,353)	189,647	-	189,647	-
30141100-541300	C2512 PS FACILITY MAINTENANCE	75,000	-	75,000	-	75,000	32,934	25,635	16,431
30141100-542200	C2513 FY 2025 FORESTRY ASST VEHICLE	50,000	-	50,000	-	50,000	-	-	50,000
subtotal				\$ 6,043,000	\$ 4,480,604	\$ 10,523,604	\$ 424,827	\$ 3,197,259	\$ 6,901,518
Recreation, Parks & Cultural Services									
30161150-541500	C0922 SYNTHETIC TURF REPLACEMENT	1,635,779	1,021,629	\$ -	\$ 614,150	\$ 614,150	\$ 600,050	\$ 14,100	\$ -
30161150-541200	C1210 TREE MAINT-PLANTING-REMOVAL	585,001	434,219	125,000	25,782	150,782	130,071	17,716	2,996
30161150-541500	C1221 DESIGN SERVICES	235,424	212,646	21,200	1,578	22,778	585	5,335	16,858
30161150-541300	C1229 FACILITY ROOF REPAIR	680,412	674,895	-	5,517	5,517	-	-	5,517
30161150-542200	C1232 FLEET	534,009	434,009	100,000	-	100,000	-	-	100,000
30161150-542100	C1402 RP EQUIPMENT REPLACEMENT	1,145,788	885,567	177,000	83,221	260,221	35,731	40,044	184,446
30113230-544200	C1527 VETERANS MEMORIAL	105,667	75,806	-	29,861	29,861	-	-	29,861
30161150-541500	C1614 THE STORIES PROJECT	85,000	54,565	-	30,435	30,435	-	23,500	6,935
30161150-541510	C1636 GREENWAY REPAIR AND MAINTENANCE	1,114,751	402,166	275,000	437,585	712,585	-	1,956	710,629
30161150-541500	C1804 PARK REPAIRS/IMPROVEMENTS	1,006,212	809,095	160,000	37,117	197,117	46,199	-	150,918
30161150-541500	C1806 PARKS PLAYGROUND EQUIPMENT	738,640	288,640	50,000	400,000	450,000	450,000	-	-
30161150-544100	C1807 PUBLIC ARTS PROGRAM	341,000	262,340	55,000	23,660	78,660	-	10,250	68,410
30161150-541500	C1926 NORTHSIDE MOU (PARKS)	149,904	138,991	-	10,913	10,913	7,126	-	3,787
30161150-541500	C1929 COMMUNITY AGRICULTURE PROGRAM	105,875	69,990	-	35,885	35,885	2,632	32,371	882
30161150-541500	C2010 PARK ENHANCEMENTS	651,578	631,629	-	19,949	19,949	14,284	-	5,665



CITY OF ALPHARETTA
 Financial Management Reports
 Capital Project Funds
General Capital Project Fund Detail (Fund 301; life-to-date for active projects)
 As of November 30, 2024

Account #	Project	Project Snapshot: FY2013 - FY2024		FY 2025					
		Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrance	Available Budget
30161150-541500	C2030 TOWN GREEN IMPROVEMENTS NORTH PARK RESTROOM 1 - 4	250,001	237,421	-	12,580	12,580	12,584	-	(4)
30161150-541500	C2035 (DESIGN)	16,180	-	16,180	-	16,180	-	-	16,180
30161150-541500	C2051 FOUNTAIN MAINTENANCE	86,306	76,156	-	10,150	10,150	5,450	-	4,700
30161150-541500	C2202 ATHLETIC COURTS RESURFACING	198,433	154,470	-	43,963	43,963	-	-	43,963
30161150-541500	C2217 MID-BROADWELL PARK	52,081	51,840	-	241	241	-	241	0
30161150-541500	C2248 CITY AGRICULTURE PLAN (FOOD WELL)	75,000	-	-	75,000	75,000	-	5,314	69,686
30161150-541500	C2309 WACKY WORLD 2.0 (DONATIONS) GREENWAY BOARDWALK	226,818	6,673	-	220,145	220,145	450	-	219,695
30161150-541500	C2316 REPLACEMENT	75,001	1,158	-	73,843	73,843	-	-	73,843
30161150-541500	C2411 PARK TRAIL MAINTENANCE	200,000	-	-	200,000	200,000	31,510	-	168,490
30161150-541500	C2412 CULTURAL ARTS MASTER PLAN	30,001	11,693	-	18,308	18,308	-	18,307	1
30161150-544100	C2415 PUBLIC ART FUND (CITY LOCATIONS)	45,000	-	25,000	20,000	45,000	-	-	45,000
30161150-544100	C2416 PUBLIC ART DEV (CITY PROP)	10,000	-	10,000	-	10,000	-	-	10,000
30161150-544100	C2417 PUBLIC ART IN PARKS	20,000	-	20,000	-	20,000	-	-	20,000
30161150-541500	C2419 WEBB BRIDGE PARK DOG PARK	50,000	45,215	-	4,785	4,785	-	4,785	-
30161150-541500	C2426 MAYFIELD PARK - MILTON IGA	130,000	-	-	130,000	130,000	-	4,853	125,148
30161150-541500	C2514 INNOV ACADEMY SOCCER	40,000	-	40,000	-	40,000	-	16,115	23,885
30161150-541500	C2515 PARK SECURITY IMPROVEMENTS	80,000	-	80,000	-	80,000	-	-	80,000
30161150-541300	C2519 GREENHOUSE (RUCKER PARK) LWCF GRANT MATCH	3,000	-	-	3,000	3,000	1,500	1,500	-
30161150-541500	G2507 (NORTH PARK LIGHTING)	500,001	101,164	-	398,837	398,837	-	-	398,837
	subtotal			\$ 1,154,380	\$ 2,966,505	\$ 4,120,885	\$ 1,338,171	\$ 196,387	\$ 2,586,326



CITY OF ALPHARETTA
Financial Management Reports
Capital Project Funds
General Capital Project Fund Detail (Fund 301; life-to-date for active projects)
As of November 30, 2024

			Project Snapshot: FY2013 - FY2024		FY 2025					
			Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrance	Available Budget
Account #	Project									
Community Development										
30174150-544100	C0019	DOWNTOWN PARKING FUND	523,552	315,748	\$ -	\$ 207,804	\$ 207,804	\$ -	\$ -	\$ 207,804
30174150-544200	C1300	CITY ECON DEVELOPMENT TOOLKIT	245,760	202,010	-	43,750	43,750	-	-	43,750
30174150-541410	C1603	DESIGN SERVICES	649,604	493,832	62,400	93,372	155,772	16,180	24,881	114,711
30174150-542400	C2111	COMMUNITY DEVELOPMENT EQUIPMENT	21,001	16,037	-	4,964	4,964	2,470	-	2,494
30174150-521200	C2307	WINDWARD-HWY9 MASTER PLAN MOU	60,000	700	-	59,300	59,300	59,300	-	-
30174150-521200	C2401	NORTH POINT FRAMEWORK PLAN	200,000	20,506	-	179,494	179,494	130,686	48,416	392
30174150-523400	C2402	GARDEN DISTRICT SIGNAGE	12,700	6,350	-	6,350	6,350	4,488	-	1,862
30174150-544100	C2403	SOUTH MAIN DISTRICT	200,000	27,407	150,000	22,593	172,593	9,200	23,743	139,650
30174150-544100	C2404	BROOKSIDE PARK GATEWAY	300,000	-	225,000	75,000	300,000	-	28,500	271,500
30174150-541410	C2414	BROOKSIDE PARKWAY LAND DIET	40,000	-	-	40,000	40,000	-	40,000	-
30174150-544100	C2500	DWTN WAYFINDING SIGNAGE	36,000	-	12,000	24,000	36,000	16,269	16,269	3,462
30174150-544200	C2516	MILTON AVE LIGHTING	50,000	-	50,000	-	50,000	-	-	50,000
30174150-541410	C2517	ENTRY MONUMENTS	50,000	-	50,000	-	50,000	-	-	50,000
subtotal					\$ 549,400	\$ 756,627	\$ 1,306,027	\$ 238,594	\$ 181,809	\$ 885,625
Non-Departmental										
30190200-579000		NON-ALLOCATED			\$ 2,003,586	\$ 428,730	\$ 2,432,316	\$ -	\$ -	\$ 2,432,316
30190200-579011		MATCH (GRANTS UNDER REVIEW)			-	276,000	276,000	-	-	276,000
subtotal					\$ 2,003,586	\$ 704,730	\$ 2,708,316	\$ -	\$ -	\$ 2,708,316
Total					\$ 15,273,766	\$ 13,463,723	\$ 28,737,489	\$ 2,936,129	\$ 6,185,291	19,616,069



CITY OF ALPHARETTA
Financial Management Reports
Capital Project Funds
Stormwater Capital Fund Detail (Fund 302; life-to-date for all projects)
As of November 30, 2024

		Project Snapshot: FY2017 - FY2024		FY 2025					
		Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
Account #	Project								
Revenue									
Non-Departmental									
30290200-361000	INTEREST EARNINGS	522,470	412,470	\$ 110,000	\$ -	\$ 110,000	\$ 76,562		\$ 33,438
30290200-362000	REALIZED GAIN/LOSS INV	-	-	-	-	-	(3,278)		3,278
30290200-363000	UNREALIZED GAIN/LOSS INV	-	-	-	-	-	41,525		(41,525)
30290200-391100	TRANSFER IN/GENERAL FUND MATCH	20,014,364	18,410,000	1,604,364	-	1,604,364	-		1,604,364
30290200-395000	CARRYFORWARD FUND BALANCE	6,276,426	-	285,636	5,990,790	6,276,426	-		6,276,426
	subtotal			\$ 2,000,000	\$ 5,990,790	\$ 7,990,790	\$ 114,809		\$ 7,875,981
	Total			\$ 2,000,000	\$ 5,990,790	\$ 7,990,790	\$ 114,809		\$ 7,875,981
Expenditures									
Public Works									
30241100-541430-C1308	SW PIPE & STRUCTURE R&M	17,037,844	9,779,619	\$ 2,000,000	\$ 5,258,225	\$ 7,258,225	\$ 1,213,248	\$ 1,056,887	\$ 4,988,091
30241100-541430-C2423	DOUGLAS ROAD DRAINAGE	11,768	11,700	-	68	68	68	-	1
30241100-541430-C2428	HARRIS ROAD DRAINAGE	122,595	-	-	122,595	122,595	115,345	-	7,250
30241100-541430-C2429	WINDWARD PKWY DRAINAGE	383,506	-	-	383,506	383,506	123,893	259,613	-
30241100-541430-C2518	MID-BORADWELL CULVERT	118,815	-	-	118,815	118,815	7,129	111,686	-
	subtotal			\$ 2,000,000	\$ 5,883,209	\$ 7,883,209	\$ 1,459,682	\$ 1,428,186	\$ 4,995,341
Non-Departmental									
30290200-579000	NON-ALLOCATED			\$ -	\$ 107,581	\$ 107,581	\$ -	\$ -	\$ 107,581
	subtotal			\$ -	\$ 107,581	\$ 107,581	\$ -	\$ -	\$ 107,581
	Total			\$ 2,000,000	\$ 5,990,790	\$ 7,990,790	\$ 1,459,682	\$ 1,428,186	\$ 5,102,922



CITY OF ALPHARETTA
Financial Management Reports
Capital Project Funds
2022 Parks Bond Fund Detail (Fund 318; life-to-date for all projects)
As of November 30, 2024

		Project Snapshot: FY2017 - FY2024		FY 2025					
Account #	Project	Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
Revenue									
Non-Departmental									
31890200-361000	INTEREST EARNINGS			\$ 900,000	\$ -	\$ 900,000	\$ 488,851		\$ 411,149
31890200-395000	CARRYFORWARD FUND BALANCE			-	27,383,446	27,383,446	-		27,383,446
	subtotal			\$ 900,000	\$ 27,383,446	\$ 28,283,446	\$ 488,851		\$ 27,794,595
	Total			\$ 900,000	\$ 27,383,446	\$ 28,283,446	\$ 488,851		\$ 27,794,595
Expenditures									
31841100-541420	C1712 ALPHALOOP	7,335,240	-	\$ -	\$ 7,335,240	\$ 7,335,240	\$ 9,265	\$ -	\$ 7,325,975
31841100-541420	C2520 ALPHALOOP (ROSWELL ST)	43,675	-	-	43,675	43,675	10,919	32,756	-
31841100-541420	C2521 ALPHALOOP (DEVORE RD)	33,265	-	-	33,265	33,265	5,665	27,600	-
31841100-541420	C2522 ALPHALOOP (OMP TO THOMPSON)	52,725	-	-	52,725	52,725	7,909	44,816	-
31841100-541420	C2523 ALPHALOOP (HBR TO WESTSIDE)	35,095	-	-	35,095	35,095	702	34,393	-
31861150-541500	C0922 SYNTHETIC TURF	1,632,541	47,597	-	1,584,944	1,584,944	-	1,584,180	764
31861150-541500	C1911 EQUESTRIAN CENTER (CITY)	5,000,000	914,017	-	4,085,983	4,085,983	392,892	157,470	3,535,621
31861150-541500	C2011 WILLS PARK MASTER PLAN IMP	5,671,367	759,165	-	4,912,202	4,912,202	4,540	31,010	4,876,652
31861150-541500	C2216 UNION HILL PARK	3,250,002	581,769	-	2,668,233	2,668,233	31,450	85,188	2,551,596
31861150-541500	C2217 MID-BROADWELL PARK	500,001	494,463	-	5,538	5,538	1,558	499	3,481
31861150-541500	C2218 OLD RUCKER PARK	3,000,000	395,470	-	2,604,530	2,604,530	11,460	3,925	2,589,145
31861150-541500	C2219 FARMHOUSE PARK	2,000,000	30,570	-	1,969,430	1,969,430	-	-	1,969,430
31861150-541500	C2220 WATERS ROAD PARK	1,256,501	1,256,501	-	-	-	-	-	-
31861150-541500	C2245 WILLS PARK MAINTENANCE FACILITY	328,634	328,634	-	-	-	-	-	-
31890200-579000	PARKS RESERVE	1,662,586	-	900,000	762,586	1,662,586	-	-	1,662,586
31890200-579012	RESERVE FOR ARBITRAGE	1,290,000	-	-	1,290,000	1,290,000	-	-	1,290,000
31890200-584000	DEBT ISSUANCE COSTS	368,549	368,549	-	-	-	-	-	-
	Total			\$ 900,000	\$ 27,383,446	\$ 28,283,446	\$ 476,360	\$ 2,001,837	\$ 25,805,249



CITY OF ALPHARETTA
Financial Management Reports
Capital Project Funds
TSPLOST I Fund Detail (Fund 335; life-to-date for all projects)
As of November 30, 2024

			Project Snapshot: FY2017-FY2024		FY 2025					
			Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
Account #	Project									
Revenue										
Non-Departmental										
33590200-395000	CARRYFORWARD FUND BALANCE				\$ -	\$ 31,602,130	\$ 31,602,130	\$ -		\$ 31,602,130
33541100-361000	INTEREST EARNINGS				500,000	-	500,000	566,769		(66,769)
	Total				\$ 500,000	\$ 31,602,130	\$ 32,102,130	\$ 566,769		\$ 31,535,361
Expenditures										
33541100-541410	C1219	MILLING AND RESURFACING	2,000,000	2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33541100-541410	C1631	MCGINNIS FERRY IGA (FORSYTH)	5,026,414	1,228,787	-	3,797,627	3,797,627	17,770	-	3,779,858
33541100-541410	C1713	KIMBALL BR RD OP IMP.	1,359,742	1,297,487	-	62,255	62,255	-	61,170	1,085
33541100-541410	C1717	OLD MILTON PKWY CAPACITY IMP.	5,579,475	3,066,278	-	2,513,197	2,513,197	137,776	463,073	1,912,349
33541100-541410	C1800	HAYNES BRIDGE RD IMP	187,598	187,598	-	-	-	-	-	-
33541100-541410	C1934	WINDWARD PKWY EAST IMPROVEMENTS	1,427,989	1,427,989	-	-	-	-	-	-
33541100-541410	C2054	GA 400 BRIDGES (WEBB; KIMBALL)	4,886,000	2,811,714	-	2,074,286	2,074,286	-	2,074,286	0
33541100-541410	C1933	WEBB BRIDGE RD (DESIGN-PROJ. MGMT., ETC.)	876,389	876,389	-	-	-	-	-	-
33541100-541410	C2211	WEBB BRIDGE RD PHASE 1 (WESTWIND TO GREENWAY)	725,037	725,037	-	-	-	-	-	-
33541100-541410	C2229	WEBB BRIDGE RD PHASE 2 (ROUNDAABOUT-PARK)	6,000,001	3,666,445	-	2,333,556	2,333,556	295,785	716,310	1,321,461
33541100-541410	C2232	WEBB BRIDGE RD PHASE 3 (GREENWAY-ROUNDAABOUT)	17,000,001	2,217,194	-	14,782,807	14,782,807	865,648	13,268,081	649,078
33541100-541410	C2104	WEBB BR RD PHASE 4 (NPP TO GREENWAY)	692,472	692,472	-	-	-	-	-	-
33541100-541410	C2113	ENCORE GREENWAY GATEWAY	6,678,124	294,485	-	6,383,639	6,383,639	477,255	-	5,906,384
33541100-541420	C2305	ALPHALOOP (OMP-NORTHWINDS)	825,000	825,000	-	-	-	-	-	-
33590200-579000	CONTINGENCY				500,000	(345,237)	154,763	-	-	154,763
	Total				\$ 500,000	\$ 31,602,130	\$ 32,102,130	\$ 1,794,234	\$ 16,582,919	\$ 13,724,978



CITY OF ALPHARETTA
Financial Management Reports
Capital Project Funds
TSPLOST II Fund Detail (Fund 336; life-to-date for all projects)
As of November 30, 2024

		Project Snapshot: FY2017-FY2024		FY 2025					
Account #	Project	Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
Revenue									
Non-Departmental									
33690200-313400	TSPLOST II			\$ -	\$ 18,883,508	\$ 18,883,508	\$ 4,912,133		\$ 13,971,375
33641100-361000	INTEREST EARNINGS			300,000	-	300,000	292,652		7,348
33690200-395000	CARRYFORWARD FUND BALANCE			-	15,625,733	15,625,733	-		15,625,733
	Total			\$ 300,000	\$ 34,509,241	\$ 34,809,241	\$ 5,204,785		\$ 29,604,456
Expenditures									
33641100-541410 C1713	KIMBALL BR RD GAP	500,000	25,356	\$ -	\$ 474,644	\$ 474,644	\$ 93,481	\$ -	\$ 381,164
33641100-541410 C2040	TRADEWINDS PARKWAY	3,500,000	437,015	-	3,062,985	3,062,985	-	-	3,062,985
33641100-541410 C2104	WEBB BRIDGE ROAD (NPP-GREENWAY)	13,000,001	5,564,700	-	7,435,301	7,435,301	932,064	3,405,928	3,097,310
33641100-541410 C2107	NORTH POINT PARKWAY IMP	7,786,414	300,213	-	7,486,201	7,486,201	97,066	342,576	7,046,559
33641100-541410 G2505	NORTH POINT PARKWAY IMP (STBG CONST GRANT MATCH RESERVE)	1,250,000	-	-	1,250,000	1,250,000	-	-	1,250,000
33641100-541410 G2506	NORTH POINT PARKWAY IMP (TIP CONST GRANT MATCH RESERVE)	1,000,000	-	-	1,000,000	1,000,000	-	-	1,000,000
33641100-541410 C2221	CROSSWALK (ALPHARETTA ELEM)	107,670	107,670	-	-	-	-	-	-
33641100-541410 C2222	CROSSWALK (MANNING OAKS ELEM)	18,537	18,537	-	-	-	-	-	-
33641100-541410 C2223	CROSSING (92 MILTON GARAGE)	208,128	208,128	-	-	-	-	-	-
33641100-541410 C2224	RAISED INTSECTION (MARIETTA ST)	350,001	93,685	-	256,316	256,316	131,373	23,075	101,868
33641100-541410 C2225	CROSSINGS (CITY CTR/CHURCHES)	750,001	38,061	-	711,940	711,940	-	80,639	631,301
33641100-541410 C2226	PEDESTRIAN BRIDGES (WW PKWY)	3,999,495	611,349	-	3,388,146	3,388,146	48,597	3,074,250	265,299
33641100-541410 C2227	CROSSWALK (COGBURN PARK)	129,616	129,616	-	-	-	-	-	-
33641100-541410 C2228	CROSWALK (CHARLOTTE DR)	146,000	146,000	-	-	-	-	-	-
33641100-541410 C2230	CUMMING ST CORRIDOR	4,757,526	2,056	-	4,755,470	4,755,470	29,911	132,112	4,593,447
33641100-541420 C2305	ALPHALOOP (OMP - NORTHWINDS)	11,110,929	11,041,215	-	69,714	69,714	7,522	62,192	1
33641100-541410 C2427	DRYDEN RD EXTENSION	3,000,000	98	-	2,999,902	2,999,902	-	-	2,999,902
33690200-579000	CONTINGENCY	1,918,622	-	300,000	1,618,622	1,918,622	-	-	1,918,622
	Total			\$ 300,000	\$ 34,509,241	\$ 34,809,241	\$ 1,340,012	\$ 7,120,772	\$ 26,348,458



CITY OF ALPHARETTA
Financial Management Reports
Special Revenue Funds
Impact Fee Fund (Fund 270; life-to-date for active projects)
As of November 30, 2024

		Project Snapshot: FY2013 - FY2024		FY 2025					
Account #	Project	Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
Revenue									
27074110-341321	IMPACT FEES STREETS & HIGHWAYS	3,691,936	3,691,936	\$ -	\$ -	\$ -	\$ 78,411		\$ (78,411)
27074110-341323	IMPACT FEES RECREATION & PARKS	8,506,029	8,506,029	-	-	-	68,149		(68,149)
27074110-341324	IMPACT FEES PUBLIC SAFETY	1,075,145	1,075,145	-	-	-	13,727		(13,727)
27074110-362000	REALIZED GAIN/LOSS			-	-	-	(3,158)		3,158
27074110-363000	UNREALIZED GAIN/LOSS			-	-	-	34,731		(34,731)
27074110-395000	CARRYFORWARD FUND BALANCE	5,603,670	-	353,820	5,249,850	5,603,670	-		5,603,670
27074110-361000	INTEREST EARNINGS	553,222	553,222	-	-	-	71,632		(71,632)
	Total			\$ 353,820	\$ 5,249,850	\$ 5,603,670	\$ 263,491		\$ 5,340,179
Expenditures									
Public Safety									
27031150-541300 C2501	FS 81 RENOVATIONS	170,000	-	\$ 170,000	\$ -	170,000	\$ -	\$ -	\$ 170,000
	subtotal			\$ 170,000	\$ -	\$ 170,000	\$ -	\$ -	\$ 170,000
Public Works									
27041100-541410 C1410	RUCKER RD CORRIDOR	1,002,447	1,001,847	\$ -	\$ 600	600	\$ -	\$ 600	\$ -
27041100-541410 G2502	NORTH POINT PARKWAY IMP (STBG ROW GRANT MATCH RESERVE)	1,250,000	-	-	1,250,000	1,250,000	-	-	1,250,000
	subtotal			\$ -	\$ 1,250,600	\$ 1,250,600	\$ -	\$ 600	\$ 1,250,000
Recreation, Parks & Cultural Services									
27061150-541500 C2011	WILLS PARK MASTER PLAN	328,634	21,930	\$ -	\$ 306,704	306,704	\$ -	\$ -	\$ 306,704
27061150-541500 C2035	NORTH PARK RESTROOM 1 - 4 (DESIGN)	183,820	-	183,820	-	183,820	-	-	183,820
27061150-541410 C2113	ENCORE GREENWAY GATEWAY	2,000,000	27,480	-	1,972,520	1,972,520	-	-	1,972,520
	subtotal			\$ 183,820	\$ 2,279,224	\$ 2,463,044	\$ -	\$ -	\$ 2,463,044



CITY OF ALPHARETTA
Financial Management Reports
Special Revenue Funds
Impact Fee Fund (Fund 270; life-to-date for active projects)
As of November 30, 2024

		Project Snapshot: FY2013 - FY2024		FY 2025					
Account #	Project	Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
Non-Departmental									
27074110-521200	PROFESSIONAL SERVICES			\$ -	\$ 37,525	\$ 37,525	\$ -	\$ 37,525	\$ -
27074110-579001	NON-ALLOCATED STREETS & HIGHWAYS			-	712,937	712,937	-	-	712,937
27074110-579002	NON-ALLOCATED PARKS				919,038	919,038	-	-	919,038
27074110-579003	NON-ALLOCATED PUBLIC SAFETY			-	50,526	50,526	-	-	50,526
	subtotal			\$ -	\$ 1,720,026	\$ 1,720,026	\$ -	\$ 37,525	\$ 1,682,501
	Total			\$ 353,820	\$ 5,249,850	\$ 5,603,670	\$ -	\$ 38,125	\$ 5,565,545



CITY OF ALPHARETTA
 Financial Management Reports
 Special Revenue Funds
Hotel/Motel Fund (Fund 275; life-to-date for active projects)
 As of November 30, 2024

			Project Snapshot: FY2013 - FY2024		FY 2025						
Account #	Project		Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget	
Revenue											
27590150-314100	HOTEL/MOTEL TAXES		88,934,129	79,684,129	\$ 9,250,000	\$ -	\$ 9,250,000	\$ 3,197,422		\$ 6,052,578	
27590150-319201	PEALTY/INT HOTEL/MOTEL TAX		(3,413)	(3,413)	-	-	-	(374)		374	
27590150-362000	REALIZED GAIN/LOSS		7,903	7,903	-	-	-	(930)		930	
27590150-363000	UNREALIZED GAIN/LOSS		117,443	117,443	-	-	-	9,447		(9,447)	
27590150-361000	INTEREST EARNINGS		122,977	102,977	20,000	-	20,000	21,304		(1,304)	
	subtotal				\$ 9,270,000	\$ -	\$ 9,270,000	\$ 3,226,870		\$ 6,043,130	
Non-Departmental											
27590150-395000	CARRYFORWARD FUND BALANCE		1,419,071	-	\$ -	\$ 1,419,071	\$ 1,419,071	\$ -		\$ 1,419,071	
	subtotal				\$ -	\$ 1,419,071	\$ 1,419,071	\$ -		\$ 1,419,071	
	Total				\$ 9,270,000	\$ 1,419,071	\$ 10,689,071	\$ 3,226,870		\$ 7,462,201	
Expenditures											
Alpharetta Convention & Visitors Bureau											
27590150-572002	ALPHA CONV & VISITORS BUREAU DISTRIBUTION		39,834,935	35,788,060	\$ 4,046,875	\$ -	\$ 4,046,875	\$ 986,994	\$ -	\$ 3,059,881	
	subtotal				\$ 4,046,875	\$ -	\$ 4,046,875	\$ 986,994	\$ -	\$ 3,059,881	
City of Alpharetta											
27590150-611100	CITY OF ALPHARETTA DISTRIBUTION		33,618,657	30,149,907	3,468,750	-	3,468,750	845,995	-	2,622,755	
	subtotal				\$ 3,468,750	\$ -	\$ 3,468,750	\$ 845,995	\$ -	\$ 2,622,755	
Tourism Product Development											
27590150-521200	PROFESSIONAL SERVICES		47,635	42,135	\$ 5,500	\$ -	\$ 5,500	\$ -	\$ -	\$ 5,500	
27590150-579006	DEBT SERVICE RESERVE		2,472,485	736,822	331,662	1,404,001	1,735,663	-	-	1,735,663	
27590450-541500	C2011	WILLS PARK MASTER PLAN	3,646,892	3,631,822	-	15,070	15,070	-	-	15,070	
27590151-581100	D1600	PRINCIPAL (2016 CONF CTR BOND)	9,691,367	8,921,367	770,000	-	770,000	-	-	770,000	
27590151-582100	D1600	INTEREST PAYMENT (2016 CONF CTR BOND)	6,673,580	6,026,367	647,213	-	647,213	323,606	-	323,607	
	subtotal				\$ 1,754,375	\$ 1,419,071	\$ 3,173,446	\$ 323,606	\$ -	\$ 2,849,840	
	Total				\$ 9,270,000	\$ 1,419,071	\$ 10,689,071	\$ 2,156,596	\$ -	\$ 8,532,475	



CITY OF ALPHARETTA
Financial Management Reports
Special Revenue Funds
Confiscated Assets Fund (Fund 210; life-to-date for active projects)
As of November 30, 2024

		Project Snapshot: FY2013 - FY2024		FY 2025					
Account #	Project	Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
Revenue									
DEA									
21031110-351300	CONFISCATION/FEDERAL SEIZURE	3,411,430	3,411,430	\$ -	\$ -	\$ -	\$ 12,759		\$ (12,759)
21031110-395000	CARRYFORWARD FUND BALANCE	346,851	-	43,800	303,051	346,851	-		346,851
	Total			\$ 43,800	\$ 303,051	\$ 346,851	\$ 12,759		\$ 334,092
Expenditures									
DEA									
21031110-523500	EMPLOYEE TRAVEL	47,178	32,030	\$ -	\$ 15,148	\$ 15,148	\$ -	\$ -	\$ 15,148
21031110-523700	EMPLOYEE TRAINING	66,279	63,779	-	2,500	2,500	-	-	2,500
21031110-531100	GENERAL SUPPLIES AND MATERIALS	127,897	107,620	-	20,277	20,277	-	-	20,277
21031110-542100	C2503 ARTIC FURNITURE	25,000	-	25,000	-	25,000	-	-	25,000
21031110-542100	C2507 DRONE 1ST RESPONDER PROGRAM	18,800	-	18,800	-	18,800	-	-	18,800
21031110-579000	CONTINGENCY		-	-	265,126	265,126	-	-	265,126
	Total			\$ 43,800	\$ 303,051	\$ 346,851	\$ -	\$ -	\$ 346,851



CITY OF ALPHARETTA

Financial Management Reports

Special Revenue Funds

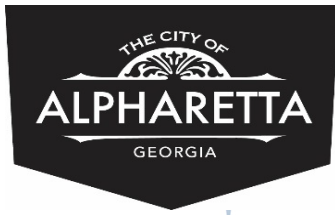
Opioid Settlement Fund (Fund 213; life-to-date for active projects)

As of November 30, 2024

		Project Snapshot: FY2024 - FY2024		FY 2025					
Account #	Project	Total Project Authorization	Prior Year Actuals	Original Appropriation	Transfers / Adjustments	Revised Budget	Collections / Expenditures	Encumbrances	Available Budget
Revenue									
State									
21331510-351920	OPIOID SETTLEMENT	61,930	61,930	\$ -	\$ -	\$ -	\$ 10,756		\$ (10,756)
21331510-395000	CARRYFORWARD	61,930	-	-	61,930	61,930	-		61,930
	subtotal			\$ -	\$ 61,930	\$ 61,930	\$ 10,756		\$ 51,174
	Total			\$ -	\$ 61,930	\$ 61,930	\$ 10,756		\$ 51,174
Expenditures									
State									
21331510-579000	CONTINGENCY	61,930	-	\$ -	\$ 61,930	\$ 61,930	\$ -	\$ -	\$ 61,930
	subtotal			\$ -	\$ 61,930	\$ 61,930	\$ -	\$ -	\$ 61,930
	Total			\$ -	\$ 61,930	\$ 61,930	\$ -	\$ -	\$ 61,930

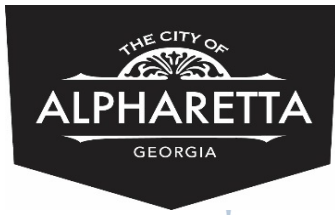


OTHER REPORTS



CITY OF ALPHARETTA
 Financial Management Reports
Listing of Payments \$5,000 and greater
 for the month ended November 30, 2024

Vendor	Description	Department	\$ Amount
A. B. GYMNASTICS LLC	INSTRUCTORS, CLASSES FOR THE PUBLIC	Rec., Parks & Cultural Services	\$ 12,601.50
ALLIED PAVING	FY 2025 LRA GRANT (MILLING/RESURFACING OF ROADWAYS)	Public Works	\$ 511,495.93
ALLIED WASTE SERVICE	WASTE MANAGEMENT SERVICES	Finance	\$ 10,566.56
ALLIED WASTE SERVICE	WASTE MANAGEMENT SERVICES	Various Departments	\$ 466,719.40
AMERICAN FACILITY	JANITORIAL/CUSTODIAL SERVICES	Various Departments	\$ 36,378.75
AMERICAN FACILITY	JANITORIAL SERVICES	Various Departments	\$ 26,666.00
AMERICAN FACILITY	CLEANING OF PARK FACILITIES	Rec., Parks & Cultural Services	\$ 25,893.50
ANIMAL CONTROL	ANIMAL TRAPPING SERVICES	Public Works	\$ 47,651.50
AT&T/BELLSOUTH @ 85	TELEPHONE SERVICES, LONG DISTANCE AND LOCAL (E-911)	Public Safety	\$ 10,105.21
AT&T/BELLSOUTH @ 85	TELEPHONE SERVICES, LONG DISTANCE AND LOCAL (E-911)	Public Safety	\$ 17,187.41
ATKINSREALIS USA INC	PROJECT MANAGEMENT SERVICES	Public Works	\$ 13,183.55
AXON ENTERPRISES	WEAPON MAINTENANCE AND REPAIR	Public Safety	\$ 100,800.00
BACKBONE INFRASTRUCTURE	CONSTRUCTION, SEWER AND STORM DRAIN	Public Works	\$ 24,885.73
BACKBONE INFRASTRUCTURE	CONSTRUCTION, SEWER AND STORM DRAIN	Public Works	\$ 99,007.17
BARGE DESIGN SOLUTION	DESIGNING SERVICES: EQUESTRIAN CENTER (CITY)	Rec., Parks & Cultural Services	\$ 91,100.00
BENNETT FIRE PRODUCT	FIRE PROTECTION CLOTHING (TURNOUT COATS, BUNKER PANTS)	Public Safety	\$ 5,734.00
CDW GOVERNMENT LLC	SOFTWARE MAINTENANCE/SUPPORT	Various Departments	\$ 36,530.00
CDW GOVERNMENT LLC	SOFTWARE MAINTENANCE/SUPPORT	Various Departments	\$ 11,000.00
CDW GOVERNMENT LLC	SOFTWARE MAINTENANCE/SUPPORT	Various Departments	\$ 29,891.04
CELLEBRITE INC	SOFTWARE MAINTENANCE/SUPPORT	Public Safety	\$ 6,900.00
CITY OF MILTON	LEASE COURTROOM IGA NOV24	Municipal Court	\$ 6,775.00
CORPORATE BILLING	VEHICLE REPAIR & MAINTENANCE	Public Safety	\$ 53,040.23
CRABAPPLE TURF	GROUNDS REPAIR & MAINTENANCE	Various Departments	\$ 23,279.41
CRABAPPLE TURF	ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERVICES	Rec., Parks & Cultural Services	\$ 18,423.23
CSTE INC	CONSTRUCTION, SIDEWALK AND DRIVEWAY (INCLUDES PEDESTRIAN)	Public Works	\$ 39,600.00
CSTE INC	CONSTRUCTION, CURB AND GUTTER (INCLUDES MAINTENANCE)	Public Works	\$ 159,117.80

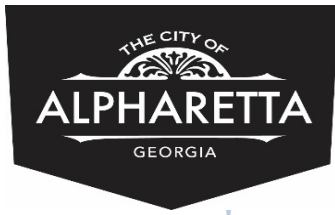


CITY OF ALPHARETTA

Financial Management Reports

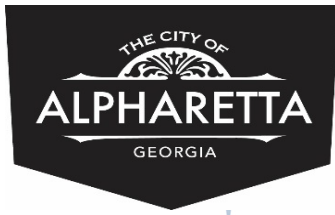
Listing of Payments \$5,000 and greater for the month ended November 30, 2024

Vendor	Description	Department	\$ Amount
CUMBERLAND LANDSCAPE	ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERVICES	Rec., Parks & Cultural Services	\$ 5,660.17
DANA SAFETY SUPPLY	AUTOMOBILES, POLICE AND SECURITY EQUIPPED	Public Safety	\$ 300,742.63
DANA SAFETY SUPPLY I	FLEET REPLACEMENT; CLAIMS (VEHICLE)	Various Departments	\$ 200,667.78
DATA MEDIA ASSOCIATE	STATEMENTS AND POSTAGE	Finance	\$ 5,851.70
DC POOL SERVICE LLC.	SWIMMING POOL MANAGEMENT AND OPERATION	Rec., Parks & Cultural Services	\$ 6,550.00
DELL MARKETING LP	MICROCOMPUTERS, HANDHELD, LAPTOP, AND NOTEBOOK	Information Technology	\$ 88,870.96
DIX.HITE + PARTNERS	DESIGNING SERVICES: UNION HILL PARK	Rec., Parks & Cultural Services	\$ 11,220.00
ED'S PUBLIC SAFETY	GUNS, PISTOLS, RIFLES, AND SHOTGUNS (INCL. ACCESSORIES)	Public Safety	\$ 22,312.56
ELARBEE THOMPSON	LEGAL SERVICES	Legal Services	\$ 8,121.00
ESIS INC	MONTHLY WORKERS COMP INVOICE	Risk Management	\$ 10,240.36
FULTON COUNTY BOARD OF COMMISSIONERS	645 CASES LOCAL CRIME VICTIM ASSIST COLLECT REPORT	Public Safety	\$ 7,157.89
FULTON COUNTY BOARD OF EDUCATION	SEPTEMBER AND OCTOBER FUEL BILLS	Various Departments	\$ 83,788.63
FULTON COUNTY SUPERIOR COURT	MCGINNIS FERRY-PARCEL 62	Public Works	\$ 14,200.00
FULTON COUNTY-DEPT OF FINANCE	WATER AND SEWER UTILITIES	Various Departments	\$ 6,853.59
GALLS INC	EMPLOYEE UNIFORMS	Public Safety	\$ 6,274.85
GEORGE F. RICHARDSON	FOLDING DOORS, COMMERCIAL TYPE (INCLUDING PORTABLE)	Rec., Parks & Cultural Services	\$ 25,994.00
GEORGIA BRIDGE AND CONCRETE	WEBB BRIDGE RD PH4 (NPP-GREENWAY)	Public Works	\$ 360,850.53
GEORGIA GREEN	GROUNDS MAINTENANCE: MOWING, EDGING, PLANT	Public Works	\$ 17,142.80
GEORGIA POWER CO	ELECTRICITY UTILITIES	Various Departments	\$ 201,092.38
GEORGIA POWER CO	ELECTRICITY UTILITIES	Various Departments	\$ 8,154.53
GEORGIA SUPERIOR COURT	CONSOLIDATED MONTHLY REMIT REPORT MUNICIPAL COURT	Public Safety	\$ 31,961.44
GESSNER	INSTRUCTORS, CLASSES FOR THE PUBLIC	Rec., Parks & Cultural Services	\$ 11,480.53
GREENTREE BEDDING	BEDDING (ALL TYPES)	Rec., Parks & Cultural Services	\$ 12,182.80
GREENTREE BEDDING	BEDDING (ALL TYPES)	Rec., Parks & Cultural Services	\$ 6,412.00
GREENTREE BEDDING	BEDDING (ALL TYPES)	Rec., Parks & Cultural Services	\$ 6,136.00
GREG MALCOLM & ASSOCIATES	RIGHT OF WAY SERVICES (INCLUDING TITLE, APPRAISAL)	Public Works	\$ 16,500.00



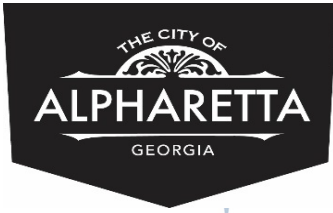
CITY OF ALPHARETTA
 Financial Management Reports
Listing of Payments \$5,000 and greater
 for the month ended November 30, 2024

Vendor	Description	Department	\$ Amount
GRUBBUX LLC	MOBILE TICKETING SERVICE (SOFTWARE, PAYMENT CARDS)	Rec., Parks & Cultural Services	\$ 7,350.00
HORSE & PLOW LANDSCAPING	GROUNDS REPAIR & MAINTENANCE	Various Departments	\$ 8,955.00
HRC CONSTRUCTION INC	CASH BOND REFUND FOR CASTLETON MANOR D150059	General Government	\$ 73,221.50
HUIE DE-SIGN, INC.	SOUTH MAIN DISTRICT GATEWAY DESIGNING SERVICES	Community Development	\$ 6,100.00
JARRARD & DAVIS	LEGAL SERVICES	Legal Services	\$ 79,830.95
JCB ATLANTA LLC	CONCRETE AND ASPHALT EQUIPMENT	Public Works	\$ 5,622.45
KECK & WOOD INC	DESIGNING SERVICES: ALPHALOOP	Public Works	\$ 25,194.45
KIMBROUGH INDUSTRIAL	HEATING, VENTILATING AND AIR CONDITIONING (HVAC)	Public Works	\$ 7,204.21
KIMBROUGH INDUSTRIAL	HEATING, VENTILATING AND AIR CONDITIONING (HVAC)	Public Works	\$ 8,781.64
KIMBROUGH INDUSTRIAL	HEATING, VENTILATING AND AIR CONDITIONING (HVAC)	Public Works	\$ 17,106.55
KINGS RIVER CASTING	WASTE RECEPTACLES AND DUST PANS	Rec., Parks & Cultural Services	\$ 8,624.00
KRISTEN THIGPEN ORR	INSTRUCTORS, CLASSES FOR THE PUBLIC	Rec., Parks & Cultural Services	\$ 5,000.00
LD GYMNASTICS INC	INSTRUCTORS, CLASSES FOR THE PUBLIC	Rec., Parks & Cultural Services	\$ 35,820.75
MASON TRACTOR	TRACTORS, FARM, WHEEL TYPE	Rec., Parks & Cultural Services	\$ 35,730.88
MEER ELECTRIC	GROUNDS REPAIR & MAINTENANCE	Rec., Parks & Cultural Services	\$ 47,968.75
MEER ELECTRIC	GROUNDS REPAIR & MAINTENANCE	Various Departments	\$ 16,791.05
MOFFATT & NICHOL	DESIGNING SERVICES FOR MULTIPLE PROJECTS	Public Works	\$ 6,210.32
NEGOV	SOFTWARE MAINTENANCE/SUPPORT	Human Resources	\$ 26,802.60
NEVER ENOUGH THYME	AAAC EVENT VETERANS LUNCH 11/4/24	Rec., Parks & Cultural Services	\$ 6,948.24
NFCID	ANALYTICAL STUDIES AND SURVEYS (CONSULTING)	Community Development	\$ 60,000.00
NOVACOAST, INC.	SOFTWARE MAINTENANCE/SUPPORT	Various Departments	\$ 103,817.00
PEACE OFFICER'S ANNUITY BENEFIT FUND OF GA	MUNICIPAL COURT FINES	Public Safety	\$ 14,485.19
PLAYWORLD PREFERRED	PLAYGROUND EQUIPMENT (NOT OTHERWISE CLASSIFIED)	Rec., Parks & Cultural Services	\$ 10,808.23
POND & COMPANY	BRIDGE ENGINEERING	Public Works	\$ 12,180.00
PORTER LUPO BARRESI LLC	BUILDING CONSTRUCTION, AGRICULTURAL	Rec., Parks & Cultural Services	\$ 7,226.00
PREMIER EVENTS LLC	MARKETING SERVICES (INCL. DISTRIBUTION, RESEARCH)	Rec., Parks & Cultural Services	\$ 6,000.00



CITY OF ALPHARETTA
 Financial Management Reports
Listing of Payments \$5,000 and greater
 for the month ended November 30, 2024

Vendor	Description	Department	\$ Amount
RAM ENTERPRISES, INC	TURF, ARTIFICIAL, INDOOR AND OUTDOOR	Rec., Parks & Cultural Services	\$ 127,050.00
RHYTHM N SHOES LLC	INSTRUCTORS, CLASSES FOR THE PUBLIC	Rec., Parks & Cultural Services	\$ 6,919.36
RURAL METRO	EMERGENCY MEDICAL SERVICES (INCL. EMERGENCY AMBULANCE)	Public Safety	\$ 31,317.99
RUSSELL LANDSCAPE	GROUPS MAINTENANCE: MOWING, EDGING, PLANT	Public Works	\$ 57,343.66
SAVATREE LLC	TREE MAINT-PLANTING-REMOVAL	Rec., Parks & Cultural Services	\$ 5,393.00
SAVATREE LLC	TREE AND SHRUB REMOVAL SERVICES	Various Departments	\$ 11,160.00
SHUMA, LLC	UNIFORMS, BLENDED FABRIC	Rec., Parks & Cultural Services	\$ 14,697.62
SLAM MECHANICAL LLC	PLUMBING EQUIPMENT AND FIXTURES, MAINTENANCE AND REPAIR	Public Works	\$ 6,200.00
SOCCER SHOTS NORTH	INSTRUCTORS, CLASSES FOR THE PUBLIC	Rec., Parks & Cultural Services	\$ 6,530.25
SOUTHEAST ELITE	STAGE HARDWARE AND SUPPLIES: BRACES, CANVAS, CLAMP	Rec., Parks & Cultural Services	\$ 11,000.00
SOUTHEAST RESTORATION	PS FACILITY MAINTENANCE	Public Works	\$ 23,618.33
SOUTHEAST RESTORATION	REMEDIATION SERVICES, ENVIRONMENTAL	Public Works	\$ 223,370.05
STARR WHITEHOUSE	NORTH POINT FRAMEWORK PLAN	Community Development	\$ 49,543.86
STEELCASE	FURNITURE, OFFICE (CUSTOM MADE)	City Administration	\$ 11,414.94
STEPHEN A. LASER ASSOCIATES	PSYCHOLOGISTS/PSYCHOLOGICAL AND PSYCHIATRIC SERVICES	Human Resources	\$ 6,325.00
SUSTAINABLE WATER	CIVIL ENGINEERING	Public Works	\$ 7,566.00
TECH ALPHARETTA	TECH ALPH RELOCATION MOU	Development Authority	\$ 17,865.00
TECH ALPHARETTA	ATC OPERATIONAL FUNDS	Development Authority	\$ 7,916.67
THE DUMPSTER CO	CLEANING OF AMUSEMENT AREAS, EXPOSITION CENTERS	Rec., Parks & Cultural Services	\$ 21,417.01
THE F. A. BARTLETT T	TREE AND SHRUB REMOVAL SERVICES	Risk Management	\$ 5,036.50
THE HUXTON GROUP LLC	DWTN WAYFINDING SIGNAGE	Community Development	\$ 16,269.00
TNT	VEHICLE REPAIR & MAINTENANCE	Public Safety	\$ 9,952.67
TRI SCAPES	ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERVICES	Rec., Parks & Cultural Services	\$ 59,166.88
TRI SCAPES	LANDSCAPING (INCLUDING DESIGN, FERTILIZING, PLANTING)	Rec., Parks & Cultural Services	\$ 20,990.07
TRI SCAPES	CONSTRUCTION, SEWER AND STORM DRAIN	Public Works	\$ 84,517.16
TRUIST BANK	PCARD TRANSACTIONS	General Government	\$ 160,853.22



CITY OF ALPHARETTA
Financial Management Reports
Listing of Payments \$5,000 and greater
for the month ended November 30, 2024

Vendor	Description	Department	\$ Amount
UNIVERSAL CONCEPTS	DECORATIONS: CHRISTMAS, PARTY, ETC.	Rec., Parks & Cultural Services	\$ 50,437.50
USI INSURANCE	WORKERS' COMP EXCESS LIABILITY	Risk Management	\$ 23,763.00
UTILITY ASSET MANAGEMENT	PIPE AND PIPE FITTINGS MAINTENANCE AND REPAIR	Public Works	\$ 24,200.00
VANGUARD COMMERCIAL	FLOORING MAINTENANCE AND REPAIR TO INCLUDE REFINISH	Public Works	\$ 13,302.50
VERIZON COMMUNICATION	KIMBELL BRIDGE RD PROJECT 5055 NORTH POINT PKWY	Public Works	\$ 90,000.00
YELLOBEE STUDIO	GRAPHIC DESIGN SERVICES FOR PRINTING	Rec., Parks & Cultural Services	\$ 10,600.00



CITY OF ALPHARETTA
 Financial Management Reports
Listing of PO's between \$5,000.01 and \$50,000.00
 for the month ended November 30, 2024

Purchase Order #	Vendor	Department	Purchase Order Amt.	Description
25000432	FIVE OAKS FENCE COMPANY INC	REC., PARKS & CULTURAL SVCS	\$ 12,450.00	REMOVAL AND REPLACEMENT OF INNOVATION ACADEMY SOCCER FIELD FENCING
25000433	KIMBROUGH INDUSTRIAL GROUP LLC	PUBLIC WORKS	\$ 8,380.60	CARRIER 2.5 TON HEAT PUMP AND AIR HANDLER FOR CRABAPPLE GOV'T CENTER
25000434	KIMBROUGH INDUSTRIAL GROUP LLC	PUBLIC WORKS	\$ 8,725.95	CARRIER 5.0 TON AC AND 5 TON UPFLOW COIL FOR CRABAPPLE GOV'T CENTER
25000435	KIMBROUGH INDUSTRIAL GROUP LLC	PUBLIC WORKS	\$ 5,507.34	OUTDOOR HEAT PUMP REPLACEMENT FOR ADULT ACTIVITY CENTER
25000436	THE F. A. BARTLETT TREE EXPERT COMPANY	PUBLIC WORKS	\$ 8,621.10	TREE AND SHRUB REMOVAL SERICCES ON LANTERN RIDGE CT
25000437	PORTER LUPO BARRESI LLC	REC., PARKS & CULTURAL SVCS	\$ 14,452.00	MOVE EXISTING GREENHOUSE AND INSTALL NEW LARGER GREENHOUSE
25000438	JONES CONTRACTING GROUP, LLC	REC., PARKS & CULTURAL SVCS	\$ 12,865.00	CONSTRUCTION OF 6X6 PRESSURE TREATED WALL BY POND AT WEBB BRIDGE PARK
25000439	TRI SCAPES LLC	REC., PARKS & CULTURAL SVCS	\$ 5,810.00	PLANTING OF (17) TREES AT THE LOG CABIN SITE AND WATER FOR (18) MONTHS
25000446	CELLEBRITE, INC.	PUBLIC SAFETY	\$ 6,900.00	ANNUAL RENEWAL OF COMPUTER FORENSIC SOFTWARE
25000447	DEL VALLE & MCNEIL LLC	COMMUNITY DEVELOPMENT	\$ 7,350.00	MILTON AVENUE STRING LIGHTING PROJECT
25000451	STEPHEN A. LASER ASSOCIATES, PC	HUMAN RESOURCES	\$ 25,000.00	PRE-EMPLOYMENT PSYCHOLOGICAL EVALUATIONS
25000455	TOUCHPHRASE DEVELOPMENT, LLC	PUBLIC SAFETY	\$ 12,298.65	ANNUAL RENEWAL OF JULOTA COMMUNITY PARAMEDICINE SOFTWARE
25000458	MOFFATT & NICHOL	PUBLIC WORKS	\$ 15,135.00	SIDEWALK DESIGN SERVICES FOR SOUTH SIDE OF MID BROADWELL RD
25000459	SLAM MECHANICAL LLC	PUBLIC WORKS	\$ 6,200.00	EMERGENCY PLUMBING REPAIR BETWEEN FIRE STATION 81 AND ATC BUILDING
25000462	RUSSELL LANDSCAPE, LLC	PUBLIC WORKS	\$ 18,316.50	WEBB BRIDGE ROAD SOIL AND MULCH
25000464	KINGS RIVER CASTING INC	REC., PARKS & CULTURAL SVCS	\$ 8,624.00	(6) BLACK SQUARE IRON VALLEY TRASH RECEPTACLES WITH 32 GALLON LINERS
25000465	PYRO SHOWS EAST COAST INC	REC., PARKS & CULTURAL SVCS	\$ 17,500.00	DEPOSIT FOR JULY 4, 2025 FIREWORKS
25000470	MEER ELECTRICAL CONTRACTORS INC	REC., PARKS & CULTURAL SVCS	\$ 6,577.00	ELECTRICAL SERVICES FOR SEASON OF CELEBRATION SPECIAL EVENT
25000471	HASLEY RECREATION, INC	REC., PARKS & CULTURAL SVCS	\$ 6,880.00	(4) DUMOR BENCHES FOR TOWN GREEN
25000477	ASCENDANT STRATEGY MGMT GROUP LLC	ADMINISTRATION	\$ 22,500.00	RENEWAL OF CLEARPOINT STRATEGY SOFTWARE
25000478	SPENCER CONSULTING GROUP APM LLC	PUBLIC WORKS	\$ 38,590.00	PAVEMENT DATA COLLECTION SERVICES
25000479	KRISTEN THIGPEN ORR	REC., PARKS & CULTURAL SVCS	\$ 41,451.61	COMMUNITY AGRICULTURE CONTRACTED SERVICE PROVIDER
25000484	GEORGIA MUNICIPAL ASSN	ADMINISTRATION	\$ 11,000.00	ANNUAL SUBSCRIPTION FOR TELECOMMUNICATIONS AND RIGHT OF WAY MANAGEMENT SERVICE

City of Alpharetta
Balance Sheet
Governmental Funds
November 30, 2024

	Major Governmental Funds							Non-Major	Total
	General Fund	Capital Project Fund	Capital Grant Fund	2016 Bond Fund	2022 Bond Fund	T-SPLOST Capital Fund	T-SPLOST II Capital Fund	Governmental Funds	Governmental Funds
ASSETS									
Cash / Cash Equivalents / Investments	\$ 53,142,444	\$ 11,611,146	\$ 1,513,517	\$ -	\$ 27,531,713	\$ 30,619,244	\$ 19,944,167	\$ 19,468,757	\$ 163,830,989
Receivables (net of allowance for uncollectibles)									
Taxes Receivable									
Property Taxes	5,402,869	-	-	-	-	-	-	10,667	5,413,536
Other Taxes	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-
Accounts	183,604	-	-	-	-	-	-	915,263	1,098,867
Due from Other Funds	569,482	-	-	-	-	-	-	22,478	591,960
Intergovernmental Receivable	1,682	64,456	50,000	-	-	-	-	-	116,139
Cash - Restricted	267,943	254,814	-	-	-	-	-	-	522,758
Total Assets	59,568,026	11,930,417	1,563,517	-	27,531,713	30,619,244	19,944,167	20,417,165	171,574,249
LIABILITIES AND FUND BALANCES									
Liabilities									
Current									
Accounts Payable	1,294,028	37,454	-	-	26,752	13,184	90,000	200,049	1,661,466
Retainage Payable	-	31,816	25,575	-	-	111,429	288,272	63,446	520,538
Intergovernmental Payable	-	-	-	-	-	-	-	-	-
Claims Payable	-	-	-	-	-	-	-	-	-
Payroll Payable	162,066	-	-	-	-	-	-	-	162,066
Due to Other Funds	-	-	458,221	-	-	-	-	8,852	467,074
Deferred Revenue	6,535,791	64,456	23,915	-	-	-	-	948,408	7,572,571
Unearned Revenue	191,479	-	912,515	-	-	-	-	836	1,104,830
Non-Current									
Unclaimed Property	105,106	-	-	-	-	-	-	-	105,106
Claims Payable	-	-	-	-	-	-	-	-	-
Total Liabilities	8,288,470	133,726	1,420,227	-	26,752	124,612	378,272	1,221,592	11,593,651
Fund Balances:									
Restricted for:									
Capital Projects	-	2,903,084	(952,437)	-	22,550,537	13,756,949	10,526,502	7,580,064	56,364,700
Law Enforcement	-	-	-	-	-	-	-	150,552	150,552
Emergency Telephone Activities	-	-	-	-	-	-	-	(735,939)	(735,939)
Debt Service	-	-	-	-	-	-	-	4,246,958	4,246,958
Promotion of Tourism	-	-	-	-	-	-	-	679,921	679,921
Assigned for:									
Grant Projects	-	276,000	-	-	-	-	-	84,066	360,066
Arbitrage	-	-	-	-	1,290,000	-	-	-	1,290,000
Encumbrances	4,523,295	6,185,291	1,046,748	-	2,001,837	16,582,919	7,120,772	2,352,637	39,813,499
Unallocated	46,756,261	2,432,316	48,979	-	1,662,586	154,763	1,918,622	4,837,315	57,810,842
Total Fund Balances	51,279,556	11,796,691	143,290	-	27,504,960	30,494,631	19,565,895	19,195,573	159,980,598
Total Liabilities and Fund Balances	\$ 59,568,026	\$ 11,930,417	\$ 1,563,517	\$ -	\$ 27,531,713	\$ 30,619,244	\$ 19,944,167	\$ 20,417,165	\$ 171,574,249

City of Alpharetta
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Period Ended November 30, 2024

	Major Governmental Funds						Non-Major	Total
	General	Capital	Capital	S2022 Const	T-SPLOST	T-SPLOST II	Governmental	Governmental
	Fund	Project Fund	Grant Fund	Bond Fund	Capital Fund	Capital Fund	Funds	Funds
REVENUES								
Taxes:								
Property Tax	\$ 29,666,937	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,345,045	\$ 35,011,982
Local Option Sales Tax	7,387,073	-	-	-	-	-	-	7,387,073
Transportation SPLOST	-	-	-	-	-	4,912,133	-	4,912,133
Other Taxes	7,764,942	-	-	-	-	-	3,197,048	10,961,990
Licenses and permits	2,176,370	-	-	-	-	-	-	2,176,370
Intergovernmental	62,422	52,200	1,199,378	-	-	-	1,057,890	2,371,891
Charges for services	1,989,497	-	-	-	-	-	85,324	2,074,821
Impact Fees	-	-	-	-	-	-	160,287	160,287
Fines/Forfeitures	932,581	-	-	-	-	-	20,599	953,180
Investment earnings (Loss)	652,625	300,224	21,811	597,873	686,735	368,041	327,781	2,955,089
Contributions and Donations	38,795	29,710	-	-	-	-	525	69,030
Misc Revenue	56,722	-	-	-	-	-	-	56,722
Other	-	-	-	-	-	-	-	-
Total revenues	50,727,965	382,134	1,221,189	597,873	686,735	5,280,174	10,194,499	69,090,568
EXPENDITURES								
Current:								
Unallocated	-	-	-	-	-	-	-	-
General government	5,965,360	125,814	-	-	-	-	1,312,951	7,404,124
Public safety	19,709,984	808,724	-	-	-	-	2,339,369	22,858,076
Public works	4,483,979	424,827	523,335	34,459	1,794,234	1,340,012	1,459,682	10,060,527
Economic and community development	2,043,071	238,594	-	-	-	-	-	2,281,664
Alpharetta Business Community	-	-	-	-	-	-	-	-
Culture and recreation	6,070,743	1,338,171	-	441,900	-	-	13,884	7,864,699
Contingency	-	-	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	-
Debt service:								
Principal	-	-	-	-	-	-	226,006	226,006
Interest	35,989	-	-	-	-	-	1,594,050	1,630,038
Other Costs	-	-	-	-	-	-	-	-
Bond issuance costs	-	-	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-	-	-
Total expenditures	38,309,126	2,936,129	523,335	476,360	1,794,234	1,340,012	6,945,940	52,325,135
Excess (deficiency) of revenues over (under) expenditures	12,418,840	(2,553,995)	697,854	121,513	(1,107,499)	3,940,162	3,248,558	16,765,433
OTHER FINANCING SOURCES (USES)								
Transfers in	845,995	-	-	-	-	-	-	845,995
Transfers out	-	-	-	-	-	-	(845,995)	(845,995)
Loan Proceeds	-	-	-	-	-	-	-	-
Capital Leases	-	-	-	-	-	-	-	-
Sale of capital assets	25,768	-	-	-	-	-	-	25,768
Sale of non-capital assets	4,126	-	-	-	-	-	-	4,126
Land Sale	-	-	-	-	-	-	-	-
Insurance Proceeds	-	-	-	-	-	-	-	-
Bond Proceeds	-	-	-	-	-	-	-	-
Total other financing sources and (uses)	875,889	-	-	-	-	-	(845,995)	29,894
Net change in fund balances	13,294,729	(2,553,995)	697,854	121,513	(1,107,499)	3,940,162	2,402,563	16,795,327
Fund balances - beginning	37,984,828	14,350,686	(554,563)	27,383,447	31,602,130	15,625,733	16,793,010	143,185,270
Fund balances - ending	\$ 51,279,556	\$ 11,796,691	\$ 143,290	\$ 27,504,960	\$ 30,494,631	\$ 19,565,895	\$ 19,195,573	\$ 159,980,598

City of Alpharetta
Combining Balance Sheet
Non-Major Governmental Funds
November 30, 2024

	Special Revenue							Total Non-major		
	Hotel Motel	Impact Fee	Federal Confiscated Assets	State Confiscated Assets	Grant Operating	E911	Opioid Settlement Fund	Debt Service Fund	Stormwater Capital Fund	Governmental Funds
ASSETS										
Cash / Cash Equivalents / Investments	\$ 2,415,584	\$ 5,886,912	\$ 376,787	\$ 28,135	\$ 165,907	\$ 128,540	\$ 72,686	\$ 5,201,667	\$ 5,192,539	\$ 19,468,757
Taxes Receivable	10,667	-	-	-	-	-	-	-	-	10,667
Pre-Paid Expenditures	-	-	-	-	-	-	-	-	-	-
Accounts Receivable	-	-	-	-	-	-	-	-	-	-
Property Taxes	-	-	-	-	-	-	-	915,263	-	915,263
Intergovernmental Receivable	-	-	-	-	22,478	-	-	-	-	22,478
Due From Other Funds	-	-	-	-	-	-	-	-	-	-
Restricted	-	-	-	-	-	-	-	-	-	-
Total Assets	2,426,251	5,886,912	376,787	28,135	188,385	128,540	72,686	6,116,929	5,192,539	20,417,165
LIABILITIES										
Accounts Payable	-	-	-	-	1,200	19,301	-	-	179,548	200,049
Retainage Payable	-	-	-	-	-	-	-	-	63,446	63,446
Intergovernmental Payable	-	-	-	-	-	-	-	-	-	-
Arbitrage Payable	-	-	-	-	-	-	-	-	-	-
Compensated Absences	-	-	-	-	-	-	-	-	-	-
Payroll Liabilities	-	-	-	-	-	8,852	-	-	-	8,852
Due to Other Fund	-	-	-	-	-	-	-	-	-	-
Deferred Revenue	10,667	-	-	-	22,478	-	-	915,263	-	948,408
Unearned Revenue	-	-	-	-	-	-	-	836	-	836
Total Liabilities	10,667	-	-	-	23,678	28,153	-	916,099	242,995	1,221,592
FUND BALANCES										
Restricted:										
Capital Projects	-	4,166,286	-	-	-	-	-	-	3,413,778	7,580,064
Law Enforcement	-	-	111,661	28,135	-	-	10,756	-	-	150,552
Promotion of Tourism	679,921	-	-	-	-	-	-	-	-	679,921
Emergency Telephone Activities	-	-	-	-	-	(735,939)	-	-	-	(735,939)
Debt Service	-	-	-	-	-	-	-	4,246,958	-	4,246,958
Assigned for: Grant Projects	-	-	-	-	-	-	-	-	-	-
Grant Projects	-	-	-	-	84,066	-	-	-	-	84,066
Encumbrances	-	38,125	-	-	50,000	836,326	-	-	1,428,186	2,352,637
Unallocated	1,735,663	1,682,501	265,126	-	30,641	-	61,930	953,873	107,581	4,837,315
Total Fund Balances	2,415,584	5,886,912	376,787	28,135	164,707	100,387	72,686	5,200,831	4,949,545	19,195,573
Total Liabilities and Fund Balances	\$ 2,426,251	\$ 5,886,912	\$ 376,787	\$ 28,135	\$ 188,385	\$ 128,540	\$ 72,686	\$ 6,116,929	\$ 5,192,539	\$ 20,417,165

City of Alpharetta
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
Non-major Governmental Funds
For the Period Ended November 30, 2024

	Special Revenue								Total Non-major	
	Hotel Motel	Impact Fee	Federal Confiscated Assets	State Confiscated Assets	Grant Operating	E911 Fund	Opiod Settlement Fund	Debt Service Fund	Stormwater Service Fund	Governmental Funds
REVENUES:										
Hotel Motel Tax	\$ 3,197,048	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,197,048
Property tax	-	-	-	-	-	-	-	5,345,045	-	5,345,045
Charges for Service	-	-	-	-	85,324	-	-	-	-	85,324
Impact Fees	-	160,287	-	-	-	-	-	-	-	160,287
Forfeiture Income	-	-	-	9,843	-	-	10,756	-	-	20,599
Intergovernmental	-	-	29,935	-	14,153	1,013,803	-	-	-	1,057,890
Contributions & Donations	-	-	-	-	525	-	-	-	-	525
Investment Earnings (Loss)	36,059	122,954	-	-	3,160	(3,230)	-	36,037	132,800	327,781
Other	-	-	-	-	-	-	-	-	-	-
Total revenues	3,233,107	283,241	29,935	9,843	103,161	1,010,574	10,756	5,381,081	132,800	10,194,499
EXPENDITURES:										
Tourism	1,310,601	-	-	-	-	-	-	-	-	1,310,601
Community Development	-	-	-	-	-	-	-	-	-	-
Culture/Recreation	-	-	-	-	13,884	-	-	-	-	13,884
Public Safety	-	-	-	13,809	29,908	2,295,652	-	-	-	2,339,369
Public Works	-	-	-	-	-	-	-	-	1,459,682	1,459,682
General Government	-	-	-	-	-	-	-	2,350	-	2,350
Debt Service:	-	-	-	-	-	-	-	-	-	-
Principal	-	-	-	-	-	226,006	-	-	-	226,006
Interest	-	-	-	-	-	-	-	1,594,050	-	1,594,050
Bond Issuance Costs	-	-	-	-	-	-	-	-	-	-
Total expenditures	1,310,601	-	-	13,809	43,792	2,521,658	-	1,596,400	1,459,682	6,945,940
Excess (deficiency) of revenues over expenditures	1,922,507	283,241	29,935	(3,966)	59,370	(1,511,084)	10,756	3,784,682	(1,326,882)	3,248,558
OTHER FINANCING SOURCES (USES):										
Transfers in / out:										
General fund	(845,995)	-	-	-	-	-	-	-	-	(845,995)
Budgeted Fund Balance:	-	-	-	-	-	-	-	-	-	-
Capital Leases	-	-	-	-	-	-	-	-	-	-
Total other financing sources	(845,995)	-	-	-	-	-	-	-	-	(845,995)
Net change in fund balances	1,076,512	283,241	29,935	(3,966)	59,370	(1,511,084)	10,756	3,784,682	(1,326,882)	2,402,563
Fund balances - beginning	1,339,072	5,603,671	346,852	32,101	105,337	1,611,471	61,930	1,416,149	6,276,427	16,793,010
Fund balances - ending	\$ 2,415,584	\$ 5,886,912	\$ 376,787	\$ 28,135	\$ 164,707	\$ 100,387	\$ 72,686	\$ 5,200,831	\$ 4,949,545	\$ 19,195,573

City of Alpharetta
Enterprise Fund -Solid Waste
Statement of Net Position
November 30, 2024

	<u>Solid Waste</u>
ASSETS	
Current Assets:	
Cash and Cash Equivalents & Investments	\$ 1,251,121
Inventories, at cost	-
Accounts Receivables (net of allowance for uncollectibles)	1,268,241
Prepaid Insurance Expenses	-
Total Current Assets	<u>2,519,362</u>
Noncurrent Assets:	
Restricted Cash, Cash Equivalents, and Investments	-
Total Restricted Assets	<u>-</u>
Other	-
Capital Assets	
Buildings and System	-
Machinery and Equipment	-
Less Accumulated Depreciation	-
Total Capital Assets (net of accumulated depreciation)	<u>-</u>
Total Noncurrent Assets	<u>-</u>
Total Assets	<u>2,519,362</u>
LIABILITIES	
Current Liabilities:	
Accounts Payable	15,234
Accounts Payable/ Customer Credit Balances	-
Accounts Payable/ Customer Pre-Paid Service	-
Payroll Liabilities	78
Accrued Salaries	-
Accrued Interest Payable	-
Compensated Absences Payable	-
Notes Payable - Revenue Bonds	-
Due to Other Funds	-
Total Current Liabilities	<u>15,312</u>
Current Liabilities Payable from Restricted Assets:	
Revenue Bonds Payable	-
Total Current Liabilities Payable from Restricted Assets	<u>-</u>
Noncurrent Liabilities:	
Customer Deposits	-
Compensated Absences less Current Portion	-
Revenue Bonds Payable	-
Total Noncurrent Liabilities	<u>-</u>
Total Liabilities	<u>15,312</u>
NET ASSETS	
Invested in Capital Assets, net of related debt	-
Reserved for Debt Service	-
Reserved for Encumbrances	-
Unreserved	2,504,050
Total Net Assets	<u>2,504,050</u>
Total Liabilities & Net Assets	<u>\$ 2,519,362</u>

City of Alpharetta
Enterprise Fund - Solid Waste
Statement of Revenues, Expenses, and Changes in Net Position
For the Period Ended November 30, 2024

Operating revenues:	
Charges for sales and services:	
Refuse Collection charges	\$ 4,371,133
Misc Revenue	-
Total operating revenues	<u>4,371,133</u>
Operating expenses:	
Administration	5,671,663
Non-departmental	-
Total operating expenses	<u>5,671,663</u>
Operating Gain (loss)	(1,300,531)
Non-operating revenues (expenses):	
Investment earnings (Loss)	<u>27,933</u>
Total non-operating revenue (expenses)	<u>27,933</u>
Income (loss) before transfers	(1,272,597)
Transfers In	-
Transfers Out	<u>-</u>
Change In Net Assets	(1,272,597)
Total net assets-beginning	<u>15,351</u>
Total net assets-ending (net of encumbrances)	<u>(1,257,247)</u>
Adjustments to GAAP basis:	
Encumbrances	3,761,296
Misc adj-Encumbrances Resv/Prior Year	
Total net assets-ending	<u>\$ 2,504,050</u>

DEVELOPMENT AUTHORITY



Revenue & Expenditure Report GAAP Financial Statements



ALPHARETTA DEVELOPMENT AUTHORITY

Financial Management Report - As of November 30, 2024 (unaudited)

Account #	Project	Total Budget	Actuals (Collections/ Expenditures)	Encumbrances	Remaining
Revenues					
99575100-346900	Bond Application Fee	\$ -	\$ 1,500		\$ (1,500)
99575100-361000	Investment Earnings	-	6,846		(6,846)
99575100-371000-C1532	Tech Alpharetta Operational Funding (IGA with COA)	95,000	23,750		71,250
(2) 99575100-381000-C1535	Tech Alpharetta Incubator Operations	23,700	5,167		2,188
	subtotal	\$ 118,700	\$ 37,263		\$ 65,092
(1) 99575100-395000	Carryforward Fund Balance	\$ 284,976	\$ -		\$ 284,976
	subtotal	\$ 284,976	\$ -		\$ 284,976
	Total	\$ 403,676	\$ 37,263		\$ 350,068
Expenditures					
99575100-571000	Local Job Creation Grant Program	\$ 32,500	\$ -	\$ -	\$ 32,500
99575100-544100-C1532	Tech Alpharetta Operational Funding	95,000	47,500	47,500	-
99575100-544100-C2525	Tech Alpharetta Relocation MOU	30,000	27,865	-	2,135
99575100-544100-C1601	High Impact Permitting Grant Program (IGA with COA)	20,948	-	-	20,948
99575100-544100-C2210	Downtown Economic Development Initiative	10,000	-	-	10,000
99575100-544100-C2422	Connect Forward Grant Program	50,000	-	-	50,000
	subtotal	\$ 238,448	\$ 75,365	\$ 47,500	\$ 115,583
(2) 99575100-523860-C1535	Tech Alpharetta Incubator Operation (Maint. Contracts)	\$ 12,000	\$ 2,888	\$ 889	\$ 8,223
(2) 99575100-531200-C1535	Tech Alpharetta Incubator Operation (Misc. Utilities)	1,100	316	-	784
(2) 99575100-531210-C1535	Tech Alpharetta Incubator Operation (Water/Sewer)	1,200	43	-	1,157
(2) 99575100-531220-C1535	Tech Alpharetta Incubator Operation (Natural Gas)	5,000	1,089	-	3,911
(2) 99575100-531230-C1535	Tech Alpharetta Incubator Operation (Electricity)	4,400	1,895	-	2,505
	subtotal	\$ 23,700	\$ 6,232	\$ 889	\$ 16,580
99575100-579000	Reserve	\$ 141,528	\$ -	\$ -	\$ 141,528
	Total	\$ 403,676	\$ 81,597	\$ 48,389	\$ 273,691

- (1) Carryforward Fund Balance represents cash available at the end of the prior fiscal year that is programmed into the current fiscal year budget. As this account represents cash already received, there will not be actual collections.
- (2) Tech Alpharetta Incubator utilities are being funded by Tech Alpharetta on a reimbursement basis. As such, revenues and/or expenses will outpace budget at month end due to the billing/reimbursement delay. Additionally, collections totaling \$1,587 are related to prior year utility billings.



ALPHARETTA DEVELOPMENT AUTHORITY
Financial Management Report - As of November 30, 2024 (unaudited)

Account #	Project	Total Budget	Actuals (Collections/ Expenditures)	Encumbrances	Remaining
Fund Balance Reconciliation					
Fund Balance (beginning of Fiscal Year)			\$ 284,976		
Revenues collected to date			37,263		
Expenditures incurred to date			(81,597)		
Fund Balance (current)			\$ 240,643		
Forecasted revenue collections (Tech Alpharetta Operational Funding from the City)			71,250		
(2) Forecasted revenue collections (Tech Alpharetta Operations reimbursement)			2,188		
Fund Balance*			\$ 314,080		
Fund Balance Allocation (forecasted):					
Non-Spendable (unspent/remaining project allocations)			\$ 163,083		
Spendable (available for investment by the Board)			150,997		
			\$ 314,080		

* May differ from the Fund Balance figures in the attached Balance Sheet due to forecasted revenue collections that are anticipated, but not yet collected.

City of Alpharetta
Balance Sheet
COMPONENT UNIT-DEVELOPMENT AUTHORITY
November 30, 2024

ASSETS

Current Assets:

Cash and Cash Equivalents	\$ 240,642
Investments	-
Receivables	0
Restricted Cash for Bond Issuance Costs	-
Total Assets	240,643

LIABILITIES

Current Liabilities:

Accounts Payable	-
Deferred Revenue	0
Due to Other Funds	-
Total Current Liabilities	0

Current Liabilities Payable from Restricted Assets:

	-
Total Current Liabilities Payable from Restricted Assets	-

Noncurrent Liabilities:

	-
Total Noncurrent Liabilities	-
Total Liabilities	0

Fund Balance

Restricted	163,083
Unallocated	77,559
Total Fund Balance	240,643

Total Liabilities & Fund Balance	\$ 240,643
---	-------------------

City of Alpharetta
Statement of Revenues, Expenditures, and Changes in Fund Balance
COMPONENT UNIT-DEVELOPMENT AUTHORITY
For the Period Ended November 30, 2024

	<u>Actual Amounts</u>
Revenues	
Rent/Royalties	\$ 1,500
State Grant	-
Fees	-
Contributions & Donations	23,750
Miscellaneous Income-Interest	6,846
Miscellaneous Revenue	<u>5,167</u>
Total Revenues	<u>37,263</u>
Expenditures	
Economic Development	122,865
Maintenance Contracts	3,777
Donation to private source	-
Utilities - Miscellaneous	3,344
Debt Service:	
Principal	-
Interest	<u>-</u>
Total Expenditures	<u>129,985</u>
Excess (deficiency) of revenues over (under) expenditures	(92,723)
Other Financing Sources (Uses)	
Sale of capital assets	<u>-</u>
Net Change in Fund Balances	(92,723)
Fund Balance, Beginning of Year	<u>284,976</u>
Encumbrances	48,389
Fund Balance, End of Year	<u>240,643</u>





STAFF REPORT

Department: City Clerk
Submitted By: Molly Esswein
Meeting Date: January 27, 2025

AGENDA ITEM:

Conflict Waiver: City of Alpharetta and City of Milton for North Fulton Emergency Medical Response Oversight Committee ("EMROC")

Consideration of approval of a Waiver of Conflict for Jarrard and Davis, LLP to represent the legal interests of the City of Alpharetta and the City of Milton for the purposes of joining and drafting bylaws of the EMROC and with authorization for the Mayor to execute all necessary documents.

STAFF RECOMMENDATION:

Approve, as part of the Consent Agenda, the Waiver of Conflict for Jarrard and Davis to represent both the City of Alpharetta and the City of Milton as it relates to the joining and bylaw drafting of the EMROC and authorize the Mayor to execute all necessary documents.

BUDGET & PROCUREMENT:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
-----------------------------	----------------------

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
-----------------------------	----------------------

ITEM DESCRIPTION:

If approved, this conflict waiver would allow Jarrard & Davis to represent both the City of Alpharetta and the City of Milton for the purposes of joining the North Fulton Emergency Medical Response Oversight Committee and drafting bylaws for its operations, purpose, governance, and responsibilities. Additionally, this conflict waiver would waive any potential conflict of interest in Jarrard & Davis representing both parties for this purpose.

ALTERNATIVES:

Do not approve the Waiver of Conflict and seek alternative legal representation.

ATTACHMENTS:

1. Alpharetta - Milton Conflict Waiver RE EMROC Bylaws

WAIVER OF CONFLICT

WHEREAS, THE CITY OF MILTON (“Milton”) is a municipal corporation of the State of Georgia; and

WHEREAS, THE CITY OF ALPHARETTA (“Alpharetta”) is a municipal corporation of the State of Georgia; and

WHEREAS, both Milton and Alpharetta may collectively be referred to hereinafter as the “Parties;” and

WHEREAS, Milton is and has been represented by the law firm of Jarrard & Davis, LLP, in the capacity of general legal counsel as Milton’s City Attorney; and

WHEREAS, Alpharetta is and has been represented by the law firm of Jarrard & Davis, LLP, in the capacity of general legal counsel as Alpharetta’s City Attorney; and

WHEREAS, the Parties, along with the City of Johns Creek, the City of Roswell, and the City of Sandy Springs, (collectively the “Cities”), previously approved the joint execution of a Service Level Agreement (“SLA”) for the provision of enhancing and sustaining EMS service levels within the city limits of each of the Cities;

WHEREAS, the SLA anticipates the establishment of the North Fulton Emergency Medical Response Oversight Committee (“EMROC”) to provide oversight for the SLA;

WHEREAS, the Parties desire to be members of EMROC;

WHEREAS, the Parties have an interest in the drafting of bylaws for EMROC to govern its operations, including its purpose, membership, governance, and responsibilities, in accordance with its mission to support emergency medical response efforts;

WHEREAS, Milton and Alpharetta recognize that Jarrard & Davis, LLP’s representation of both Parties regarding EMROC and the preparation of its bylaws is a waivable

conflict of interest; and

WHEREAS, the governing bodies of the Parties have considered this issue, have been informed of the potential for conflicts or competing interests between the Parties and risks associated with the same; and

WHEREAS, the law firm of Jarrard & Davis, LLP will continue to represent both Parties while protecting both Parties' best interests, in connection with EMROC and its bylaws.

NOW THEREFORE, in light of the above, the governing bodies of Milton and Alpharetta, having considered this issue, do hereby resolve as follows:

1. Milton and Alpharetta acknowledge Jarrard & Davis, LLP's disclosure of this potential conflict.
2. Milton and Alpharetta further acknowledge Jarrard & Davis, LLP's disclosure of this potential conflict at an open meeting.
3. Milton and Alpharetta have been provided an adequate opportunity to consult with independent legal counsel regarding the ramifications of this conflict waiver; and all and any questions by either government have been addressed to the satisfaction of each.
4. Milton and Alpharetta affirmatively waive any actual, potential, or apparent conflict of interest arising from or attributable to Jarrard & Davis, LLP's representation of the Parties with respect to EMROC and its bylaws.

(signature page follows)

Effective between the Parties this _____ day of _____, 2025.

CITY OF MILTON, GEORGIA, by and
through its City Council

By: _____
Mayor

ATTEST:

By: _____
City Clerk

[AFFIX SEAL]

CITY OF ALPHARETTA, GEORGIA,
by and through its City Council

By: _____
Mayor

ATTEST:

By: _____
City Clerk

[AFFIX SEAL]



STAFF REPORT

Department: Legal
Submitted By: Molly Esswein
Meeting Date: January 27, 2025

AGENDA ITEM:

Quitclaim Deed: Builder Support Services Inc. and City of Alpharetta, Georgia in Hampton Hall Subdivision

Consideration of approval of a Quitclaim Deed between Builder Support Services Inc. and the City of Alpharetta, Georgia and with authorization for the Mayor to execute all necessary documents.

STAFF RECOMMENDATION:

Approve the execution of the Quitclaim Deed and authorize Mayor to sign all necessary documents.

BUDGET & PROCUREMENT:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
-----------------------------	----------------------

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
-----------------------------	----------------------

ITEM DESCRIPTION:

This item is for a Quitclaim Deed between Builder Support Services Inc. and City of Alpharetta, Georgia. This parcel or tract of land is located in the City of Alpharetta, Georgia in Land Lot 852 of the 1st District and 1st Section of Fulton County, Georgia and is referred to Parcel 12 300008620170 as part of the Hampton Hall subdivision.

ALTERNATIVES:

Do not approve the quitclaim deed.

ATTACHMENTS:

1. Hampton Hall Quitclaim Deed

Return to: Priya M. Patel, Esq.
Jarrard & Davis, LLP
222 Webb Street
Cumming, GA 30040

STATE OF GEORGIA
COUNTY OF FULTON

Tax Parcel No.: 12-300008620170

Cross Reference: Deed Book 16549,
Page 240

QUITCLAIM DEED

THIS INDENTURE is made as of _____, 20____, between **BUILDER SUPPORT SERVICES, INC.**, a Georgia corporation, (hereinafter referred to as "Grantor") formerly known as John Wieland Homes, Inc., of the first part, and **CITY OF ALPHARETTA, GEORGIA**, a political subdivision of the state of Georgia, (hereafter referred to as "Grantee"), of the second part (Grantor and Grantee to include their respective successors, legal representatives and assigns where the context requires or permits).

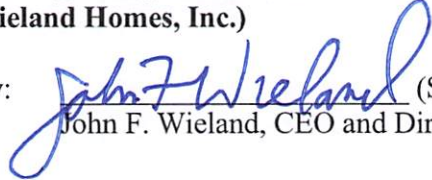
WITNESSETH: THAT GRANTOR, FOR AND IN CONSIDERATION OF THE SUM OF ONE & NO/100 (\$1.00) DOLLAR AND OTHER GOOD AND VALUABLE CONSIDERATION, in hand paid, the receipt whereof is acknowledged, has bargained, sold, and by these presents does remise, convey, and forever QUITCLAIM to the Grantee, its successors or assigns, the real property described in Exhibit A and further identified as Parcel A in Exhibit B attached hereto and by this reference incorporated herein.

TO HAVE AND TO HOLD the said described property to Grantee, so that neither Grantor nor any person or persons claiming under Grantor shall at any time from and after the date hereof, by any means or ways, have, claim, or demand any right or title to said property any rights appurtenant thereto. The foregoing conveyance is made subject to all third-party rights, restrictions, liens, and encumbrances affecting such property as of the date hereof without express or implied warranty of any kind or manner from Grantor relating thereto.

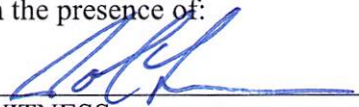
IN WITNESS WHEREOF, the Grantor has hereunto set its hand and affixed it seal, the day and year first above written.

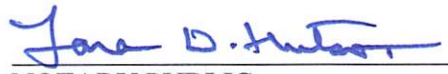
[SIGNATURE PAGE FOLLOWS]

GRANTOR: **BUILDER SUPPORT SERVICES, INC.,**
a Georgia corporation (f/k/a John
Wieland Homes, Inc.)

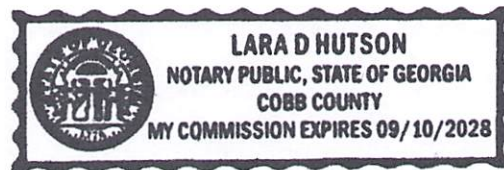
By:  (SEAL)
John F. Wieland, CEO and Director

Signed, sealed, and delivered this
19 day of December, 2024
in the presence of:


WITNESS


NOTARY PUBLIC

My Commission Expires: 9/10/2028



[NOTARY SEAL]

IN WITNESS WHEREOF, the City has hereunto set its hand and seal and acknowledged and
accepted delivery of the Quitclaim Deed this ___ day of _____ 20____.

GRANTEE: **CITY OF ALPHARETTA, a municipal**
a corporation of the State of Georgia

By: _____
Jim Gilvin, Mayor

Signed, sealed, and delivered this
____ day of _____, 20____
in the presence of:

WITNESS

NOTARY PUBLIC

My Commission Expires: _____

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

City Attorney

[NOTARY SEAL]

EXHIBIT “A”

LEGAL DESCRIPTION

All that parcel or tract of land located in the City Limits of Alpharetta, Georgia in Land Lot 862 of the 1st District and 1st Section of Fulton County, Georgia, being more particularly bounded and described as follows:

SOUTHERLY: By the northern boundary lines of Lots 82, 83, 84, 85 and 86 as shown on the subdivision plat of the Hampton Hall Subdivision, Unit V, recorded on November 10, 1998, in Plat Book 203, Page 128, Fulton County, Georgia land records;

EASTERLY: By the western boundary line of Lot 69 as shown on the subdivision plat of the Hampton Hall Subdivision, Unit III, Phase 2, recorded on May 30, 1996, in Plat Book 192, Page 88, Fulton County, Georgia land records;
and

By a parcel of land now or formerly of the City of Alpharetta, along a course beginning at a point on the northwest corner of said Lot 69, then running North 46° 59' 41" West a distance of 49.02 feet, to a point in the Old Creek Bed of Big Creek, as identified and shown on that certain Boundary Survey Prepared for: the City of Alpharetta dated December 20, 2022, prepared by Accurate Surveying and Planning Inc, and attached hereto as Exhibit B (hereinafter, the “Survey Plan”), said parcel of land having been conveyed to said City of Alpharetta by the Grantor pursuant to a quitclaim deed recorded on March 28, 2023 in Deed Book 66659, Page 669, Fulton County land records (hereinafter, the “City Parcel”); and

By said City Parcel, along a boundary following the approximate centerline of the Old Creek Bed of Big Creek, from the endpoint of the foregoing described course to the point where the Old Creek Bed intersects with and meets the present centerline of Big Creek, as identified and shown on the Survey Plan;

NORTHWESTERLY: By other land now or formerly of the City of Alpharetta, along the present centerline of Big Creek, as identified and shown on the Survey Plan; and

WESTERLY: By the common boundary line of Land Lots 862 and 847, 1st District and 1st Section, Fulton County.

The foregoing described parcel is further identified as Fulton County Assessors’ Tax Parcel 12 300008620170.

EXHIBIT "B"

SURVEY PLAN

EXHIBIT B

BOUNDARY SURVEY PREPARED FOR: THE CITY OF ALPHARETTA
TAX PARCEL ID: 12 300008620170
ZONING DISTRICT: CUP
TOTAL AREA:
421,777 SQ. FT.
9.683 ACRES

 : Parcel A

THIS BLOCK RESERVED FOR THE
CLERK OF SUPERIOR COURT

LEGEND

- Iron Pin Found
- △ Computed Point
- B.S.L. Building Setback Line
- D.E. Drainage Easement
- S.S.E. Sanitary Sewer Easement
- RB Rebar
- ⊙ Storm Manhole

LAND LOTS: 862, 902
 DISTRICT: 1ST
 SECTION: 1ST
 COUNTY: FULTON
 CITY OF ALPHARETTA
 PROPERTY ADDRESS:
 0 ROCK HILL RD.
 DATE(S) OF FIELD WORK:
 DECEMBER 15-19, 2022
 DATE OF DRAWING: DECEMBER 20, 2022
 SURVEY #: 22-1320
 SURVEY PREPARED FOR:
 CITY OF ALPHARETTA
 LEGAL DESCRIPTION:
 SEE ATTACHED

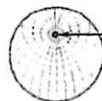
POINT OF
COMMENCING

N/F
CITY OF ALPHARETTA
TAX PARCEL ID:
12 301008460716

HAMPTON HALL SUBDIVISION
UNIT 4D
(PB 198, PG 147)

EQUIPMENT USED: LEICA TS02 POWER, NOMAD 900
 THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A
 CLOSURE PRECISION OF ONE FOOT IN 10,000 FEET, AND AN
 ANGULAR ERROR OF 05" PER ANGLE POINT. ADJUSTMENT
 FOR CLOSURE WAS BY THE COMPASS RULE.
 THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS
 FOUND TO BE ACCURATE WITHIN ONE FOOT IN 100,000
 FEET.

THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A
 TITLE SEARCH AND IS SUBJECT TO ANY DISCLOSURES SAID
 TITLE SEARCH MAY PRODUCE.



ACCURATE
 SURVEYING AND
 PLANNING, INC.

4955 BLOOMING CT.
 CUMMING, GA 30028
 OFFICE (770) 888-9880 CELL (678) 595-0994
 WWW.ASP-GA.COM - EMAIL: TONY@ASP-GA.COM
 GEORGIA REGISTERED LAND SURVEYING FIRM #1128

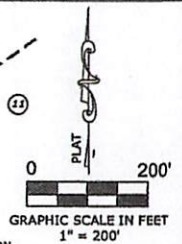
SURVEYOR'S CERTIFICATE:

THIS PLAT IS A RETRACEMENT OF AN EXISTING PARCEL OR PARCELS OF LAND AND
 DOES NOT SUBDIVIDE OR CREATE A NEW PARCEL OR MAKE ANY CHANGES TO ANY REAL
 PROPERTY BOUNDARIES. THE RECORDING INFORMATION OF THE DOCUMENTS, MAPS,
 PLATS, OR OTHER INSTRUMENTS WHICH CREATED THE PARCEL OR PARCELS ARE
 STATED HEREON. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY
 LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL
 REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE
 LAND. FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT
 COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN
 GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF
 REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET
 FORTH IN O.C.G.A. SECTION 15-6-67.

ANTHONY P. FAILLA, GA RLS #3258 DATE 12-20-22
 GSWCC LEVEL II CERTIFIED DESIGN PROFESSIONAL #64608



LINE	BEARING	HORIZ DIST
L1	N89°52'46"E	310.83'
L2	N55°13'44"E	49.32'
L3	N75°03'07"E	49.18'
L4	S84°15'38"E	53.41'
L5	S87°19'20"E	75.20'
L6	N83°03'39"E	54.72'
L7	N40°08'16"E	30.47'
L8	N20°03'29"E	24.24'
L9	N53°49'15"W	22.50'
L10	N62°52'07"W	67.28'
L11	N82°15'00"W	32.30'
L12	N38°39'56"W	79.12'
L13	N10°40'18"E	55.22'
L14	N28°24'42"E	38.92'
L15	N17°13'52"E	44.38'
L16	N26°47'56"E	86.87'
L17	N48°28'36"E	155.91'
L18	N59°46'28"E	190.96'
L19	N72°21'39"E	326.71'
L20	N82°34'07"E	232.96'
L21	N70°20'46"E	213.30'
L22	N56°32'44"E	98.77'
L23	N65°41'52"E	126.12'
L24	N70°41'19"E	60.99'
L25	N54°35'10"E	81.51'
L26	N0°12'55"E	63.58'
L27	N10°06'12"E	99.72'
L28	N4°14'23"E	100.72'
L29	S87°08'25"E	237.71'
L30	S42°24'00"W	195.08'
L31	S32°50'04"W	306.52'
L32	S66°52'19"W	360.91'
L33	S30°03'18"W	314.23'
L34	S80°59'26"W	385.04'
L35	S46°03'02"W	466.17'
L36	N46°59'41"W	49.02'





STAFF REPORT

Department: Community & Economic Development

Submitted By: Molly Esswein

Meeting Date: January 27, 2025

AGENDA ITEM:

Right of Way Warranty Deed - Hawthorne Subdivision

Consideration of approval and acceptance of a Right of Way Warranty Deed for land along Kimball Bridge Road and Buice Road from Toll Southeast LP Company, Inc. for the Hawthorne Subdivision to the City of Alpharetta.

STAFF RECOMMENDATION:

Accept, as part of the Consent Agenda, the Kimball Bridge Road and Buice Road right of way dedication related to the Hawthorne Subdivision, which is presently under construction.

BUDGET & PROCUREMENT:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
-----------------------------	----------------------

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
-----------------------------	----------------------

ITEM DESCRIPTION:

The developer for the Hawthorne subdivision seeks to dedicate to the City 0.246-acres of right of way adjacent to their property frontage along Kimball Bridge Road and Buice Road. The right of way dedication would ensure that new city infrastructure, including street curbing, streetlights, sidewalk and traffic signal equipment are held on publicly owned land.

ALTERNATIVES:

Do not accept the right of way.

ATTACHMENTS:

1. Hawthorne ROW Deed

After recording, please return to:

Cameron Lee
Toll Southeast LP Company, Inc.
4080 McGinnis Ferry Road
Alpharetta, GA 30005

Re: Tax Parcel Nos. 11 027000930073

**STATE OF GEORGIA
COUNTY OF FULTON
CITY OF ALPHARETTA**

RIGHT OF WAY WARRANTY DEED

THIS INDENTURE is made this 8th day of August, 2024, between **Toll Southeast LP Company, INC.**, a Delaware Corporation, hereinafter called "Grantor," and the **CITY OF ALPHARETTA**, a Georgia municipal corporation, hereinafter called "Grantee." Where the context requires or permits, "Grantor" and "Grantee" shall include their respective heirs, successors and assigns.

WITNESSETH, That, Grantor, for and in consideration of Ten Dollars (\$10.00) and other good and valuable consideration, in hand paid at and before the sealing and delivery of these presents, the receipt and sufficiency of which are hereby acknowledged, has granted, bargained, sold, and conveyed, and by these presents does grant, bargain, sell and convey unto Grantee, all that tract or parcel of land more particularly described as follows:

All that tract or parcel of land lying and being in land lot 93 of the 1st District, 1st Section, City of Alpharetta, Fulton County, Georgia, and being the proposed **0.246 acre (10,706.11 SF)** area, marked as "R/W Dedication Areas," as more fully depicted (on page 1 of 2) and described (on page 2 of 2) on Exhibit "A" attached hereto, being a document titled "R/W Dedication Area Exhibit for Hawthorn Subdivision," dated August 8, 2024, under the seal of Denver W. Youngblood, GA RLS# 3327, as surveyor for Maxwell-Reddick and Associates.

TO HAVE AND TO HOLD the said bargained premises, together with all and singular the rights, members and appurtenances thereof, to the same being, belonging or in any way appertaining, to the only proper use, benefit and behoof of Grantee, forever, in fee simple. Grantor shall warrant and forever defend the right, title and interest in and to said property unto Grantee, their successors and assigns, against the claims of all persons whomsoever arising by, through or under Grantor, but not otherwise.

IN WITNESS WHEREOF, Grantor has executed this Deed under Seal on the date above written.

GRANTOR:

Signed, sealed and delivered
in the presence of:

Toll Southeast LP Company, Inc.
a Delaware Corporation

Witness

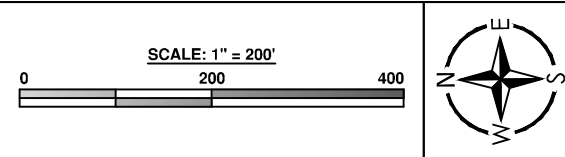
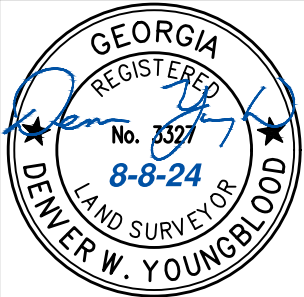
By: _____ (seal)

Notary Public

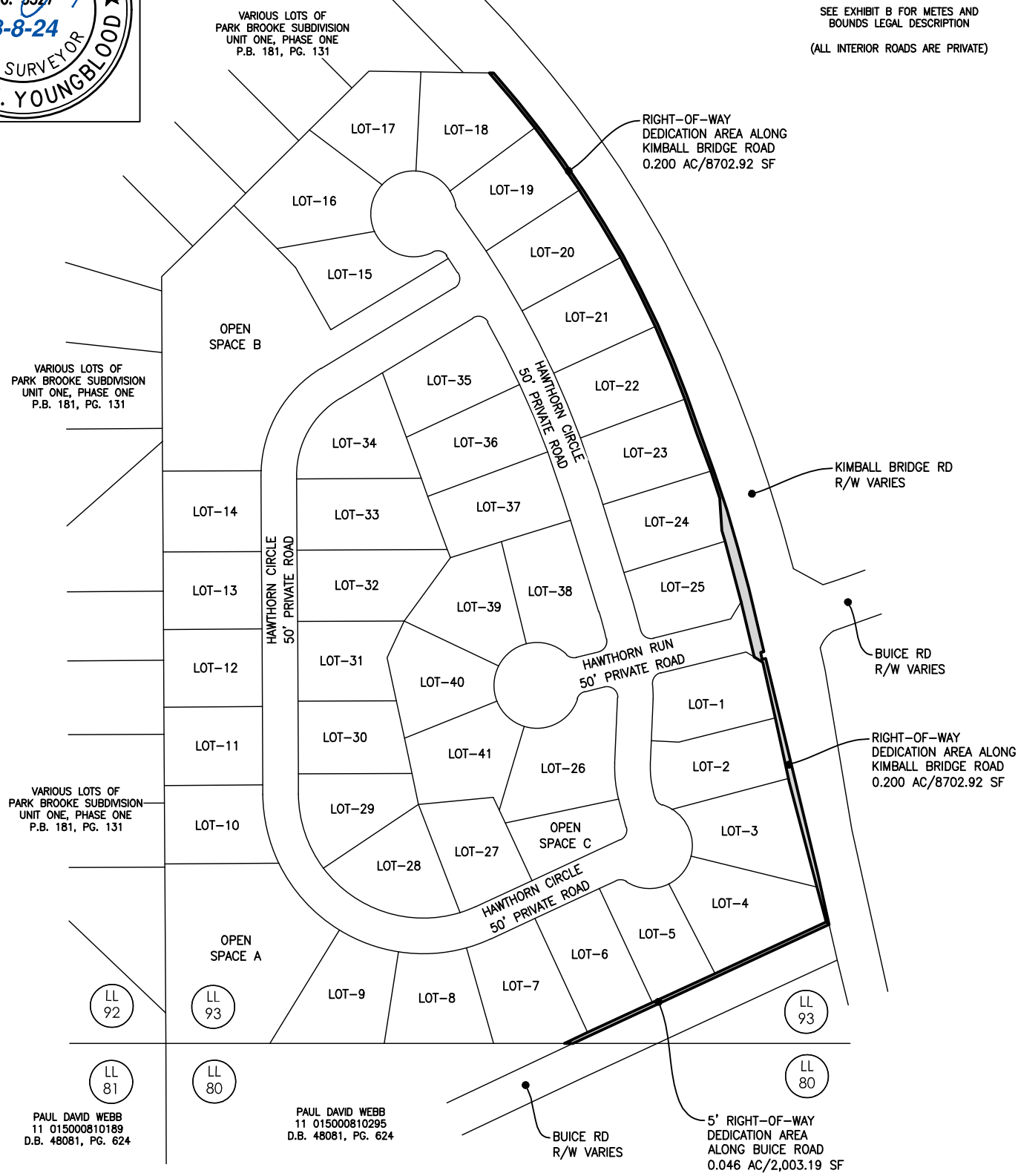
My Commission expires:

(affix notary seal)

Exhibit "A" - R/W Dedication Area Exhibit
Exhibit "B" - R/W Dedication Area Legal Description



SEE EXHIBIT B FOR METES AND
BOUNDS LEGAL DESCRIPTION
(ALL INTERIOR ROADS ARE PRIVATE)



PAUL DAVID WEBB
11 015000810189
D.B. 48081, PG. 624

PAUL DAVID WEBB
11 015000810295
D.B. 48081, PG. 624



MAXWELL-REDDICK AND ASSOCIATES
ENGINEERING • LAND SURVEYING

40 JOE KENNEDY BLVD
STATESBORO, GA 30458
(912) 489-7112 OFFICE

2500 NORTHWINDS PKWY
SUITE 360
ALPHARETTA, GA 30009
(404) 693-1618 OFFICE

COPYRIGHT © 2024 BY MAXWELL-REDDICK AND ASSOCIATES

DRAWN BY: JTD

DATE: 08-08-2024

JOB NO.: 2023-180

SCALE: 1" = 200'

**R/W DEDICATION AREA EXHIBIT
FOR HAWTHORN SUBDIVISION
PREPARED FOR**

TOLL SOUTHEAST LP COMPANY, INC
LOCATED IN LAND LOT 93, 1ST DISTRICT, 1ST SECTION
CITY OF ALPHARETTA, FULTON COUNTY, GA

LEGAL DESCRIPTION – HAWTHORN SUBDIVISION - RIGHT-OF-WAY DEDICATION AREA A

ALL THAT CERTAIN AREA OF LAND LYING AND BEING IN LAND LOT 93 OF THE 1ST LAND DISTRICT, 1ST SECTION OF FULTON COUNTY, CITY OF ALPHARETTA, GEORGIA, CONTAINING 0.200 ACRE AND BEING MORE PARTICULARLY DESCRIBED AS "RIGHT-OF-WAY DEDICATION AREA A" ON THE FINAL SUBDIVISION PLAT OF HAWTHORN SUBDIVISION, PREPARED FOR TOLL BROTHERS, INC., BY MAXWELL-REDDICK AND ASSOCIATES, WHICH READS AS FOLLOWS:

BEGINNING AT A POINT LOCATED AT THE INTERSECTION OF THE EXISTING NORTHERN RIGHT-OF-WAY OF KIMBALL BRIDGE ROAD (R/W VARIES) AND THE EXISTING EASTERN RIGHT-OF-WAY OF BUICE ROAD (R/W VARIES); THENCE LEAVING THE INTERSECTION OF THE EXISTING NORTHERN RIGHT-OF-WAY OF KIMBALL BRIDGE ROAD (R/W VARIES) AND THE EXISTING EASTERN RIGHT-OF-WAY OF BUICE ROAD (R/W VARIES) NORTH 42°25'56" EAST ALONG A TIE LINE A DISTANCE OF 5.43' TO A CAPPED REBAR SET (CRBS) LOCATED AT THE INTERSECTION OF THE PROPOSED NORTHERN RIGHT-OF-WAY KIMBALL BRIDGE ROAD (R/W VARIES) AND THE PROPOSED EASTERN RIGHT-OF-WAY OF BUICE ROAD (R/W VARIES); THENCE ALONG THE PROPOSED NORTHERN RIGHT-OF-WAY KIMBALL BRIDGE ROAD (R/W VARIES) THE FOLLOWING BEARINGS AND DISTANCES:

THENCE NORTH 75°25'01" EAST A DISTANCE OF 50.66' TO A CAPPED REBAR SET (CRBS);

THENCE NORTH 75°25'01" EAST A DISTANCE OF 152.46' TO A POINT;

THENCE NORTH 77°47'10" EAST A DISTANCE OF 5.40' TO A CAPPED REBAR SET (CRBS);

THENCE NORTH 77°47'10" EAST A DISTANCE OF 86.61' TO A CAPPED REBAR SET (CRBS);

THENCE NORTH 77°47'10" EAST A DISTANCE OF 80.03' TO A CAPPED REBAR SET (CRBS);

THENCE NORTH 32°02'52" EAST A DISTANCE OF 13.96' TO A CAPPED REBAR SET (CRBS);

THENCE NORTH 76°42'29" EAST A DISTANCE OF 79.95' TO A CAPPED REBAR SET (CRBS);

THENCE NORTH 75°27'14" EAST COUNTERCLOCKWISE ALONG THE ARC OF A CURVE (ARC=87.82', RADIUS=1752.56')

WHICH SUBTENDS A CHORD DISTANCE OF 87.81' TO A CAPPED REBAR SET (CRBS);

THENCE NORTH 73°45'51" EAST COUNTERCLOCKWISE ALONG THE ARC OF A CURVE (ARC=15.56', RADIUS=1752.56')

WHICH SUBTENDS A CHORD DISTANCE OF 15.56' TO A POINT;

THENCE NORTH 86°26'18" EAST A DISTANCE OF 45.53' TO A POINT;

THENCE NORTH 71°43'09" EAST COUNTERCLOCKWISE ALONG THE ARC OF A CURVE (ARC=40.20', RADIUS=1859.00')

WHICH SUBTENDS A CHORD DISTANCE OF 40.20' TO A CAPPED REBAR SET (CRBS);

THENCE NORTH 70°13'17" EAST COUNTERCLOCKWISE ALONG THE ARC OF A CURVE (ARC=56.99', RADIUS=1859.00')

WHICH SUBTENDS A CHORD DISTANCE OF 56.99' TO A POINT;

THENCE NORTH 71°01'52" EAST COUNTERCLOCKWISE ALONG THE ARC OF A CURVE (ARC=50.52', RADIUS=1479.32')

WHICH SUBTENDS A CHORD DISTANCE OF 50.52' TO A CAPPED REBAR SET (CRBS);

THENCE NORTH 67°55'38" EAST COUNTERCLOCKWISE ALONG THE ARC OF A CURVE (ARC=109.77', RADIUS=1479.32')

WHICH SUBTENDS A CHORD DISTANCE OF 109.74' TO A CAPPED REBAR SET (CRBS);

THENCE NORTH 63°41'42" EAST COUNTERCLOCKWISE ALONG THE ARC OF A CURVE (ARC=108.77', RADIUS=1479.32')

WHICH SUBTENDS A CHORD DISTANCE OF 108.74' TO A CAPPED REBAR SET (CRBS);

THENCE NORTH 58°46'51" EAST COUNTERCLOCKWISE ALONG THE ARC OF A CURVE (ARC=110.83', RADIUS=1514.95')

WHICH SUBTENDS A CHORD DISTANCE OF 110.80' TO A CAPPED REBAR SET (CRBS);

THENCE NORTH 54°39'16" EAST COUNTERCLOCKWISE ALONG THE ARC OF A CURVE (ARC=107.40', RADIUS=1514.95')

WHICH SUBTENDS A CHORD DISTANCE OF 107.37' TO A CAPPED REBAR SET (CRBS);

THENCE NORTH 50°43'45" EAST COUNTERCLOCKWISE ALONG THE ARC OF A CURVE (ARC=100.17', RADIUS=1514.95')

WHICH SUBTENDS A CHORD DISTANCE OF 100.15' TO A CAPPED REBAR SET (CRBS); THENCE LEAVING THE PROPOSED NORTHERN

RIGHT-OF-WAY OF KIMBALL BRIDGE ROAD (R/W VARIES) SOUTH 00°58'00" WEST A DISTANCE OF 6.06' TO A POINT LOCATED ON

THE EXISTING NORTHERN RIGHT-OF-WAY OF KIMBALL BRIDGE ROAD (R/W VARIES); THENCE ALONG THE EXISTING NORTHERN

RIGHT-OF-WAY OF KIMBALL BRIDGE ROAD (R/W VARIES) THE FOLLOWING BEARINGS AND DISTANCES:

THENCE SOUTH 54°55'59" WEST CLOCKWISE ALONG THE ARC OF A CURVE (ARC=315.30', RADIUS=1522.13')

WHICH SUBTENDS A CHORD DISTANCE OF 314.73' TO A POINT;

THENCE SOUTH 66°47'48" WEST CLOCKWISE ALONG THE ARC OF A CURVE (ARC=269.80', RADIUS=1489.99')

WHICH SUBTENDS A CHORD DISTANCE OF 269.43' TO A POINT;

THENCE SOUTH 72°53'33" WEST CLOCKWISE ALONG THE ARC OF A CURVE (ARC=230.67', RADIUS=1850.75')

WHICH SUBTENDS A CHORD DISTANCE OF 230.53' TO A POINT;

THENCE SOUTH 76°38'30" WEST A DISTANCE OF 90.91' TO A POINT;

THENCE NORTH 11°56'48" WEST A DISTANCE OF 5.00' TO A POINT;

THENCE SOUTH 77°18'26" WEST A DISTANCE OF 10.00' TO A POINT;

THENCE SOUTH 11°56'48" EAST A DISTANCE OF 4.87' TO A POINT;

THENCE SOUTH 76°37'07" WEST A DISTANCE OF 309.85' TO A POINT;

THENCE SOUTH 77°28'57" WEST A DISTANCE OF 74.03' TO A POINT LOCATED AT THE INTERSECTION OF THE EXISTING NORTHERN RIGHT-OF-WAY OF KIMBALL BRIDGE ROAD (R/W VARIES) AND THE EXISTING EASTERN RIGHT-OF-WAY OF BUICE ROAD

(R/W VARIES), WHICH IS THE POINT OF BEGINNING.

LEGAL DESCRIPTION – HAWTHORN SUBDIVISION - RIGHT-OF-WAY DEDICATION AREA B

ALL THAT CERTAIN AREA OF LAND LYING AND BEING IN LAND LOT 93 OF THE 1ST LAND DISTRICT, 1ST SECTION OF FULTON COUNTY, CITY OF ALPHARETTA, GEORGIA, CONTAINING 0.046 ACRE AND BEING MORE PARTICULARLY DESCRIBED AS "5' RIGHT-OF-WAY DEDICATION AREA B" ON THE FINAL SUBDIVISION PLAT OF HAWTHORN SUBDIVISION, PREPARED FOR TOLL BROTHERS, INC., BY MAXWELL-REDDICK AND ASSOCIATES, WHICH READS AS FOLLOWS:

BEGINNING AT A POINT LOCATED AT THE INTERSECTION OF THE EXISTING NORTHERN RIGHT-OF-WAY OF KIMBALL BRIDGE ROAD (R/W VARIES) AND THE EXISTING EASTERN RIGHT-OF-WAY OF BUICE ROAD (R/W VARIES); THENCE ALONG THE EXISTING EASTERN RIGHT-OF-WAY OF BUICE ROAD (R/W VARIES) NORTH 24°36'35" WEST A DISTANCE OF 396.30' TO A TWO-INCH OPEN TOP PIPE FOUND (2"OTPF); THENCE LEAVING THE EXISTING EASTERN RIGHT-OF-WAY OF BUICE ROAD (R/W VARIES) NORTH 00°14'07" EAST A DISTANCE OF 11.90' TO A CAPPED REBAR SET (CRBS) LOCATED ON THE PROPOSED EASTERN RIGHT-OF-WAY OF BUICE ROAD (R/W VARIES); THENCE ALONG THE PROPOSED EASTERN RIGHT-OF-WAY OF BUICE ROAD (R/W VARIES) SOUTH 24°36'35" EAST A DISTANCE OF 35.88' TO A CAPPED REBAR SET (CRBS); THENCE CONTINUING ALONG THE PROPOSED EASTERN RIGHT-OF-WAY OF BUICE ROAD (R/W VARIES) SOUTH 24°36'35" EAST A DISTANCE OF 100.00' TO A CAPPED REBAR SET (CRBS); THENCE CONTINUING ALONG THE PROPOSED EASTERN RIGHT-OF-WAY OF BUICE ROAD (R/W VARIES) SOUTH 24°36'35" EAST A DISTANCE OF 97.11' TO A CAPPED REBAR SET (CRBS); THENCE CONTINUING ALONG THE PROPOSED EASTERN RIGHT-OF-WAY OF BUICE ROAD (R/W VARIES) SOUTH 24°36'35" EAST A DISTANCE OF 171.99' TO A CAPPED REBAR SET (CRBS) LOCATED AT THE INTERSECTION OF THE PROPOSED EASTERN RIGHT-OF-WAY OF BUICE ROAD (R/W VARIES) AND THE PROPOSED NORTHERN RIGHT-OF-WAY OF KIMBALL BRIDGE ROAD (R/W VARIES); THENCE LEAVING THE INTERSECTION OF THE PROPOSED EASTERN RIGHT-OF-WAY OF BUICE ROAD (R/W VARIES) AND THE PROPOSED NORTHERN RIGHT-OF-WAY OF KIMBALL BRIDGE ROAD (R/W VARIES) SOUTH 42°25'56" WEST ALONG A TIE LINE A DISTANCE OF 5.43' TO A POINT LOCATED AT THE INTERSECTION OF THE EXISTING NORTHERN RIGHT-OF-WAY OF KIMBALL BRIDGE ROAD (R/W VARIES) AND THE EXISTING EASTERN RIGHT-OF-WAY OF BUICE ROAD (R/W VARIES), WHICH IS THE POINT OF BEGINNING.

MEANING AND INTENDING TO CONVEY THE FOLLOWING RIGHTS-OF-WAY TO THE CITY OF ALPHARETTA:

AREA ALONG THE NORTHERN RIGHT-OF-WAY OF KIMBALL BRIDGE ROAD – 0.200 AC

5 FT. AREA ALONG THE EASTERN RIGHT-OF-WAY OF BUICE ROAD – 0.046 AC

TOTAL AREA TO BE CONVEYED – 0.246 ACRE



STAFF REPORT

Department: City Clerk

Submitted By:

Meeting Date: January 27, 2025

AGENDA ITEM:

Announcement of Public Hearing Procedures

STAFF RECOMMENDATION:

BUDGET & PROCUREMENT:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
-----------------------------	----------------------

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
-----------------------------	----------------------

ITEM DESCRIPTION:

ALTERNATIVES:

ATTACHMENTS:



CITY COUNCIL STAFF REPORT

Department: Community Development

Submitted By: Kathi Cook

Prepared By: Michael Woodman

Meeting Date: January 27, 2025

AGENDA ITEM: Z-25-01/CU-25-01 THE SHIPPING POST/312 NORTH MAIN STREET

The applicant, Siva Doraisamy, is requesting a rezoning and conditional use to allow for the re-use of an existing one (1) story, 1,275 square foot structure for a 'Print Shop' on 0.59 acres in the Downtown. A rezoning is requested from O-I (Office-Institutional) to DT-LW (Downtown Live-Work), and a conditional use is requested to allow a 'Print Shop' for The Shipping Post. The subject property is located at 312 North Main Street on the west side of North Main Street and north of Mayfield Road.

This item was considered at the January 9, 2025 Planning Commission meeting. There were no public comments. After discussion, the Commission recommended approval subject to Staff's recommended conditions. Vote 7-0

STAFF RECOMMENDATION:

Approve Z-25-01/CU-25-01 The Shipping Post/312 North Main Street, subject to the following conditions:

1. Approximately 0.59 acres shall be rezoned to DT-LW and developed substantially similar to survey prepared by Engineering 303, dated 5/17/23, except for modifications required to comply with the conditions below.
2. Exterior changes to the existing structure shall be in compliance with the Downtown Code building design regulations, subject to final approval by DRB.
3. 'Print Shop' shall be added as a conditional use at 312 North Main Street and limited to no more than 1,275 square feet.
4. Conditional use approval shall be limited to The Shipping Post; no additional 'Print Shop' use or subleasing shall be permitted within the approved space.
5. Hours of operation shall be limited to Monday – Friday 9:00 AM – 7:00 PM, Saturday 10:00 AM – 5:00 PM, and Sunday 12:00 PM – 4:00 PM.
6. A 50' planted buffer shall be provided at the rear of the property replanted to City buffer standards, as approved by Staff.
7. North Main Street streetscape shall include decorative pedestrian lighting, as approved by Staff.
8. Minimum 10' landscape strip shall be provided along North Main Street. Landscape strip shall be planted with shade trees as a continuation of what has been planted or designed in the Downtown and outside of utility easements and overhead utilities, as approved by DRB.
9. Minimum 5' landscape strips along the north and south property lines shall be planted with a mix of evergreen and hardwood trees and shrubs, as approved by DRB.
10. Project entrance shall include decorative landscape, as approved by DRB.
11. The front yard shall be developed with a park-like setting with decorative landscape. Landscape material shall include plant selections promoting the historic Downtown.
12. Developer shall plant Creeping Phlox (pink or white) at the top of the GDOT wall along the property frontage, with final approval by DRB.
13. Developer shall save tree #121 (28" Water Oak) and #120A (25" China fir), with final approval by Staff.
14. If a dumpster is utilized, dumpster shall be contained within a masonry enclosure with opaque decorative metal gate, with final approval by DRB.
15. Existing parking lot shall be re-striped, as approved by Staff.
16. If signage is placed on the rear of the building, signage shall not be illuminated.
17. Site lighting in the rear parking lot shall be on a timer with lights turned off at 8:00 PM Monday – Sunday.

ITEM DESCRIPTION:

The submitted request, if approved, would allow for the re-use of an existing one (1) story, 1,275 square foot structure for a 'Print Shop' on 0.59 acres in the Downtown. The applicant proposes a rezoning of the property from O-I (Office-Institutional) to DT-LW (Downtown Live-Work) and a conditional use is requested to allow a 'Print Shop' for The Shipping Post. The subject property is located at 312 North Main Street on the west side of North Main Street and north of Mayfield Road.

The 0.59-acre property was developed in 1940 with a one (1) story, 1,275 square foot building originally used as a single-family home. Surrounding properties are zoned O-I to the north, east and south and R-15 (Dwelling, 'For-Sale', Residential) to the west. O'Neal Smiles (dental office) is located to the north, a former chiropractic center is located to the east, Pavlova by Marian Bakery has been approved to the south and an unplatted single-family residential lot to the west. The comprehensive land use designation of the property is 'Mixed Use Live Work', which supports the proposed rezoning and uses.

The Shipping Post is a print and shipping store similar to FedEx Office Print & Ship Center or The UPS Store. According to the application, the business offers a variety of services, including packing and shipping, printing and copying, passport photos, notary services, mailbox rentals, and computer rentals. The applicant proposes to re-use an existing 1,275 square foot vacant structure. The business anticipates approximately four (4) employees and will have hours of operation from Monday – Friday 9:00 AM – 7:00 PM, Saturday 10:00 AM – 5:00 PM, and Sunday 12:00 PM – 4:00 PM. The applicant states that the only immediate exterior change to the site will be parking space striping, with plans to upgrade windows, replace the roof and expand the driveway access to allow for two-way traffic.

SITE PLAN

The submitted site plan depicts re-use of an existing one (1) story, 1,275 square foot building. The site plan does not depict any changes to the building or site. Access to the property will continue through an existing curb cut off North Main Street. The building has an existing front setback of approximately 47' from North Main Street. A minimum ten-foot (10') building setback and landscape strip are required along North Main Street and a 50' undisturbed buffer replanted to buffer standards is required at the rear of the property.

The existing 3,000 square feet parking lot is not stripped. The Downtown Code requires one (1) space per 500 square feet, or three (3) parking spaces for the proposed Print Shop. The existing parking lot provides sufficient area to accommodate the parking needs of the proposed use.

The Downtown Code requires a minimum ten percent (10%) amenity space, or 0.06 acres, for the proposed development. It is recommended that the front yard be landscaped to comply with the minimum open space requirement.

The applicant submitted a tree survey and arborist assessment but does not propose any tree removal. Trees in the 50' undisturbed buffer at the rear of the property are required to be saved. Buffer should be replanted to City buffer standards. The applicant does not propose any changes to the impervious area of the site and therefore would not trigger any stormwater requirements.

TRAFFIC

Staff estimates that the 1,275 square foot 'Print Shop' would generate approximately sixteen (16) AM Peak Hour trips and 21 PM Peak Hour trips.

STANDARDS FOR ZONING CHANGES

The Planning Commission and the City Council shall consider the following standards in considering a rezoning application, giving due weight or priority to those factors particularly appropriate to the circumstances of each application:

- a. Whether the zoning proposal will permit a use that is suitable in view of the zoning use and development of adjacent and nearby property.

Response: The proposed zoning is consistent with the future land use designation of the property and surrounding area, which is 'Mixed Use Live Work'.

- b. Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property.

Response: The zoning proposal would not adversely affect the existing use or usability of adjacent or nearby properties. The proposed zoning and use are consistent with the development pattern along North Main Street and a 50' planted buffer will be provided adjacent to the residential property to the west.

- c. Whether the zoning proposal will adversely affect the natural environment.

Response: The proposal would not adversely affect the natural environment. The applicant does not propose any tree removal.

- d. Whether there are substantial reasons why the property cannot or should not be used as currently zoned.

Response: The current zoning of the property has development regulations, such as a 65' front building setback, that are inconsistent with the Downtown vision to become a mixed-use, walkable environment. The proposed 'Print Shop' will add to the variety of retail service offerings in the City and Downtown.

- e. Whether the zoning proposal will result in a use that will or could cause an excessive or burdensome use of public facilities or services, including but not limited to existing streets and transportation facilities, schools, water or sewer utilities, and police or fire protection.

Response: The zoning proposal would not cause an excessive burden on public facilities and services. The proposed building is relatively small and would not have significant impacts on public facilities and services.

- f. Whether the zoning proposal is supported by new or changing conditions not anticipated or reflected in the existing zoning on the property.

Response: The subject property is located in the Downtown Overlay, which includes opportunities for properties to develop under the Downtown zoning districts.

- g. Whether the zoning proposal reflects a reasonable balance between the promotion of the public health, safety, morality or general welfare against the right to unrestricted use of property.

Response: The zoning proposal reflects a reasonable balance. The proposed zoning and use are consistent with the development pattern along North Main Street corridor and a 50' planted buffer will be provided adjacent to the residential property to the west.

- h. Whether there are substantial reasons why the property cannot be used in accordance with existing zoning.

Response: The current zoning of the property has development regulations, such as a 65' front building setback, that are inconsistent with the Downtown vision to become a mixed-use, walkable environment. The proposed 'Print Shop' will add to the variety of retail service offerings in the City and Downtown.

- i. The extent to which the zoning proposal is consistent with the Comprehensive Plan.

Response: The future land use designation of the property is 'Mixed Use Live Work', which supports the proposed zoning and use.

CONDITIONAL USE REVIEW CRITERIA

City staff has reviewed the applicant's request and compared it to the conditional use standards established in UDC Sec. 4.2.3 (B) which are as follows:

A conditional use otherwise permitted within a zoning district shall be considered to be compatible with other uses permitted in the district, provided that due consideration is given to the following objective criteria at a public hearing and satisfactory provisions or arrangements are made for:

1. Access into and out of the property with regard to traffic and pedestrian safety, volume of traffic flow, and emergency vehicles, as well as the type of street providing access;

Response: The subject property will be developed in compliance with site access development standards with access from a driveway off North Main Street.

2. The extent to which refuse areas, loading and service areas, off street parking, and buffers and screening are provided on the property;

Response: The proposal on the subject property is in compliance with regard to refuse areas, loading and service areas, off-street parking, and buffers and screening.

3. Ensuring that the conditional use will not be injurious to the use and enjoyment of the environment or of other property in the immediate vicinity or diminish and impair property values within the surrounding neighborhood;

Response: The proposed use would be compatible with the surrounding uses and other locations for this business, which are similarly situated in commercial areas and in the Downtown.

4. Ensuring that the conditional use will not increase local or state expenditures in relation to the cost of servicing or maintaining neighboring properties;

Response: Not applicable.

5. Ensuring that the conditional use will not impede the normal and orderly development of surrounding property for uses predominant in the area;

Response: The proposed use would be compatible with the surrounding uses and other locations for this business, which are similarly situated in commercial areas and in the Downtown. In addition, a 50' planted buffer will be provided adjacent to the residential property to the west.

6. Ensuring that the location and character of the conditional use is consistent with a desirable pattern of development for the city, in general; and

Response: The proposed use would be compatible with the surrounding uses and other locations for this business, which are similarly situated in commercial areas and in the Downtown. In addition, a 50' planted buffer will be provided adjacent to the residential property to the west.

7. Ensuring that the conditional use is appropriately separated from similar uses and conflicting uses, such as residences, government buildings, parks, churches or schools.

Response: There are print and shipping stores operating in the City, including The UPS Store, FedEx Office Print & Ship Center, and Staples. The UPS Store located at 11770 Haynes Bridge Road is approximately one (1) mile south of the applicant's proposed location and is the nearest similar business.

CONCURRENCES

Staff has reviewed the applicant's proposal against the review criteria for a rezoning and conditional use. The zoning proposal is consistent with the future land use designation of the property and surrounding area, which is 'Mixed Use Live Work'. In addition, the proposed conditional use would be compatible with surrounding uses and other locations for these businesses, which are similarly situated along commercial corridors. The proposed 'Print Shop' will add to the variety of retail service offerings in the City and in the Downtown.

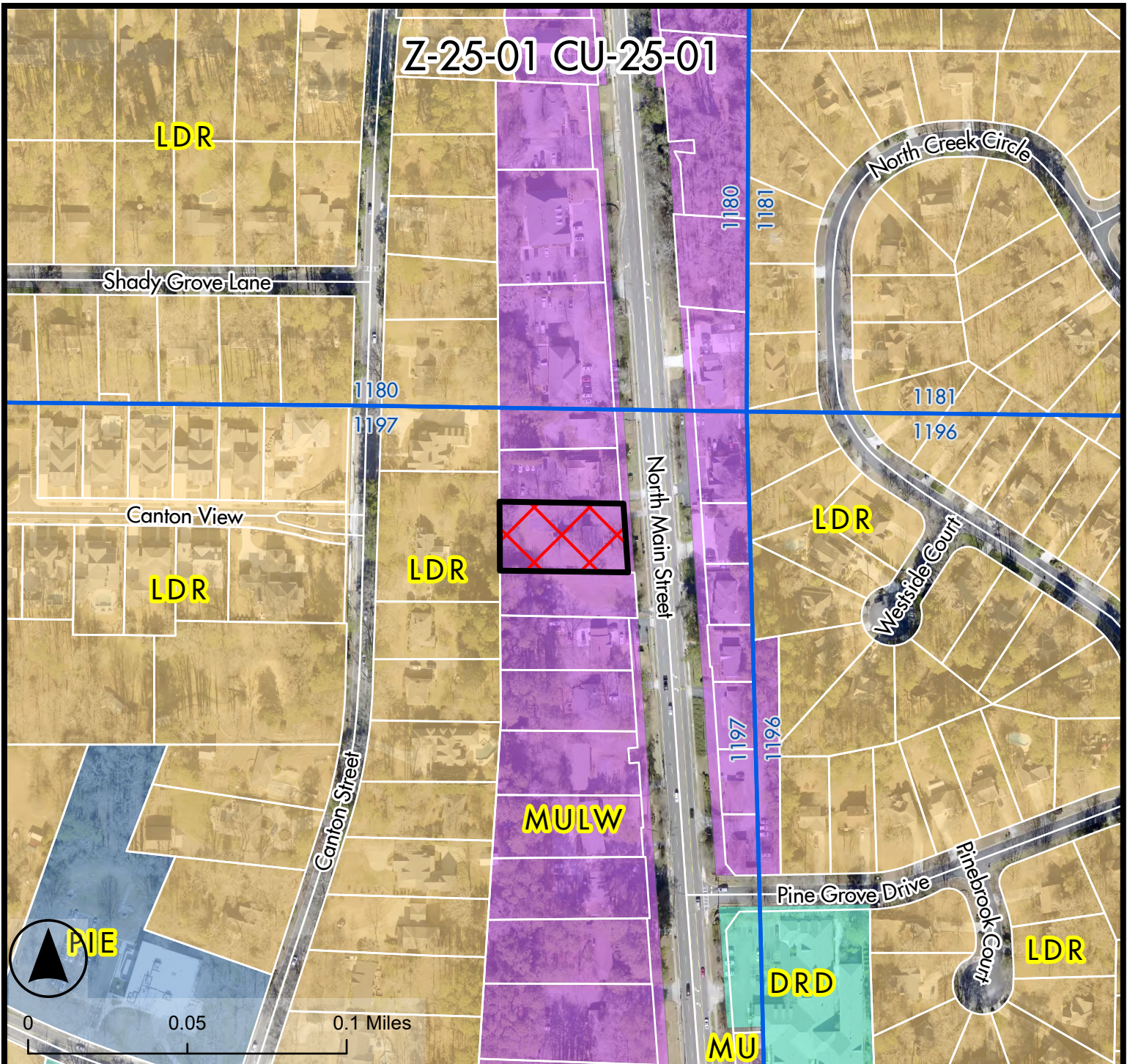
CITIZEN PARTICIPATION PLAN

The report submitted by the applicant states that property owners within 500' were contacted regarding the applicant's intent. The report states that no comments were received.

COMMUNITY ZONING INFORMATION MEETING

CZIM was held on December 11, 2024. There was one (1) public comment in support of the request.

ATTACHMENTS:
• Map Series • CZIM • Citizen Part B • Application



Legend

— Alpharetta City Limits

⊠ Z-25-01 CU-25-01

□ Land Lots

□ Tax Parcels

Future Land Use 2040

■ Downtown Residential Density

■ Low Density Residential

■ Mixed Use

■ Mixed Use Live Work

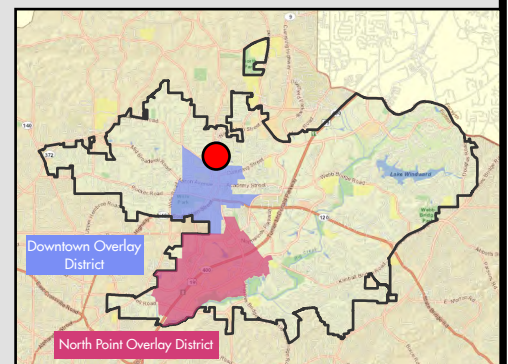
■ Public, Institutional, Education

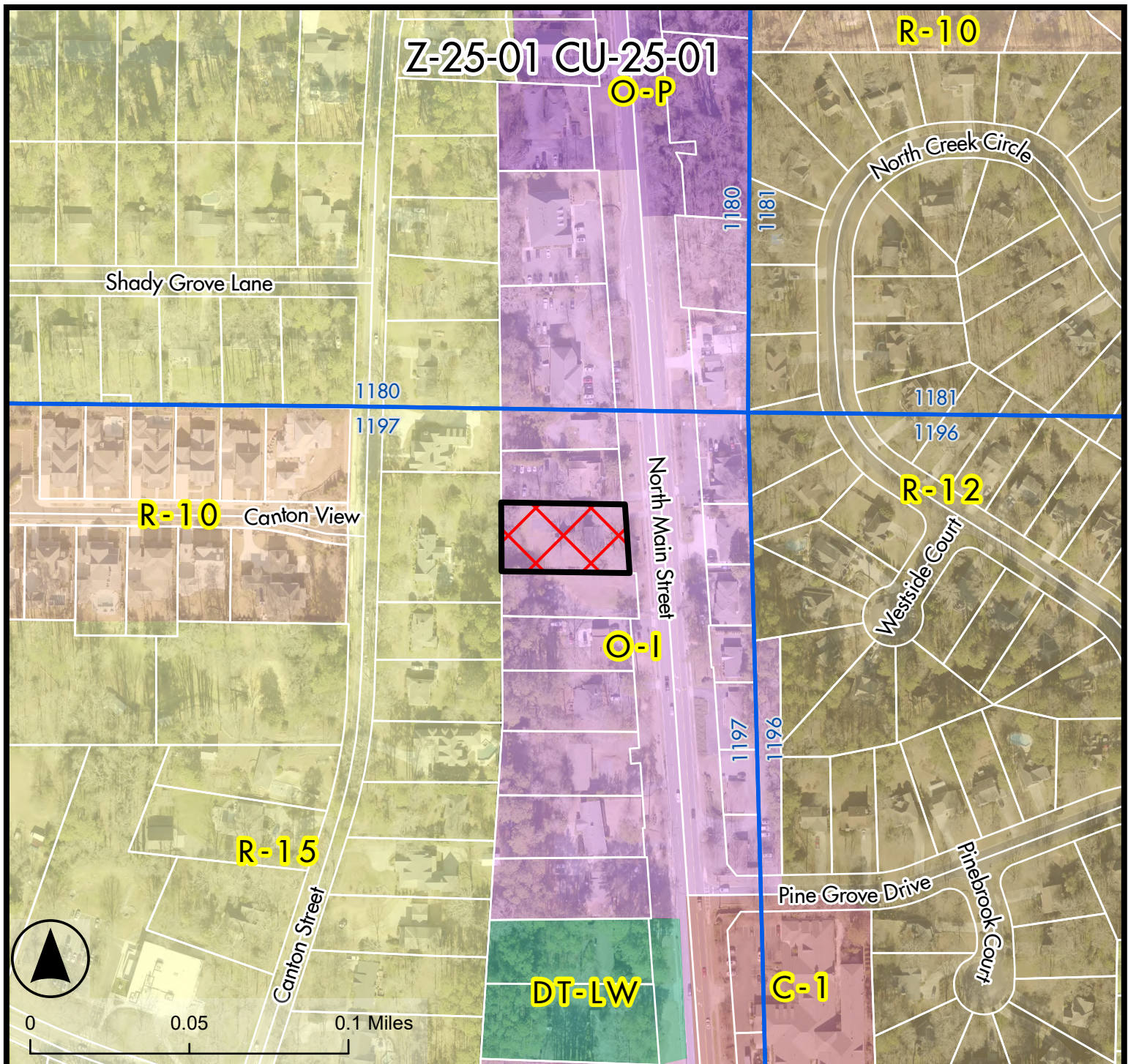
Future Land Use Map

The Shipping Post
312 N Main Street

Z-25-01 CU-25-01
D/LL: 2/2/1197

PC: 1/9/2025
CC: 1/27/2025





Legend

- Alpharetta City Limits
- Z-25-01 CU-25-01
- Land Lots
- Tax Parcels

Zoning District

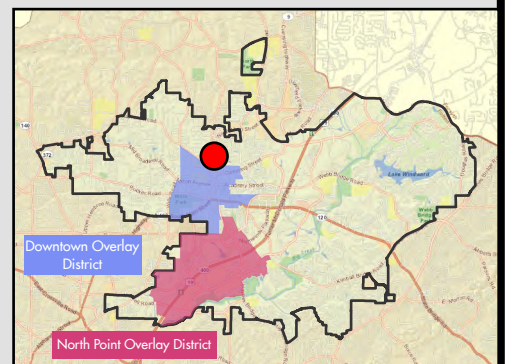
- C-1 Neighborhood Commercial
- DT-LW Downtown Live Work
- O-I Office Institutional
- O-P Office Professional
- R-10 Single Family Detached Residential
- R-12 Single Family Detached Residential
- R-15 Single Family Detached Residential

Zoning Map

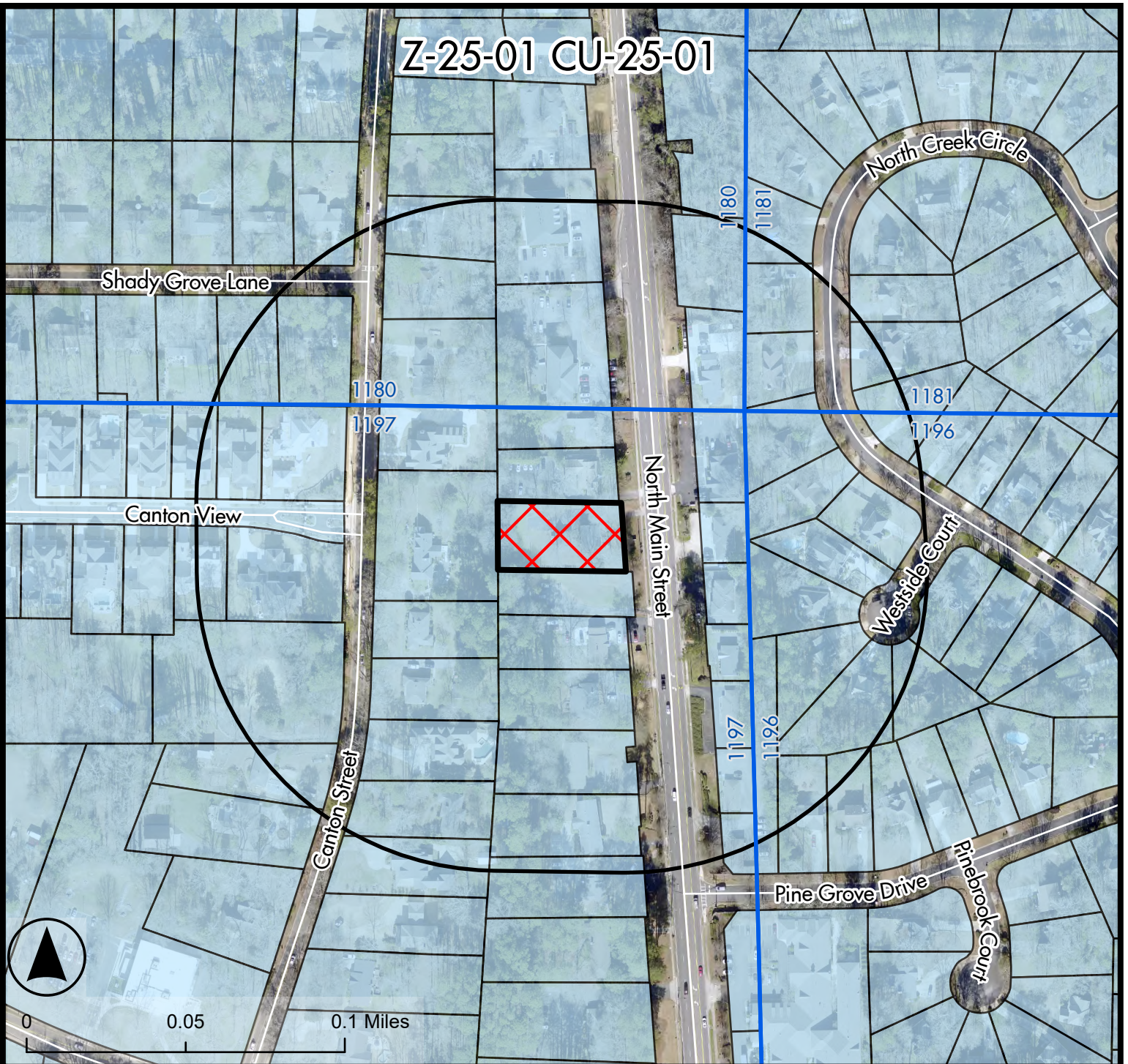
The Shipping Post
312 N Main Street

Z-25-01 CU-25-01
D/LL: 2/2/1197

PC: 1/9/2025
CC: 1/27/2025



Z-25-01 CU-25-01



Legend

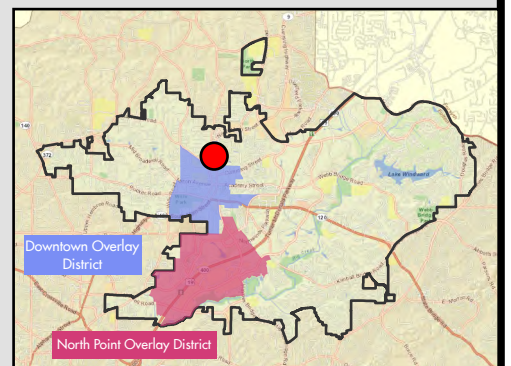
- Alpharetta City Limits
- Z-25-01 CU-25-01
- 500 ft Buffer
- Land Lots
- Tax Parcels

Location and Buffer Map

The Shipping Post
312 N Main Street

Z-25-01 CU-25-01
D/LL: 2/2/1197

PC: 1/9/2025
CC: 1/27/2025



Z-25-01 CU-25-01

Shady Grove Lane

North Creek Circle

Canton View

North Main Street

Westside Court

Pine Grove Drive

Pinebrook Court



0 0.05 0.1 Miles

Legend

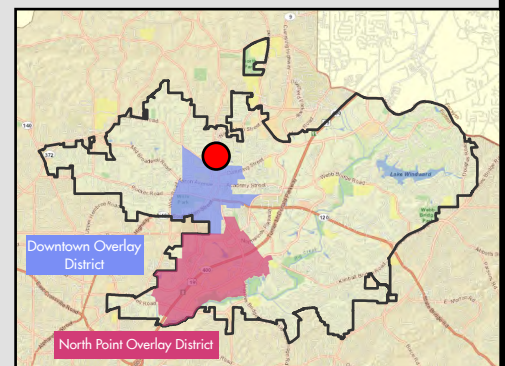
- Alpharetta City Limits
- Z-25-01 CU-25-01
- Land Lots
- Tax Parcels

Aerial Map

The Shipping Post
312 N Main Street

Z-25-01 CU-25-01
D/LL: 2/2/1197

PC: 1/9/2025
CC: 1/27/2025



Community Zoning Information Meeting (CZIM)
Please sign-in and leave your comments and/or concerns.

December 11, 2024

Z-25-01/CU-25-01 / The Shipping Post/312 North Main Street

NAME	ADDRESS	COMMENTS
GLORIA HERDEE	302 N MAIN ST. ALPHARETTA GA 30009	WE ARE SUPPORTING OUR FUTURE Neighborhood like complement of our Project

CITIZEN PARTICIPATION FORM - PART B

This form must be completed and submitted to the City of Alpharetta Community Development Department a minimum of twenty (20) working days prior to the scheduled Public Hearing. Failure to do so will result in cancellation of the scheduled hearing.

Public Hearing or Project Name: **312 N Main St - The SHIPPING POST**

Contact Name: **Siva Doraisamy** Telephone: **7704023093**

Please describe comments and concerns provided by any and all individuals contacted as part of the the Citizen Participation Program. If any individuals provided written correspondence, please attach copies of same to this report.

I did mail all identified residents as part of this application and have not received any calls or emails from anyone.

I received 1 response during Dec 11th Community Zoning Meeting. (Attached)

Method by which these individuals were contacted. Please mark all that apply. *Please provide samples of any and all written communications used to provide notification.*

- | | |
|--|---|
| ☒ Letter | ☐ Personal Visits |
| ☐ Telephone | ☐ Group Meeting |
| ☐ Email | ☐ Other (Please Specify) _____ |

Attach a list of people who have been notified of this application and provided information describing the subject proposal. Please note that ALL adjoining property owners MUST be notified.

I, the undersigned, as an authorized representative of the applicant and Public Hearing item identified above, do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Citizen Participation Form - Part B and in any and all documents provided in support of this report are true and accurate. I further understand that any false statements provided by representatives of the applicant as part of this report may result in penalties up to and including denial of the subject application.

Signature of Authorized Agent: _____



Date: **12/13/2024**

Print Form

11/19/2024

Siva Doraisamy
THE SHIPPING POST
1400 Market Place Blvd, Cumming GA 30004

RE: Z-25-01/CU-25-01 The Shipping Post/312 North Main Street

Dear Property Owner:

Please allow this letter to serve as public notice for consideration of a rezoning and conditional use to allow for the re-use of an existing structure for a shipping and printing store on a 0.59-acre property in the Downtown. A rezoning is requested from O-I (Office-Institutional) to DT-LW (Downtown Live-Work) and a conditional use is requested to allow 'Print Shop' for The Shipping Post. The property is located at 312 North Main Street and is legally described as being located in Land Lot 1197, 2nd District, 2nd Section, Fulton County, Georgia.

The Community Zoning Information Meeting (CZIM) for this request will be held on **Wednesday, December 11, 2024, at 6:00 PM** in the Community Room in Alpharetta City Hall across from the Council Chambers. Alpharetta City Hall is Located at 2 Park Plaza, Alpharetta, GA 30009. This is an informal meeting to allow the public to view public hearing requests, ask questions, and provide feedback.

This item will be considered by **the Planning Commission on Thursday, January 9, 2025, and City Council on Monday, January 27, 2025, at 6:30 PM.** The meetings will be held in the Council Chambers at City Hall, 2 Park Plaza, Alpharetta, GA 30009.

If you have any questions regarding the request, please feel free to contact me at your convenience. I can be reached at SivaCanton@gmail.com / 770-402-3093

Sincerely,

Siva Doraisamy
770-402-3093
SivaCanton@gmail.com

Current Occupant
312 MAIN ST
ALPHARETTA GA 30009

GOOD MICHAEL & ZARRINA
100 SHADY GROVE LANE
ALPHARETTA GA 30009

LEVY MELANIE & BARNETT JEFFERSON SMITH
1004 PINE GROVE DR
ALPHARETTA GA 30009

TALABI SAYED A & ROZATI SHIRIN
1008 PINE GROVE DR
ALPHARETTA GA 30004

KNIGHT NATALIE & DAMON
1012 PINE GROVE DR
ALPHARETTA GA 30004

379 MAIN LLC
1049 SAINT LILY PL
MARIETTA GA 30068

ADAMS RICHARD E N & CATHERINE J
105 SHADY GROVE LN
ALPHARETTA GA 30009-3245

LANZO NICHOLAS & TRICIA
110 SHADY GROVE LANE
ALPHARETTA GA 30009

RICHEY JAMES DAVID JR & STEPHANIE ANN
120 SHADY GROVE LANE
ALPHARETTA GA 30009

TUSHMAN HOLDINGS INC
15215 SANDPOINT TRCE
ALPHARETTA GA 30004

TWELVE ON CANTON COMMUNITY ASSOCIATION INC
1585 OLD NORCROSS RD BLDG 101
LAWRENCEVILLE GA 30046

BOWDEN JASON
1840 N CREEK CIR
ALPHARETTA GA 30009

RICHARDSON DEAN & HUMANN SHANNA L
1851 NORTH CREEK CIR
ALPHARETTA GA 30004

WILLIAMS LEIGHTON H
1856 NORTH CREEK CIR
ALPHARETTA GA 30004

CULLIGAN CATHY A
1861 NORTH CREEK CIR
ALPHARETTA GA 30004

HOTUNG ANDREW
1862 NORTH CREEK CIR
ALPHARETTA GA 30004

TAYLOR DAVID J & KIRSTEN G
1867 N CREEK CIR
ALPHARETTA GA 30004-2353

HANRAHAN SHAUN & CHRISTINE
1868 NORTH CREEK CIR
ALPHARETTA GA 30004

COUCH TIMOTHY D
1873 N CREEK CIR
ALPHARETTA GA 30009

BATES JOSHUA AP
1874 N CREEK CIR
ALPHARETTA GA 30009

UTZ Q WAYNE & CYNTHIA C
1880 NORTH CREEK CIR
ALPHARETTA GA 30004-1352

RITTER CHARLES A & RITTER JODIE D
2105 CANTON VW
ALPHARETTA GA 30004

NIXON D LANA M
2110 CANTON VW
ALPHARETTA GA 30009

SIMMONS JAMES C & HURT SIMMONS BARBARA
2115 CANTON VW
ALPHARETTA GA 30009

RADDEN NATASHA R
2120 CANTON VW
ALPHARETTA GA 30009

PALMER CHARLES J JR
2125 CANTON VW
ALPHARETTA GA 30009

RODNEY & SHERRY BARRON LIVING TRUST THE
2445 FLAT STONE DR
CUMMING GA 30041

CMP PROPERTIES LLC
254 N MAIN ST
ALPHARETTA GA 30009

BURGESS JOHN R SR & BURGESS VIRGINIA P
255 CANTON ST
ALPHARETTA GA 30009

FILIPOWICZ DAVID F & LAURA
260 CANTON ST
ALPHARETTA GA 30009

RAMIREZ CRISPINA N
261 N MAIN ST
ALPHARETTA GA 30004-1655

RAMIREZ CRISPINA N
261 N MAIN ST
ALPHARETTA GA 30004-1655

CROUCHER STEWART T & REBECCA K
263 CANTON ST
ALPHARETTA GA 30009

APITI PAINTING SERVICE INC
2682 HERRINGTON WOODS CT
LAWRENCEVILLE GA 30044

RAMIREZ CRISPINA N
271 N MAIN ST
ALPHARETTA GA 30004-1655

SMITH WILLIAM H & NANCY R
272 CANTON ST
ALPHARETTA GA 30009

CHALOUX MICHAEL & RHONDA
273 CANTON ST
ALPHARETTA GA 30009

LIBERTY SHAWNA A & TUMINELLO DEBORAH L
3001 WESTSIDE CT
ALPHARETTA GA 30004

RICHARDSON KATHRYN S
3010 WESTSIDE CT
ALPHARETTA GA 30009

SOLARES AMILCAR
3011 WESTSIDE CT
ALPHARETTA GA 30004

ORDWAY CHRISTOPHER H & ORDWAY MARY LYNN
3020 WESTSIDE CT
ALPHARETTA GA 30009-2372

MELTON DAVID A
3021 WESTSIDE CT
ALPHARETTA GA 30009

CLEVER MICHAEL T & STACY L
3030 CREEK TREE LN
CUMMING GA 30041

DUTTA ADITYA
3031 WESTSIDE CT
ALPHARETTA GA 30009

STEPHENS HAROLD A
319 CANTON ST
ALPHARETTA GA 30009

APPEN RAY & CHRISTINA
319 NORTH MAIN ST
ALPHARETTA GA 30004-1321

ONEAL GROUP LLC THE
322 N MAIN ST
ALPHARETTA GA 30009

LOGAN MICHAEL JASON & LOGAN CHRISTINE L
329 CANTON ST
ALPHARETTA GA 30009

333 NORTH MAIN LLC
333 N MAIN ST
ALPHARETTA GA 30009

DEBORA ANN MOORE REVOCABLE LIVING TRUST THE
339 CANTON ST
ALPHARETTA GA 30009

STANZIALE RUSSELL AUGUST & ANDREAU LEA
351 CANTON ST
ALPHARETTA GA 30009

THREE HUNDRED SIXTY SIX NORTH MAIN LLC
366 NORTH MAIN ST
ALPHARETTA GA 30004

HUGHES CULLENS HARRIET
3944 VINYARD WAY
MARIETTA GA 30062

THAI CHANG INVESTMENT LLC
3980 PEACHTREE INDUSTRIAL BLVD # 100
DULUTH GA 30096

NORTH MAIN 294 LLC
41 GREEN ST
GAINESVILLE GA 30501

RANGANATHAN BALAMOUGAN ET AL
430 CONCORD ST
ALPHARETTA GA 30009

JCP3 PROPERTIES LLC
4945 NORTHRIDGE DR
CUMMING GA 30040

RED ELEPHANT INVESTMENT GROUP LLC
5665 ATLANTA HWY STE 102-309
ALPHARETTA GA 30004

GJTA REAL ESTATE HOLDINGS LLC
6740 VICKERY POST LANE
CUMMING GA 30040

GJTA REAL ESTATE HOLDINGS LLC
6740 VICKERY POST LN
CUMMING GA 30040

ZARZANA SEAN
709 FOUNDERS CT E
ALPHARETTA GA 30004

ANDMOR INVESTMENTS LLC
720 CREEK RD
ALPHARETTA GA 30004

MILUSO INVESTMENT LLC
7870 GEORGETOWN CIR
SUWANEE GA 30024

TRIDAK LLC
985 HAMPRESTON CT
CUMMING GA 30041

AVANTI GROUP LLC
P O BOX 2591
ALPHARETTA GA 30023

CITY OF ALPHARETTA

PUBLIC HEARING APPLICATION

FOR OFFICE USE ONLY

Case #: _____

PH #: _____

☐ Property Taxes & Code Violations Verified

☐ Fee Paid Initial: _____

COMMUNITY DEVELOPMENT DEPARTMENT

2 PARK PLAZA

ALPHARETTA, GA 30009

1. This page should be the first page in each of your completed application packets.
2. It is preferred that all responses be typed. Illegible applications will not be accepted.
3. Prior to signing and submitting your application, please check all information supplied on the following pages to ensure that all responses are complete and accurate. Incomplete applications will not be accepted.
4. Payment of all applicable fees must be made at the time of application. Payment may be made via cash, credit card (American Express, Master Card or Visa), or check made payable to "City of Alpharetta." Please note that a 3% convenience fee will be added to all credit card transactions.
5. Applications will be accepted on the designated submittal dates between the hours of 8:30 AM and 3:30 PM.
6. If you have any questions regarding this form, please contact the Community Development Department by calling 678-297-6070.

Contact Information:

Contact Name: Sivaganesh Doraisamy Telephone: 770.402.3093

Address: 2143 McFarlin Ln Suite: _____

City: Milton State: GA Zip: 30004 Fax: _____

Mobile Tel: 770.402.3093 Email: sivacanton@gmail.com

Subject Property Information:

Address: 312 N Main St Current Zoning: OI

District: 2 Section: 2 Land Lot: 1197 Parcel ID: 224881411970763

Proposed Zoning: DT-LW Current Use: Vacant

This Application For (Check All That Apply):

- | | | |
|---|---|---|
| ☒ Conditional Use | ☐ Master Plan Amendment | ☐ Comprehensive Plan Amendment |
| ☒ Rezoning | ☐ Master Plan Review | |
| ☐ Variance | ☐ Public Hearing | |
| ☐ Exception | ☐ Other (Specify): _____ | |

APPLICANT REQUEST AND INTENT

What is the proposed use(s) of the property?

The proposed use of the property is a print and ship shop, known as The Shipping Post. This business will offer a variety of services, including packing and shipping through major carriers (UPS, FedEx, USPS), printing and copying, passport photos, notary public services, mailbox rentals, and computer rentals. The Shipping Post will operate Monday through Friday from 9 AM to 7 PM and Saturdays from 10 AM to 5 PM, with Sundays from 12 PM to 4 PM. The business will employ four staff members, ensuring efficient and reliable service. All operations and storage will be conducted indoors, in alignment with DT-LW zoning standards, and the only immediate necessary exterior change will be parking space striping. The applicant also desires to improve the following: (1) the size and material of the exterior windows, with larger commercial grade window, (2) replace the roof with commercial grade materials and finishes that comply with zoning and design codes, and (3) expanding the access driveway to allow for both ingress and egress simultaneously.

Applicant's Request (Please itemize the proposal):

Our request to the City of Alpharetta is for a rezoning of the property from OI (Office-Institutional) to DT-LW (Downtown Live Work), along with a conditional use permit for a "Print Shop" designation.

Applicant's Intent *(Please describe what the proposal would facilitate).*

The applicant, a business owner under contract to purchase the property contingent upon zoning approval, intends to establish The Shipping Post to serve the community's needs for shipping, printing, and related services. The proposal would enhance the property's value and utility by adapting it for a viable business use within the DT-LW zoning, creating a resource for local businesses and residents. Additionally, this low-impact business will contribute to the neighborhood's commercial diversity and provide a convenient service hub that aligns with the city's mixed-use vision.

PROPERTY OWNER AUTHORIZATION

Property Owner Information:

Contact Name: Luis Enrique Castro Cortes

Telephone: 762-768-0037

Address: 11524 Bowen Road

Suite: _____

City Roswell

State: GA

Zip: 30075

Authorization:

I do solemnly swear and attest, subject to criminal penalties for false swearing, that I am the legal owner, as reflected in the records of Fulton County, Georgia, of the property identified below, which is the subject of the attached Application for Public Hearing before the City of Alpharetta, Georgia.

As the legal owner of record of the subject property, I hereby authorize the individual named below to act as the applicant in the pursuit of the Application for Public Hearing in request of the items indicated below.

- | | |
|---|---|
| ☐ Annexation | ☐ Special Use |
| ☒ Rezoning | ☒ Conditional Use |
| ☐ Variance | ☐ Master Plan |
| ☐ Land Use Application | ☐ Other |

Property Owner's Authorized Applicant (if applicable):

Name of Authorized Applicant: Sivaganesh Doraisamy

Telephone: 770.402.3093

Address: _____

Suite: _____

City Milton

State: GA

Zip: 30004

So Sworn and Attested:

Owner Signature: _____

Date: 11/01/2024

Notary:

Notary Signature: _____

Date: 11.01.2024



DISCLOSURE FORM

The Official Code of Georgia Annotated requires disclosure of campaign contributions to government officials by an applicant or opponent of a rezoning or public hearing petition (O.C.G.A. 36-67 A-1).

Applicants must file this form with the City of Alpharetta Community Development Department within ten (10) days after filing for rezoning or public hearing. Opponents to a rezoning or public hearing petition must file this form five (5) days prior to the Planning Commission meeting at which the subject rezoning or public hearing petition is scheduled to be heard.

Name of Applicant or Opponent: Sivaganesh Doraisamy

Subject Public Hearing Case: _____

Campaign Contribution Information:

Please provide the requested information for each contribution with a dollar amount or value of \$250 or more made within the past two (2) years to an Alpharetta Official by the individual identified above. Please use a separate form for each Alpharetta Official to whom such a contribution as been made.

If the individual identified above has made no such contributions to an Alpharetta Official within the past two (2) years, please indicate this by entering "N/A" on the appropriate lines below.

Name of Official: N/A Position: _____

Description of Contribution: _____ Value: _____

Description of Contribution: _____ Value: _____

Description of Contribution: _____ Value: _____

Description of Contribution: _____ Value: _____

Description of Contribution: _____ Value: _____

Campaign Contribution Information:

I do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Disclosure Form is true and accurate and that I have disclosed herein any and all campaign contributions made to an Official of the City of Alpharetta, Georgia in accordance with O.C.G.A. 36-67 A-1.

Signature: _____

Date: _____

ALPHARETTA PLANNING COMMISSION REVIEW CRITERIA

How will this proposal be compatible with surrounding properties?

This proposal is compatible with surrounding properties, as it aligns with the existing mix of low-impact commercial and office uses, such as the neighboring dentist office and contracting business. By rezoning to DT-LW with a conditional use for a Print Shop, the property will support a business type that complements the area's professional environment while remaining non-disruptive to the residential property to the west. The proposal upholds the city's mixed-use vision and ensures minimal external changes, preserving the character of the neighborhood.

How will this proposal affect the use and value of the surrounding properties?

This proposal will likely have a positive effect on the use and value of surrounding properties by introducing a community-centered business without causing disruption. By adding a valuable service amenity, The Shipping Post may increase foot traffic and appeal for neighboring businesses, supporting the local commercial ecosystem while remaining compatible with residential uses nearby. In addition, having an operating business will support maintenance and upkeep that the property has not experienced in many years, increasing aesthetic appeal, which helps surrounding property value.

Can the property be developed for a reasonable economic use as currently zoned? Please explain why or why not.

The current OI zoning restricts the applicant from operating their pack and ship business. Additionally, redeveloping the property under the current zoning (office, medical office, bank) would be cost prohibitive, as the office and medical office rents in the area would not be high enough support the cost of re-developing the property or major renovations, making economic viability challenging without rezoning to DT-LW. The Shipping Post's business type requires minimal renovation cost, and rezoning to DT-LW will align better with the city's live-work vision.

What would be the increase to population and traffic if the proposal were approved?

The Shipping Post plans to employ four people, and its customer traffic is expected to be consistent with other small businesses in the area. The business's weekday hours and short-term visitor nature will keep traffic minimal and manageable, without significantly impacting the overall traffic flow or population density.

What would be the impact to schools and utilities if the proposal were approved?

As a commercial business with no residential component, the proposal will have no impact on local schools. Utility usage will be in line with similar small commercial operations, with minimal impact on overall demand for local utilities.

How is the proposal consistent with the Alpharetta Comprehensive Plan; particularly the Future Land Use Map?

The DT-LW rezoning request aligns with the Future Land Use Map's vision for Downtown Live Work. Nearby 246 N Main's recent rezoning supports this transition to a mixed-use corridor.

Are there existing or changing conditions which affect the development of the property and support the proposed request?

The area's shift toward mixed-use and live-work developments, as seen in the rezoning of neighboring properties like 246 N Main, supports this proposal. The current OI zoning restricts the property's economic viability, and approval for DT-LW with a conditional use would align with both the changing character of the area and the city's long-term planning objectives.

On a separate sheet or sheets, please provide any information or evidence that supports your request and the statements that you have provided in this application.

CITIZEN PARTICIPATION FORM - PART A

This form must be completed and submitted with the applicant's completed Public Hearing Application. Applications submitted to the City of Alpharetta without a completed Citizen Participation Form - Part A will not be accepted.

Public Hearing or Project Name: The Shipping Post

Contact Name: Siva Doraisamy Telephone: 770.402.3093

The following people will be notified of this application and provided information describing the subject proposal. Please note that ALL adjoining property owners MUST be notified. Use additional pages as needed.

Please see attached list

Method by which these individuals will be contacted. Please mark all that apply. *If you select "Other," please provide a description of the method of contact that will be used.*

- | | |
|--|--|
| ☒ Letter | ☐ Personal Visits |
| ☐ Telephone | ☐ Group Meeting |
| ☐ Email | ☐ Other <i>(Please Specify)</i> |

Please describe the method(s) by which these individuals will have the opportunity to respond or contact the applicant with questions or concerns about the proposal.

The individuals may respond and contact the applicant via telephone (listed herein) or via email at sivacanton@gmail.com.

CITIZEN PARTICIPATION FORM - PART B

This form must be completed and submitted to the City of Alpharetta Community Development Department a minimum of twenty (20) working days prior to the scheduled Public Hearing. Failure to do so will result in cancellation of the scheduled hearing.

Public Hearing or Project Name: _____

Contact Name: _____ Telephone: _____

Please describe comments and concerns provided by any and all individuals contacted as part of the the Citizen Participation Program. If any individuals provided written correspondence, please attach copies of same to this report.

Method by which these individuals were contacted. Please mark all that apply. *Please provide samples of any and all written communications used to provide notification.*

- | | |
|------------------------------------|--|
| ☐ Letter | ☐ Personal Visits |
| ☐ Telephone | ☐ Group Meeting |
| ☐ Email | ☐ Other <i>(Please Specify)</i> _____ |

Attach a list of people who have been notified of this application and provided information describing the subject proposal. Please note that ALL adjoining property owners MUST be notified.

I, the undersigned, as an authorized representative of the applicant and Public Hearing item identified above, do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Citizen Participation Form - Part B and in any and all documents provided in support of this report are true and accurate. I further understand that any false statements provided by representatives of the applicant as part of this report may result in penalties up to and including denial of the subject application.

Signature of Authorized Agent: _____ Date: _____

Print Form

ABBREVIATION LEGEND:	
AE	= access easement
CB	= catch basin
CL	= centerline
CMF	= concrete monument found
CO	= clean out
CT	= crimp top pipe
CP	= communication pedestal
DE	= drainage easement
DI	= drop inlet
DIP	= ductile iron pipe
DWCB=	dbl. wing catch basin
FH	= fire hydrant
GI	= grate inlet
GW	= guy wire
HW	= head wall
IPS	= iron pin set
JB	= junction box
INV	= invert
L.L.L.	= land lot line
LP	= light pole
MH	= manhole (sanitary sewer)
OCS	= outlet control structure
OT	= open top pipe
PI	= pedestal inlet
PL	= property line
POL	= point on line
PP	= power pole
RB	= reinforcing bar
RCP	= reinforced concrete pipe
R/W	= right-of-way
SSE	= sanitary sewer easement
SWCB=	single wing catch basin
TSP	= traffic signal pole
TSB	= traffic signal box
TP	= telephone pole
TSP	= traffic signal pole
WM	= water meter
WV	= water valve
YI	= yard inlet

SYMBOL LEGEND:	
	double wing catch basin
	fire hydrant
	guy wire
	light pole
	power pole
	sanitary sewer manhole
	clean out
	transformer
	water meter
	single wing catch basin
	grate inlet
	junction box
	head wall
	stop sign
	buffer
	bldg setback
	fence
	overhead electric
	underground electric
	water line
	sanitary line
	gas line
	computed point

As Surveyed Description

All that tract or parcel of land lying and being in Land Lot 1197 of the 2nd District, 2nd Section, Fulton County, Georgia, and being more particularly described as follows:

Beginning at a ½" rebar set with blue cap (LSF# 1121) on the Western Right-of-Way of North Main Street aka Georgia Highway 9 (R/W Varies) 150.00' south of the corner common to Land Lot 1197, said ½" rebar being the POINT OF BEGINNING;

Thence continuing along the Western Right-of-Way of North Main Street S 04°28'36" E, a distance of 119.01 feet to a ½" rebar set with blue cap (LSF# 1121) at the corner common to the lands now or formerly held by Apiti Painting Service Inc. (DB 64721, PG 657);

Thence departing the Western Right-of-Way of North Main Street and continuing along the line common to the lands now or formerly held by Apiti Painting Services Inc. N 89°48'49" W, a distance of 207.82 feet to a ½" open top pipe at the corner common to the lands now or formerly held by Harold and Judy Stephens (DB 55920, PG 280);

Thence continuing along the line common to the lands now or formerly held by Harold and Judy Stephens the following courses and distances:

N 06°41'43" E, a distance of 5.02 feet to a point monumented by a ½" open top pipe found 1.54' east;

S 87°28'02" W, a distance of 17.46 feet to a 1" rod;

N 01°29'16" E, a distance of 113.77 feet to a 1" open top pipe found at the corner common to the lands now or formerly held by The O'Neal Group LLC (DB 59405, PG 9);

Thence continuing along the line common to the lands now or formerly held by The O'Neal Group N 89°59'31" E, a distance of 212.43 feet to a ½" rebar set with blue cap (LSF# 1121) on the Western Right-of-Way of North Main Street, said ½" rebar being the POINT OF BEGINNING;

Said tract contains 0.592 acres as shown on an ALTA/NSPS Survey for Miluso Investments LLC, Jay D. Kessler as Trustee of the Bootery Inc. Profit Sharing Trust and Chicago Title Insurance Company, dated 05/17/2023 and prepared by Engineering 303, LLC.

= Pine Tree

= Hardwood

= Understory

Record Description

All that tract or parcel of land lying and being in Land Lot 1197 of the 2nd District, 2nd Section, Fulton County, Georgia, and being more particularly described as follows:

Beginning at an iron pin found on the westerly right side of the right-of-way of North Main Street (an 80 foot right-of-way) 150.00 feet southerly from the corner formed by the westerly side of North Main Street and the northerly line of Land Lot 1197, running thence south 03 degrees 28 minutes 36 seconds east 119.05 feet to an iron pin, running thence north 88 degrees 48 minutes 50 seconds west 218.44 feet to an iron pin; running thence north 04 degrees: 15 minutes 00 seconds east 5.02 feet to an iron pin, running thence south 85 degrees 52 minutes 33 seconds west 17.64 feet to an iron pin; running thence north 01 degrees 59 minutes 00 seconds east 113.92 feet to an iron pin, running thence south 89 degrees 09 minutes 54 seconds east 224.48 feet to an iron pin and the POINT OF BEGINNING, the foregoing tract being depicted as 0.622 acres on that certain plat of survey for John S. Harvey dated November 23, 1998, prepared by Survey Concepts, Inc.

Less and Except that certain portion of the above described property conveyed by Right of Way Deed recorded in Deed Book 59017, Page 95, Fulton County, Georgia records.

ALTA/NSPS Notes:

- Zoning: O-4, Downtown Overlay District.
- Property address: 312 North Main Street, Fulton County, Georgia.
- The property has direct access to a public roadway at North Main Street.
- There was observed evidence of road construction in the right of way of North Main Street.
- There is no observed evidence of waste dump, sump, or sanitary landfill on subject property.
- The boundary lines of the property are contiguous and contain no gaps, gores or overlaps.

REVISIONS:		
NO.	DESCRIPTION	DATE
1	Add storm sewer diameter and type of pipe	8/01/23
2	Revise certification	8/18/23

MATTERS OF RECORD - John S. Harvey, MD					COMMITMENT NO: 901474-00-230508-717014	
Traditional Title Services, Inc.					EFFECTIVE DATE: May 1, 2023	
#	DEED BOOK	PAGE	DATE	INSTRUMENT	GRANTOR	GRANTEE
1	12620	100	7/6/1989	Sewer Easement	Michael E. Sullivan and William J. Sullivan	Fulton County
2	64008	527	6/23/2021	Easement	John S. Harvey, MD	Georgia Power Company
3	59017	95	7/18/2018	Right of Way Deed	John S. Harvey, MD	Georgia Department of Transportation

TOPOGRAPHIC SURVEY NOTES:

- Vertical Datum is NAVD 88(2012B) based on network-based RTK GPS solution using a Leica GS14 GPS System and SmartNet network. Bearing basis and elevation derived from 2 control points. All other work performed with methods described below.
- Contours displayed at a 2-foot interval.
- Measurements shown are US Survey Feet (ground).
- Vertical accuracy complies with 180-7-.04 (3) - measurements vertical.

LOCATION MAP NOT TO SCALE

GENERAL NOTES:

- Only evidence of easements or structures which are readily apparent from an above ground field inspection of the premises are shown, unless stated otherwise hereon. No liability is assumed by this firm for losses relating to the existence of any easement not discovered by above ground field inspection of the premises.
- This plat was prepared for the exclusive use of the person, persons, or entity named hereon. Said certification does not extend to any unnamed persons without a recertification by the surveyor.
- Jurisdictional areas or negative easements, if any, which might impact the use of the property were not located, unless stated otherwise. No liability is assumed by this firm for any losses resulting from the exercise of any government jurisdiction affecting the use of the property.
- The property shown and described hereon is subject to any existing easements, rights-of-way, restrictive covenants, zoning regulations, underground utilities and/or setback lines whether or not they may be shown. No liability is assumed by this firm for any losses that may be associated with the existence of any easements or restrictions on the use of the property.
- Location map from Fulton County GIS.
- All building ties are perpendicular to the property lines unless otherwise noted.
- Utility locations show per Level D utility mark out by Groundhawk Job Nmbur GH23099.

SURVEY NOTES:

- Certain interior improvements may not be shown hereon, i.e. fence lines, guy wires, etc.
- Matters of record not shown hereon are excepted.
- Bearings based on Reference 1 Record line held as indicated.
- Measurements shown are US Survey Feet (ground).
- Field angles and linear distances measured using a Trimble S5 Robotic Total Station.
- The field data upon which this plat is based has a field closure of one foot in 34,272 feet and an angular error of 1.5 seconds per angle point and was adjusted using Compass Rule. Fieldwork Completed on 03/15/23.
- Property corners marked IPS (Iron Pin Set) are 1/2" x 18" rebar with blue plastic cap (E303 LSF #1121) unless otherwise indicated. Unless indicated as set, monumentation shown was found.
- No evidence of human burials or cemeteries was observed on site during the course of the fieldwork.
- Riparian boundaries subject to change due to natural forces and may not represent the actual limit of title.
- This plat has been calculated for closure and is found to be accurate within one foot in 112,238 feet.

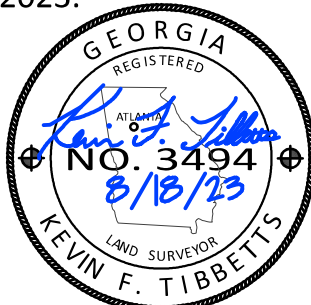
FLOOD HAZARD NOTE:

No portion of this property is contained within the limits of a Special Flood Hazard Zone as defined by the Federal Emergency Management Agency Flood Insurance Rate Map No.13121C0058F of Fulton County, GA. (Community Panel No. 1300840058F), most recently revised 9/18/13.

SURVEYOR CERTIFICATION:

To:
Miluso Investment, LLC, Jay D. Kessler, as Trustee of the Bootery Inc. Profit Sharing Trust, & Chicago Title Insurance Company .

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes items 1-4, 7(a), 7(b)(1), 7(c), 8, 9, 11 (surface visible only) 13, 16, 17 & 18. The field work was completed On March 15, 2023.



ALTA/NSPS Land Title Survey for:

Miluso Investment, LLC,
Jay D. Kessler, as Trustee of the Bootery Inc. Profit Sharing Trust,
Bank Five Nine, ISAOA, Georgia Small Business Capital and US Small Business Administration
& Chicago Title Insurance Company
City of Alpharetta
2nd District, 2nd Section
Land Lot 1197

Civil Engineering, Land Surveying,
Stream and Wetland Restoration

Drawn: KFT
Date: 05/17/23
Sheet
1 of 1
Project Number
22-4971

333 NORTH MAIN LLC
333 N MAIN ST
ALPHARETTA GA 30009

RICHEY JAMES DAVID JR & STEPHANIE
ANN
120 SHADY GROVE LANE
ALPHARETTA GA 30009

LOGAN MICHAEL JASON & LOGAN CHRIST
INE L
329 CANTON ST
ALPHARETTA GA 30009

TRIDAK LLC
985 HAMPRESTON CT
CUMMING GA 30041

RODNEY & SHERRY BARRON LIVING TRUS
T THE
2445 FLAT STONE DR
CUMMING GA 30041

ANDMOR INVESTMENTS LLC
720 CREEK RD
ALPHARETTA GA 30004

THREE HUNDRED SIXTY SIX NORTH MAIN
LLC
366 NORTH MAIN ST
ALPHARETTA GA 30004

ONEAL GROUP LLC THE
322 N MAIN ST
ALPHARETTA GA 30009

GJTA REAL ESTATE HOLDINGS LLC
6740 VICKERY POST LN
CUMMING GA 30040

ZARZANA SEAN
709 FOUNDERS CT E
ALPHARETTA GA 30004

HUGHES CULLENS HARRIET
3944 VINYARD WAY
MARIETTA GA 30062

RAMIREZ CRISPINA N
271 N MAIN ST
ALPHARETTA GA 30004-1655

STANZIALE RUSSELL AUGUST & ANDREAU
LEA
351 CANTON ST
ALPHARETTA GA 30009

CLEVER MICHAEL T & STACY L
3030 CREEK TREE LN
CUMMING GA 30041

RAMIREZ CRISPINA N
261 N MAIN ST
ALPHARETTA GA 30004-1655

DEBORA ANN MOORE REVOCABLE LIVING
TRUST THE
339 CANTON ST
ALPHARETTA GA 30009

CROUCHER STEWART T & REBECCA K
263 CANTON ST
ALPHARETTA GA 30009

APITI PAINTING SERVICE INC
2682 HERRINGTON WOODS CT
LAWRENCEVILLE GA 30044

RED ELEPHANT INVESTMENT GROUP LLC
5665 ATLANTA HWY STE 102-309
ALPHARETTA GA 30004

CHALOUX MICHAEL & RHONDA
273 CANTON ST
ALPHARETTA GA 30009

SMITH WILLIAM H & NANCY R
272 CANTON ST
ALPHARETTA GA 30009

ADAMS RICHARD E N & CATHERINE J
105 SHADY GROVE LN
ALPHARETTA GA 30009-3245

GJTA REAL ESTATE HOLDINGS LLC
6740 VICKERY POST LANE
CUMMING GA 30040

STEPHENS HAROLD A
319 CANTON ST
ALPHARETTA GA 30009

GOOD MICHAEL & ZARRINA
100 SHADY GROVE LANE
ALPHARETTA GA 30009

APPEN RAY & CHRISTINA
319 NORTH MAIN ST
ALPHARETTA GA 30004-1321

COUCH TIMOTHY D
1873 N CREEK CIR
ALPHARETTA GA 30009

LANZO NICHOLAS & TRICIA
110 SHADY GROVE LANE
ALPHARETTA GA 30009

CMP PROPERTIES LLC
254 N MAIN ST
ALPHARETTA GA 30009

TAYLOR DAVID J & KIRSTEN G
1867 N CREEK CIR
ALPHARETTA GA 30004-2353

CULLIGAN CATHY A
1861 NORTH CREEK CIR
ALPHARETTA GA 30004

MELTON DAVID A
3021 WESTSIDE CT
ALPHARETTA GA 30009

RADDEN NATASHA R
2120 CANTON VW
ALPHARETTA GA 30009

HANRAHAN SHAUN & CHRISTINE
1868 NORTH CREEK CIR
ALPHARETTA GA 30004

RAMIREZ CRISPINA N
261 N MAIN ST
ALPHARETTA GA 30004-1655

SIMMONS JAMES C & HURT SIMMONS BAR
BARA
2115 CANTON VW
ALPHARETTA GA 30009

BATES JOSHUA AP
1874 N CREEK CIR
ALPHARETTA GA 30009

SOLARES AMILCAR
3011 WESTSIDE CT
ALPHARETTA GA 30004

PALMER CHARLES J JR
2125 CANTON VW
ALPHARETTA GA 30009

LEVY MELANIE & BARNETT JEFFERSON S
MITH
1004 PINE GROVE DR
ALPHARETTA GA 30009

LIBERTY SHAWNA A & TUMINELLO DEBOR
AH L
3001 WESTSIDE CT
ALPHARETTA GA 30004

RITTER CHARLES A & RITTER JODIE D
2105 CANTON VW
ALPHARETTA GA 30004

TALABI SAYED A & ROZATI SHIRIN
1008 PINE GROVE DR
ALPHARETTA GA 30004

HOTUNG ANDREW
1862 NORTH CREEK CIR
ALPHARETTA GA 30004

NIXON D LANA M
2110 CANTON VW
ALPHARETTA GA 30009

KNIGHT NATALIE & DAMON
1012 PINE GROVE DR
ALPHARETTA GA 30004

UTZ Q WAYNE & CYNTHIA C
1880 NORTH CREEK CIR
ALPHARETTA GA 30004-1352

TWELVE ON CANTON COMMUNITY ASSOCIA
TION INC
1585 OLD NORCROSS RD BLDG 101
LAWRENCEVILLE GA 30046

BOWDEN JASON
1840 N CREEK CIR
ALPHARETTA GA 30009

RICHARDSON DEAN & HUMANN SHANNA L
1851 NORTH CREEK CIR
ALPHARETTA GA 30004

RANGANATHAN BALAMOUGAN ET AL
430 CONCORD ST
ALPHARETTA GA 30009

RICHARDSON KATHRYN S
3010 WESTSIDE CT
ALPHARETTA GA 30009

BURGESS JOHN R SR & BURGESS VIRGIN
IA P
255 CANTON ST
ALPHARETTA GA 30009

TUSHMAN HOLDINGS INC
15215 SANDPOINT TRCE
ALPHARETTA GA 30004

ORDWAY CHRISTOPHER H & ORDWAY MARY
LYNN
3020 WESTSIDE CT
ALPHARETTA GA 30009-2372

FILIPOWICZ DAVID F & LAURA
260 CANTON ST
ALPHARETTA GA 30009

THAI CHANG INVESTMENT LLC
3980 PEACHTREE INDUSTRIAL BLVD # 1
00
DULUTH GA 30096

DUTTA ADITYA
3031 WESTSIDE CT
ALPHARETTA GA 30009

WILLIAMS LEIGHTON H
1856 NORTH CREEK CIR
ALPHARETTA GA 30004

JCP3 PROPERTIES LLC
4945 NORTHRIDGE DR
CUMMING GA 30040

MILUSO INVESTMENT LLC
7870 GEORGETOWN CIR
SUWANEE GA 30024

AVANTI GROUP LLC
P O BOX 2591
ALPHARETTA GA 30023

379 MAIN LLC
1049 SAINT LILY PL
MARIETTA GA 30068

NORTH MAIN 294 LLC
41 GREEN ST
GAINESVILLE GA 30501



Date: 11-21-2022

REF: VTA [visual tree inspection], Aluminum Tag application, species determination, condition, recommendations, SRP & CRZ of any specimen trees [overstory or understory], prior survey inspection with changes if any. 72TS&L [j.d.shamoun, certified arborist SOS524-A were retained by Linda Lopez for property located at 312 North Main Street, Alpharetta,GA.

Specimen trees per tree ordinance [City of Alpharetta, GA.] listed below:

- a. pines = 30 inch dbh [pinus]
- b. conifers = 20 inch dbh [cedrus, thuja, arborvitae]
- c. overstory [tulip poplars] = 30 inch dbh +
- d. beech , persimmon , magnolia, sassafras, tupelo= 20 Inch dbh +
- e. 24 inch dbh [Alf others] specified oaks , ect.
- f. understory = 8 inch dbh +
- g. sourwood = 10 inch dbh +

Upon inspection, our findings indicated a few measurements that differ as well as a tree no identified on the original survey.

A yew tree was also found in the front, left within 5 ft. of tree no. 120.

Metal , aluminum tags with aluminum nails were fastened to each tree for proper ID for corroboration with the city arborist. The Dense overgrowth, vines, briars and metal fencing made it very difficult to access the rear trees to the West.

File no. 1. indicates added tree tag numbers listed in plain writing. Numbers 120-137

Tag numbers: SPECIMEN TREE

No. 120 [30 inch dbh water oak], good condition, needs pruning to remove all dead, diseased & broken limbs, CRZ = 39 ft., SRP =15 ft. Location : front, left

No. YEW Tree : approximate 12 inches+, multi-stem [no tag], located approximately 5 ft East of tree, no. 120. [ornamental evergreen]

Note: the city arborist can make final determination on this tree concerning classification

Location : front , left

No. 121 [28 inch dbh water oak], fair condition , needs pruning same as above, CRZ = 36.4, SRP = 14 [root damage minimal by excavation

For widened highway 9.

Location: front, left

No. 122 [original survey only labeled 42 inches). [72 TS&L noted there are 2 separate trees or codominant under grade, hence, A 42 inch dbh and a 20 inch dbh] , however the basal zone can be concentric for the CRZ = 54ft. , SRP = 21

Both trees are in good condition that need pruning to remove dead, diseased & broken + elevation as needed per ISA arborist on site.

Location : front, right

Notation: metal fence post imbedded West of large section

No. 123 [water oak/ multi-stem 16 inch, 14 inch & 6 inch], measuring approximately 38 inches total under the unions, = 38 inch dbh

Original survey measurement indicated 42 inch but this is debatable.

Recommendations : removal, decay suspect in lower basal trunk flare

Location: right side

No. 125 [PECAN TREE original survey indicated 27 inches]....72 TS&L measured 22 inch dbh , pecan tree in fair condition, CRZ = 35, SRP=13

Location: right side

No. 132 [28 inch dbh water oak], good condition, , prune to remove dead, diseased & Broken , CRZ = 36.4, SRP = 14

Location: rear

No. 133 [southern magnolia], co-dominant [15 & 8 , measuring approximately 23 inches under unions = 23 inch

Condition, fair.

Location : rear



Page [2] continuation of property 312 N. main tree assessment:

No. 134 [original survey indicated a 35 inch tree]...this is inaccurate, 72 TS&L measured 43 + inch dbh water oak [preservation tree] Tree appears to be in good condition. Advocate tree save fence zone around the tree 55 inch CRZ, 21 inch SRP. The tree protection zone Needs to be cleaned of all unsuitables as in any trash, dead trees, vines, etc. then erect tree save fencing before any construction or grading or erosion control fencing whatsoever. Any erosion control fencing as in type 'C' can surround the outer limits of the tree save zone. Pruning to remove any dead, diseased or broken sections per ANSI A 300 standards by a certified arborist. This particular tree would also Include trunk protection as well with vertical 2x4's around lower 8ft. tied together with banding approved by certified arborist on site.

Location: rear

Non Specimen Trees:

TREE no. 124 [6 inch water oak, condition : good]

Location: right side

TREE no. 126 & TREE no. 127 [original survey indicated 15 inch trees; we assume they combined nearby juvenile trees. 72TS&L assessed these to be two trees 6+ diameter water oaks, fair condition growing into fenceline.

Location: right side

Recommendations: optional per building plans

TREE no. 128 water oak , 9 inch dbh , fair condition

Location : right side

Condition : fair

Recommendations: optional per building plans

TREE no. 129 & TREE no. 130. water oaks, approximately 6 inch dbh, condition fair

Location: right side

Recommendations: optional per building plans

TREE no. 130 [pecan tree, leaning ...8 inch dbh]

Location ;right side

Recommedations: removal

TREE no. 131 [hardwood , possible tupelo, located on right side, 8 inch dbh, condition : good

TREE, No. 135 (11 inch) & TREE no. 136 (17 inch) [dead, Leyland cypress trees need removal]

Both trees located in rear in CRZ of tree no. 134.

Location: rear

TREE: No. 137 added tree not disclosed on original survey located right side...

Approximate 10-13 inch water oak

Condition: good

In conclusion, this has been a complex re-evaluation of the prior survey performed by E303 Engineering. 72TS&L did our best to corroborate the actual field measurements as well as our expertise on recommendations listed. The city arborist is welcome to contact Joseph D. Shamoun @ 678-223-5495 if he has any questions.

The fence located on the right has trees intertwined into the wire, posts, ect.

Thank you, j.d.s / 72TS&L owner, C.A. S0-5524-A



"REGISTERED - U.S. Patent and Trademark Office"

Ecological Restoration, Land Development & Construction Consultants

Date: 11-21-2022

REF: VTA [visual tree inspection], Aluminum Tag application, species determination, condition, recommendations, SRP & CRZ of any specimen trees [overstory or understory], prior survey inspection with changes if any. 72TS&L [J.d.shamoun , certified arborist SO5524-A were retained by Linda Lopez for property located at 312 North Main Street, Alpharetta,GA.

Specimen trees per tree ordinance [City of Alpharetta, GA.] listed below:

- a. pines = 30 inch dbh [pinus]
- b. conifers = 20 inch dbh [cedrus, thuja, arborvitae]
- c. overstory [tulip poplars] = 30 inch dbh +
- d. beech , persimmon , magnolia, sassafras, tupelo= 20 inch dbh +
- e. 24 inch dbh [All others] specified oaks , ect.
- f. understory = 8 inch dbh +
- g. sourwood = 10 inch dbh +

Upon inspection, our findings indicated a few measurements that differ as well as a tree no identified on the original survey. A yew tree was also found in the front, left within 5 ft. of tree no. 120. Metal , aluminum tags with aluminum nails were fastened to each tree for proper ID for corroboration with the city arborist. The Dense overgrowth, vines, briars and metal fencing made it very difficult to access the rear trees to the West. File no. 1 indicates added tree tag numbers listed in plain writing. Numbers 120 – 137

Tag numbers: SPECIMEN TREES *

No. 120 [30 inch dbh water oak], good condition, needs pruning to remove all dead, diseased & broken limbs, CRZ = 39 ft., SRP =15 ft.
Location : front, left

No. YEW Tree : approximate 12 inches +, multi-stem [no tag], located approximately 5 ft East of tree, no. 120. [ornamental evergreen]
Note: the city arborist can make final determination on this tree concerning classification
Location : front , left

No. 121 [28 inch dbh water oak], fair condition , needs pruning same as above, CRZ = 36.4 , SRP = 14 [root damage minimal by excavation
For widened highway 9.
Location: front, left

No. 122 [original survey only labeled 42 inches]. [72 TS&L noted there are 2 separate trees or codominant under grade, hence , A 42 inch dbh and a 20 inch dbh], however the basal zone can be concentric for the CRZ = 54ft. , SRP = 21
Both trees are in good condition that need pruning to remove dead, diseased & broken + elevation as needed per ISA arborist on site.
Location : front, right
Notation: metal fence post imbedded West of large section

No. 123 [water oak/ multi-stem 16 inch, 14 inch & 6 inch], measuring approximately 38 inches total under the unions, = 38 inch dbh
Original survey measurement indicated 42 inch but this is debatable.
Recommendations : removal, decay suspect in lower basal trunk flare
Location: right side

No. 125 [PECAN TREE original survey indicated 27 inches]....72 TS&L measured 22 inch dbh , pecan tree in fair condition , CRZ = 35, SRP=13
Location: right side

No. 132 [28 inch dbh water oak] , good condition, , prune to remove dead, diseased & Broken , CRZ = 36.4 , SRP = 14
Location: rear

No. 133 [southern magnolia], co-dominant [15 & 8 , measuring approximately 23 inches under unions = 23 inch
Condition, fair.
Location : rear

12850 Highway 9 • Suite 600-311 • Alpharetta, GA 30004
678.223.5495 • jd@72tree.com • www.72tree.com



"REGISTERED - U.S. Patent and Trademark Office"

***Ecological Restoration, Land Development &
Construction Consultants***

Page [2] continuation of property 312 N. main tree assessment:

No. 134 [original survey indicated a 35 inch tree]...this is inaccurate, 72 TS&L measured 43 + inch dbh water oak [preservation tree]
Tree appears to be in good condition . Advocate tree save fence zone around the tree 55 inch CRZ, 21 inch SRP. The tree protection zone
Needs to be cleaned of all unsuitables as in any trash, dead trees, vines, etc. . then erect tree save fencing before any construction or
grading or erosion control fencing whatsoever. Any erosion control fencing as in type 'C' can surround the outer limits of the tree save zone.
Pruning to remove any dead, diseased or broken sections per ANSI A 300 standards by a certified arborist. This particular tree would also
Include trunk protection as well with vertical 2x4's around lower 8ft. tied together with banding approved by certified arborist on site.
Location: rear

Non Specimen Trees:

TREE no. 124 [6 inch water oak , condition : good]
Location: right side

TREE no. 126 & TREE no. 127 [original survey indicated 15 inch trees; we assume they combined nearby juvenile trees .
72TS&L assessed these to be two trees 6+ diameter water oaks , fair condition growing into fenceline.
Location: right side
Recommendations: optional per building plans

TREE no. 128 water oak , 9 inch dbh , fair condition
Location : right side
Condition : fair
Recommendations: optional per building plans

TREE no. 129 & TREE no. 130 . water oaks , approximately 6 inch dbh,
condition fair
Location: right side
Recommendations: optional per building plans

TREE no. 130 [pecan tree , leaning ...8 inch dbh]
Location ;right side
Recommedations: removal

TREE no. 131 [hardwood , possible tupelo , located on right side, 8 inch dbh, condition : good

TREE, No. 135 (11 inch) & TREE no. 136 (17 inch) [dead, Leyland cypress trees need removal]
Both trees located in rear in CRZ of tree no. 134.
Location: rear

TREE: No. 137 added tree not disclosed on original survey located right side...
Approximate 10-13 inch water oak
Condition: good

In conclusion, this has been a complex re-evaluation of the prior survey performed by E303 Engineering.
72TS&L did our best to corroborate the actual field measurements as well as our expertise on recommendations
listed. The city arborist is welcome to contact Joseph D. Shamoun @ 678-223-5495 if he has any questions.
The fence located on the right has trees intertwined into the wire, posts, ect.
Thank you, j.d.s / 72TS&L owner, C.A. SO-5524-A

12850 Highway 9 • Suite 600-311 • Alpharetta, GA 30004
678.223.5495 • jd@72tree.com • www.72tree.com

This drawing is the property of Engineering E303, L.L.C. and is not to be reproduced or copied in whole or in part without the written consent of Engineering E303, L.L.C. and is to be used only for the project and location identified on this drawing.

PARCEL INFORMATION:
Parcel ID No.: 22 48141970763
Property is Zoned Office Institutional (O-3), Downtown Overlay District
Building setback lines shown herein. Any setbacks and buffers shown are governed by the local jurisdiction and should be confirmed in writing prior to land planning or any construction activities.

AREA:
0.592 ACRES
25,775 SF

REFERENCES:
1. Quitclaim Deed to Mohn S. Harvey, M.D. recorded in Deed Book 25585, Page 238.
2. Georgia Department of Transportation Right of Way Deed recorded in Deed 59017, Page 95.



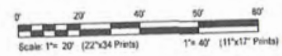
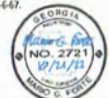
LOCATION MAP
NOT TO SCALE

GENERAL NOTES:
1. Only evidence of easements or structures which are readily apparent from an above ground field inspection of the premises are shown, unless stated otherwise herein. No liability is assumed by this firm for losses relating to the existence of any easement not discovered by above ground field inspection of the premises.
2. This plat was prepared for the exclusive use of the person, persons, or entity named herein. Said certification does not extend to any unnamed persons without a recertification by the surveyor.
3. Jurisdictional areas or negative easements, if any, which might impact the use of the property were not located, unless stated otherwise. No liability is assumed by this firm for any losses resulting from the exercise of any government jurisdiction affecting the use of the property.
4. The property shown and described herein is subject to any existing easements, rights-of-way, restrictive covenants, zoning regulations, underground utilities and/or setback lines whether or not they may be shown. No liability is assumed by this firm for any losses that may be associated with the existence of any easements or restrictions on the use of the property.
5. Location map from Fulton County GIS.
6. All building lines are perpendicular to the property lines unless otherwise noted.
7. Only Surface Observable Utilities were located. Prior to any digging or construction, contact Georgia One Call (811) for utilities marking.
8. Right of Way shown per reference 2.

SURVEY NOTES:
1. Certain interior improvements may not be shown herein, i.e. fence lines, guy wires, etc.
2. Matters of record not shown herein are excepted.
3. Bearings based on Reference 1 Record line held as indicated.
4. Measurements shown are US Survey Feet (Ground).
5. Field angles and linear distances measured using a Trimble S5 Robotic Total Station.
6. The field data upon which this plat is based has a field closure of one foot in 34,272 feet and an angular error of 1.5 seconds per angle point and was adjusted using Compass Rule. Fieldwork Completed on 10/17/22.
7. Property corners marked (PS [Iron Pin Set]) are 1/2" x 18" rebar with blue plastic cap (E303 LSF #1121) unless otherwise indicated. Unless indicated as set, monumentation shown was found.
8. No evidence of human burials or cemeteries was observed on site during the course of the fieldwork.
9. Riparian boundaries subject to change due to natural forces and may not represent the actual limit of title.
10. This plat has been calculated for closure and is found to be accurate within one foot in 112,238 feet.

SURVEYOR CERTIFICATION:
This plat is a retracement of an existing parcel or parcels of land and does not subdivide or create a new parcel or make any changes to any real property boundaries. The recording information of the documents, maps, plats, or other instruments which created the parcel or parcels are stated herein.
RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND.
Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

GA CERT OF AUTH. LSF 1121



- ABBREVIATION LEGEND:**
- AE = access easement
 - CB = catch basin
 - CL = centerline
 - CMF = concrete monument found
 - CO = corrugated metal pipe
 - CO = clean out
 - CT = curb top pipe
 - CP = communication pipe/duct
 - DE = drainage easement
 - DI = drop inlet
 - DIP = ductile iron pipe
 - DWCIR = det. wing catch basin
 - FI = fire hydrant
 - GI = grate inlet
 - GW = guy wire
 - HV = head wall
 - IRE = iron pin set
 - JB = junction box
 - LV = lateral to line
 - LP = light pole
 - LSL = manhole (sanitary sewer)
 - OCS = outlet control structure
 - OT = open top pipe
 - PI = pedestal inlet
 - PL = property line
 - POL = point on line
 - PP = power pole
 - RS = reinforcing bar
 - RCP = reinforced concrete pipe
 - RHW = right-of-way
 - SSE = sanitary sewer easement
 - SWCIR = single wing catch basin
 - TSP = traffic signal pole
 - TSP = traffic signal pole
 - TSP = telephone pole
 - VM = water meter
 - VM = water meter
 - VI = yard inlet
- SYMBOL LEGEND:**
- double wing catch basin
 - fire hydrant
 - guy wire
 - light pole
 - power pole
 - sanitary sewer manhole
 - clean out
 - transformer
 - water meter
 - single wing catch basin
 - grate inlet
 - junction box
 - head wall
 - stop sign
 - buffer
 - hedge setback
 - fence
 - overhead electric
 - underground electric
 - water line
 - sanitary line
 - gas line
 - computed point

TOPOGRAPHIC SURVEY NOTES:
1. Vertical Datum is NAVD 88 (2011) based on network based RTK GPS solution using a Leica GS14 GPS System and SmartNet network. Bearing basis and elevations derived from 2 control points. All other work performed with methods described below.
2. Contours displayed at a 2-foot interval.
3. Measurements shown are US Survey Feet (ground).
4. Vertical accuracy complies with 180-7-04 (3) - measurements vertical.

ENVIRONMENTAL NOTES:
1. No attempt was made by this firm to determine presence of wetlands.
2. Trees indicated on this map are specimen trees as defined by the Jurisdictional Tree Ordinance in effect as of the date of fieldwork.
3. Trees identified as Handwritten, Softwood, or Understory species only. No arboreal or forestor consulted.
4. Tree size indicated is DBH (diameter breast height) in inches.

FLOOD HAZARD NOTE:
No portion of this property is contained within the limits of a Special Flood Hazard Zone as defined by the Federal Emergency Management Agency Flood Insurance Rate Map No. 13122C0098F of Fulton County, GA. (Community Panel No. 13008A0058F), most recently revised 9/18/13.

Engineering E303

Boundary, Topographic, & Tree Survey of
Parcel: 2248141970763 // 312 North Main Street
Linda Lopez
City of Alpharetta
2nd District, 2nd Section
Land Lot 1187

Civil Engineering, Land Surveying,
Stream and Wetland Restoration
138 Allen Street Cumming, Georgia 30040
Phone: 770-462-0000 www.e303survey.com

Drawn: KFT
Date: 10/04/22
Sheet:
1 of 1
Project Number:
22-4971



CITY COUNCIL STAFF REPORT

Department: Community Development

Submitted By: Kathi Cook

Prepared By: Michael Woodman

Meeting Date: January 27, 2025

AGENDA ITEM: CU-25-02 KIDS AVENUE/STONEWOOD VILLAGE

The applicant, Roi Shlomo, is requesting a conditional use to allow 'Recreation Facilities, Indoor' in an 8,819 square foot space in an existing strip shopping center. According to the application, Kids Avenue is an indoor playground for children 0 – 8 years old. A conditional use is requested to allow 'Recreation Facilities, Indoor' for Kids Avenue. The subject property is located at 670 North Main Street, Suite 115B at the northwest corner of North Main Street and Cogburn Road.

This item was considered at the January 9, 2025 Planning Commission meeting. There were no public comments. After discussion, the Commission recommended approval subject to Staff's recommended conditions. Vote 7-0

STAFF RECOMMENDATION:

Approve CU-25-02 Kids Avenue/Stonewood Village, subject to the following conditions:

1. 'Recreation Facilities, Indoor' shall be added as a conditional use at 670 North Main Street, Suite 115B and limited to no more than 8,819 square feet.
2. Conditional use approval shall be limited to Kids Avenue; no additional 'Recreation Facilities, Indoor' use or subleasing shall be permitted within the approved space.
3. 'Recreation Facilities, Indoor' shall be limited to an indoor playground and event space for children.
4. Hours of operation shall be Monday – Friday 10:00 AM – 6:00 PM and Saturday – Sunday 8:00 AM – 6:00 PM.

ITEM DESCRIPTION:

The submitted request, if approved, would allow the applicant to operate a 'Recreation Facilities, Indoor' use in an 8,819 square foot space in an existing strip shopping center. According to the application, Kids Avenue is an indoor playground for children 0 – 8 years old. A conditional use is requested to allow 'Recreation Facilities, Indoor' for Kids Avenue. The subject property is located at 670 North Main Street, Suite 115B at the northwest corner of North Main Street and Cogburn Road.

The property is zoned C-1 (Neighborhood Commercial) and is developed with a one (1) story, 110,000 square foot strip shopping center (Stonewood Village). Surrounding properties are zoned R-15 (Dwelling, 'For-Sale', Residential) to the north, AG (Agriculture) to the east, and C-1 to the east, west, and south. City of Milton is located to the south, an undeveloped commercial parcel is located to the west, Gatewood subdivision is located to the north, Cogburn Park and Addington Place Assisted Living are located to the east, and Custom Pools of Atlanta is located to the south. The comprehensive land use plan designation of the property is 'Commercial', which supports the applicant's proposal.

According to the application, Kids Avenue is an indoor playground and event space for children 0 – 8 years old. The space features a miniature city with interactive and soft play areas. The applicant states that the focus of the business is to provide a space where children not only

have fun but also learn, socialize, and develop essential life skills through interactive and engaging activities. The business has one (1) existing location in Buckhead at 3199 Maple Drive NE R, Atlanta, GA 30305. Hours of operation are proposed to be Monday – Friday 10:00 AM – 6:00 PM and Saturday – Sunday 8:00 AM – 6:00 PM. The applicant anticipates approximately eight (8) to ten (10) employees.

SITE PLAN

Kids Avenue proposes to re-use an 8,819 square foot space in the Stonewood Village shopping center located on the west side of the building behind Wellstar. No exterior changes to the building or site are proposed. There are approximately 564 parking spaces existing on the property. Unified Development Code (UDC) parking requirements for the shopping center and the applicant's proposed use are calculated in the table below. The applicant's proposal is supported by a sufficient amount of parking.

Required Parking

Use	Area (SF)	Parking Rate	Required Parking
Recreation Facilities, Indoor Courts	6,614 SF	1/500 SF	13
Recreation Facilities, Indoor Support Areas	2,205 SF	1/200 SF	11
Remaining shopping center	100,319 SF	1/250 SF	401
Dunkin' Donuts	2,719	1/100 SF	27
TOTAL			452 spaces

TRAFFIC

Staff estimates that the proposed use will generate approximately thirteen (13) PM Peak Hour trips.

CONDITIONAL USE REVIEW CRITERIA

City staff has reviewed the applicant's request and compared it to the conditional use standards established in UDC Sec. 4.2.3 (B) which are as follows:

A conditional use otherwise permitted within a zoning district shall be considered to be compatible with other uses permitted in the district, provided that due consideration is given to the following objective criteria at a public hearing and satisfactory provisions or arrangements are made for:

1. Access into and out of the property with regard to traffic and pedestrian safety, volume of traffic flow, and emergency vehicles, as well as the type of street providing access;

Response: The property has several points of access from North Main Street and Cogburn Road. The proposed use would not impact vehicular and pedestrian safety.

2. The extent to which refuse areas, loading and service areas, off street parking, and buffers and screening are provided on the property;

Response: The above-referenced improvements are provided on the subject property.

3. Ensuring that the conditional use will not be injurious to the use and enjoyment of the environment or of other property in the immediate vicinity or diminish and impair property values within the surrounding neighborhood;

Response: The proposal would not adversely affect the existing use or usability of adjacent or nearby properties, which are developed with a variety of commercial uses.

4. Ensuring that the conditional use will not increase local or state expenditures in relation to the cost of servicing or maintaining neighboring properties;

Response: Not applicable.

5. Ensuring that the conditional use will not impede the normal and orderly development of surrounding property for uses predominant in the area;

Response: The proposal would not impede the normal and orderly development of surrounding properties, which are developed with a variety of commercial uses.

6. Ensuring that the location and character of the conditional use is consistent with a desirable pattern of development for the city, in general; and

Response: The location and character of the proposed use is appropriate as it relates to the use and development of adjacent or nearby properties. Properties in the immediate vicinity are developed with a variety of commercial uses.

7. Ensuring that the conditional use is appropriately separated from similar uses and conflicting uses, such as residences, government buildings, parks, churches, or schools.

Response: The nearest similar indoor recreation facility is Play Street Museum located at 11770 Haynes Bridge Road, which is approximately 1.6 miles south of the applicant's proposed location. There are no conflicting uses in the area.

CONCURRENCES

Staff has reviewed the applicant's proposal against the review criteria for a conditional use. The proposal would not adversely affect the existing use or usability of adjacent or nearby properties, which are primarily developed with a variety of commercial uses. The addition of an entertainment use to the Stonewood Village shopping center would draw additional customers to the center benefiting the existing businesses.

CITIZEN PARTICIPATION PLAN

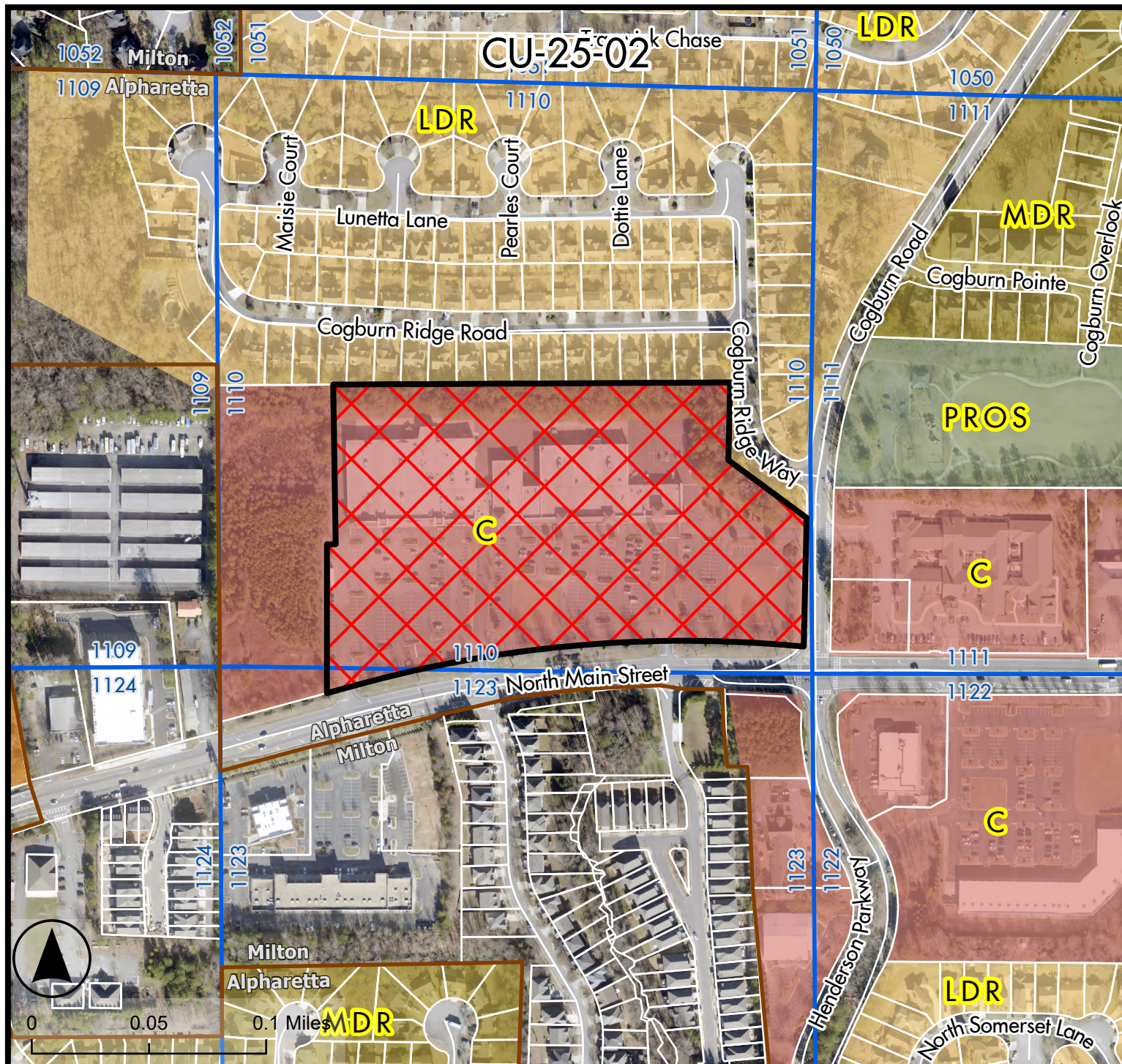
The report submitted by the applicant states that letters were mailed to each property owner within 500' of the subject property stating the applicant's intent. The report states that no public comments were received.

COMMUNITY ZONING INFORMATION MEETING

The CZIM was held on December 11, 2024. There were no public comments.

ATTACHMENTS:

- Map Series
- CZIM
- Citizen Part B
- Application



Legend

— Alpharetta City Limits

■ CU-25-02

□ Land Lots

□ Tax Parcels

Future Land Use 2040

■ Commercial

■ High Density Residential

■ Low Density Residential

■ Medium Density Residential

■ Parks, Recreation, Open Space

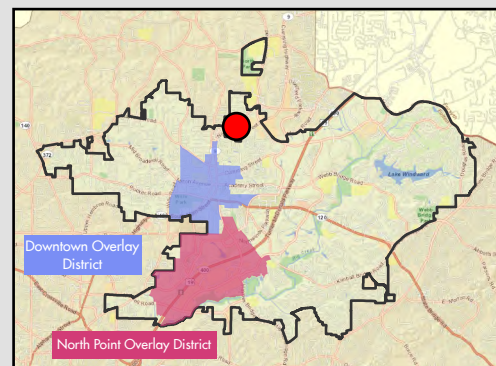
Future Land Use Map

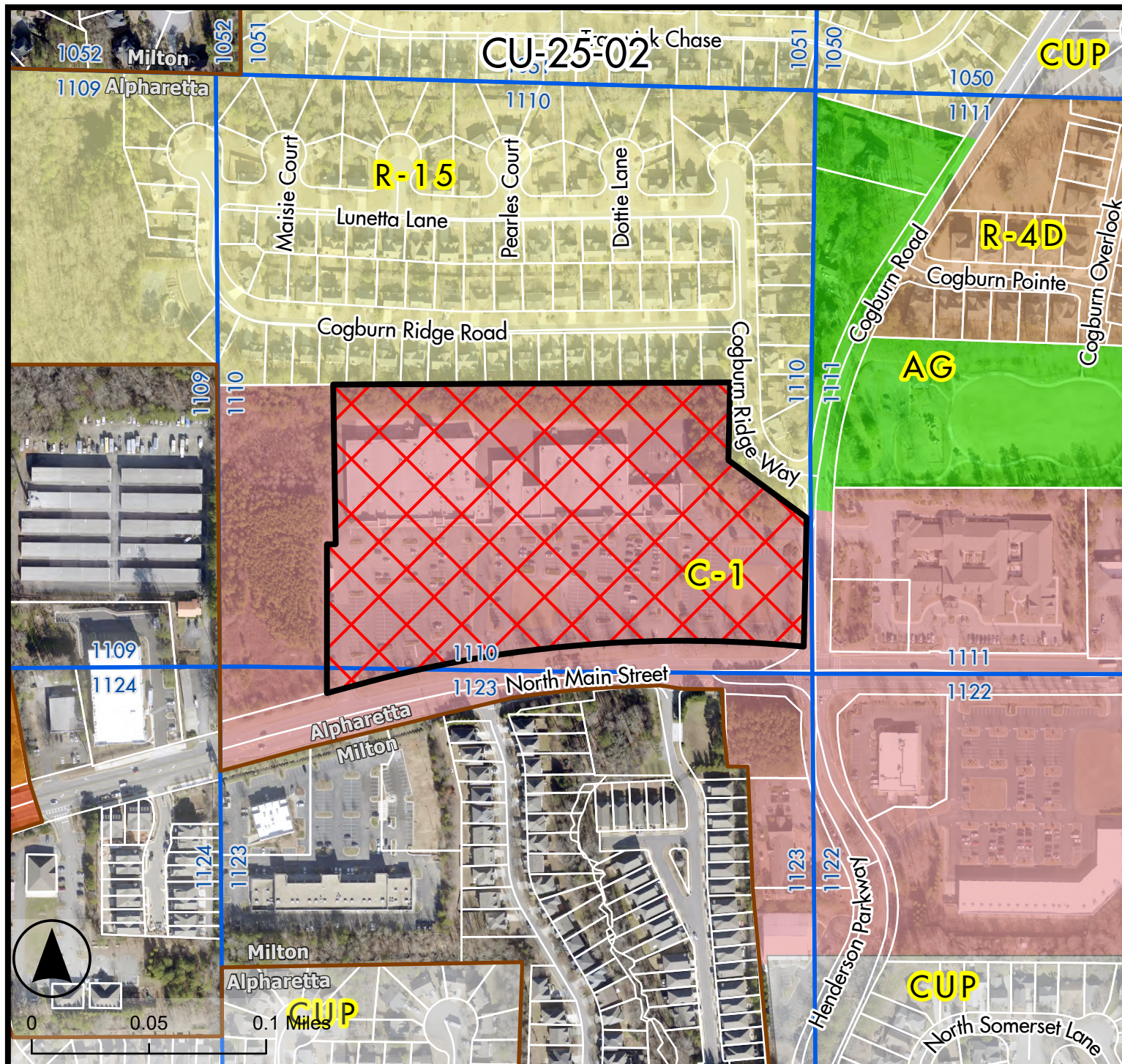
Kids Avenue

670 North Main Street STE. 115B

CU-25-02
D/LL: 2/2/1110

PC: 2025-01-09
CC: 2025-01-27





Legend

— Alpharetta City Limits

■ CU-25-02

□ Land Lots

□ Tax Parcels

Zoning District

■ AG Agriculture

■ C-1 Neighborhood Commercial

■ General Commercial

□ CUP Community Unit Plan

■ R-15 Single Family Detached Residential

■ R-4D

■ R-8A/D Single Family Attached/Detached Residential

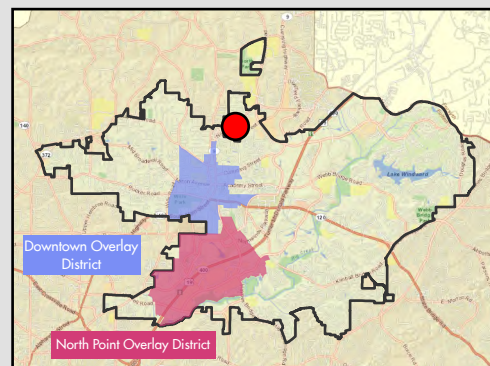
Zoning Map

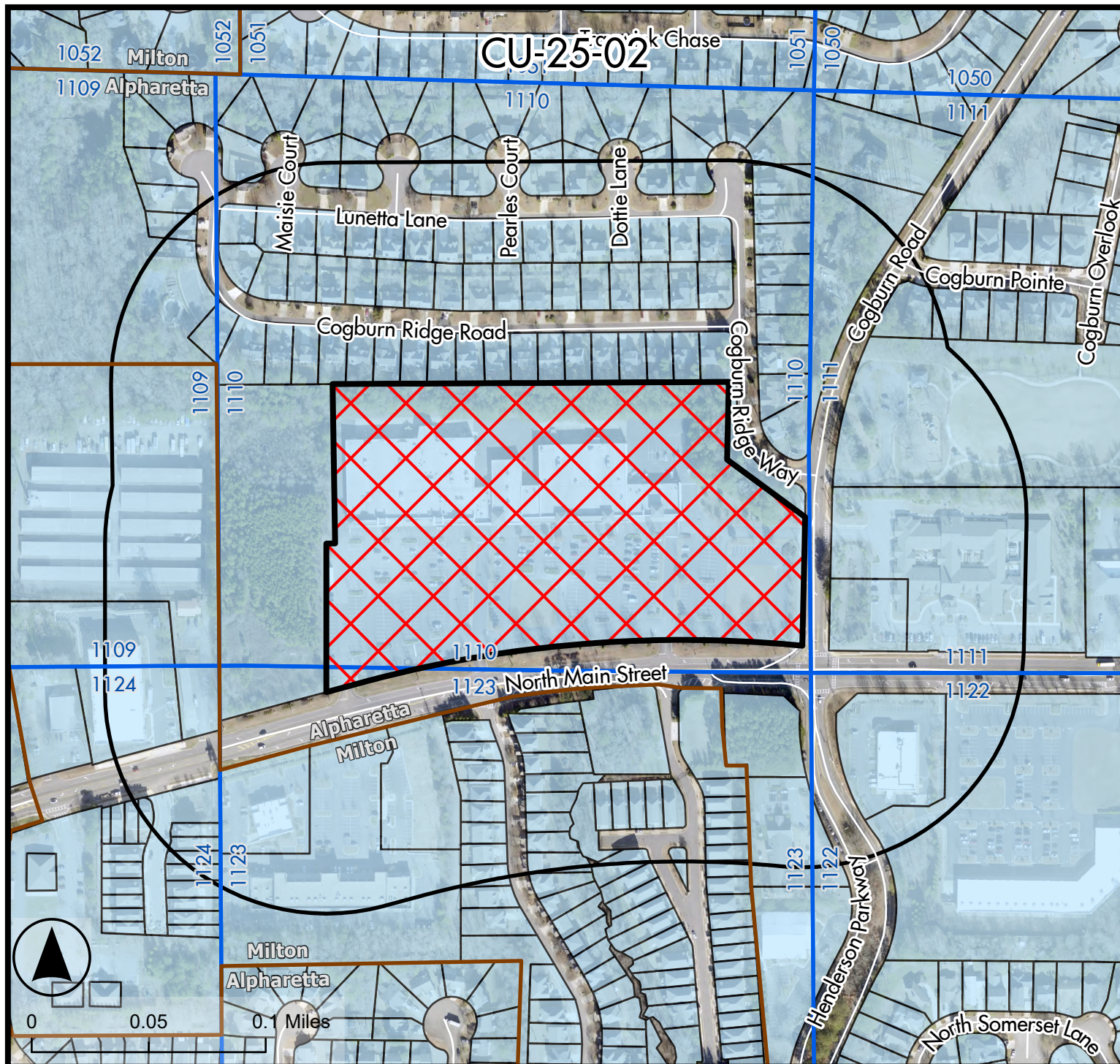
Kids Avenue

670 North Main Street STE. 115B

CU-25-02
D/LL: 2/2/1110

PC: 2025-01-09
CC: 2025-01-27





Legend

- Alpharetta City Limits
- 500 ft Buffer
- CU-25-02
- Land Lots
- Tax Parcels

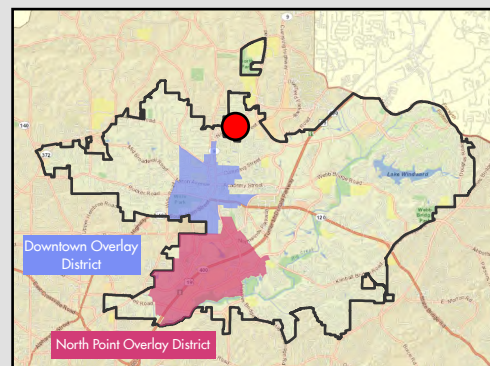
Location and Buffer Map

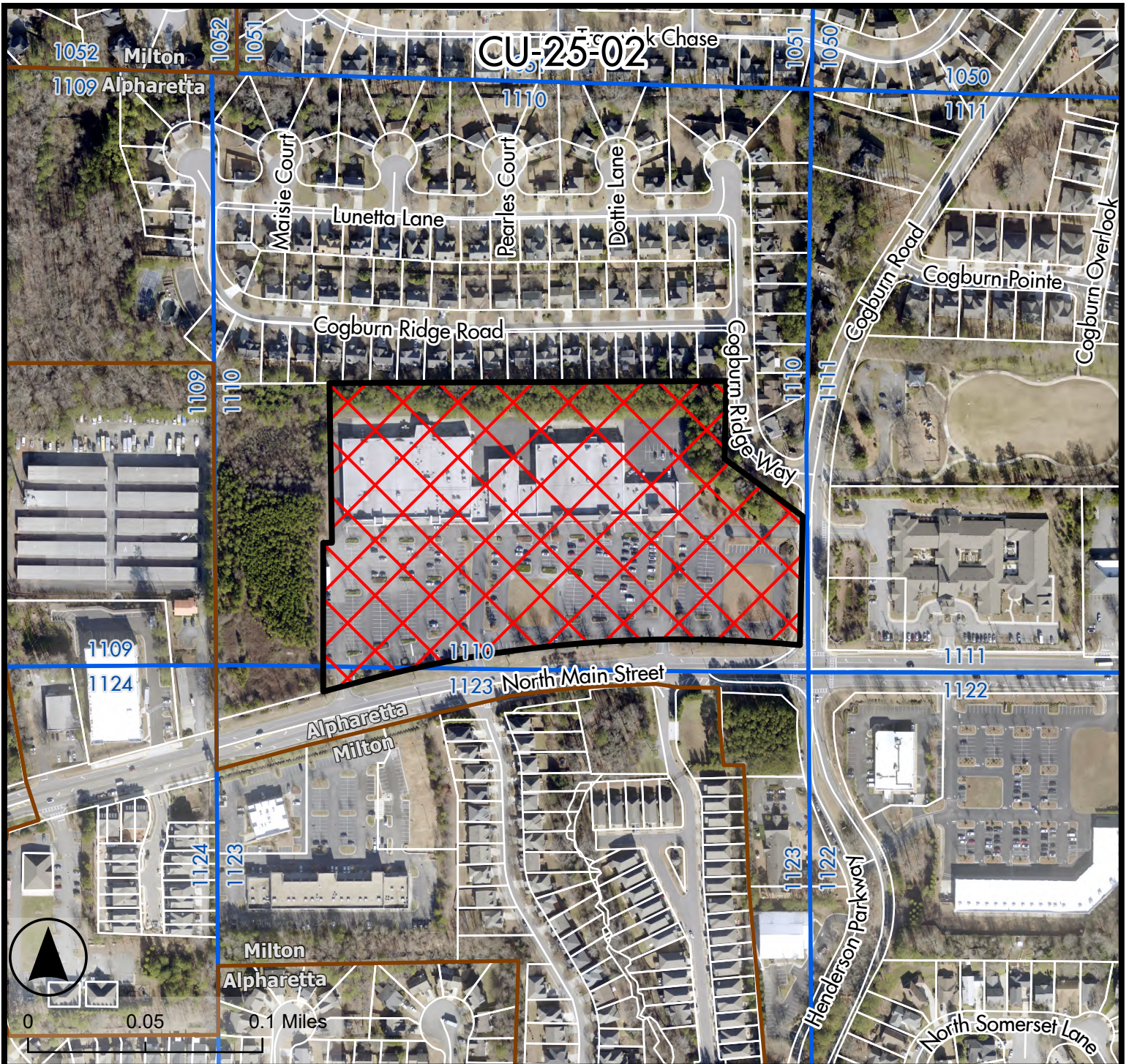
Kids Avenue

670 North Main Street STE. 115B

CU-25-02
D/LL: 2/2/1110

PC: 2025-01-09
CC: 2025-01-27





Legend

- Alpharetta City Limits
- CU-25-02
- Land Lots
- Tax Parcels

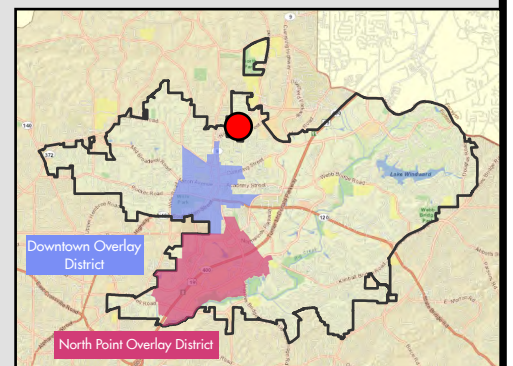
Aerial Map

Kids Avenue

670 North Main Street STE. 115B

CU-25-02
D/LL: 2/2/1110

PC: 2025-01-09
CC: 2025-01-27



Community Zoning Information Meeting (CZIM)

December 11, 2024

Please sign-in and leave your comments and/or concerns.

PH-25-01 / Continuum Change of Condition

NAME	ADDRESS	COMMENTS
	No Comments	

CITIZEN PARTICIPATION FORM - PART B

This form must be completed and submitted to the City of Alpharetta Community Development Department a minimum of twenty (20) working days prior to the scheduled Public Hearing. Failure to do so will result in cancellation of the scheduled hearing.

Public Hearing or Project Name: Kids Avenue

Contact Name: Roi Shlomo Telephone: 4049531771

Please describe comments and concerns provided by any and all individuals contacted as part of the the Citizen Participation Program. If any individuals provided written correspondence, please attach copies of same to this report.

No comments received

Method by which these individuals were contacted. Please mark all that apply. *Please provide samples of any and all written communications used to provide notification.*

- | | |
|--|--|
| ☒ Letter | ☐ Personal Visits |
| ☐ Telephone | ☐ Group Meeting |
| ☐ Email | ☐ Other <i>(Please Specify)</i> _____ |

Attach a list of people who have been notified of this application and provided information describing the subject proposal. Please note that ALL adjoining property owners MUST be notified.

I, the undersigned, as an authorized representative of the applicant and Public Hearing item identified above, do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Citizen Participation Form - Part B and in any and all documents provided in support of this report are true and accurate. I further understand that any false statements provided by representatives of the applicant as part of this report may result in penalties up to and including denial of the subject application.

Signature of Authorized Agent: 

Date: 12/16/24

Print Form

Monday November 18th, 2024

Roi Shlomo
3199 Maple Dr NE R, Atlanta, GA 30305
Atlanta, GA 30305

RE: CU-25-02 Kids Avenue/Stonewood Village

Dear Property Owner:

Please allow this letter to serve as public notice for consideration of a conditional use to allow a children's event venue business in an existing shopping center. A conditional use is requested to allow 'Recreation Facilities, Indoor' for Kids Avenue. The property is located at 670 North Main Street, Suite 115B and is legally described as being located in Land Lots 1110 & 1123, 2nd District, 2nd Section, Fulton County, Georgia.

The Community Zoning Information Meeting (CZIM) for this request will be held on **Wednesday, December 11, 2024, at 6:00 PM** in the Community Room in Alpharetta City Hall across from the Council Chambers. Alpharetta City Hall is Located at 2 Park Plaza, Alpharetta, GA 30009. This is an informal meeting to allow the public to view public hearing requests, ask questions, and provide feedback.

This item will be considered by **the Planning Commission on Thursday, January 9, 2025, and City Council on Monday, January 27, 2025, at 6:30 PM.** The meetings will be held in the Council Chambers at City Hall, 2 Park Plaza, Alpharetta, GA 30009.

If you have any questions regarding the request, please feel free to contact me at your convenience. I can be reached at (404) 394-1519.

Sincerely,

Best regards,
Roi Shlomo

Current Occupant
670 NORTH MAIN ST STE. 115B
ALPHARETTA GA 30009

POPE RITA M
1003 EDGEMONT DR
ALPHARETTA GA 30009

SILVA VICTORIA & MONROE JONATHAN
1011 EDGEMONT DR
ALPHARETTA GA 30009

IYESA VIOLET & JULIUS LEONIDAS
1015 EDGEMONT DR
ALPHARETTA GA 30009

FARID SHAHNAWAZ
1019 EDGEMONT DR
ALPHARETTA GA 30009

GREENPOINT INVESTMENTS LLC
1043 WINDEMERE XING
CUMMING GA 30041

GATEWOOD HOMEOWNERS ASSN INC
10904 CRABAPPLE RD
ROSWELL GA 30075

HOMELESS MILTON SOCIETY 299 F2013 TRUST
12460 CRABAPPLE RD # 275
ALPHARETTA GA 30004

WB HOLDINGS STONEWOOD WEST LLC
12650 CRABAPPLE RD STE 200
ALPHARETTA GA 30004

WB HOLDINGS STONEWOOD LLC
12650 CRABAPPLE RD STE 200
ALPHARETTA GA 30004

YU CHUNG G & YU SHERRYLYN
12719 ARCHMONT TRC
ALPHARETTA GA 30009

LEE SUI CHOO & WENG ER Y
12727 ARCHMONT TRC
ALPHARETTA GA 30009

SOLLOGUB JACQUELINE
12731 ARCHMONT TRCE
MILTON GA 30004

KOPPISETTY MURTHY VENKATA SURYA & VITTHANALA
LAKSHMI
12735 ARCHMONT TRC
ALPHARETTA GA 30009

JIN WENYI & GERAEINEJAD ALI
12739 ARCHMONT TRC
ALPHARETTA GA 30009

PINE REAL ESTATE LLC
12739 ARCHMONT TRC
ALPHARETTA GA 30009

PHILLIPS ANDREA L
12743 ARCHMONT TRCE
MILTON GA 30009

LABELLE TERRIE ET AL
12890 COGBURN RD
ALPHARETTA GA 30004

FULTON MANAGEMENT CO LLC
14326 COGBURN RD
ALPHARETTA GA 30004-3228

HASTA LA VISTA LLC
15 BOONES RIDGE PKWY SE
ACWORTH GA 30102

TRICON SFR 2023 2 BORROWER LLC
15771 RED HILL AVE STE 100
TUSTIN CA 92780

HPA BORROWER 2016 2 LLC
180 N STETSON STE 3650
CHICAGO IL 60601

HPA II BORROWER 2019 1 LLC
180 N STETSON STE 3650
CHICAGO IL 60601

QAIYUM KHALID A & KHALID SUJATA
1945 WILSHIRE GLN
ALPHARETTA GA 30004

ADA REALTY LLC
2058 US ROUTE # 130
SOUTH BRUNSWICK NJ 08852

MOORE BRETT M & TARA K
2160 TRAYWICK CHASE
ALPHARETTA GA 30004

BOSTIC LISA J
2355 COGBURN RIDGE RD
ALPHARETTA GA 30004

MC KENNA REBECCA & MC KENNA TIMOTHY
2355 LUNETTA LANE
ALPHARETTA GA 30004

WILLIAMS CHRISTOPHER & WILLIAMS TERRAN
2375 COGBURN RIDGE RD
ALPHARETTA GA 30004

STOKES LATIMER III & FRAISER SHNIECE
2375 LUNETTA LN
ALPHARETTA GA 30004

HUMPHREY KEVIN B & HUMPHREY CAROLYN W
2385 COGBURN RIDGE RD
ALPHARETTA GA 30004

ROMERO ALEJANDRO & ROMERO BLAIR
2385 LUNETTA LANE
ALPHARETTA GA 30004

PUSCIZNA DIANA I RAMOS
2390 COGBURN RIDGE RD
ALPHARETTA GA 30004

NAVARRO KATIE & ERNESTO
2390 LUNETTA LANE
ALPHARETTA GA 30004

MATHIS AMANDA F & SHERIDAN PHILIP JR
2395 LUNNETTA LN
ALPHARETTA GA 30004

TORBERT ANDREW & TORBERT SARA
2400 COGBURN RIDGE RD
ALPHARETTA GA 30004

GUERRERO GABRIELA
2405 COGBURN RIDGE RD
ALPHARETTA GA 30201

ARAUJO MARCELO
2405 LUNETTA LANE
ALPHARETTA GA 30004

STICKNEY LAUREN KEESLING & JOHN CONNOR
2410 COGBURN RIDGE RD
ALPHARETTA GA 30004

HERNANDEZ MATTHEW A & CASTANO LINA M
2410 LUNETTA LANE
ALPHARETTA GA 30004

RAMUSSEN STANLEY
2415 COGBURN RIDGE RD
ATLANTA GA 30004

PUVVULA KRISHNA & SAILAJA
2415 LUNNETTA LN
ALPHARETTA GA 30004

JILL SARAH POWERS REVOCABLE TRUST THE
2420 COGBURN RIDGE RD
ALPHARETTA GA 30004

AYDIN YAVUZ
2430 COGBURN RIDGE RD
ALPHARETTA GA 30004

MONEYPENNY ELLEN M & REDMAN EMILY ELISABETH
2430 LUNNETTA LN
ALPHARETTA GA 30004

BLACKSTONE JUDITH D & DONALD S
2435 COGBURN RIDGE RD
ALPHARETTA GA 30004

BURNS QUINTON M & ERIN L
2435 LUNNETTA LN
ALPHARETTA GA 30201

PULLIAM STACY A
2440 COGBURN RIDGE RD
ALPHARETTA GA 30004

KESKINTEPE OLGA
2445 COGBURN RIDGE RD
ALPHARETTA GA 30004

CZIK MARYJANE & STANLEY L
2445 LUNNETTA LN
ALPHARETTA GA 30004

HAYES ROBERT T & LAURA A
2450 COGBURN RIDGE RD
ALPHARETTA GA 30004

MANDE RAHUL
2455 COGBURN RIDGE RD
ALPHARETTA GA 30004

BUCK ROBERT & CAPEHART DUSTIN
2455 LUNNETTA LANE
ALPHARETTA GA 30004

GADDIS BROWN JULIA A
2460 COGBURN RIDGE RD
ALPHARETTA GA 30004

TANSEY KATHLEEN & CLAYBORN NICK
2460 LUNNETTA LANE
ALPHARETTA GA 30004

SHEFFIELD ROBERT VAN
2465 COGBURN RIDGE RD
ALPHARETTA GA 30004

STEVENS DEBORAH E
2470 COGBURN RIDGE RD
ALPHARETTA GA 30004

PIGOTT RONALD W & GINA D
2475 COGBURN RIDGE RD
ALPHARETTA GA 30004

DIAZ DINDO I & AILEEN
2475 LUNNETTA LN
ALPHARETTA GA 30004

ZUNIGA MARIA & ZUNIGA TOMAS
2485 COGBURN RIDGE RD
ALPHARETTA GA 30004

MOSS LESLIE W
2490 COGBURN RIDGE
ALPHARETTA GA 30004

VORA CHINTAN RAJU & GALA KIMI RAMESH
2490 LUNETTA LANE
ALPHARETTA GA 30004

MILLETTE GREGORY L & DENISE L
2495 COGBURN RIDGE RD
ALPHARETTA GA 30004

NANDY NACHIKETA & SUBHASREE
2495 LUNETTA LN
ALPHARETTA GA 30004

DAWSON MARIE & DAWSON STAN
2500 COGBURN RIDGE RD
ALPHARETTA GA 30004

CHRISTENSEN EDWARD JAMES JR
2500 HIGHGLEN CT
ALPHARETTA GA 30009

KOSTY JONATHAN & KOSTY XIAOWEN V
2500 LUNETTA LANE
ALPHARETTA GA 30004

CHESIN KIMBERLY D & GRANT A
2505 COGBURN RIDGE RD
ALPHARETTA GA 30004

GUNTURI SUMANTH SHAH SONAL
2508 HIGHGLEN CT
ALPHARETTA GA 30009

GRIZZARD MICHAEL L & KAREN C
2510 COGBURN RIDGE RD
ALPHARETTA GA 30004

HEGDE SANTOSH MANJANATH & HEGDE PRADNYA SANTOSH
2512 HIGHGLEN CT
ALPHARETTA GA 30009

EL AYOUBY NADIA
2515 COGBURN RIDGE RD
ALPHARETTA GA 30004

CHAUBEY AMARENDRA KUMARI PRITI
2516 HIGHGLEN CT
ALPHARETTA GA 30004

BICKER JOHN
2520 COGBURN RIDGE RD
ALPHARETTA GA 30004

SMOLTZ MICHAEL A & KAREN
2525 COGBURN RIDGE RD
ALPHARETTA GA 30004

MORRONE FERDINAND JOSEPH
2530 COGBURN RIDGE RD
ALPHARETTA GA 30004

COOPER NORMAN T
2535 COGBURN RIDGE RD
ALPHARETTA GA 30004

QUINN AARON P & QUINN CRISTA
2540 COGBURN RIDGE RD
ALPHARETTA GA 30004

GALVEZ JOSE G
2545 COGBURN RIDGE RD
ALPHARETTA GA 30004

LOULAY OREN & LOULAY LIAT
2548 FONTAINEBEAU DR
DUNWOODY GA 30360

GOODE WILLIAM M GOODE DONNA B
2550 COGBURN RIDGE RD
ALPHARETTA GA 30004

SHRESTHA RAGHU
2555 COGBURN RIDGE RD
ALPHARETTA GA 30004

YU ERIC SUNGMIN & ANN SUNGEUN
2624 NUTWOOD TRC
DULUTH GA 30097

CODY SAM & KERRY
267 WATER OAK PL
ALPHARETTA GA 30009-8382

EDGEMONT ON MAIN TOWNHOME ASSOCIATION INC
2675 PACES FERRY RD STE 125
ATLANTA GA 30339

PATEL YAMINI
271 WATER OAK PL
ALPHARETTA GA 30009

REGO ALTHEA & REGO KRISTOFER
272 WATER OAK PL
ALPHARETTA GA 30009

MEGAWATI MEIRINA
276 WATER OAK PL
ALPHARETTA GA 30009

AHMED AMIR & MEGAHED MONA
279 WATER OAK PL
ALPHARETTA GA 30009-8382

TANI BRANDON HUANG FEN TING TANI
280 WATER OAK PL
ALPHARETTA GA 30004

KOKER AHMET
2805 COGBURN POINTE
ALPHARETTA GA 30004

ESTES JULIE
2815 COGBURN POINTE
ALPHARETTA GA 30004

OHANU CATHERINE C
283 WATER OAK PL
ALPHARETTA GA 30004

PASHAM MADHUKAR R. PASHAM NAGALAKSHMI
284 WATER OAK PL
ALPHARETTA GA 30004

KUCUKTAS TUNCAY KUCUKTAS NILGUN
288 WATER OAK PL
ALPHARETTA GA 30004

KASTURI SATYAVIKAS & DEVALARAZU DEEPTHI
291 WATER OAK PL
ALPHARETTA GA 30004

VENKATA SATYANARAYANA MURTY BOBBA VEERA& &
ANANTHA LAKSHMI SURYA KRISHNAVENI J N
292 WATER OAK PL
ALPHARETTA GA 30009

KISH GEORGE R & MICHAEL R
2941 PIEDMONT RD
ATLANTA GA 30305

BABARINDE OLANREWAJU A BABARINDA OLOLADE
TOLULOPE
295 WATER OAK PL
ALPHARETTA GA 30004

KAYA VAHDET & BETUL
296 WATER OAK PL
ALPHARETTA GA 30009

MOORE DAREN & DENISE
304 CONCORD ST
ALPHARETTA GA 30009

AVRAMOV AMALIA & AVRAMOV EYAL
310 FAIRLEAF CT
ALPHARETTA GA 30022

BHATIA HOLDINGS ALPHARETTA LLC
315 HENDERSON VILLAGE PKWY
ALPHARETTA GA 30004

WATERCREST COMMUNITY ASSOCIATION INC
3245 PEACHTREE PKWY STE D-242
SUWANEE GA 30024

AMJADI MICHEL
330 HERMITAGE TRL
ALPHARETTA GA 30004

MOLUGU SUNEETH DAYAL ARYA
340 RIDGEMILL VW
ALPHARETTA GA 30009

HC COMMONS LLC
3425 DULUTH PARK LANE
DULUTH GA 30096

MIES SCHEMANSKE FAMILY TRUST THE
350 RIDGEMILL VW
ALPHARETTA GA 30009

CITY OF ALPHARETTA
354 KAREN DR
ALPHARETTA GA 30004

2465 LUNETTA LLC
3557 WENNINGTON TRC
ALPHARETTA GA 30004

FIRST CLASSIC HOME INC
3756 LAVISTA RD STE 200
TUCKER GA 30084

SOUFASTAI BADRY
403 MOUNT PARAN RD NW
ATLANTA GA 30327

HENDERSON HEIGHTS LLC
4776 MYSTIC DR NE
ATLANTA GA 30342

SAS COMMERCIAL LLC
5020 KINGS CLOSE
ALPHARETTA GA 30004

TUDOR LAUREN S & JAMES GRAYSON
505 COGBURN RIDGE WAY
ALPHARETTA GA 30004

WATERS JERRY L & BOLIGAO ACUILINA
515 COGBURN RIDGE WAY
ALPHARETTA GA 30004-3686

MOOR TAMARA
525 COGBURN RIDGE WAY
ALPHARETTA GA 30004

ZLATEV DIAN Z & POLINA I
530 OAKSTONE GLN
ALPHARETTA GA 30004

REEVES KAY S
535 COGBURN RIDGE WAY
ALPHARETTA GA 30004-3686

THOMAS RICHARD G JR THOMAS CAMELLIA G
545 COGBURN RIDGE WAY
ALPHARETTA GA 30004

SILVERMAN HOWARD J & LISA N
555 COGBURN RIDGE WAY
ALPHARETTA GA 30004

HENDERSON LANDING HOMEOWNERS ASSN INC
5665 ATLANTA HWY
ALPHARETTA GA 30004-3932

HENDERSON LANDING HOMEOWNERS ASSN INC
5665 ATLANTA HWY
ALPHARETTA GA 30004-3932

STRINGER PAUL ET AL
575 COGBURN RIDGE WAY
ALPHARETTA GA 30004

BOBRIK GALINA & TANOVITCHI OLEG
585 COGBURN RIDGE WAY
ALPHARETTA GA 30004

ENG PATRICK K
595 COGBURN RIDGE WAY
ALPHARETTA GA 30004

DHEWA HOLDINGS LLC
6030 CABOTAGE RD
DULUTH GA 30097

BOZA ALEXANDER RAFAEL
615 N MAIN ST
ALPHARETTA GA 30009

MASTER NOEL FELIX & JENISH NOEL
617 N MAIN ST
ALPHARETTA GA 30009

PANDE JAGDISH CHADRA & URMU
6212 HANCOCK AVE
SAN JOSE CA 95123

ARHC ALALPGA01 LLC
7621 LITTLE AVE STE 200
CHARLOTTE NC 28226

ARHC ALALPGA01 LLC
7621 LITTLE AVE STE 200
CHARLOTTE NC 28226

SARRIS GEORGE S & ANNE B
7665 S SPALDING LAKE DR
SANDY SPRINGS GA 30350-1047

DAM TRANG THUY & NGUYEN HOAN VAN
940 KNOLL CREST CT
ALPHARETTA GA 30004

STORAGE TRUST PROPERTIES L P
P.O. BOX 25025
GLENDALE CA 91201

PEGJOON LLC
P.O. BOX 76228
ATLANTA GA 30358-1228

CITY OF ALPHARETTA

PUBLIC HEARING APPLICATION

FOR OFFICE USE ONLY

Case #: CU-25-02

PH #: PHA240052

☐ Property Taxes & Code Violations Verified

☐ Fee Paid Initial: _____

COMMUNITY DEVELOPMENT DEPARTMENT

2 PARK PLAZA

ALPHARETTA, GA 30009

1. This page should be the first page in each of your completed application packets.
2. It is preferred that all responses be typed. Illegible applications will not be accepted.
3. Prior to signing and submitting your application, please check all information supplied on the following pages to ensure that all responses are complete and accurate. Incomplete applications will not be accepted.
4. Payment of all applicable fees must be made at the time of application. Payment may be made via cash, credit card (American Express, Master Card or Visa), or check made payable to "City of Alpharetta." Please note that a 3% convenience fee will be added to all credit card transactions.
5. Applications will be accepted on the designated submittal dates between the hours of 8:30 AM and 3:30 PM.
6. If you have any questions regarding this form, please contact the Community Development Department by calling 678-297-6070.

Contact Information:

Contact Name: Roi Shlomo Telephone: 4049531771

Address: 3235 Roswell Rd. NE Suite: 901

City: Atlanta State: GA Zip: 30305 Fax: _____

Mobile Tel: 4049531771 Email: roishlomo78@gmail.com

Subject Property Information:

Address: 670 North Main Street STE. 115B Current Zoning: C1

District: 2nd Section: 2nd Land Lot: 1110 & 1123 Parcel ID: 22 496011104498

Proposed Zoning: N/A Current Use: Vacant

This Application For (Check All That Apply):

- | | | |
|---|---|---|
| ☒ Conditional Use | ☐ Master Plan Amendment | ☐ Comprehensive Plan Amendment |
| ☐ Rezoning | ☐ Master Plan Review | |
| ☐ Variance | ☐ Public Hearing | |
| ☐ Exception | ☐ Other (Specify): _____ | |

APPLICANT REQUEST AND INTENT

What is the proposed use(s) of the property?

Kids Avenue is an indoor playground for kids 0 - 8 years old. We have one location in Buckhead at 3199 Maple Dr NE R, Atlanta, GA 30305. Our space features a miniature city with different stores, interactive play areas, and soft play areas.

We are commitment to creating an environment that goes beyond play. Our main focus is to provide a space where children not only have fun but also learn, socialize, and develop essential life skills through interactive and engaging activities.

Please feel free to visit our website at www.thekidsavenue.com for more information.

Applicant's Request (Please itemize the proposal):

Request to renovate and use the current vacant space at 670 Main Street Ste. 115B to develop and operate Kids Avenue, an indoor playground and pretend city.

The scope of improvement would be the interior of 670 Main Street Ste. 115B, with no effect on the exterior building or surrounding area.

Once complete, Kids Avenue would operate 10am to 6pm Sunday-Saturday, and would be open to the public and available for children's indoor birthday parties.

Applicant's Intent *(Please describe what the proposal would facilitate).*

Intent to renovate and use the interior of the currently vacant space at 670 Main Street Ste. 115B to develop Kids Avenue, and indoor playground and pretend city, as requested above.

No exterior changes will be done.

The size of the suite is 8,819 sqft.

We are estimating a team of 8 - 10 employees.

PROPERTY OWNER AUTHORIZATION

Property Owner Information:

Contact Name: WB Holdings - Stonewood, LLC/Joshua Barnes

Telephone: 678-297-2700

Address: 12650 Crabapple Road

Suite: 200

City Milton

State: GA

Zip: 30004

Authorization:

I do solemnly swear and attest, subject to criminal penalties for false swearing, that I am the legal owner, as reflected in the records of Fulton County, Georgia, of the property identified below, which is the subject of the attached Application for Public Hearing before the City of Alpharetta, Georgia.

As the legal owner of record of the subject property, I hereby authorize the individual named below to act as the applicant in the pursuit of the Application for Public Hearing in request of the items indicated below.

- | | |
|---|---|
| ☐ Annexation | ☐ Special Use |
| ☐ Rezoning | ☒ Conditional Use |
| ☐ Variance | ☐ Master Plan |
| ☐ Land Use Application | ☐ Other |

Property Owner's Authorized Applicant (if applicable):

Name of Authorized Applicant: Kids Avenue, LLC/Roi Shlomo

Telephone: _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

So Sworn and Attested:

Owner Signature: 

Date: 11/1/2024

Notary:

Notary Signature: 

Date: 11/1/2024



DISCLOSURE FORM

The Official Code of Georgia Annotated requires disclosure of campaign contributions to government officials by an applicant or opponent of a rezoning or public hearing petition (O.C.G.A. 36-67 A-1).

Applicants must file this form with the City of Alpharetta Community Development Department within ten (10) days after filing for rezoning or public hearing. Opponents to a rezoning or public hearing petition must file this form five (5) days prior to the Planning Commission meeting at which the subject rezoning or public hearing petition is scheduled to be heard.

Name of Applicant or Opponent: Roi Shlomo

Subject Public Hearing Case: N/A

Campaign Contribution Information:

Please provide the requested information for each contribution with a dollar amount or value of \$250 or more made within the past two (2) years to an Alpharetta Official by the individual identified above. Please use a separate form for each Alpharetta Official to whom such a contribution as been made.

If the individual identified above has made no such contributions to an Alpharetta Official within the past two (2) years, please indicate this by entering "N/A" on the appropriate lines below.

Name of Official: N/A Position: _____

Description of Contribution: _____ Value: 0

Description of Contribution: _____ Value: _____

Description of Contribution: _____ Value: _____

Description of Contribution: _____ Value: _____

Description of Contribution: _____ Value: _____

Campaign Contribution Information:

I do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Disclosure Form is true and accurate and that I have disclosed herein any and all campaign contributions made to an Official of the City of Alpharetta, Georgia in accordance with O.C.G.A. 36-67 A-1.

Signature: _____



Date: 11/01/2024

ALPHARETTA PLANNING COMMISSION REVIEW CRITERIA

How will this proposal be compatible with surrounding properties?

Kids Avenue is a family friendly business which will perfectly compliment Alpharetta's existing retail community.

How will this proposal affect the use and value of the surrounding properties?

No effect on the use and value of surrounding properties, other than adding a family friendly destination for Alpharetta's population.

Can the property be developed for a reasonable economic use as currently zoned? Please explain why or why not.

We are currently being classified as Generally Assembly use, which is not allowed under C1 zoning.

What would be the increase to population and traffic if the proposal were approved?

No increase or change to population or traffic.

What would be the impact to schools and utilities if the proposal were approved?

No impact to schools and utilities.

How is the proposal consistent with the Alpharetta Comprehensive Plan; particularly the Future Land Use Map?

Based on the Future Land Use Map, Kids Avenue would exist within a district currently designated for commercial use.

Are there existing or changing conditions which affect the development of the property and support the proposed request?

The current vacant space is at the back of a shopping center and would not be conducive or attractive to many retail concepts. However, the space would be a great fit for Kids Avenue.

Kids Avenue would eliminate a vacant space and provide the community with a family friendly indoor playground.

On a separate sheet or sheets, please provide any information or evidence that supports your request and the statements that you have provided in this application.

CITIZEN PARTICIPATION FORM - PART A

This form must be completed and submitted with the applicant's completed Public Hearing Application. Applications submitted to the City of Alpharetta without a completed Citizen Participation Form - Part A will not be accepted.

Public Hearing or Project Name: Kids Avenue

Contact Name: Roi Shlomo Telephone: 404) 953-1771

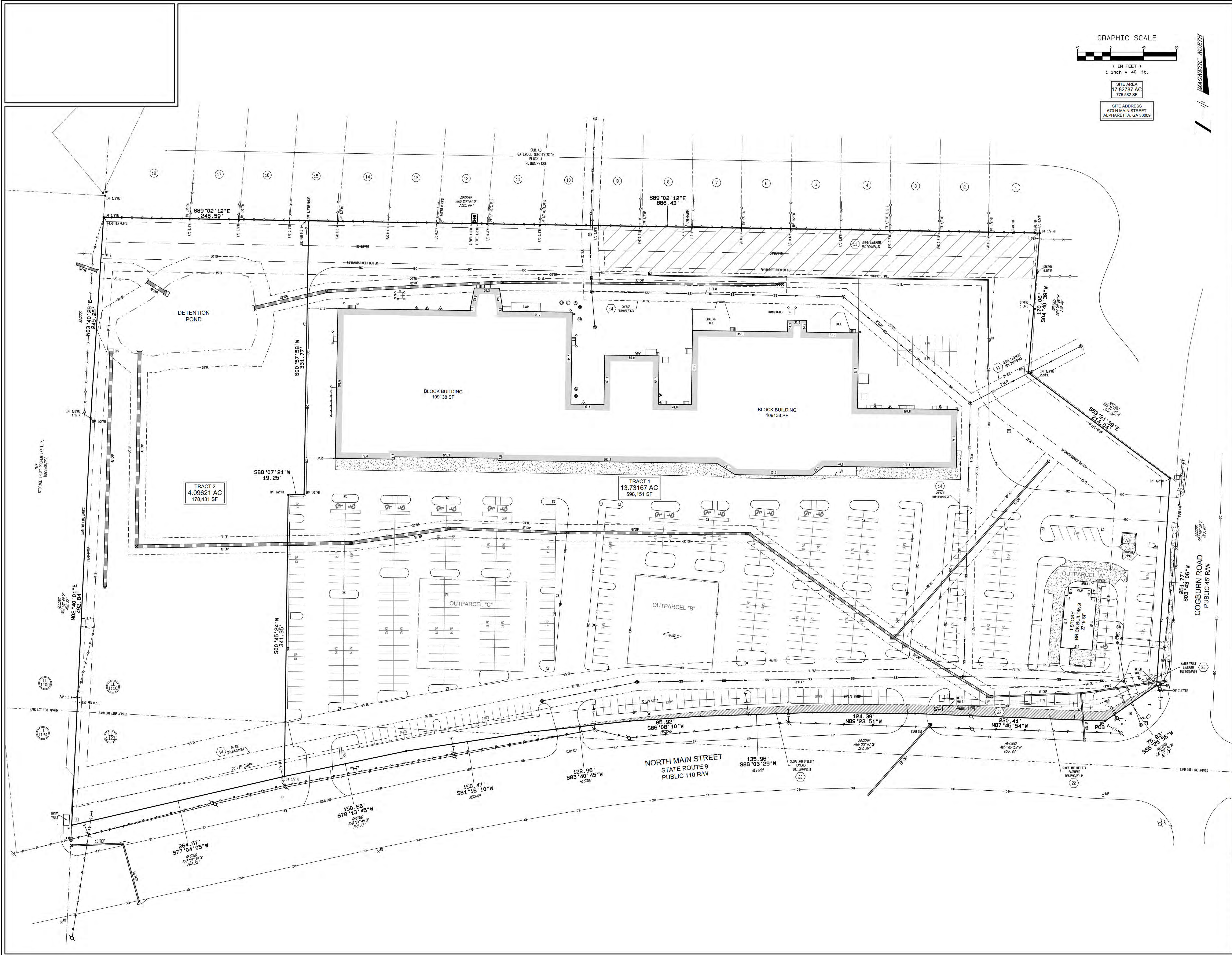
The following people will be notified of this application and provided information describing the subject proposal. Please note that ALL adjoining property owners MUST be notified. Use additional pages as needed.

See attached list

Method by which these individuals will be contacted. Please mark all that apply. *If you select "Other," please provide a description of the method of contact that will be used.*

- | | |
|--|--|
| ☒ Letter | ☐ Personal Visits |
| ☐ Telephone | ☐ Group Meeting |
| ☐ Email | ☐ Other <i>(Please Specify)</i> |

Please describe the method(s) by which these individuals will have the opportunity to respond or contact the applicant with questions or concerns about the proposal.



GRAPHIC SCALE

(IN FEET)
1 inch = 40 ft.

SITE AREA
17.82787 AC
776,582 SF

SITE ADDRESS
670 N MAIN STREET
ALPHARETTA, GA 30009

MAGNETIC NORTH

ALTAIRSPS LAND TITLE SURVEY FOR
WB HOLDINGS - STONEWOOD, LLC, A GEORGIA LIMITED LIABILITY COMPANY,
ASSOCIATED CREDIT UNION,
ITS AFFILIATES, SUCCESSORS, ASSIGNS AND/OR PARTICIPANTS, AND
CHICAGO TITLE INSURANCE COMPANY
LOCATED IN
LAND LOTS 1110 & 1123
2ND DISTRICT, 2ND SECTION
CITY OF ALPHARETTA
FULTON COUNTY, GEORGIA



NO.	DATE	BY	DESCRIPTION
1	05/16/24	JB	REVISE SCHEDULE B NOTES AND ADD SLOPE AND UTILITY EASEMENT.

W&B
WATTS & BROWNING ENGINEERS, INC.
CIVIL ENGINEERS & LAND SURVEYORS
1349 OLD 41 HWY NW STE 225
MARIETTA, GEORGIA 30060
PHONE: (770) 324-8192
FAX: (770) 324-8670
WWW.WBENG.COM
LSP000429 - PEF000714

SCALE:	1" = 40'
DATE SURVEYED:	05/02/2024
DATE UPDATED:	N/A
SURVEYED BY:	CSM
DATE DRAFTED:	05/08/2024
UPDATE DRAFTED:	N/A
DRAWN BY:	AMCK
CHECKED BY:	BUB
FIELD BOOK #:	XXXX
JOB NUMBER:	240409
FOLDER NUMBER:	240409
CADD FILE:	N/A
DTSC FILE:	240409
COUNTY/ALD/S:	FULTON/1110/2/2
PLAT FILE:	B
SHEET:	2 OF 2

Current Occupant
670 NORTH MAIN ST STE. 115B
ALPHARETTA GA 30009

POPE RITA M
1003 EDGEMONT DR
ALPHARETTA GA 30009

SILVA VICTORIA & MONROE JONATHAN
1011 EDGEMONT DR
ALPHARETTA GA 30009

IYESA VIOLET & JULIUS LEONIDAS
1015 EDGEMONT DR
ALPHARETTA GA 30009

FARID SHAHNAWAZ
1019 EDGEMONT DR
ALPHARETTA GA 30009

GREENPOINT INVESTMENTS LLC
1043 WINDEMERE XING
CUMMING GA 30041

GATEWOOD HOMEOWNERS ASSN INC
10904 CRABAPPLE RD
ROSWELL GA 30075

HOMELESS MILTON SOCIETY 299 F2013 TRUST
12460 CRABAPPLE RD # 275
ALPHARETTA GA 30004

WB HOLDINGS STONEWOOD WEST LLC
12650 CRABAPPLE RD STE 200
ALPHARETTA GA 30004

WB HOLDINGS STONEWOOD LLC
12650 CRABAPPLE RD STE 200
ALPHARETTA GA 30004

YU CHUNG G & YU SHERRYLYN
12719 ARCHMONT TRC
ALPHARETTA GA 30009

LEE SUI CHOO & WENG ER Y
12727 ARCHMONT TRC
ALPHARETTA GA 30009

SOLLOGUB JACQUELINE
12731 ARCHMONT TRCE
MILTON GA 30004

KOPPISETTY MURTHY VENKATA SURYA & VITTHANALA
LAKSHMI
12735 ARCHMONT TRC
ALPHARETTA GA 30009

JIN WENYI & GERAEINEJAD ALI
12739 ARCHMONT TRC
ALPHARETTA GA 30009

PINE REAL ESTATE LLC
12739 ARCHMONT TRC
ALPHARETTA GA 30009

PHILLIPS ANDREA L
12743 ARCHMONT TRCE
MILTON GA 30009

LABELLE TERRIE ET AL
12890 COGBURN RD
ALPHARETTA GA 30004

FULTON MANAGEMENT CO LLC
14326 COGBURN RD
ALPHARETTA GA 30004-3228

HASTA LA VISTA LLC
15 BOONES RIDGE PKWY SE
ACWORTH GA 30102

TRICON SFR 2023 2 BORROWER LLC
15771 RED HILL AVE STE 100
TUSTIN CA 92780

HPA BORROWER 2016 2 LLC
180 N STETSON STE 3650
CHICAGO IL 60601

HPA II BORROWER 2019 1 LLC
180 N STETSON STE 3650
CHICAGO IL 60601

QAIYUM KHALID A & KHALID SUJATA
1945 WILSHIRE GLN
ALPHARETTA GA 30004

ADA REALTY LLC
2058 US ROUTE # 130
SOUTH BRUNSWICK NJ 08852

MOORE BRETT M & TARA K
2160 TRAYWICK CHASE
ALPHARETTA GA 30004

BOSTIC LISA J
2355 COGBURN RIDGE RD
ALPHARETTA GA 30004

MC KENNA REBECCA & MC KENNA TIMOTHY
2355 LUNETTA LANE
ALPHARETTA GA 30004

WILLIAMS CHRISTOPHER & WILLIAMS TERRAN
2375 COGBURN RIDGE RD
ALPHARETTA GA 30004

STOKES LATIMER III & FRAISER SHNIECE
2375 LUNETTA LN
ALPHARETTA GA 30004

HUMPHREY KEVIN B & HUMPHREY CAROLYN W
2385 COGBURN RIDGE RD
ALPHARETTA GA 30004

ROMERO ALEJANDRO & ROMERO BLAIR
2385 LUNETTA LANE
ALPHARETTA GA 30004

PUSCIZNA DIANA I RAMOS
2390 COGBURN RIDGE RD
ALPHARETTA GA 30004

NAVARRO KATIE & ERNESTO
2390 LUNETTA LANE
ALPHARETTA GA 30004

MATHIS AMANDA F & SHERIDAN PHILIP JR
2395 LUNNETTA LN
ALPHARETTA GA 30004

TORBERT ANDREW & TORBERT SARA
2400 COGBURN RIDGE RD
ALPHARETTA GA 30004

GUERRERO GABRIELA
2405 COGBURN RIDGE RD
ALPHARETTA GA 30201

ARAUJO MARCELO
2405 LUNETTA LANE
ALPHARETTA GA 30004

STICKNEY LAUREN KEESLING & JOHN CONNOR
2410 COGBURN RIDGE RD
ALPHARETTA GA 30004

HERNANDEZ MATTHEW A & CASTANO LINA M
2410 LUNETTA LANE
ALPHARETTA GA 30004

RAMUSSEN STANLEY
2415 COGBURN RIDGE RD
ATLANTA GA 30004

PUVVULA KRISHNA & SAILAJA
2415 LUNNETTA LN
ALPHARETTA GA 30004

JILL SARAH POWERS REVOCABLE TRUST THE
2420 COGBURN RIDGE RD
ALPHARETTA GA 30004

AYDIN YAVUZ
2430 COGBURN RIDGE RD
ALPHARETTA GA 30004

MONEYPENNY ELLEN M & REDMAN EMILY ELISABETH
2430 LUNNETTA LN
ALPHARETTA GA 30004

BLACKSTONE JUDITH D & DONALD S
2435 COGBURN RIDGE RD
ALPHARETTA GA 30004

BURNS QUINTON M & ERIN L
2435 LUNNETTA LN
ALPHARETTA GA 30201

PULLIAM STACY A
2440 COGBURN RIDGE RD
ALPHARETTA GA 30004

KESKINTEPE OLGA
2445 COGBURN RIDGE RD
ALPHARETTA GA 30004

CZIK MARYJANE & STANLEY L
2445 LUNNETTA LN
ALPHARETTA GA 30004

HAYES ROBERT T & LAURA A
2450 COGBURN RIDGE RD
ALPHARETTA GA 30004

MANDE RAHUL
2455 COGBURN RIDGE RD
ALPHARETTA GA 30004

BUCK ROBERT & CAPEHART DUSTIN
2455 LUNNETTA LANE
ALPHARETTA GA 30004

GADDIS BROWN JULIA A
2460 COGBURN RIDGE RD
ALPHARETTA GA 30004

TANSEY KATHLEEN & CLAYBORN NICK
2460 LUNNETTA LANE
ALPHARETTA GA 30004

SHEFFIELD ROBERT VAN
2465 COGBURN RIDGE RD
ALPHARETTA GA 30004

STEVENS DEBORAH E
2470 COGBURN RIDGE RD
ALPHARETTA GA 30004

PIGOTT RONALD W & GINA D
2475 COGBURN RIDGE RD
ALPHARETTA GA 30004

DIAZ DINDO I & AILEEN
2475 LUNNETTA LN
ALPHARETTA GA 30004

ZUNIGA MARIA & ZUNIGA TOMAS
2485 COGBURN RIDGE RD
ALPHARETTA GA 30004

MOSS LESLIE W
2490 COGBURN RIDGE
ALPHARETTA GA 30004

VORA CHINTAN RAJU & GALA KIMI RAMESH
2490 LUNETTA LANE
ALPHARETTA GA 30004

MILLETTE GREGORY L & DENISE L
2495 COGBURN RIDGE RD
ALPHARETTA GA 30004

NANDY NACHIKETA & SUBHASREE
2495 LUNETTA LN
ALPHARETTA GA 30004

DAWSON MARIE & DAWSON STAN
2500 COGBURN RIDGE RD
ALPHARETTA GA 30004

CHRISTENSEN EDWARD JAMES JR
2500 HIGHGLEN CT
ALPHARETTA GA 30009

KOSTY JONATHAN & KOSTY XIAOWEN V
2500 LUNETTA LANE
ALPHARETTA GA 30004

CHESIN KIMBERLY D & GRANT A
2505 COGBURN RIDGE RD
ALPHARETTA GA 30004

GUNTURI SUMANTH SHAH SONAL
2508 HIGHGLEN CT
ALPHARETTA GA 30009

GRIZZARD MICHAEL L & KAREN C
2510 COGBURN RIDGE RD
ALPHARETTA GA 30004

HEGDE SANTOSH MANJANATH & HEGDE PRADNYA SANTOSH
2512 HIGHGLEN CT
ALPHARETTA GA 30009

EL AYOUBY NADIA
2515 COGBURN RIDGE RD
ALPHARETTA GA 30004

CHAUBEY AMARENDRA KUMARI PRITI
2516 HIGHGLEN CT
ALPHARETTA GA 30004

BICKER JOHN
2520 COGBURN RIDGE RD
ALPHARETTA GA 30004

SMOLTZ MICHAEL A & KAREN
2525 COGBURN RIDGE RD
ALPHARETTA GA 30004

MORRONE FERDINAND JOSEPH
2530 COGBURN RIDGE RD
ALPHARETTA GA 30004

COOPER NORMAN T
2535 COGBURN RIDGE RD
ALPHARETTA GA 30004

QUINN AARON P & QUINN CRISTA
2540 COGBURN RIDGE RD
ALPHARETTA GA 30004

GALVEZ JOSE G
2545 COGBURN RIDGE RD
ALPHARETTA GA 30004

LOULAY OREN & LOULAY LIAT
2548 FONTAINEBEAU DR
DUNWOODY GA 30360

GOODE WILLIAM M GOODE DONNA B
2550 COGBURN RIDGE RD
ALPHARETTA GA 30004

SHRESTHA RAGHU
2555 COGBURN RIDGE RD
ALPHARETTA GA 30004

YU ERIC SUNGMIN & ANN SUNGEUN
2624 NUTWOOD TRC
DULUTH GA 30097

CODY SAM & KERRY
267 WATER OAK PL
ALPHARETTA GA 30009-8382

EDGEMONT ON MAIN TOWNHOME ASSOCIATION INC
2675 PACES FERRY RD STE 125
ATLANTA GA 30339

PATEL YAMINI
271 WATER OAK PL
ALPHARETTA GA 30009

REGO ALTHEA & REGO KRISTOFER
272 WATER OAK PL
ALPHARETTA GA 30009

MEGAWATI MEIRINA
276 WATER OAK PL
ALPHARETTA GA 30009

AHMED AMIR & MEGAHED MONA
279 WATER OAK PL
ALPHARETTA GA 30009-8382

TANI BRANDON HUANG FEN TING TANI
280 WATER OAK PL
ALPHARETTA GA 30004

KOKER AHMET
2805 COGBURN POINTE
ALPHARETTA GA 30004

ESTES JULIE
2815 COGBURN POINTE
ALPHARETTA GA 30004

OHANU CATHERINE C
283 WATER OAK PL
ALPHARETTA GA 30004

PASHAM MADHUKAR R. PASHAM NAGALAKSHMI
284 WATER OAK PL
ALPHARETTA GA 30004

KUCUKTAS TUNCAY KUCUKTAS NILGUN
288 WATER OAK PL
ALPHARETTA GA 30004

KASTURI SATYAVIKAS & DEVALARAZU DEEPTHI
291 WATER OAK PL
ALPHARETTA GA 30004

VENKATA SATYANARAYANA MURTY BOBBA VEERA& &
ANANTHA LAKSHMI SURYA KRISHNAVENI J N
292 WATER OAK PL
ALPHARETTA GA 30009

KISH GEORGE R & MICHAEL R
2941 PIEDMONT RD
ATLANTA GA 30305

BABARINDE OLANREWAJU A BABARINDA OLOLADE
TOLULOPE
295 WATER OAK PL
ALPHARETTA GA 30004

KAYA VAHDET & BETUL
296 WATER OAK PL
ALPHARETTA GA 30009

MOORE DAREN & DENISE
304 CONCORD ST
ALPHARETTA GA 30009

AVRAMOV AMALIA & AVRAMOV EYAL
310 FAIRLEAF CT
ALPHARETTA GA 30022

BHATIA HOLDINGS ALPHARETTA LLC
315 HENDERSON VILLAGE PKWY
ALPHARETTA GA 30004

WATERCREST COMMUNITY ASSOCIATION INC
3245 PEACHTREE PKWY STE D-242
SUWANEE GA 30024

AMJADI MICHEL
330 HERMITAGE TRL
ALPHARETTA GA 30004

MOLUGU SUNEETH DAYAL ARYA
340 RIDGEMILL VW
ALPHARETTA GA 30009

HC COMMONS LLC
3425 DULUTH PARK LANE
DULUTH GA 30096

MIES SCHEMANSKE FAMILY TRUST THE
350 RIDGEMILL VW
ALPHARETTA GA 30009

CITY OF ALPHARETTA
354 KAREN DR
ALPHARETTA GA 30004

2465 LUNETTA LLC
3557 WENNINGTON TRC
ALPHARETTA GA 30004

FIRST CLASSIC HOME INC
3756 LAVISTA RD STE 200
TUCKER GA 30084

SOUFASTAI BADRY
403 MOUNT PARAN RD NW
ATLANTA GA 30327

HENDERSON HEIGHTS LLC
4776 MYSTIC DR NE
ATLANTA GA 30342

SAS COMMERCIAL LLC
5020 KINGS CLOSE
ALPHARETTA GA 30004

TUDOR LAUREN S & JAMES GRAYSON
505 COGBURN RIDGE WAY
ALPHARETTA GA 30004

WATERS JERRY L & BOLIGAO ACUILINA
515 COGBURN RIDGE WAY
ALPHARETTA GA 30004-3686

MOOR TAMARA
525 COGBURN RIDGE WAY
ALPHARETTA GA 30004

ZLATEV DIAN Z & POLINA I
530 OAKSTONE GLN
ALPHARETTA GA 30004

REEVES KAY S
535 COGBURN RIDGE WAY
ALPHARETTA GA 30004-3686

THOMAS RICHARD G JR THOMAS CAMELLIA G
545 COGBURN RIDGE WAY
ALPHARETTA GA 30004

SILVERMAN HOWARD J & LISA N
555 COGBURN RIDGE WAY
ALPHARETTA GA 30004

HENDERSON LANDING HOMEOWNERS ASSN INC
5665 ATLANTA HWY
ALPHARETTA GA 30004-3932

HENDERSON LANDING HOMEOWNERS ASSN INC
5665 ATLANTA HWY
ALPHARETTA GA 30004-3932

STRINGER PAUL ET AL
575 COGBURN RIDGE WAY
ALPHARETTA GA 30004

BOBRIK GALINA & TANOVITCHI OLEG
585 COGBURN RIDGE WAY
ALPHARETTA GA 30004

ENG PATRICK K
595 COGBURN RIDGE WAY
ALPHARETTA GA 30004

DHEWA HOLDINGS LLC
6030 CABOTAGE RD
DULUTH GA 30097

BOZA ALEXANDER RAFAEL
615 N MAIN ST
ALPHARETTA GA 30009

MASTER NOEL FELIX & JENISH NOEL
617 N MAIN ST
ALPHARETTA GA 30009

PANDE JAGDISH CHADRA & URMU
6212 HANCOCK AVE
SAN JOSE CA 95123

ARHC ALALPGA01 LLC
7621 LITTLE AVE STE 200
CHARLOTTE NC 28226

ARHC ALALPGA01 LLC
7621 LITTLE AVE STE 200
CHARLOTTE NC 28226

SARRIS GEORGE S & ANNE B
7665 S SPALDING LAKE DR
SANDY SPRINGS GA 30350-1047

DAM TRANG THUY & NGUYEN HOAN VAN
940 KNOLL CREST CT
ALPHARETTA GA 30004

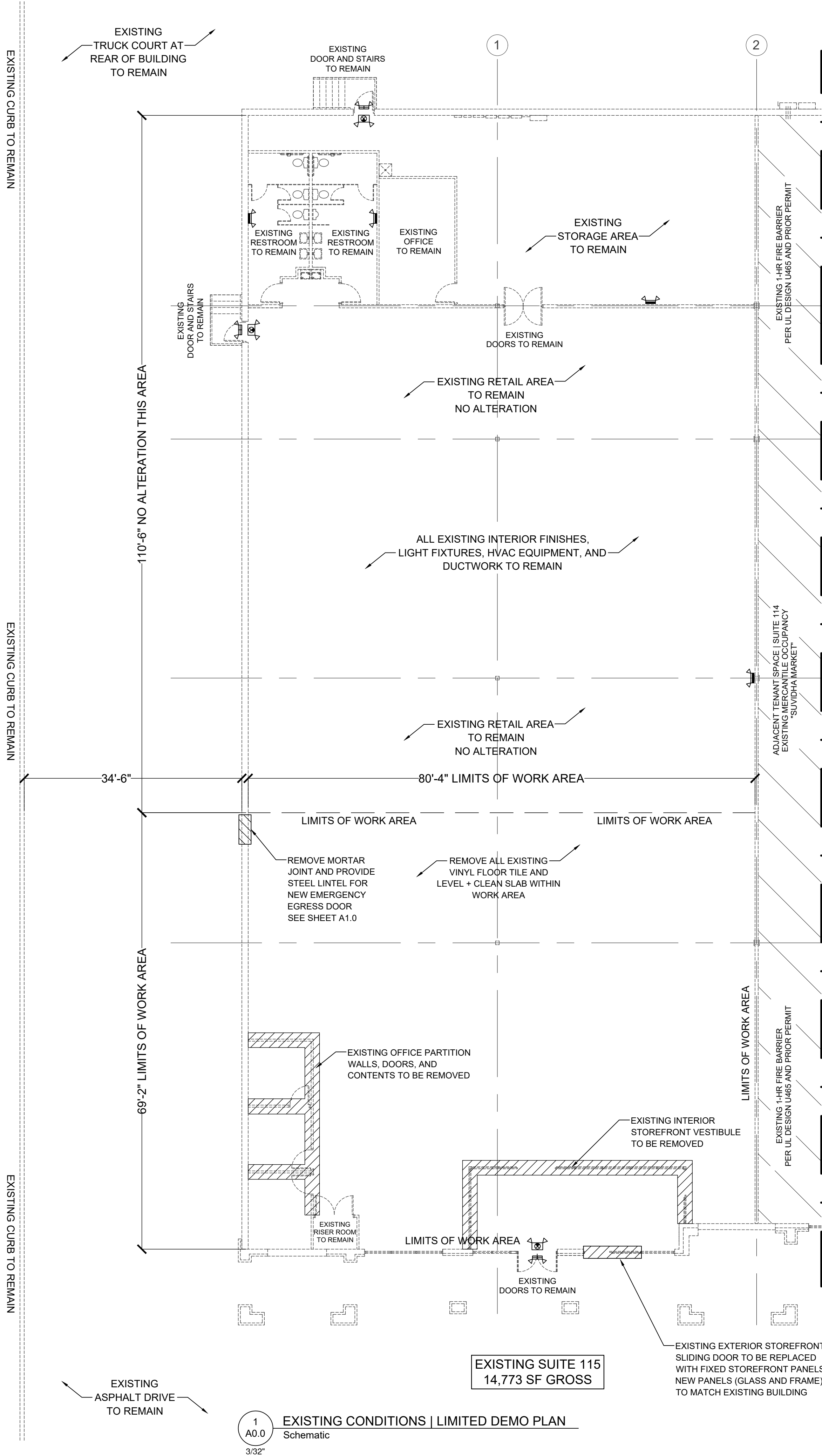
STORAGE TRUST PROPERTIES L P
P.O. BOX 25025
GLENDALE CA 91201

PEGJOON LLC
P.O. BOX 76228
ATLANTA GA 30358-1228

SITE PLAN TO SHOW HIGHLIGHTED SPACE

EXHIBIT A SITE PLAN





LIMITED DEMOLITION NOTES | REQUIREMENTS:

ALL DEMOLITION WORK REQUIRING FIXTURE REMOVAL, RELOCATION, OR REPLACEMENT SHALL BE COMMENCED ONLY AFTER ELECTRICAL, GAS, AND WATER SERVICE IS SAFELY DISCONNECTED TO THE WORK AREA!

CONTRACTOR SHALL FAMILIARIZE THEIR SELF WITH THE SPACE AND ITS SYSTEMS PRIOR TO EXECUTION OF ANY DEMOLITION OR PROPOSED WORK. CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR VERIFYING EXISTING CONDITIONS AND BUILDING SYSTEMS AND SHALL REPORT ANY CONFLICTS TO **OWNER** IN WRITING PRIOR TO EXECUTION OF WORK. CONTRACTOR SHALL PROTECT THE BUILDING ENVELOPE, BUILDING INTERIOR, AND STRUCTURE FOR THE DURATION OF WORK.

LIMITED DEMOLITION SHALL INCLUDE THE FOLLOWING:

0. CODE COMPLIANCE

ALL WORK, INCLUDED BUT NOT LIMITED TO LABELING, TEMPORARY SAFEING, SHORING AND BRACING, SUPPORTS, AND SAFETY PRECAUTIONS SHALL BE IN FULL | STRICT COMPLIANCE AS REQUIRED BY OSHA, AHJ REQUIREMENTS, AND ALL APPLICABLE BUILDING, DEVELOPMENT, MECHANICAL, ELECTRICAL, PLUMBING, LIFE SAFETY, AND DEVELOPMENT CODES.

SPECIFICALLY IBC CHAPTER 33 | **SAFEGUARDS DURING CONSTRUCTION**

1. VERIFICATION OF EXISTING CONDITIONS

2. REMOVAL OF ALL FF+E IN DEMOLITION | PROPOSED WORK AREAS

3. TEMPORARY SHORING + SUPPORT OF ADJACENT STRUCTURE OR PARTITIONS FOR THE DURATION OF THE WORK

4. BRACING, SAFEING, AND CAPPING, OF ALL TENANT SPACE UTILITY SERVICES | SYSTEMS AND BUILDING | CEILING COMPONENTS PRIOR TO EXECUTION OF ANY DEMOLITION OR PROPOSED WORK.

5. UTILITY SERVICES | INFRASTRUCTURE SHALL INCLUDE BUT IS NOT LIMITED TO THE FOLLOWING:

- ELECTRICITY
- GAS
- SPRINKLER SYSTEM WATER | FIRE LINE
- DOMESTIC WATER
- SANITARY | WASTE WATER
- TELECOM

6. DEMOLITION SCOPE IS LIMITED TO THE FOLLOWING GENERAL TASKS:

- REMOVAL OF EXISTING PARTITION AND VESTIBULE WALLS
- REMOVAL AND ALTERATION OF EXISTING STOREFRONT DOORS TO BE REPLACE WITH FIXED STOREFRONT PANELS
- REMOVAL AND ALTERATION OF EXISTING SUSPENDED CEILING AREAS WHERE WALLS ARE REMOVED

PREMISES IDENTIFICATION REQUIREMENTS

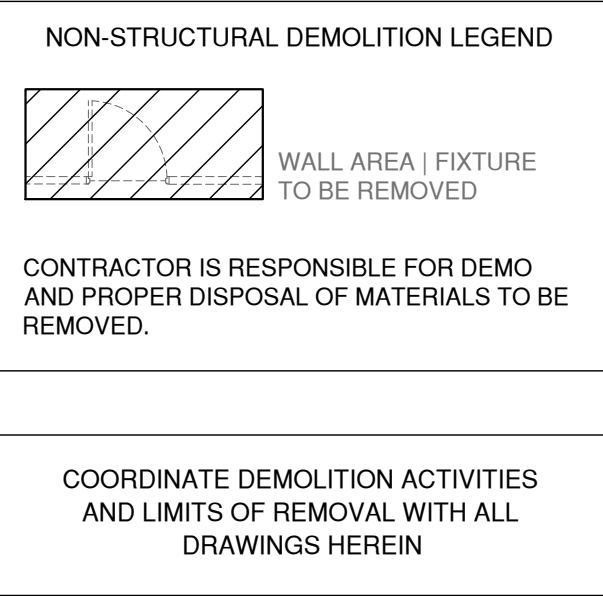
1. VERIFY EXISTING LETTERING AND OR PROVIDE IDENTIFICATION OF ADDRESS ON BUILDING

2. VERIFY EXISTING LETTERING AND OR PROVIDE IDENTIFICATION OF SUITE NUMBER ON OR ABOVE ALL EXTERIOR DOORS

PER IFC SECTION 505

505.1 ADDRESS NUMBERS. - NEW AND EXISTING BUILDINGS SHALL HAVE APPROVED ADDRESS NUMBERS, BUILDING NUMBERS OR APPROVED BUILDING IDENTIFICATION PLACED IN A POSITION THAT IS PLAINLY LEGIBLE AND VISIBLE FROM THE STREET OR ROAD FRONTING THE PROPERTY. THESE NUMBERS SHALL CONTRAST WITH THEIR BACKGROUND. ADDRESS NUMBERS SHALL BE ARABIC NUMERALS OR ALPHABET LETTERS. NUMBERS SHALL BE A MINIMUM OF 4 INCHES (102 MM) HIGH WITH A MINIMUM STROKE WIDTH OF 0.5 INCH (12.7 MM).

505.2 STREET OR ROAD SIGNS. - STREETS AND ROADS SHALL BE IDENTIFIED WITH APPROVED SIGNS. TEMPORARY SIGNS SHALL BE INSTALLED AT EACH STREET INTERSECTION WHEN CONSTRUCTION OF NEW ROADWAYS ALLOWS PASSAGE BY VEHICLES. SIGNS SHALL BE OF AN APPROVED SIZE, WEATHER RESISTANT AND BE MAINTAINED UNTIL REPLACED BY PERMANENT SIGNS.



PROJECT NUMBER 2023 110

P

Post Oak Partners, LLC

1205 Peachtree Parkway
Suite 1104
Cumming, Georgia 30042

T 678.513.6034
F 678.513.6044
www.postoakpartnersllc.com

COPYRIGHT Post Oak Partners, LLC © 2023

THIS DRAWING IS PROPERTY OF POST OAK PARTNERS, LLC. THE DUPLICATION, REPRODUCTION, COPYING, SALE, USE, OR DISTRIBUTION OF THESE DRAWINGS & IMAGES DEPICTED THEREON IS STRICTLY PROHIBITED UNLESS AUTHORIZED IN WRITING BY POST OAK PARTNERS, LLC.

CONTRACTOR IS SOLELY RESPONSIBLE FOR VERIFYING ALL CONDITIONS & DIMENSIONS PRIOR TO START OF WORK, AND ACCEPTS ALL EXISTING CONDITIONS.

DISCREPANCIES SHALL BE REPORTED TO POST OAK PARTNERS, LLC IN WRITING AND RECONCILED BEFORE PROCEEDING. CONTRACTOR ASSUMES FULL & SOLE RESPONSIBILITY FOR FIELD CHANGES.

TENANT SPACE ALTERATION
WHITEBOX FINISH FOR:

SUITE 115
STONEWOOD VILLAGE
670 NORTH MAIN STREET
ALPHARETTA, GA 30004
FULTON COUNTY

OWNER | MANAGEMENT:

ORKIN & ASSOCIATES, LLC
12650 CRABAPPLE ROAD
SUITE 200
MILTON, GA 30004

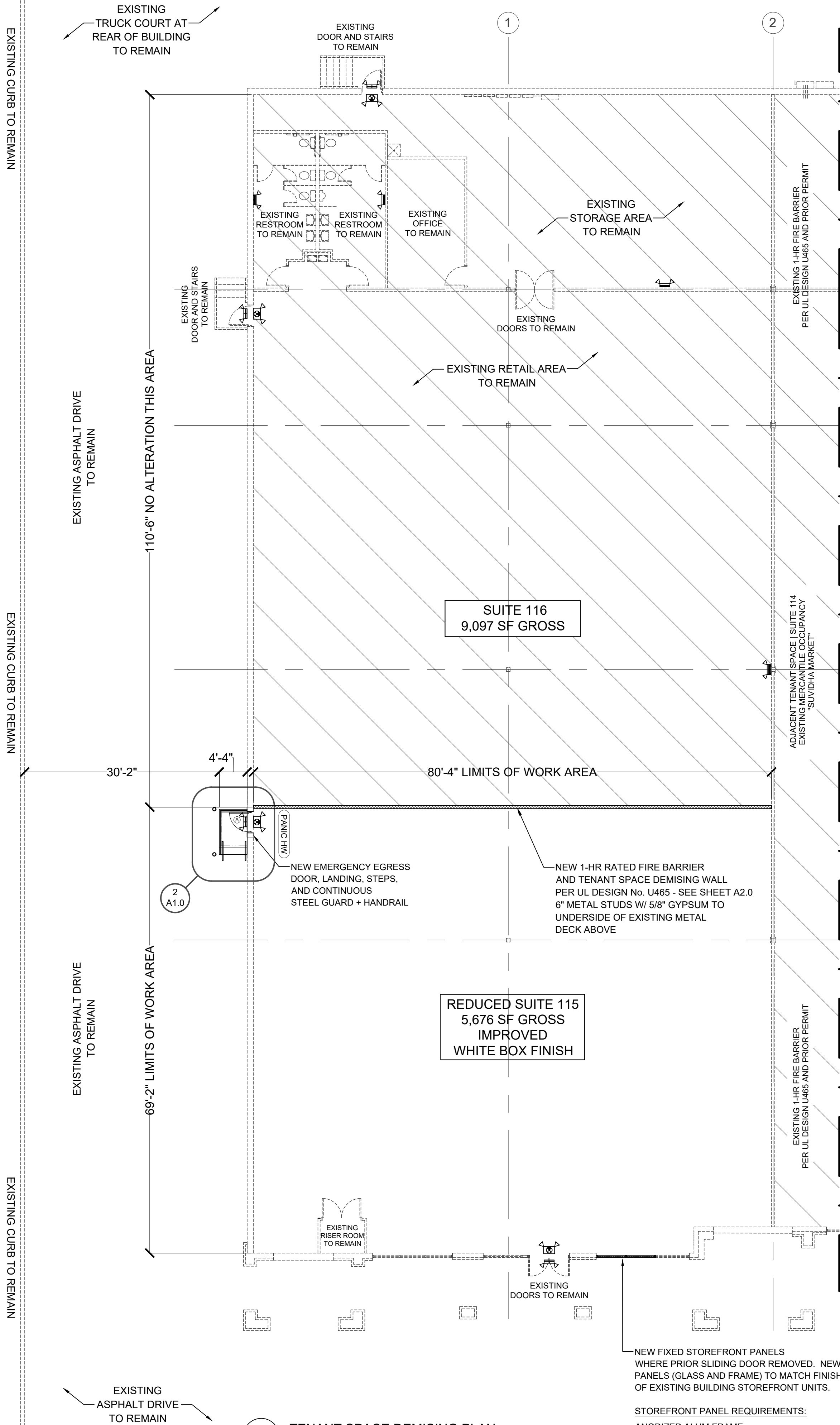
PRINT ISSUE RECORD

NUMBER	DATE	REVISION
1	102323	Design Development 1

DESIGN DEVELOPMENT PLANS
ISSUED FOR OWNER REVIEW ONLY.
NOT FOR CONSTRUCTION !

DRAWING

A0.0



1
A1.0
3/32" Schematic

TENANT SPACE DEMISING PLAN

GENERAL BUILD-OUT NOTES:

CONTRACTOR SHALL FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO THE START OF WORK.

ALL DISCREPANCIES SHALL BE REPORTED TO POST OAK PARTNERS, ET AL, IN WRITING ALONG WITH AN RFI (REQUEST FOR INFORMATION) WHICH INCLUDES A DESCRIPTION OF RECOMMENDED ACTION.

CONTRACTOR SHALL COORDINATE ALL PARTITION WALL, SUSPENDED CEILING, MECHANICAL, ELECTRICAL, PLUMBING, AND LIFE SAFETY PROVISIONS WITH FINAL EQUIPMENT AND FIXTURE SELECTIONS AS APPROVED BY OWNER AND TENANT.

CONTRACTOR SHALL COORDINATE ALL FINAL DOOR, HARDWARE, FIXTURE, AND FINISH MATERIAL SELECTIONS FOR APPROVAL WITH OWNER AND TENANT PRIOR TO ORDERING OR INSTALLATION.

CONTRACTOR SHALL COORDINATE ALL FINAL EQUIPMENT AND FIXTURE SELECTIONS BY TENANT, CLEAR SPACE REQUIREMENTS, AND UTILITY REQUIREMENTS FROM MANUFACTURER PRIOR TO ROUGH-IN OF ELECTRICAL, GAS, WATER, WASTE, OR INSTALLATION OF COUNTERS AND CABINETRY.

ALL CABINETRY, COUNTERS, AND MILL WORK SHALL BE PROVIDED BY CONTRACTOR AND COORDINATED WITH OWNER. SHOP DRAWINGS BY FABRICATOR FOR OWNER APPROVAL.

FLOORING TRANSITIONS AND DOOR THRESHOLDS SHALL BE BEVELED AND LIMITED 1/2" MAXIMUM.

DOOR/HARDWARE: HANDLES, PULLS, LATCHES, LOCKS, AND OTHER OPERATING DEVICES ON ACCESSIBLE DOORS SHALL HAVE A SHAPE THAT IS EASY TO GRASP WITH ONE HAND AND DOES NOT REQUIRE TIGHT GRASPING, TIGHT PINCHING, OR TWISTING OF THE WRIST TO OPERATE. LEVER-OPERATED MECHANISMS, PUSH-TYPE MECHANISMS, AND U SHAPED HANDLES ARE ACCEPTABLE DESIGNS.

EXIT DOORS: DOORS SHALL NOT BE SUBJECT TO THE USE OF A KEY OR REQUIRE SPECIAL KNOWLEDGE TO OPERATE AND SHALL BE INSTALLED SHALL BE PROVIDED PER SECTION 7.2 OF THE NFPA 101 LIFE SAFETY CODE.

ILLUMINATION OF THE MEANS OF EGRESS SHALL BE PROVIDED PER SECTION 7.8 OF THE NFPA 101 LIFE SAFETY CODE.

EMERGENCY LIGHTING SHALL BE PROVIDED PER SECTION 7.9 OF THE NFPA 101 LIFE SAFETY CODE.

IF THERE ARE PENETRATIONS INTO OR THROUGH VERTICAL OR HORIZONTAL FIRE BARRIERS SUCH PENETRATIONS SHALL BE PROTECTED BY A LISTED SYSTEM AS TESTED BY A RECOGNIZED AGENCY UL/ANSI. PROVIDE A DETAIL AND LISTING NUMBER FOR BUILDING INSPECTOR WHERE REQUIRED.

FIRE EXTINGUISHERS: EXTINGUISHERS SHALL BE LOCATED PER THE REQUIREMENTS OF NFPA 10. THE SIZE SHALL BE A MINIMUM OF (1) 2_A 10_BC AND SHALL BE INSTALLED AT A MAXIMUM OF 48" ABOVE THE FINISHED FLOOR TO THE TOP OF THE HANDLE.

NEW WORK SHALL COMPLY WITH THE 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN. SEE SHEET A2.0 FOR REQUIRED CLEAR SPACES, MANEUVERING SPACES, FIXTURE AND COUNTER HEIGHTS, TACTILE SIGNAGE, AND ADDITIONAL DETAILS AND ACCESSIBILITY REQUIREMENTS.

WALL COMPOSITION SYNOPSIS

W0 WALL TYPE W0 - EXISTING WALL TO REMAIN

W1 WALL TYPE W1 - 1 HOUR RATED FIRE BARRIER PER UL DESIGN No. U465, 6" METAL STUDS (20 GA. 600S162-30 MEMBERS), 16" OC, EXTENDING FROM CONCRETE SLAB TO UNDERSIDE OF METAL DECK ABOVE WITH 5/8" TYPE X GYPSUM PANELS - SEE SHEET A3.0

W2 WALL TYPE W2 - NOT APPLICABLE

W3 WALL TYPE W3 - NOT APPLICABLE

ALL INTERIOR FRAMING SHALL BE INSTALLED TO SUPPORT LATERAL LOAD OF 5 PSF | U240 AND SHALL BE LATERALLY BRACED WHERE HEIGHTS EXCEED 9'-0" ABOVE FFE UNLESS CONTINUOUS TOP TRACK IS FASTENED TO STRUCTURE ABOVE

ALL GYPSUM WALL BOARD APPLIED TO WET WALL | PLUMBING FIXTURE AREAS SHALL BE "MOLD AND MOISTURE RESISTANT" GYPSUM - PER LOCATION

ALL FURRING WALLS SHALL RECEIVE GYPSUM AND PAINT AT EXPOSED SIDE OF WALL ONLY

COORDINATE ALL ROUGH-OPENING AND HEADER REQUIREMENTS WITH DOOR VENDOR | MANUFACTURER

RESTROOMS - WALLS ADJACENT TO AND OR WITHIN 24" OF WATER CLOSETS + URINALS SHALL RECEIVE A SMOOTH, HARD NON-ABSORBENT SURFACE / CLADDING (TILE, FRP, OR APPROVED EQUAL) TO A HEIGHT OF 48" ABOVE FINISHED FLOOR - GC TO COORDINATE FINAL FINISH MATERIAL AND LIMITS OF MATERIAL INSTALLATION TENANT AND OWNER

PREMISES IDENTIFICATION REQUIREMENTS

1. VERIFY EXISTING LETTERING AND OR PROVIDE IDENTIFICATION OF ADDRESS ON BUILDING

2. VERIFY EXISTING LETTERING AND OR PROVIDE IDENTIFICATION OF SUITE NUMBER ON OR ABOVE ALL EXTERIOR DOORS

PER IFC SECTION 505

505.1 ADDRESS NUMBERS - NEW AND EXISTING BUILDINGS SHALL HAVE APPROVED ADDRESS NUMBERS, BUILDING NUMBERS OR APPROVED BUILDING IDENTIFICATION PLACED IN A POSITION THAT IS PLAINLY LEGIBLE AND VISIBLE FROM THE STREET OR ROAD FRONTING THE PROPERTY. THESE NUMBERS SHALL CONTRAST WITH THEIR BACKGROUND. ADDRESS NUMBERS SHALL BE ARABIC NUMERALS OR ALPHABET LETTERS. NUMBERS SHALL BE A MINIMUM OF 4 INCHES (102 MM) HIGH WITH A MINIMUM STROKE WIDTH OF 0.5 INCH (12.7 MM).

505.2 STREET OR ROAD SIGNS - STREETS AND ROADS SHALL BE IDENTIFIED WITH APPROVED SIGNS. TEMPORARY SIGNS SHALL BE INSTALLED AT EACH STREET INTERSECTION WHEN CONSTRUCTION OF NEW ROADWAYS ALLOWS PASSAGE BY VEHICLES. SIGNS SHALL BE OF AN APPROVED SIZE, WEATHER RESISTANT AND BE MAINTAINED UNTIL REPLACED BY PERMANENT SIGNS.

DOOR SCHEDULE			
MARK:	SIZE:	STYLE:	HARDWARE:
(A)	3'0" X 7'0"	FLUSH PANEL STEEL DOOR	FIXED ADA U HANDLE AT EXTERIOR PANIC HARDWARE AT INTERIOR SELF CLOSING DEVICE
(B)	-	-	-
(C)	-	-	-

(PANIC HW) WHERE SYMBOL SHOWN, ALL DOORS WITH LATCHING OR LOCKING DEVICES SHALL BE EQUIPPED WITH PANIC HARDWARE (PUSH TO OPEN DEVICE (CROSS BAR OR PUSH PAD) PER NFPA 101 CHAPTER 7. PANIC HARDWARE AND PUSH TO OPEN HARDWARE SHALL RELEASE ANY LATCHING OR LOCKING DEVICES AND ALLOW DOOR LEAF TO FREELY SWING IN THE DIRECTION OF EGRESS TRAVEL.

THRESHOLDS AT DOORWAYS SHALL NOT EXCEED 1/2" IN HEIGHT AND SHALL BE BEVELED

CLIMATE ZONE 3A - PER IECC ALL OPAQUE EXTERIOR SWINGING DOORS SHALL HAVE A MAXIMUM U-FACTOR OF 0.61

FINAL DOOR SELECTIONS ARE TO BE APPROVED BY OWNER AND TENANT

GLASS STORE FRONT (GSF) SHOP DRAWINGS BY FABRICATOR

DOOR PLACEMENT

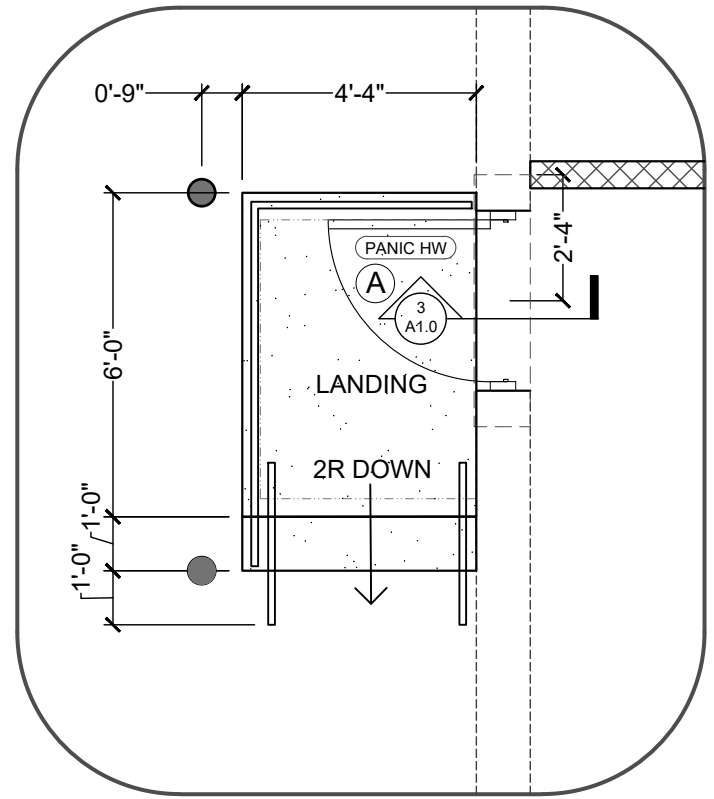
MINIMUM CLEAR SPACE @ PUSH SIDE OF DOOR OPERATION

MINIMUM CLEAR SPACE @ PULL SIDE OF DOOR OPERATION

MINIMUM CLEAR SPACE @ PUSH SIDE OF DOOR OPERATION

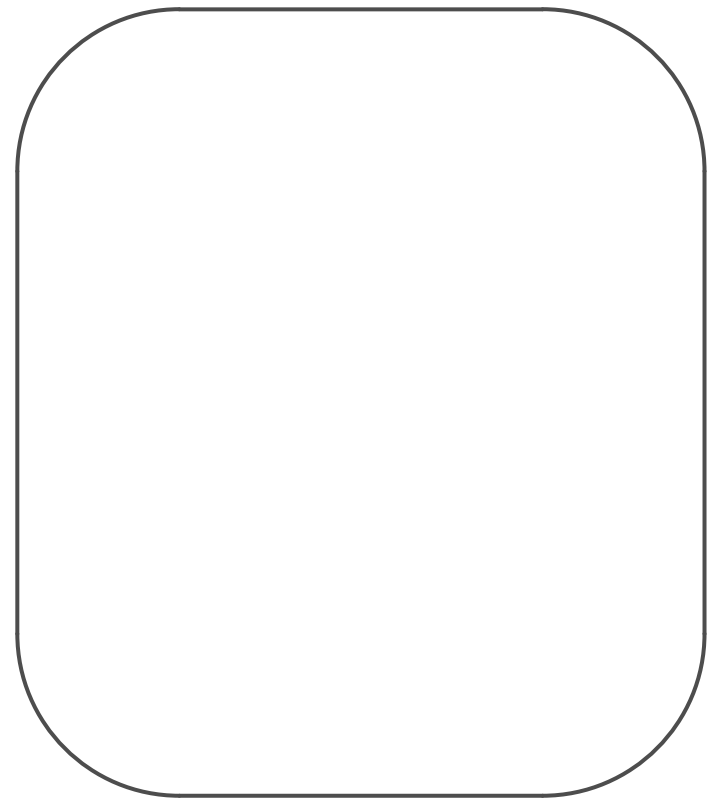
MINIMUM CLEAR SPACE @ PULL SIDE OF DOOR OPERATION

SEE ACCESSIBILITY DETAILS FOR ADDITIONAL CLEAR SPACE REQUIREMENTS



2
A1.0
3/8" Schematic

EGRESS DOOR | STAIR PLAN



3
A1.0
3/4" Schematic

EGRESS DOOR SECTION ELEVATION

PROJECT NUMBER 2023 110



Post Oak Partners, LLC

1205 Peachtree Parkway
Suite 1104
Cumming, Georgia 30042

T 678.513.6034

F 678.513.6044

www.postoakpartnersllc.com

COPYRIGHT Post Oak Partners, LLC © 2023

THIS DRAWING IS PROPERTY OF POST OAK PARTNERS, LLC.

THE DUPLICATION, REPRODUCTION, COPYING, SALE, USE, OR DISTRIBUTION OF THESE DRAWINGS & IMAGES DEPICTED THEREON IS STRICTLY PROHIBITED UNLESS AUTHORIZED IN WRITING BY POST OAK PARTNERS, LLC.

CONTRACTOR IS SOLELY RESPONSIBLE FOR VERIFYING ALL CONDITIONS & DIMENSIONS PRIOR TO START OF WORK, AND ACCEPTS ALL EXISTING CONDITIONS.

DISCREPANCIES SHALL BE REPORTED TO POST OAK PARTNERS, LLC IN WRITING AND RECONCILED BEFORE PROCEEDING. CONTRACTOR ASSUMES FULL & SOLE RESPONSIBILITY FOR FIELD CHANGES.

TENANT SPACE ALTERATION
WHITEBOX FINISH FOR:

SUITE 115
STONEWOOD VILLAGE
670 NORTH MAIN STREET
ALPHARETTA, GA 30004
FULTON COUNTY

OWNER | MANAGEMENT:

ORKIN & ASSOCIATES, LLC
12650 CRABAPPLE ROAD
SUITE 200
MILTON, GA 30004

PRINT ISSUE RECORD

NUMBER	DATE	REVISION
1	102323	Design Development 1

DESIGN DEVELOPMENT PLANS
ISSUED FOR OWNER REVIEW ONLY.
NOT FOR CONSTRUCTION !

DRAWING

A1.0







TENANT SPACE ALTERATION

WHITEBOX FINISH FOR:

SUITE 114
STONEWOOD VILLAGE
670 NORTH MAIN STREET
ALPHARETTA, GA 30004
FULTON COUNTY

OWNER | MANAGEMENT:

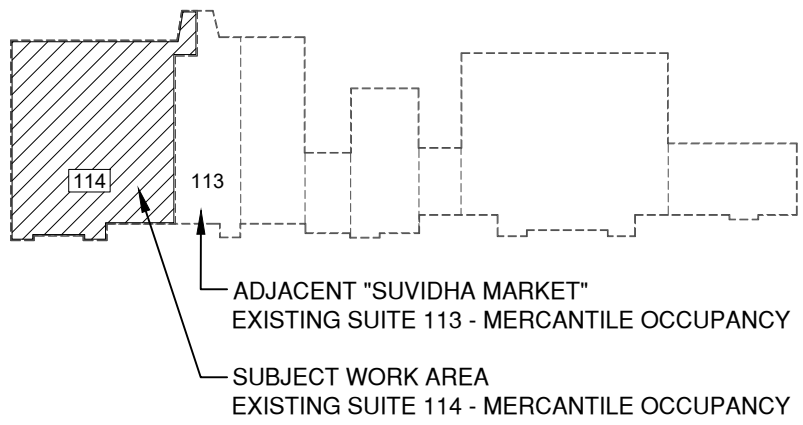
ORKIN & ASSOCIATES, LLC
12650 CRABAPPLE ROAD
SUITE 200
MILTON, GA 30004

PROJECT LOCATION | Vicinity Plan



STONEWOOD VILLAGE
670 NORTH MAIN STREET ALPHARETTA, GA 30004

TENANT SPACE KEY PLAN



USE OF DRAWINGS

THESE DRAWINGS ARE ISSUED FOR DESIGN REVIEW, PRICING + PERMIT.

IF USED FOR CONTRACTUAL PURPOSES, CONTRACTOR SHALL BE RESPONSIBLE FOR ALL ADDITIONAL DRAWINGS, SPECIFICATIONS, & DETAIL AS MAY BE REQUIRED.

CONTRACTOR IS SOLELY RESPONSIBLE FOR VERIFYING ALL CONDITIONS & DIMENSIONS PRIOR TO START OF WORK.

ALL DISCREPANCIES SHALL BE REPORTED TO POST OAK PARTNERS, et al, IN WRITING ALONG WITH AN RFI (Request For Information) WHICH INCLUDES A DESCRIPTION OF RECOMMENDED ACTION.

ALL WORK SHALL BE BASED UPON CURRENT ZONING, DEVELOPMENT, HEALTH, LIFE SAFETY AND BUILDING CODES.

ADDITIONAL ENGINEERING, DESIGN, LOAD CALCULATIONS AND TECHNICAL DATA, AS MAY BE REQUIRED BY THE AUTHORITY HAVING JURISDICTION WILL BE PROVIDED BY TRADE AND / OR GENERAL CONTRACTOR.

THESE PLAN AND ALL OTHER IMAGES HEREIN WERE PREPARED FROM DATA INCLUDING COMPUTER SCANNED IMAGES AND LIMITED FIELD VERIFICATION.

DATA & IMAGES WERE TAKEN FROM LIMITED PLANS PROVIDED BY THE OWNER.

POST OAK PARTNERS, LLC, et al, BELIEVES THIS DATA TO BE TRUE, CORRECT, & ACCURATE, HOWEVER, DOES NOT EXPRESS OR IMPLY ANY WARRANTIES WHATSOEVER AS TO THE ACCURACY OF SAME, OR TAKE RESPONSIBILITY FOR SAID DATA.

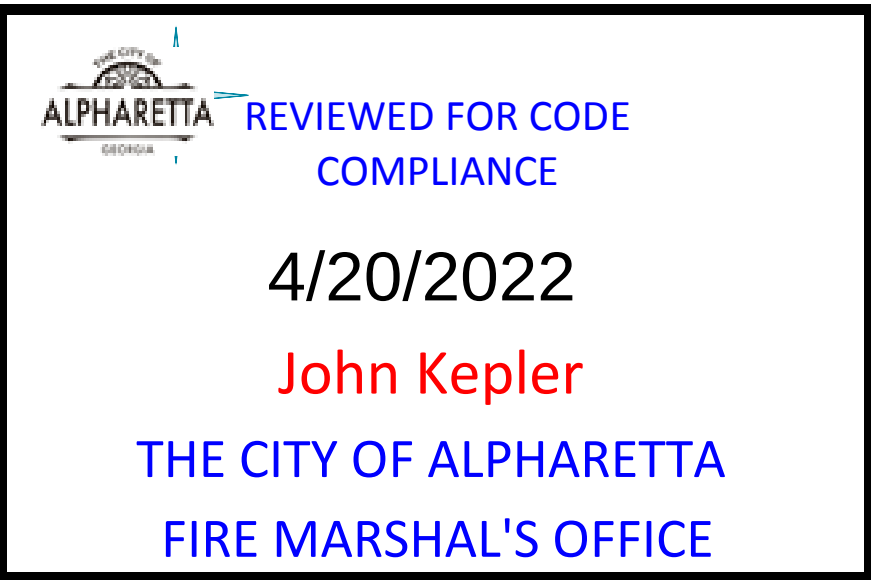
LIST OF DRAWINGS

CVR	Cover Project Synopsis Code Analysis
PNR	Project Notes Requirements
A0.0	Existing Conditions Plan Limited Interior Demolition
A1.0	Tenant Space Demising Plan New Fire Barrier Schedules Notes
A2.0	ADA Accessibility Details Requirements Notes
A3.0	Fire Barrier Details UL Design U465 Penetrations Head of Wall
A4.0	Emergency Egress Plan Exit Capacity Travel Distances
M1	Mechanical Schedules Notes
M2	Mechanical Plans Existing Roof Top Equipment Ductwork Zones
P1	Plumbing Notes Requirements
P2	Plumbing Plans Gas Plan at Existing Roof Top Equipment
E1	Electrical Riser Diagram Panel Schedules Notes
E2	Electrical Plans Existing To Remain New Panel Locations
F1	Fire Sprinkler Notes - For Reference Only
F2	Fire Alarm Notes - For Reference Only

Plans for alteration of existing sprinkler system and fire alarm shall be provided by contractor and shall be submitted to the fire marshal's office for separate review and permitting + inspections.

PROJECT CRITERIA

A. Project Team:	Team Contacts
Architectural - Post Oak Partners, LLC Taylor C. Hadaway Associate AIA LEED GA Elizabeth A. Harris AIA William Floyd, PE Steve Foulke ASLA	1205 Peachtree Parkway, Suite 1104 Cumming, Georgia 30041 D 678.858.7101 F 678.513.6044
MEP Engineering - Fagan Engineering Sevices, LLC. Brian J. Fagan, PE	327 Dahlonega St. Suite 101B Cumming, GA 30040 D 678-648-4904 D 678-261-1449
B. General Contractor:	TBD - Prior To Permit Issuance
C. Occupancy Classification:	Mercantile Class B
D. Type of Construction:	Type IIB Sprinkled: Yes Existing Fire Alarm: Yes Existing
E. Seismic Design Category:	C
F. Building Areas SF:	Existing Suite 114 = 29,332 SF New Suite 114 = 14,797 SF Reduced per this scope of work
Modification to IBC chapter 5:	No
G. Existing Building Height in Feet: Max Per IBC Actual	55' Maximum 32' Maximum
H. Number of Stories: Basement Area SF Balcony SF Mezzanine SF	1 0 0 0
I. PLAN REVIEW CONTACT:	
Taylor C. Hadaway Associate AIA LEED GA Partner - Post Oak Partners, LLC T: 678.858.7101 F: 678.513.6044 E: thadaway@hdhpllc.com	



CODE ANALYSIS | Per www.dca.state.ga.us

All work described in these plans shall be constructed in compliance with the following codes, as applicable to the project, and adopted | amended by The City of Alpharetta and the State Of Georgia

- International Building Code, 2018 Edition, with Georgia Amendments (2020)
- International Residential Code, 2018 Edition, with Georgia Amendments (2020)
- International Fire Code, 2018 Edition, with Georgia Amendments (2020)
- International Plumbing Code, 2018 Edition, with Georgia Amendments (2020)
- International Mechanical Code, 2018 Edition, with Georgia Amendments (2020)
- International Fuel Gas Code, 2018 Edition, with Georgia Amendments (2020)
- National Electrical Code, 2020 Edition (No Georgia Amendments)
- International Energy Conservation Code, 2015 Edition, with Georgia Supplements and Amendments (2020)
- Georgia 120-3. Rules of Safety Fire Commissioner NFPA 101 Life Safety Code 2018 Edition
- Georgia Accessibility Code 120-3-20 | 2010 ADA Standards For Accessible Design

OCCUPANCY CALCULATIONS

SUITE 114 OCCUPANT LOAD PER NFPA 101 LSC 7.3.1.2				
OCCUPANCY CLASSIFICATION: MERCANTILE CLASS B				
SPACE ROOM	AREA	USE	LOAD	COUNT
RETAIL AREA	11,815 SF	MERCANTILE	1/30 SF	393.83
OFFICE AREA	650 SF	BUSINESS	1/150 SF	4.33
STORAGE AREA	1,770 SF	STORAGE	1/300 SF	5.90
RESTROOMS	520 SF	ACCESSORY	1/30 SF	17.33
RISER ROOM	42 SF	ACCESSORY	1/30 SF	1.40
TOTAL OCCUPANT LOAD				423

EGRESS REQUIREMENTS

EGRESS TRAVEL LIMITATIONS MERCANTILE USE (most restrictive of the occupancies involved)	
COMMON PATH OF TRAVEL LIMIT = 100' (sprinklered) per NFPA 101 36.2.5.3 (2)	
DEAD END CORRIDOR LIMIT = 50' (sprinklered) per NFPA 101 36.2.5.2.1	
TRAVEL DISTANCE LIMIT = 250' (sprinklered) per NFPA 101 36.2.6.2	
EXIT CAPACITIES - SUITE 114 OCCUPANT LOAD = 423	
EGRESS FACTOR = 0.3 INCHES / PERSON	
REQUIRED CAPACITY = 126.9" (423 x 0.3)	
PROVIDED CAPACITY REAR OF SPACE = 2 x 34" CLEAR (2 SINGLE 3/0) DOORS = 68"	
PROVIDED CAPACITY FRONT ENTRY = 1 x 68" CLEAR (DOUBLE 3/0) + 1 x 46" CLEAR DOORS = 114"	
TOTAL EXIT CAPACITY PROVIDED = 182" (182 / 0.3 = 606 PERSON EXIT CAPACITY)	

PLUMBING FIXTURE REQUIREMENTS

PLUMBING FIXTURES PER IPC 403			
Occupancy/Use type:	Water Closet	Lavatories	Drinking Fountain
Suite 114 Mercantile Occupancy			
TOTAL REQUIRED:	2	2	1
TOTAL PROVIDED:	6	4	1
MERCANTILE - IPC Table 403.3 Requires Lavatories at 1/750 (Male + Female) MERCANTILE - IPC Table 403.3 Requires Water Closets at 1/500 (Male + Female) MERCANTILE - IPC Table 403.3 Requires Drinking fountains at 1/1000 (Male + Female)			
PER STATE OF GA 2020 AMENDMENTS TO THE INTERNATIONAL PLUMBING CODE *Revise Table 403.1 'Minimum Number of Required Plumbing Fixtures' to delete the requirements for 'service sink' entirely without substitution. (Effective January 1, 2020) *Revise Section 410.2 'Small occupancies' to read as follows: 410.2 Small occupancies. Drinking fountains shall not be required for an occupant load of 25 or fewer. (Effective January 1, 2020)			

WORK SCOPE + TENANT SYNOPSIS

The work to be completed as called for in these plans includes limited interior demolition and installation of a new 1-HR rated fire barrier within an existing, type IIB, mercantile tenant space. Demolition shall include removal of suspended ceilings, light fixtures, ductwork, and floor coverings as indicated on the drawings. New 1-HR rated fire barrier shall cause a reduction in the area of suite 114 from 29,332 SF to 14,797 SF gross and establish a white box finish by retaining the existing restrooms, MEP equipment, services, and building access + emergency egress points. Suite 114 is speculative space with no tenant at this time.

The remnant 14,535 SF space shall serve as a future expansion to suite 113 for the existing and adjacent "Suvidha Market" which will include separate plans, permitting, and scope of work. No certificate of occupancy is being requested for this space. Plans to address suite 113 are underway and will be submitted for plan review separately.

Contractor is expressly responsible for providing owner + tenant with a "turn key" space, including all code and inspection agency approvals, sign offs, certificates of inspection, and ALL certificate(s) of occupancy.

EXISTING SPRINKLER AND FIRE ALARM SYSTEM: Plans for alteration of existing sprinkler system and fire alarm shall be provided by contractor and shall be submitted to the fire marshal's office for review and permitting + inspections.

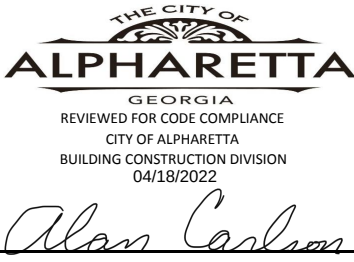
SIGNAGE: Separate Permits will be required should any signage or "On-Building" lettering be under consideration.

BUILDING INSPECTIONS: All inspection requests shall be called in to the City of Alpharetta Inspections Division at 678-297-6080, between the hours of 7:30am – 8:30am, on the same day that the inspection is desired.

FIRE INSPECTIONS: Contact the City of Alpharetta Fire Marshal's Office for inspection at 80% and 100% completion. 80% of any fire rated barriers, wall, floor or ceiling. 100% final inspection: all systems, equipment installed and operating, ready for occupancy.

Fire Inspections may be requested on City business days between the hours of 7:00 am and 4:00 pm. Inspections may be submitted for request on the form found at: <https://www.alpharetta.ga.us/government/departments/public-safety/fire-marshall/inspections-request-form> or by calling 678-297-6272 Option # 9 and leaving a message with the prompted details.

"Portable fire extinguishers must be provided per NFPA standard No. 10 and the International Fire Code. An inspector of the fire marshal's office prior to final inspection will determine the location and arrangement of the extinguishers."



KEEP ON JOB SITE

REVIEWED PLAN SET

MUST BE AVAILABLE FOR

CITY OF ALPHRETТА INSPECTIONS

AT ALL TIMES

NO PLANS = NO INSPECTIONS

- Red line comments:
- Fire alarm and fire sprinkler modifications shall be submitted through e plan solutions for permitting by sub-contractors
 - ADA exit/restroom signage in braille at all doors per 2010 ADA standard sections 216 & 703
 - Exterior emergency illumination not indicated on plans and shall be at both exit doors per LSC 7.9
 - No emergency illumination is shown on plans, electrician shall verify all interior exit and emergency illumination are working prior to final inspection
- BC220130

PROJECT NUMBER 2021 125



Post Oak Partners, LLC

1205 Peachtree Parkway
Suite 1104
Cumming, Georgia 30042

T 678.513.6034
F 678.513.6044

www.postoakpartnersllc.com

COPYRIGHT Post Oak Partners, LLC @ 2022

THIS DRAWING IS PROPERTY OF POST OAK PARTNERS, LLC.

THE DUPLICATION, REPRODUCTION, COPYING, SALE, USE, OR DISTRIBUTION OF THESE DRAWINGS & IMAGES DEPICTED THEREON IS STRICTLY PROHIBITED UNLESS AUTHORIZED IN WRITING BY POST OAK PARTNERS, LLC.

CONTRACTOR IS SOLELY RESPONSIBLE FOR VERIFYING ALL CONDITIONS & DIMENSIONS PRIOR TO START OF WORK, AND ACCEPTS ALL EXISTING CONDITIONS.

DISCREPANCIES SHALL BE REPORTED TO POST OAK PARTNERS, LLC IN WRITING AND RECONCILED BEFORE PROCEEDING. CONTRACTOR ASSUMES FULL & SOLE RESPONSIBILITY FOR FIELD CHANGES.

TENANT SPACE ALTERATION
WHITEBOX FINISH FOR:

SUITE 114
STONEWOOD VILLAGE
670 NORTH MAIN STREET
ALPHARETTA, GA 30004
FULTON COUNTY

OWNER | MANAGEMENT:

ORKIN & ASSOCIATES, LLC
12650 CRABAPPLE ROAD
SUITE 200
MILTON, GA 30004

PRINT ISSUE RECORD

NUMBER	DATE	REVISION
1	010322	Design Development
2	031022	For Construction Alpharetta Submittal 1



DRAWING

CVR

GENERAL REQUIREMENTS

GENERAL CONTRACTOR AND ALL SUB CONTRACTORS SHALL REVIEW ALL DRAWINGS HEREIN, AND SHALL VISIT THE SITE TO FAMILIARIZE THEMSELVES WITH THE EXISTING CONDITIONS AND SCOPE OF WORK PRIOR TO SUBMITTING A BID OR APPLYING FOR PERMITS.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING ITEMS, AS IS NORMALLY INCLUDED IN THE COURSE OF WORK:

PERMITTING:

CONTRACTOR IS RESPONSIBLE FOR OBTAINING LICENSES AND PERMITS REQUIRED FOR PROJECT WORK. CONTRACTOR SHALL COMPLETE WORK AND OBTAIN ALL REQUIRED SIGN OFFS & APPROVALS FROM AGENCIES ISSUING PERMITS, AS REQUIRED BY CODE.

CODE COMPLIANCE:

THE CONTRACTOR IS SOLELY RESPONSIBLE FOR ABSOLUTE AND STRICT COMPLIANCE WITH ALL APPLICABLE BUILDING, DEVELOPMENT, ZONING, SAFETY (OSHA), AND ENVIRONMENTAL CODES.

WEATHER PROTECTION:

CONTRACTOR IS RESPONSIBLE FOR COMPLETE WEATHER PROTECTION OF ALL EXISTING AND NEW WORK FOR THE TERM OF OF THE PROJECT.

THIS SHALL INCLUDE OPENED WALL & ROOF CAVITIES, PROPER DRY IN OF NEW WORK, AND PREVENTION OF MOISTURE PENETRATION, INTRUSION AND ENTRAPMENT INTO ALL AREAS OF EXISTING AND NEW WORK, INCLUDING, BUT NOT LIMITED TO THE FOLLOWING (AS MAY APPLY TO THIS PROJECT)

- PREPARED GRADES
- SOILS
- FOUNDATIONS & FOOTINGS
- FOUNDATION WALLS
- MASONRY WALLS
- WOOD FRAME WALLS
- METAL/STEE FRAMED WALLS
- SHEATHING
- INSULATION SYSTEMS (ROOF, WALLS, FLOORS, PARAPETS)
- WALL ASSEMBLIES
- FLOOR ASSEMBLIES
- CEILING ASSEMBLIES
- PARAPET WALLS
- ROOF ASSEMBLIES
- ROOF COVERINGS
- CLADDING (BRICK, CMU, CEMENT BOARD, SHAKE, WOOD VINYL, STONE)
- EIFS
- UTILITY AREAS, SERVICE POINTS & APPUTANENCES
- VERTICAL CHASES & PENETRATIONS
- M/E/P CHASES & ENCLOSURES
- TELECOM CHASES & ENCLOSURES

CONTRACTOR SHALL PROVIDE WEATHER PROTECTION ADEQUATE TO MEET ALL CODE AND MATERIAL MANUFACTURER REQUIREMENTS AND PREVENT GROWTH OF SPORES, MOLD AND BACTERIA WHICH MAY IN ANY WAY ADVERSELY AFFECT THE SAFETY, INDOOR AIRE QUALITY, ABILITY OF SUBSTRATE TO ADHERE TO COATINGS & CLADDING, SAFETY AND GENERAL HEALTH OF THE BUILDING.

SHOP DRAWINGS:

AS MAY BE REQUIRED BY OWNER, CONTRACTOR SHALL PROVIDE AND FURNISH SHOP DRAWINGS FOR ITEMS/SYSTEMS/ASSEMBLIES TO OWNER FOR REVIEW AND APPROVAL.

FOR SYSTEMS REQUIRING ENGINEERED SHOP /FABRICATION DRAWINGS (I.E. ROOF, STRUCTURAL, M/E/P, TELECOM), CONTRACTOR SHALL PROVIDE STAMPED/SEALED/SIGNED ENGINEERED DRAWINGS AS REQUIRED BY CODE AND PERMITTING AGENCY.

ALL SHOP/FABRICATION DRAWING MUST BE APPROVED BY OWNER (OR ASSIGNED AGENT) IN WRITING.

QUALITY CONTROL

IT IS THE SOLE & EXPRESS RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE QC/QA (Quality Control & Quality Assurance) FROM START THROUGH FINAL COMPLETION FOR THE PROJECT.

QC/QA INSPECTIONS (Specific & General) SHALL BE IN STRICT COMPLIANCE WITH THE REQUIREMENTS SET FORTH BY THE OWNER, ASTM, IBC, & NFPA.

CERTIFICATION OF USE OF PROPER/REQUIRED MATERIALS PLACEMENT AND INSTALLATION SHALL BE OBTAINED BY THE CONTRACTOR FROM ALL MATERIAL MANUFACTURERS, AS REQUIRED BY THE OWNER.

POST OAK PARTNERS, LLC., ET AL, IS NOT RESPONSIBLE FOR PERMITTING AND IS NOT PROVIDING CA/CONSTRUCTION ADMINISTRATION FOR THIS PROJECT.

FIRE PROTECTION & LIFE SAFETY

1. FIRE PROTECTION:

THIS PROJECT *IS PROTECTED BY AN AUTOMATIC SPRINKLER SYSTEM.*

WHERE REQUIRED, PLANS FOR ALTERATION OF EXISTING SPRINKLER SYSTEM SHALL BE PROVIDED BY CONTRACTOR AND SHALL BE SUBMITTED TO THE FIRE MARSHAL'S OFFICE FOR SEPARATE REVIEW AND PERMITTING.

EXISTING SYSTEM SHALL BE ACCESSED, REPAIRED AS NEEDED, AND GREEN TAGGED PRIOR TO FIRE MARSHAL'S INSPECTION

THIS PROJECT *IS PROVIDED WITH A FIRE ALARM SYSTEM.*

WHERE REQUIRED, PLANS FOR ALTERATION OF EXISTING FIRE ALARM SHALL BE PROVIDED BY CONTRACTOR AND SHALL BE SUBMITTED TO THE FIRE MARSHAL'S OFFICE FOR SEPARATE REVIEW AND PERMITTING.

2. RATED ASSEMBLY IDENTIFICATION | GA 120-3-3

ALL RATED ASSEMBLIES/PARTITIONS SHALL BE CLEARLY STENCILED/LABELED WITH MINIMUM 3" LETTERS EVERY 30' TO IDENTIFY RATING, PER NFPA 101 LIFE SAFETY CODE, CHAPTER 8, AND SHALL ALSO READ:

"FIRE & SMOKE BARRIER - PROTECT ALL OPENINGS"

3. PENETRATION OF RATED ASSEMBLIES

PIPES, CONDUIT, CABLES & WIRES SHALL ALSO MEET REQUIREMENTS OF:

NFPA 251 & ASTM E814, PER THE NFPA 101 LIFE SAFETY CODE.

4. FIRE BARRIERS - RATED ASSEMBLIES

TENANT DEMISING 1-HR FIRE BARRIER PER UL DESIGN NO. U465

STORAGE/MAIN N | A

PENETRATIONS 1 & 2 HOUR @ UL SYSTEM NO. W-L 1018

5. INTERIOR FINISH MATERIALS

WALL AND CEILING FINISH CLASSIFICATIONS:

CLASS A, B, OR C PER LSC CH. 10

FLOOR FINISH CLASSIFICATIONS:

CLASS I OR II, PER LSC CH. 10

6. EMERGENCY EXIT LIGHTING & SIGNAGE

ILLUMINATION OF THE MEANS OF EGRESS SHALL BE PROVIDED PER SECTION 7.8 OF THE NFPA 101 LIFE SAFETY CODE

EMERGENCY LIGHTING SHALL BE PROVIDED PER SECTION 7.9 OF THE NFPA 101 LIFE SAFETY CODE.

7. EXIT DOORS

DOORS/HARDWARE: HANDLES, PULLS, LATCHES, LOCKS, AND OTHER OPERATING DEVICES ON ACCESSIBLE DOORS SHALL HAVE A SHAPE THAT IS EASY TO GRASP WITH ONE HAND AND DOES NOT REQUIRE TIGHT GRASPING, TIGHT PINCHING, OR TWISTING OF THE WRIST TO OPERATE. LEVER-OPERATED MECHANISMS, PUSH-TYPE MECHANISMS, AND U SHAPED HANDLES ARE ACCEPTABLE DESIGNS.

EXIT DOORS: DOORS SHALL NOT BE SUBJECT TO THE USE OF A KEY OR REQUIRE SPECIAL KNOWLEDGE TO OPERATE AND SHALL BE INSTALLED SHALL BE PROVIDED PER SECTION 7.2 OF THE NFPA 101 LIFE SAFETY CODE.

DOORS IN 1-HR RATED FIRE BARRIERS SHALL BE UL LISTED MINIMUM 45 MINUTE RATING

DOORS IN 2-HR RATED FIRE BARRIERS SHALL BE UL LISTED MINIMUM 90 MINUTE RATING

8. FIRE EXTINGUISHERS: AS A PART OF TENANT WORK

EXTINGUISHERS SHALL BE LOCATED PER THE REQUIREMENTS OF NFPA 10.

THE SIZE SHALL BE A MINIMUM OF 2_ A 10_ BC_ 1 IS REQUIRED AND SHALL BE INSTALLED AT A MAXIMUM OF 48" ABOVE THE FINISHED FLOOR TO THE TOP OF THE HANDLE.

ADA & ACCESSIBILITY

1. General Accessibility:

This project shall fully comply with the Georgia Accessibility Code 120-3-20 | 2010 ADA Standards For Accessible Design - latest revision, see civil & site drawings for number of accessible spaces, design details, accessible routes, sidewalks & curb ramps.

2. Restrooms:

Existing restrooms shall remain as stands unless otherwise noted. New restroom shall fully comply with the Georgia Accessibility Code 120-3-20 | 2010 ADA Standards For Accessible Design

3. Drinking Fountains:

Drinking Fountains where required applicable shall fully comply with the Georgia Accessibility Code 120-3-20 | 2010 ADA Standards For Accessible Design

4. Doors/Hardware:

Handles, pulls, latches, locks, and other operating devices on accessible doors shall have a shape that is easy to grasp with one hand and does not require tight grasping, tight pinching, or twisting of the wrist to operate. Lever-operated mechanisms, push-type mechanisms, and U shaped handles are acceptable designs.

5. Clear Spaces | Heights | Reach Ranges:

Clear floor, toe, and knee spaces at doors, fixtures + finished counter heights (34" AFF) and reach ranges shall fully comply with the Georgia Accessibility Code 120-3-20 | 2010 ADA Standards For Accessible Design

PROJECT CLOSE OUT

PROJECT CLOSE OUT SHALL OCCUR UPON COMPLETION OF ALL WORK REQUIRED BY THE OWNER (PER THE CONTRACT).

IN ADDITION TO REACHING "SUBSTANTIAL COMPLETION" (AS DEFINED IN THE CONTRACT), FINAL COMPLETION WILL REQUIRE CONTRACTOR TO PROVIDE THE FOLLOWING DOCUMENTATION TO OWNERS SATISFACTION:

- COPIES OF ALL PERMITS AND PERMIT SIGN OFF CARDS
- CERTIFICATE(S) OF OCCUPANCY FOR BUILDING
- MATERIAL SOURCES - VENDORS, SUB-CONTRACTORS, AND EQUIPMENT MODEL + SERIAL NUMBERS
- SYSTEM WARRANTY CERTIFICATES (ROOF, M/E/P, EIFS, GSF, ETC)
- EQUIPMENT AND FIXTURE OPERATIONAL MANUALS
- LIEN RELEASES & AFFIDAVITS OF PAYMENTS OF DEBTS + CLAIMS TO ALL MATERIAL VENDORS AND SUBCONTRACTORS

PROJECT NUMBER 2021 125



Post Oak Partners, LLC

1205 Peachtree Parkway
Suite 1104
Cumming, Georgia 30042

T 678.513.6034
F 678.513.6044

www.postoakpartnersllc.com

COPYRIGHT Post Oak Partners, LLC @ 2022

THIS DRAWING IS PROPERTY OF POST OAK PARTNERS, LLC.

THE DUPLICATION, REPRODUCTION, COPYING, SALE, USE, OR DISTRIBUTION OF THESE DRAWINGS & IMAGES DEPICTED THEREON IS STRICTLY PROHIBITED UNLESS AUTHORIZED IN WRITING BY POST OAK PARTNERS, LLC.

CONTRACTOR IS SOLELY RESPONSIBLE FOR VERIFYING ALL CONDITIONS & DIMENSIONS PRIOR TO START OF WORK, AND ACCEPTS ALL EXISTING CONDITIONS.

DISCREPANCIES SHALL BE REPORTED TO POST OAK PARTNERS, LLC IN WRITING AND RECONCILED BEFORE PROCEEDING. CONTRACTOR ASSUMES FULL & SOLE RESPONSIBILITY FOR FIELD CHANGES.

TENANT SPACE ALTERATION
WHITEBOX FINISH FOR:

SUITE 114
STONEWOOD VILLAGE
670 NORTH MAIN STREET
ALPHARETTA, GA 30004
FULTON COUNTY

OWNER | MANAGEMENT:

ORKIN & ASSOCIATES, LLC
12650 CRABAPPLE ROAD
SUITE 200
MILTON, GA 30004

Alpharetta
GEORGIA, USA

REVIEWED FOR CODE COMPLIANCE
CITY OF ALPHARETTA
BUILDING CONSTRUCTION DIVISION

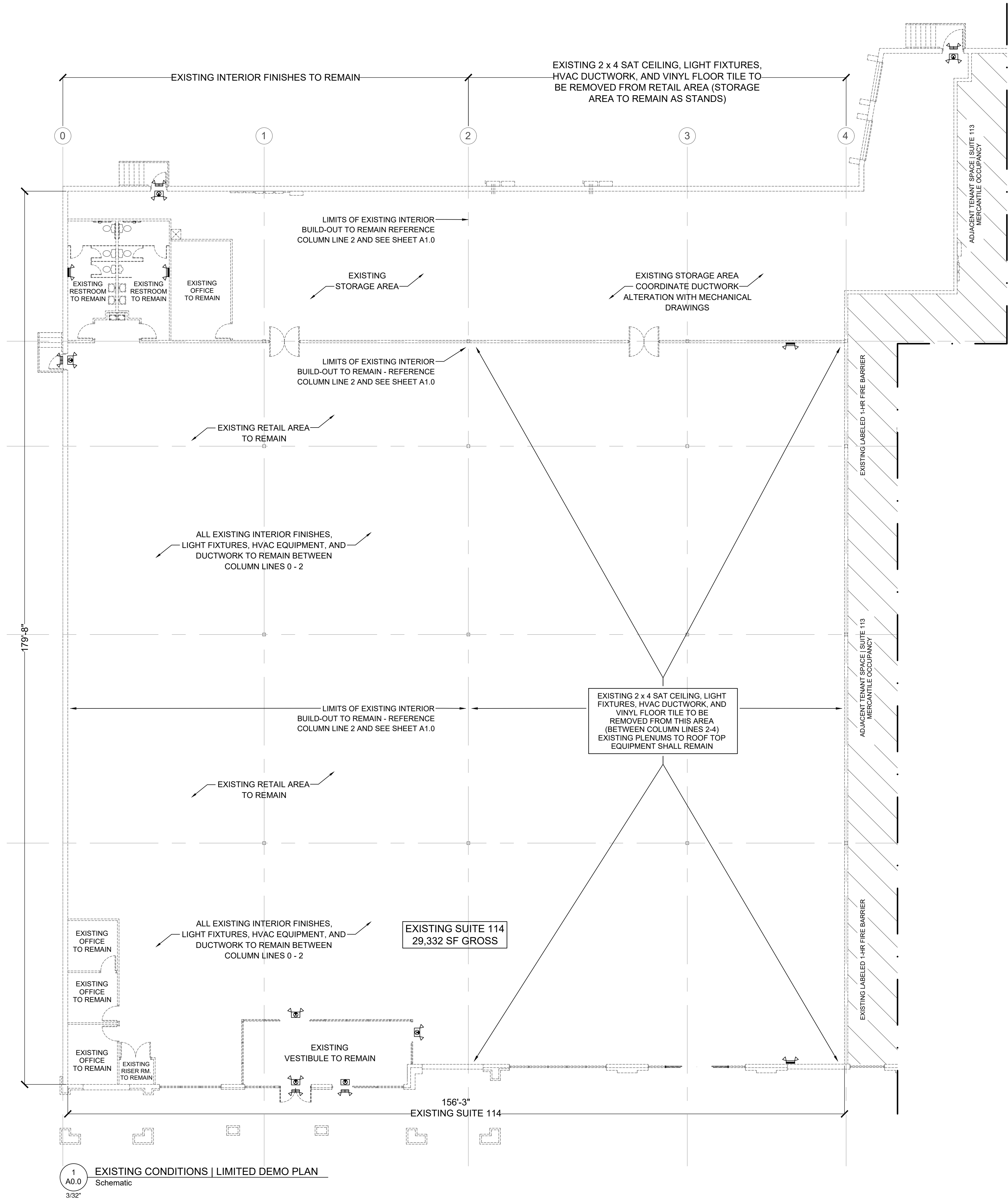
PRINT ISSUE RECORD

NUMBER	DATE	REVISION
1	010322	Design Development
2	031022	For Construction Alpharetta Submittal 1



DRAWING

PNR



LIMITED DEMOLITION NOTES | REQUIREMENTS:

ALL DEMOLITION WORK REQUIRING FIXTURE REMOVAL, RELOCATION, OR REPLACEMENT SHALL BE COMMENCED ONLY AFTER ELECTRICAL SERVICE IS SAFELY DISCONNECTED TO THE WORK AREA !

CONTRACTOR SHALL FAMILIARIZE THEIR SELF WITH THE SPACE AND ITS SYSTEMS PRIOR TO EXECUTION OF ANY DEMOLITION OR PROPOSED WORK. CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR VERIFYING EXISTING CONDITIONS AND BUILDING SYSTEMS AND SHALL REPORT ANY CONFLICTS TO **OWNER** IN WRITING PRIOR TO EXECUTION OF WORK. CONTRACTOR SHALL PROTECT THE BUILDING ENVELOPE AND STRUCTURE FOR THE DURATION OF WORK.

LIMITED DEMOLITION SHALL INCLUDE THE FOLLOWING:

0. CODE COMPLIANCE

ALL WORK, INCLUDED BUT NOT LIMITED TO LABELING, TEMPORARY SAFEING, SHORING AND BRACING, SUPPORTS, AND SAFETY PRECAUTIONS SHALL BE IN FULL | STRICT COMPLIANCE AS REQUIRED BY OSHA, AHJ REQUIREMENTS, AND ALL APPLICABLE BUILDING, DEVELOPMENT, MECHANICAL, ELECTRICAL, PLUMBING, LIFE SAFETY, AND DEVELOPMENT CODES.

SPECIFICALLY IBC CHAPTER 33 | SAFEGUARDS DURING CONSTRUCTION

1. VERIFICATION OF EXISTING CONDITIONS

2. REMOVAL OF ALL FF+E IN DEMOLITION | PROPOSED WORK AREAS

3. TEMPORARY SHORING + SUPPORT OF ADJACENT STRUCTURE OR PARTITIONS FOR THE DURATION OF THE WORK

4. BRACING, SAFEING, AND CAPPING, OF ALL TENANT SPACE UTILITY SERVICES | SYSTEMS AND BUILDING | CEILING COMPONENTS PRIOR TO EXECUTION OF ANY DEMOLITION OR PROPOSED WORK.

5. UTILITY SERVICES | INFRASTRUCTURE SHALL INCLUDE BUT IS NOT LIMITED TO THE FOLLOWING:

- ELECTRICITY
- GAS
- SPRINKLER SYSTEM WATER | FIRE LINE
- DOMESTIC WATER
- SANITARY | WASTE WATER
- TELECOM

6. DEMOLITION SCOPE IS LIMITED TO THE FOLLOWING GENERAL TASKS:

- REMOVAL OF EXISTING PARTITION WALLS
- REMOVAL OF EXISTING SUSPENDED CEILINGS
- REMOVAL OF EXISTING LIGHT FIXTURES
- REMOVAL OF EXISTING DUCTWORK

PREMISES IDENTIFICATION REQUIREMENTS

1. VERIFY EXISTING LETTERING AND OR PROVIDE IDENTIFICATION OF ADDRESS ON BUILDING

2. VERIFY EXISTING LETTERING AND OR PROVIDE IDENTIFICATION OF SUITE NUMBER ON OR ABOVE ALL EXTERIOR DOORS

PER IFC SECTION 505

505.1 ADDRESS NUMBERS - NEW AND EXISTING BUILDINGS SHALL HAVE APPROVED ADDRESS NUMBERS, BUILDING NUMBERS OR APPROVED BUILDING IDENTIFICATION PLACED IN A POSITION THAT IS PLAINLY LEGIBLE AND VISIBLE FROM THE STREET OR ROAD FRONTING THE PROPERTY. THESE NUMBERS SHALL CONTRAST WITH THEIR BACKGROUND. ADDRESS NUMBERS SHALL BE ARABIC NUMERALS OR ALPHABET LETTERS. NUMBERS SHALL BE A MINIMUM OF 4 INCHES (102 MM) HIGH WITH A MINIMUM STROKE WIDTH OF 0.5 INCH (12.7 MM).

505.2 STREET OR ROAD SIGNS - STREETS AND ROADS SHALL BE IDENTIFIED WITH APPROVED SIGNS. TEMPORARY SIGNS SHALL BE INSTALLED AT EACH STREET INTERSECTION WHEN CONSTRUCTION OF NEW ROADWAYS ALLOWS PASSAGE BY VEHICLES. SIGNS SHALL BE OF AN APPROVED SIZE, WEATHER RESISTANT AND BE MAINTAINED UNTIL REPLACED BY PERMANENT SIGNS.

PROJECT NUMBER 2021 125



Post Oak Partners, LLC

1205 Peachtree Parkway
Suite 1104
Cumming, Georgia 30042

T 678.513.6034

F 678.513.6044

www.postoakpartnersllc.com

COPYRIGHT Post Oak Partners, LLC © 2022

THIS DRAWING IS PROPERTY OF POST OAK PARTNERS, LLC.

THE DUPLICATION, REPRODUCTION, COPYING, SALE, USE, OR DISTRIBUTION OF THESE DRAWINGS & IMAGES DERIVED THEREON IS STRICTLY PROHIBITED UNLESS AUTHORIZED IN WRITING BY POST OAK PARTNERS, LLC.

CONTRACTOR IS SOLELY RESPONSIBLE FOR VERIFYING ALL CONDITIONS & DIMENSIONS PRIOR TO START OF WORK, AND ACCEPTS ALL EXISTING CONDITIONS.

DISCREPANCIES SHALL BE REPORTED TO POST OAK PARTNERS, LLC IN WRITING AND RECONCILED BEFORE PROCEEDING. CONTRACTOR ASSUMES FULL & SOLE RESPONSIBILITY FOR FIELD CHANGES.

**TENANT SPACE ALTERATION
WHITEBOX FINISH FOR:**

SUITE 114
STONEWOOD VILLAGE
670 NORTH MAIN STREET
ALPHARETTA, GA 30004
FULTON COUNTY

OWNER | MANAGEMENT:

ORKIN & ASSOCIATES, LLC
12650 CRABAPPLE ROAD
SUITE 200
MILTON, GA 30004

Alpharetta
GEORGIA 30004

REVIEWED FOR CODE COMPLIANCE
CITY OF ALPHARETTA
BUILDING CONSTRUCTION DIVISION

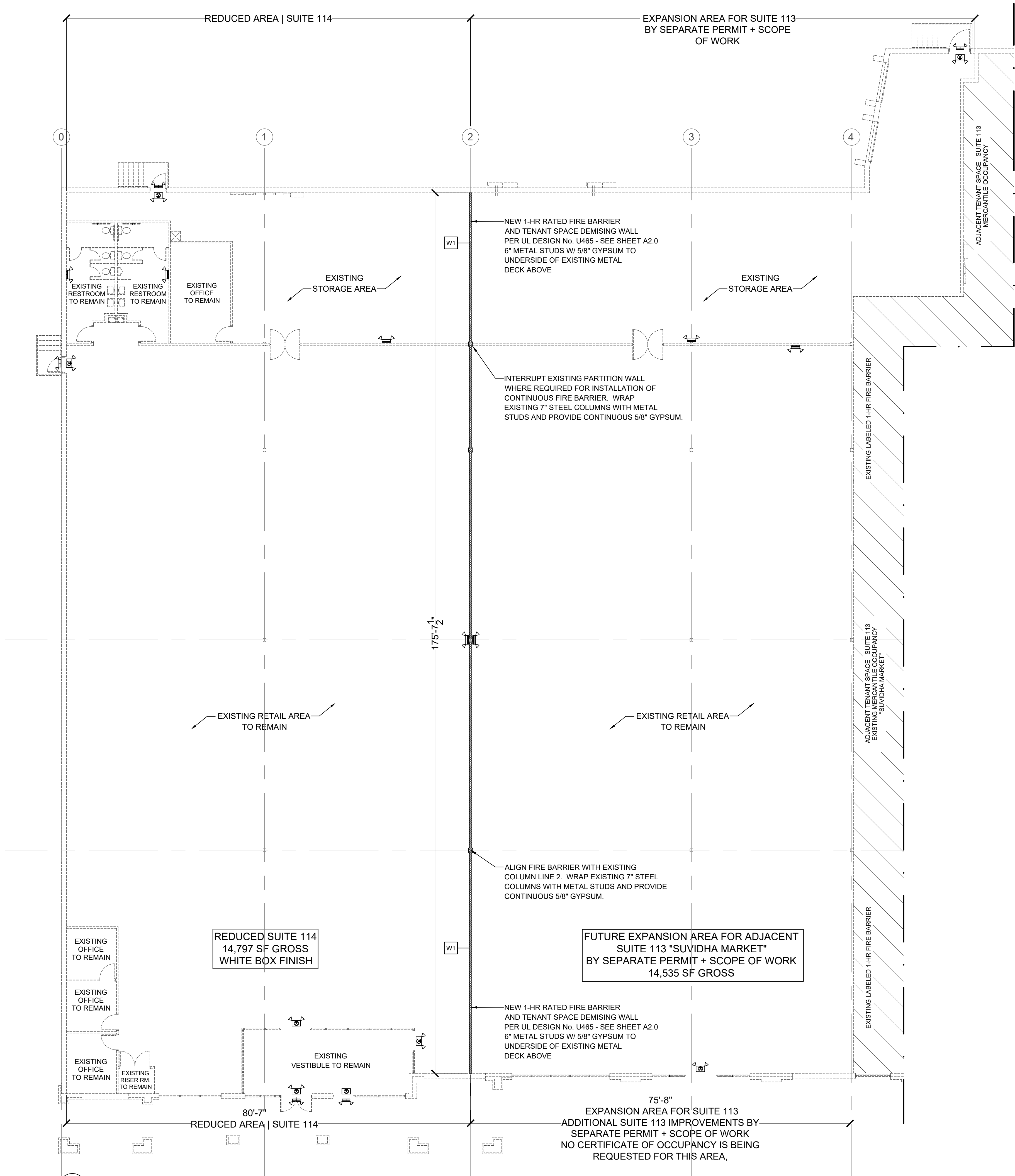
PRINT ISSUE RECORD

NUMBER	DATE	REVISION
1	010322	Design Development
2	031022	For Construction Alpharetta Submittal 1



DRAWING

A0.0



GENERAL BUILD-OUT NOTES:

CONTRACTOR SHALL FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO THE START OF WORK.

ALL DISCREPANCIES SHALL BE REPORTED TO POST OAK PARTNERS, ET AL, IN WRITING ALONG WITH AN RFI (REQUEST FOR INFORMATION) WHICH INCLUDES A DESCRIPTION OF RECOMMENDED ACTION.

CONTRACTOR SHALL COORDINATE ALL PARTITION WALL, SUSPENDED CEILING, MECHANICAL, ELECTRICAL, PLUMBING, AND LIFE SAFETY PROVISIONS WITH FINAL EQUIPMENT AND FIXTURE SELECTIONS AS APPROVED BY OWNER AND TENANT.

CONTRACTOR SHALL COORDINATE ALL FINAL DOOR, HARDWARE, FIXTURE, AND FINISH MATERIAL SELECTIONS FOR APPROVAL WITH OWNER AND TENANT PRIOR TO ORDERING OR INSTALLATION.

CONTRACTOR SHALL COORDINATE ALL FINAL EQUIPMENT AND FIXTURE SELECTIONS BY TENANT, CLEAR SPACE REQUIREMENTS, AND UTILITY REQUIREMENTS FROM MANUFACTURER PRIOR TO ROUGH-IN OF ELECTRICAL, GAS, WATER, WASTE, OR INSTALLATION OF COUNTERS AND CABINETRY.

ALL CABINETRY, COUNTERS, AND MILL WORK SHALL BE PROVIDED BY CONTRACTOR AND COORDINATED WITH OWNER. SHOP DRAWINGS BY FABRICATOR FOR OWNER APPROVAL.

FLOORING TRANSITIONS AND DOOR THRESHOLDS SHALL BE BEVELED AND LIMITED 1/2" MAXIMUM.

DOOR/HARDWARE: HANDLES, PULLS, LATCHES, LOCKS, AND OTHER OPERATING DEVICES ON ACCESSIBLE DOORS SHALL HAVE A SHAPE THAT IS EASY TO GRASP WITH ONE HAND AND DOES NOT REQUIRE TIGHT GRASPING, TIGHT PINCHING, OR TWISTING OF THE WRIST TO OPERATE. LEVER-OPERATED MECHANISMS, PUSH-TYPE MECHANISMS, AND U SHAPED HANDLES ARE ACCEPTABLE DESIGNS.

EXIT DOORS: DOORS SHALL NOT BE SUBJECT TO THE USE OF A KEY OR REQUIRE SPECIAL KNOWLEDGE TO OPERATE AND SHALL BE INSTALLED SHALL BE PROVIDED PER SECTION 7.2 OF THE NFPA 101 LIFE SAFETY CODE.

ILLUMINATION OF THE MEANS OF EGRESS SHALL BE PROVIDED PER SECTION 7.8 OF THE NFPA 101 LIFE SAFETY CODE.

EMERGENCY LIGHTING SHALL BE PROVIDED PER SECTION 7.9 OF THE NFPA 101 LIFE SAFETY CODE.

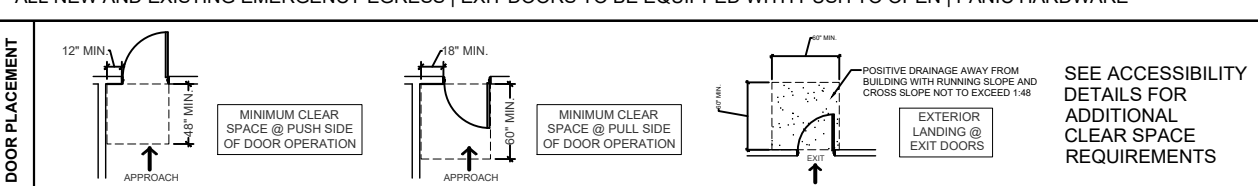
IF THERE ARE PENETRATIONS INTO OR THROUGH VERTICAL OR HORIZONTAL FIRE BARRIERS SUCH PENETRATIONS SHALL BE PROTECTED BY A LISTED SYSTEM AS TESTED BY A RECOGNIZED AGENCY U/L/ANSI. PROVIDE A DETAIL AND LISTING NUMBER FOR BUILDING INSPECTOR WHERE REQUIRED.

FIRE EXTINGUISHERS: EXTINGUISHERS SHALL BE LOCATED PER THE REQUIREMENTS OF NFPA 10. THE SIZE SHALL BE A MINIMUM OF (1) 2 A 10, BC AND SHALL BE INSTALLED AT A MAXIMUM OF 48" ABOVE THE FINISHED FLOOR TO THE TOP OF THE HANDLE.

NEW WORK SHALL COMPLY WITH THE 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN. SEE SHEET A2.0 FOR REQUIRED CLEAR SPACES, MANEUVERING SPACES, FIXTURE AND COUNTER HEIGHTS, TACTILE SIGNAGE, AND ADDITIONAL DETAILS AND ACCESSIBILITY REQUIREMENTS.

WALL COMPOSITION SYNOPSIS	
W0	WALL TYPE W0 - EXISTING WALL TO REMAIN
W1	WALL TYPE W1 - 1 HOUR RATED FIRE BARRIER PER UL DESIGN No. U465. 6" METAL STUDS (20 GA. 600S162-30 MEMBERS), 16" OC, EXTENDING FROM CONCRETE SLAB TO UNDERSIDE OF METAL DECK ABOVE WITH 5/8" TYPE X GYPSUM PANELS - SEE SHEET A3.0
W2	WALL TYPE W2 - NOT APPLICABLE
W3	WALL TYPE W3 - NOT APPLICABLE
ALL INTERIOR FRAMING SHALL BE INSTALLED TO SUPPORT LATERAL LOAD OF 5 PSF U240 AND SHALL BE LATERALLY BRACED WHERE HEIGHTS EXCEED 9'-0" ABOVE FFE UNLESS CONTINUOUS TOP TRACK IS FASTENED TO STRUCTURE ABOVE	
ALL GYPSUM WALL BOARD APPLIED TO WET WALL PLUMBING FIXTURE AREAS SHALL BE "MOLD AND MOISTURE RESISTANT" GYPSUM - PER LOCATION	
ALL FURRING WALLS SHALL RECEIVE GYPSUM AND PAINT AT EXPOSED SIDE OF WALL ONLY	
COORDINATE ALL ROUGH-OPENING AND HEADER REQUIREMENTS WITH DOOR VENDOR MANUFACTURER	
NEW RESTROOMS - WALLS ADJACENT TO AND OR WITHIN 24" OF WATER CLOSETS + URINALS SHALL RECEIVE A SMOOTH, HARD NON-ABSORBENT SURFACE / CLADDING (TILE, FRP, OR APPROVED EQUAL) TO A HEIGHT OF 48" ABOVE FINISHED FLOOR - GC TO COORDINATE FINAL FINISH MATERIAL AND LIMITS OF MATERIAL INSTALLATION TENANT AND OWNER	

- PREMISES IDENTIFICATION REQUIREMENTS**
- VERIFY EXISTING LETTERING AND OR PROVIDE IDENTIFICATION OF ADDRESS ON BUILDING
 - VERIFY EXISTING LETTERING AND OR PROVIDE IDENTIFICATION OF SUITE NUMBER ON OR ABOVE ALL EXTERIOR DOORS
- PER IFC SECTION 505**
- 505.1 ADDRESS NUMBERS - NEW AND EXISTING BUILDINGS SHALL HAVE APPROVED ADDRESS NUMBERS, BUILDING NUMBERS OR APPROVED BUILDING IDENTIFICATION PLACED IN A POSITION THAT IS PLAINLY LEGIBLE AND VISIBLE FROM THE STREET OR ROAD FRONTING THE PROPERTY. THESE NUMBERS SHALL CONTRAST WITH THEIR BACKGROUND. ADDRESS NUMBERS SHALL BE ARABIC NUMERALS OR ALPHABET LETTERS. NUMBERS SHALL BE A MINIMUM OF 4 INCHES (102 MM) HIGH WITH A MINIMUM STROKE WIDTH OF 0.5 INCH (12.7 MM).
- 505.2 STREET OR ROAD SIGNS - STREETS AND ROADS SHALL BE IDENTIFIED WITH APPROVED SIGNS. TEMPORARY SIGNS SHALL BE INSTALLED AT EACH STREET INTERSECTION WHEN CONSTRUCTION OF NEW ROADWAYS ALLOWS PASSAGE BY VEHICLES. SIGNS SHALL BE OF AN APPROVED SIZE. WEATHER RESISTANT AND BE MAINTAINED UNTIL REPLACED BY PERMANENT SIGNS.

DOOR SCHEDULE				
MARK:	SIZE:	STYLE:	FINISH:	HARDWARE:
(A)	3' 0" X 7' 0"	GSF - ALUMINUM GLASS STORE FRONT	ANODIZED - COLOR TO MATCH EXISTING	FIXED ADA U HANDLE AT EXTERIOR PANIC HARDWARE AT INTERIOR SELF CLOSING DEVICE
(B)	-	-	-	-
(C)	-	-	-	-
(D)	-	-	-	-
ALL NEW AND EXISTING EMERGENCY EGRESS EXIT DOORS TO BE EQUIPPED WITH PUSH TO OPEN PANIC HARDWARE				
DOOR PLACEMENT  SEE ACCESSIBILITY DETAILS FOR ADDITIONAL CLEAR SPACE REQUIREMENTS				
THRESHOLDS AT DOORWAYS SHALL NOT EXCEED 1/2" IN HEIGHT AND SHALL BE BEVELED CLIMATE ZONE 3A - PER IECC ALL EXTERIOR SWINGING DOORS (PEDESTRIAN) SHALL HAVE A MAXIMUM U-FACTOR OF 0.70 CLIMATE ZONE 3A - PER IECC ALL EXTERIOR GLAZING AND WINDOWS SHALL HAVE MAXIMUM SHGC OF 0.25 FINAL DOOR SELECTIONS ARE TO BE APPROVED BY OWNER AND TENANT GLASS STORE FRONT (GSF) SHOP DRAWINGS BY FABRICATOR				

PROJECT NUMBER 2021 125



Post Oak Partners, LLC

1205 Peachtree Parkway
Suite 1104
Cumming, Georgia 30042

T 678.513.6034

F 678.513.6044

www.postoakpartnersllc.com

COPYRIGHT Post Oak Partners, LLC @ 2022

THIS DRAWING IS PROPERTY OF POST OAK PARTNERS, LLC.

THE DUPLICATION, REPRODUCTION, COPYING, SALE, USE, OR DISTRIBUTION OF THESE DRAWINGS & IMAGES DEPICTED THEREON IS STRICTLY PROHIBITED UNLESS AUTHORIZED IN WRITING BY POST OAK PARTNERS, LLC.

CONTRACTOR IS SOLELY RESPONSIBLE FOR VERIFYING ALL CONDITIONS & DIMENSIONS PRIOR TO START OF WORK, AND ACCEPTS ALL EXISTING CONDITIONS.

DISCREPANCIES SHALL BE REPORTED TO POST OAK PARTNERS, LLC IN WRITING AND RECONCILED BEFORE PROCEEDING. CONTRACTOR ASSUMES FULL & SOLE RESPONSIBILITY FOR FIELD CHANGES.

TENANT SPACE ALTERATION
WHITEBOX FINISH FOR:

SUITE 114
STONEWOOD VILLAGE
670 NORTH MAIN STREET
ALPHARETTA, GA 30004
FULTON COUNTY

OWNER | MANAGEMENT:

ORKIN & ASSOCIATES, LLC
12650 CRABAPPLE ROAD
SUITE 200
MILTON, GA 30004

Alpharetta
GEORGIA 30004

REVIEWED FOR CODE COMPLIANCE
CITY OF ALPHARETTA
BUILDING CONSTRUCTION DIVISION

PRINT ISSUE RECORD

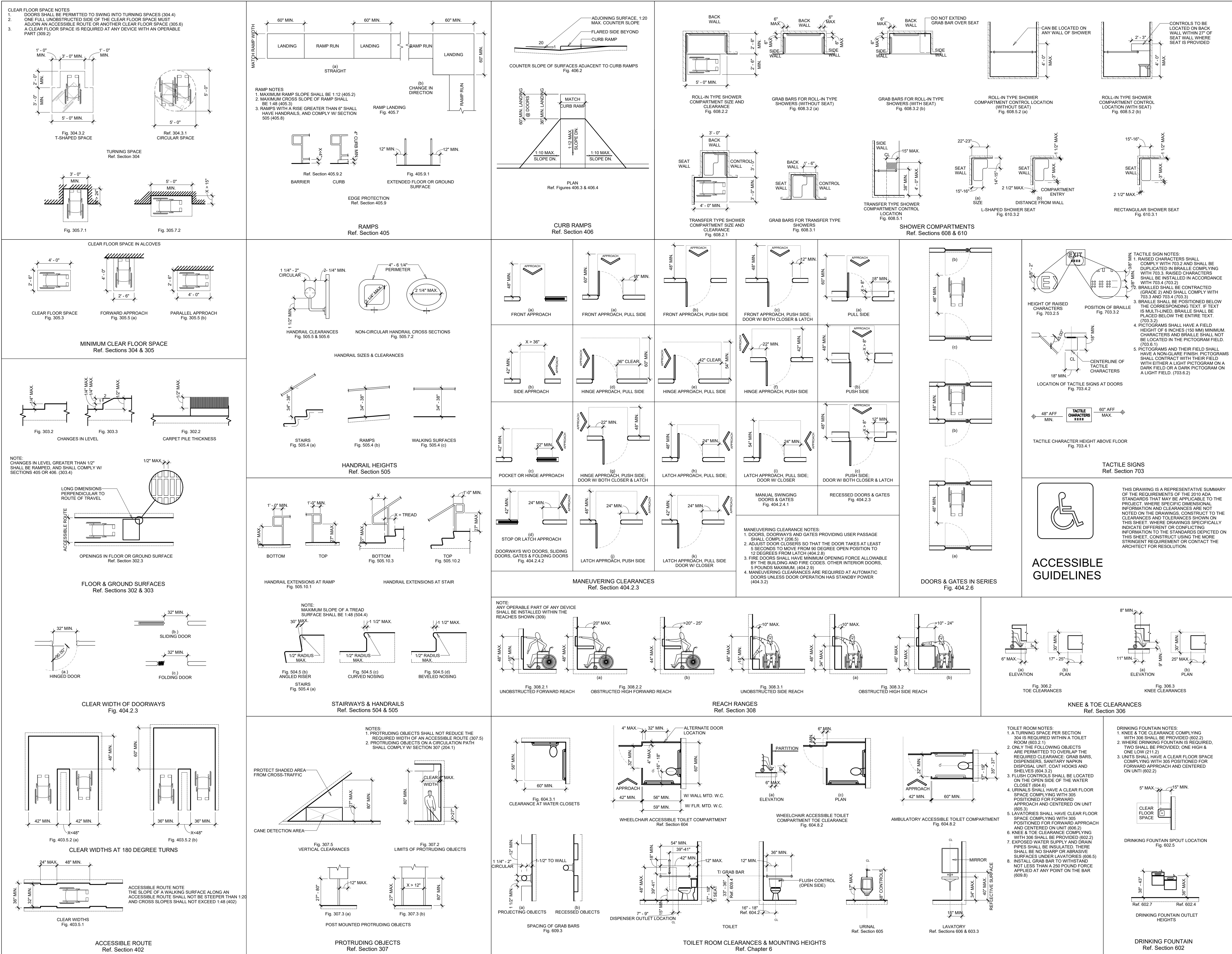
NUMBER	DATE	REVISION
1	010322	Design Development
2	031022	For Construction Alpharetta Submittal 1



DRAWING

A1.0

1
A1.0
TENANT SPACE DEMISING PLAN
Schematic
3/32"



PROJECT NUMBER 2021 125



Post Oak Partners, LLC

1205 Peachtree Parkway

Suite 1104

Cumming, Georgia 30042

T 678.513.6034

F 678.513.6044

www.postoakpartnersllc.com

COPYRIGHT Post Oak Partners, LLC © 2022

THIS DRAWING IS PROPERTY OF POST OAK PARTNERS, LLC.

THE DUPLICATION, REPRODUCTION, COPYING, SALE, USE, OR DISTRIBUTION OF THESE DRAWINGS & IMAGES DERIVED THEREON IS STRICTLY PROHIBITED UNLESS AUTHORIZED IN WRITING BY POST OAK PARTNERS, LLC.

CONTRACTOR IS SOLELY RESPONSIBLE FOR VERIFYING ALL CONDITIONS & DIMENSIONS PRIOR TO START OF WORK, AND ACCEPTS ALL EXISTING CONDITIONS.

DISCREPANCIES SHALL BE REPORTED TO POST OAK PARTNERS, LLC IN WRITING AND RECONCILED BEFORE PROCEEDING. CONTRACTOR ASSUMES FULL & SOLE RESPONSIBILITY FOR FIELD CHANGES.

TENANT SPACE ALTERATION
WHITEBOX FINISH FOR:

SUITE 114

STONEWOOD VILLAGE

670 NORTH MAIN STREET

ALPHARETTA, GA 30004

FULTON COUNTY

OWNER | MANAGEMENT:

ORKIN & ASSOCIATES, LLC

12650 CRABAPPLE ROAD

SUITE 200

MILTON, GA 30004

Alpharetta
GEORGIA 30004

REVIEWED FOR CODE COMPLIANCE
CITY OF ALPHARETTA
BUILDING CONSTRUCTION DIVISION

PRINT ISSUE RECORD

NUMBER	DATE	REVISION
1	010322	Design Development
2	031022	For Construction Alpharetta Submittal 1



DRAWING

A2.0



Page 166 of 383

MECHANICAL NOTES

ELECTRICAL COORDINATION:

1. VERIFY THE ELECTRICAL SERVICE PROVIDED BY THE ELECTRICAL CONTRACTOR BEFORE ORDERING ANY MECHANICAL EQUIPMENT REQUIRING ELECTRICAL CONNECTIONS.
2. PROVIDE PREMIUM EFFICIENCY MOTORS WITH 1.15 SERVICE FACTOR ON ALL EQUIPMENT, MOTORS SHALL BE CAPABLE OF OPERATING CONTINUOUSLY AT 105°F UNDER JOBSITE CONDITIONS AND ALTITUDE.
3. UNLESS NOTED OTHERWISE, ALL MECHANICAL EQUIPMENT SHALL BE PROVIDED WITH H-O-A SWITCH AND STARTER COMPATIBLE WITH EQUIPMENT AND BMS SYSTEM. STARTERS SHALL BE PROVIDED BY DIVISION 21, 22, 23 UNLESS IN A MOTOR CONTROL CENTER. ALL DISCONNECTS SHALL BE FURNISHED BY DIVISION 26.
4. THE ELECTRICAL POWER FOR CERTAIN EQUIPMENT PROVIDED UNDER DIVISION 21,22 AND 23 MAY NOT HAVE BEEN SPECIFICALLY INDICATED ON THE ELECTRICAL DRAWINGS AND MUST BE PROVIDED BY AND FIELD COORDINATED BY THE DIVISION 21,22 AND 23 TRADE REQUIRING SUCH SUFFICIENT POWER FOR THIS PURPOSE SHALL BE FURNISHED AS "SPARE". DEDICATED CIRCUIT CAPACITY IN DIVISION 26'S PANELBOARDS, ALL WIRING, CONDUIT AND ELECTRICAL DEVICES DOWNSTREAM OF THE PANELBOARDS IS THE RESPONSIBILITY OF THE DIVISION 21,22 AND 23 TRADE REQUIRING THE POWER UNLESS OTHERWISE SHOWN ON THE ELECTRICAL DRAWINGS. SUCH EQUIPMENT IS HEREBY DEFINED AS:
 - 4.1. ELECTRICAL HEAT TRACE. REQUIRED HEAT TRACE LOCATIONS, CAPACITIES AND SPECIFICATION ARE SHOWN OR INDICATED ON THE DRAWINGS. REFER TO SPECIFICATIONS FOR ADDITIONAL INFORMATION.
 - 4.2. FIRE PROTECTION AIR COMPRESSORS, DRY-PIPE CONTROL PANELS AND REQUIRED CONNECTIONS ARE INCLUDED IN THE DIVISION 21 WORK, AND WILL BE SHOWN BY THAT CONTRACTOR'S ENGINEERED SYSTEM DESIGN DRAWINGS.
 - 4.2.1. PRE-ACTION SYSTEM INITIATION SIGNALS (SUCH AS SMOKE DETECTORS, OR GENERAL ALARM CONDITIONS IN A PRE-ACTION SHALL BE PROVIDED UNDER DIVISION 28 FIRE-ALARM WORK.
 - 4.2.2. DIVISION 21 SHALL PROVIDE PRE-ACTION CONTROL PANEL AND INTERCONNECTION BETWEEN NEAREST SUITABLE FIRE ALARM PANEL AND LOCATION OF PRE-ACTION VALVE(S).
 - 4.2.3. DIVISION 28 SHALL PROVIDE INTERCONNECTION BETWEEN FIRE COMMAND CENTER ALARM PANEL (PROVIDED UNDER DIVISION 28) AND REMOTE COMMUNICATION FIRE ALARM PANEL (PROVIDED UNDER DIVISION 28).
 - 4.3. TEMPERATURE CONTROL PANELS, CONTROL AIR COMPRESSORS AND LINE VOLTAGE POWER FOR 24V CONTROL TRANSFORMERS. REQUIRED CONNECTION ARE INCLUDED IN DIVISION 23 AND WILL BE SHOWN BY THAT CONTRACTOR'S CONTROL SUBMITTAL DRAWINGS.
 - 4.4. IT IS NOT PERMISSIBLE TO UTILIZE "SPARE" POWER FROM ADJACENT POWER CIRCUITS TO SERVE ANY OF THE ABOVE LOADS. ALL POWER MUST COME FROM DEDICATED CIRCUITS.
5. SMOKE DETECTORS:
 - 5.1. FOR AIR HANDLING UNITS AND AIR SYSTEMS WITH A CAPACITY EXCEEDING 2000 CFM, PROVIDE UL LISTED SMOKE DETECTORS IN SUPPLY AIR SYSTEMS IN ACCORDANCE WITH THE INTERNATIONAL MECHANICAL CODE AND ELSEWHERE AS SHOWN ON THE DRAWINGS. SMOKE DETECTORS WILL BE FURNISHED AND SET IN PLACE UNDER THIS DIVISION. DETECTORS WILL BE WIRED UNDER DIVISION 28. SMOKE DETECTORS MUST BE OF THE SAME MANUFACTURER, AND COMPATIBLE WITH THE FIRE ALARM SYSTEM PROVIDED UNDER DIVISION 28 (IF APPLICABLE). CONNECT RELAY(S) TO FAN CONTROL CIRCUIT TO STOP FAN WHEN SMOKE IS DETECTED.

GENERAL INSTALLATION:

1. SUSPEND EACH TRADE'S WORK SEPARATELY FROM THE STRUCTURE. DUCTWORK SHALL BE HELD TIGHT TO STRUCTURE EXCEPT WHERE OTHERWISE SHOWN.
2. INSTALL ALL EQUIPMENT AND MATERIALS IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS UNLESS SPECIFICALLY INDICATED OTHERWISE OR WHERE LOCAL CODES OR REGULATIONS TAKE PRECEDENCE.
3. PROVIDE MANUFACTURER'S RECOMMENDED SERVICE CLEARANCE AROUND ALL EQUIPMENT REQUIRING SAME.
4. PROVIDE FOR SAFE CONDUCT OF THE WORK, CAREFUL REMOVAL AND DISPOSITION OF MATERIALS AND PROTECTION OF PROPERTY WHICH IS TO REMAIN UNDISTURBED.
5. PROVIDE ACCESS DOORS FOR ALL EQUIPMENT, VALVES, CLEANOUTS, ACTUATORS AND CONTROLS WHICH REQUIRE ACCESS FOR ADJUSTMENT OR SERVICING AND WHICH ARE LOCATED IN OTHERWISE INACCESSIBLE LOCATIONS.
 - 5.1. FOR EQUIPMENT LOCATED IN "ACCESSIBLE LOCATIONS" SUCH AS LAY-IN CEILINGS, LOCATE EQUIPMENT TO PROVIDE ADEQUATE SERVICE CLEARANCE FOR NORMAL MAINTENANCE WITHOUT REMOVING ARCHITECTURAL, ELECTRICAL OR STRUCTURAL ELEMENTS SUCH AS THE CEILING SUPPORT SYSTEM, ELECTRICAL FIXTURES, ETC. "NORMAL MAINTENANCE" INCLUDES, BUT IS NOT LIMITED TO: FILTER CHANGING, GREASING OF BEARINGS, USING P/T PORTS FOR PRESSURE OR TEMPERATURE MEASUREMENTS; SERVICING CONTROL VALVES AND SERVICING CONTROL PANELS.
6. ISOLATE ALL PRESSURIZED PIPE (WATER, ETC.) AT EACH RISER, BRANCH, PIECE OF EQUIPMENT, AND AREA SERVED.
8. NO DOMESTIC WATER, CHILLED WATER, OR HEATING WATER LINES SHALL BE LOCATED EXPOSED IN FINISHED SPACES OR BELOW THE BUILDING SLAB UNLESS SHOWN OTHERWISE ON THE DRAWINGS.
9. NO GAS LINES SHALL BE LOCATED BELOW BUILDING SLAB.
10. ALL CURBS, ROOF JACKS, ROOF THIMBLES, SANITARY VENTS, ROOF DRAINS, SHALL BE COMPATIBLE WITH ROOFING SYSTEM TO BE PROVIDED. REFERENCE ARCHITECTURAL DIVISION FOR REQUIRED FLASHING DETAILS.
11. MECHANICAL CONTRACTOR IS RESPONSIBLE FOR PROVIDING ALL CONCRETE EQUIPMENT PAD DIMENSIONS, BASED ON THE FINAL EQUIPMENT SELECTION, TO THE STRUCTURAL AND GENERAL CONTRACTOR FOR INCLUSION IN THOSE CONTRACTOR'S WORK AS DESCRIBED BY THE GENERAL CONTRACTOR.
12. WARRANTY: AT A MINIMUM, THE ENTIRE MECHANICAL SYSTEM SHALL BE WARRANTED AGAINST DEFECTS IN MATERIALS AND WORKMANSHIP FOR A PERIOD OF ONE (1) YEAR AFTER ACCEPTANCE OF THE SYSTEM BY THE OWNER. REFER TO INDIVIDUAL SPECIFICATION SECTIONS FOR SPECIFIC WARRANTY REQUIREMENTS.

DUCTWORK INSTALLATION:

1. DUCTWORK IS TO BE SHEET STEEL: ASTM A653 / A653M w/G60 HOT-DIP GALVANIZED COATING, JOINT AND SEAM TAPE, AND SEALANT SHALL COMPLY WITH UL181A.
2. SEAL ALL SEAMS (LONGITUDINAL AND TRANSVERSE) AIR TIGHT WITH SEALANT PER SPECIFICATIONS.
3. DUCT DIMENSIONS ARE INSIDE CLEAR.
4. DIFFUSER NECK SIZE IS SAME AS FLEXIBLE DUCT SIZE.
5. UNLESS OTHERWISE NOTED, ALL CHANGES IN DIRECTION SHALL BE MADE WITH RADIUS ELBOWS WITH RADIUS TO CENTERLINE EQUAL TO 1.5 DUCT WIDTH.
6. WHERE REQUIRED FOR SPACE CONSTRAINTS, PROVIDE MITERED ELBOWS WITH TURNING VANES AS FOLLOWS:
 - 6.1. FOR DUCT WIDTHS OF 36" OR LESS, PROVIDE MANUFACTURED SINGLE WIDTH TURNING VANES, WITH NO TRAILING EDGES AND SPACING IN ACCORDANCE WITH SMACNA DUCT CONSTRUCTION STANDARDS FOR "STANDARD SPACING".
 - 6.2. FOR DUCT WIDTHS GREATER THAN 36", USE DOUBLE THICKNESS (AIRFOIL) BLADES WITHOUT TRAILING EDGES.

ALL FLEXIBLE DUCTS SHALL NOT BE LESS THAN 4", OR MORE THAN 10" IN LENGTH. INSTALL FLEXIBLE DUCTWORK SUCH THAT:

- 7.1. MINIMUM OVERALL LENGTH OF 3 X DIAMETER, STRAIGHT INTO NECK OF DIFFUSER.
- 7.2. MAXIMUM OF 135° OF TOTAL TURNING IN ENTIRE LENGTH OF FLEXIBLE DUCT.
- 7.3. MINIMUM TURNING RADIUS (MEASURED TO CENTERLINE OF DUCT) OF R = 1.5 X DIAMETER.
8. RETURN AIR PLENUM. SEE GENERAL NOTES TO DETERMINE IF HVAC SYSTEM USES DUCTED OR PLENUM RETURN.
 - 8.1. IF THE HVAC SYSTEM USES THE SPACE ABOVE THE CEILING AS A RETURN AIR PLENUM, CONTRACTOR SHALL CONFORM TO THE REQUIREMENTS OF NFPA AND LOCAL CODE REQUIREMENTS FOR ALL MATERIAL INSTALLED IN THE RETURN AIR PLENUM.
 - 8.1. IN ADDITION, THE CONTRACTOR SHALL PROVIDE A COMPLETE RETURN AIR PATH BETWEEN ALL RETURN AIR DEVICES (GRILLES ETC.) AND THEIR RESPECTIVE HVAC UNIT. MAXIMUM VELOCITY OF RETURN AIR IN PLENUM HALL GENERALLY NOT EXCEED 250 FEET PER MINUTE, NOR EXCEED 750 FEET PER MINUTE AT ANY CROSS-SECTION OF THE RETURN AIR PATH.
9. BRANCH LINES:
 - 9.1. MAKE ALL TAPS TO ROUND DUCTWORK WITH CONICAL TEES.
 - 9.2. MAKE ALL TAPS TO RECTANGLE DUCTWORK WITH 45° ENTRY OR CONICAL SPIN IN TO ROUND.
 - 9.3. INCLUDE DAMPERS AT ALL BRANCH LINES.
10. DUCT SIZES NOT CALLED OUT SHALL BE DETERMINED BASED ON 0.08" S.P. LOSS OR LESS PER 100 FT. OF LENGTH.
12. INCLUDE DAMPERS WHERE SHOWN ON THE DRAWINGS, AND WHERE OTHERWISE REQUIRED FOR BALANCING.
13. INSULATION:
 - 13.1. DUCT SIZES LISTED ON PLAN ARE FREE AREA SO ACTUAL SHEET METAL FABRICATION SIZES ON LINED DUCT SHALL BE SIZED UP IN EACH DIRECTION TO ACCOUNT FOR LINER.
 - 13.2. EXTERIOR SUPPLY AND RETURN DUCTWORK SHALL BE WRAPPED WITH EXTERIOR RATED INSULATION, R-8.
 - 13.3. LINE THE FIRST 10' OF INTERIOR SUPPLY AND RETURN DUCT FOR ACOUSTICAL ATTENUATION WITH CLOSED CELL ELASTOMERIC DUCT LINER. MINIMUM INSTALLED R VALUE OF R-6 (NOMINALLY 1.5" THICK).
 - 13.4. AFTER INITIAL LINED SECTION, SHEET METAL SUPPLY AND RETURN DUCTS WHERE CONCEALED SHALL HAVE FLEXIBLE EXTERIOR WRAP INSULATION. FIBERGLASS WITH LAMINATED KRAFT PAPER AND ALUMINUM FOIL REINFORCED WITH FIBERGLASS (FSK) JACKET. MINIMUM INSTALLED R VALUE OF R-6 (NOMINALLY 2" THICK).
 - 13.5. AFTER INITIAL LINED SECTION, SHEET METAL SUPPLY DUCT WHERE EXPOSED TO CONDITIONED SPACE SHALL BE LINED WITH CLOSED CELL FLEXIBLE ELASTOMERIC FOAM TO PREVENT CONDENSATION. DUCT LINER SHALL BE 0.5" THICK.
 - 13.6. AFTER INITIAL LINED SECTION, SHEET METAL RETURN DUCT WHERE EXPOSED TO CONDITIONED SPACE SHALL BE UNINSULATED.
 - 13.7. SHEET METAL EXHAUST DUCTWORK SHALL BE UNINSULATED.
 - 13.8. FLEXIBLE DUCTS: FACTORY-FABRICATED, INSULATED, ROUND DUCT, WITH AN OUTER JACKET ENCLOSING 1-1/2" THICK, GLASS-FIBER INSULATION AROUND A CONTINUOUS INNER LINER COMPLYING WITH UL 181, CLASS 1. INSTALL IN ACCORDANCE WITH AIR DIFFUSION COUNCIL, FLEXIBLE DUCT PERFORMANCE AND INSTALLATION STANDARDS. MINIMUM INSTALLED R VALUE OF R-6 (NOMINALLY 1.5" THICK).

CONDENSATE DRAINAGE:

1. PROVIDE CONDENSATE DRAINAGE FOR ALL COOLING COILS AND OVERFLOW PANS.
2. ROUTE CONDENSATE PIPING, FULL SIZE OF DRIP PAN CONNECTION, TO NEAREST CODE APPROVED RECEPTACLE. INSULATE WHERE LOCATED ABOVE FINISHED CEILINGS.
3. GRAVITY DRAIN WHERE POSSIBLE, PROVIDE AND INSTALL CONDENSATE PUMPS WHERE NECESSARY. GRAVITY CONDENSATE DRAIN SHALL BE SIZED AS INDICATED ON DRAWINGS OR AS FOLLOWS, WHICHEVER IS LARGER:
 - 3.1. 0-20 TONS: 3/4"; 21-40 TONS: 1"; 41-90 TONS: 1-1/4"; 91-125 TONS: 1-1/2"; 125-250 TONS: 2"

CUTTING, PATCHING AND DEMOLITION:

1. KEEP DEMOLITION & CUTTING TO MINIMUM. REQUIRED FOR PROPER EXECUTION OF WORK.
2. BE RESPONSIBLE FOR ALL CUTTING AND PATCHING NECESSARY FOR THE COMPLETION OF THE WORK.
3. NO CUTTING (NOT SHOWN ON THE CONTRACT DOCUMENTS) SHALL BE DONE WITHOUT THE APPROVAL OF THE ARCHITECT AS TO LOCATIONS, METHOD AND EXTENT OF THE CUTTING.
4. REPAIR ALL ACCIDENTAL OR INTENTIONAL DAMAGE TO MATCH EXISTING CONSTRUCTION WITH NO NOTICEABLE DIFFERENCE IN CONTINUITY, APPEARANCE OR FUNCTION.
5. ALL "CAPPED" SANITARY AND VENT LINES SHALL BE RECONNECTED OR RE-ROUTED AS NECESSARY TO PREVENT "DEAD-ENDS" IN THE PIPING. ALL PIPING SHALL DRAIN TO ACTIVE SANITARY WASTE LINES AND ALL BRANCHES WITH TRAPS SHALL BE ADEQUATELY VENTED.

STRUCTURE:

1. DO NOT PENETRATE STRUCTURAL MEMBERS. ALL EQUIPMENT SUPPORTS SHALL BE ATTACHED TO THE LOAD BEARING MEMBERS OF STRUCTURAL ELEMENTS. DO NOT OVER-STRESS ANY STRUCTURAL MEMBERS. CONTACT STRUCTURAL ENGINEER FOR ALLOWABLE LOADS FOR SPECIFIC MEMBERS.
2. DO NOT UTILIZE POWER DRIVEN ANCHORS FOR ANY LOCATIONS WHICH REQUIRE THE LOAD TO BE HELD IN TENSION. SEE STRUCTURAL DIVISION FOR ADDITIONAL RESTRICTIONS.
3. SEE ALSO STRUCTURAL DIVISION FOR ACCEPTABLE ANCHORING AND SUPPORT MEANS, METHODS, AND LOCATIONS.
4. PROVIDE FLEXIBLE CONNECTORS, EXPANSION LOOPS, EXPANSION JOINTS, ADDITIONAL FITTINGS OR EQUIVALENT TO ACCOMMODATE THE THERMAL EXPANSION OF THE BUILDING THROUGH STRUCTURAL EXPANSION JOINTS. PROVIDE SUCH FITTING AT EVERY PIPE, DUCT, CONDUIT, ETC. CROSSING OF A STRUCTURAL EXPANSION JOINT.

CONSTRUCTION VENTILATION:

1. WHERE EXISTING OR NEW MECHANICAL SYSTEMS ARE USED FOR TEMPORARY VENTILATION OR CLIMATE CONTROL, MECHANICAL EQUIPMENT INSTALLER SHALL PROVIDE CONSTRUCTION FILTERS, MAINTAIN EQUIPMENT, AND CLEAN. ADJUST AND PUT IN NEW CONDITION BEFORE BUILDING OCCUPANCY. PARTS AND LABOR WARRANTY SHALL NOT BE CONSIDERED TO START UNTIL ACCEPTANCE OF SYSTEM BY OWNER.
2. PROVIDE CONSTRUCTION FILTERS INSTALLED AT ALL AIR MOVING DEVICES THROUGHOUT THE CONSTRUCTION. REMOVE FILTERS ONLY FOR BALANCING AND FINAL TURNOVER. INSPECT ALL NON-CONSTRUCTION FILTERS AND REPLACE ALL THOSE DEEMED NECESSARY BY THE ENGINEER PRIOR TO ACCEPTANCE OF THE SYSTEM BY THE OWNER.

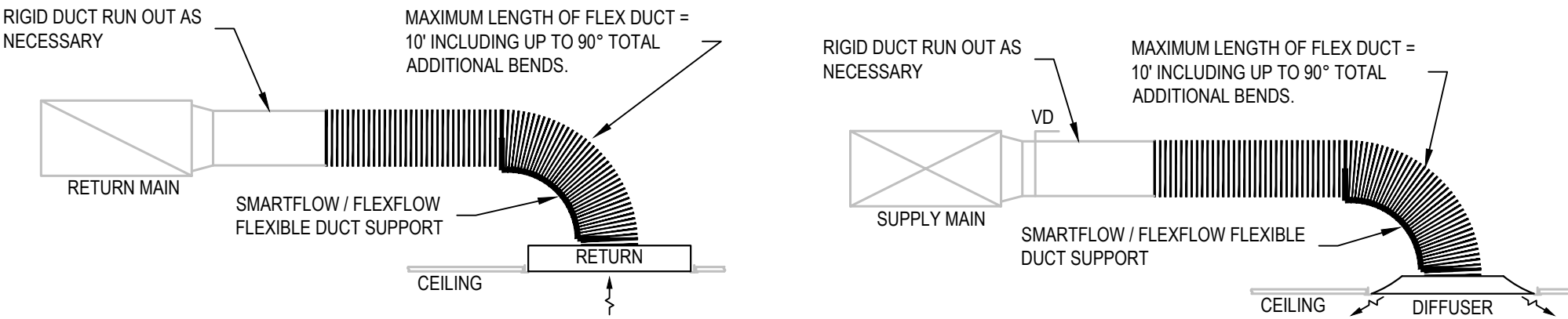
GENERAL NOTES

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE GEORGIA CONSTRUCTION CODE & ITS ADOPTED AMENDMENTS, INCLUDING BUT NOT LIMITED TO THE NATIONAL ELECTRIC CODE, INTERNATIONAL MECHANICAL CODE, INTERNATIONAL ENERGY CONSERVATION CODE, AND INTERNATIONAL PLUMBING CODE. SEE ARCHITECTURAL COVER SHEET FOR A SPECIFIC LIST OF ADOPTED CODES.
2. NOTE THAT THIS BUILDING USES A FULLY DUCTED RETURN WITHOUT A RETURN AIR PLENUM.
3. UNLESS OTHERWISE NOTED, THE WORK DESCRIBED ON THE PLANS AND SPECIFICATIONS SHALL INCLUDE THE FURNISHING AND INSTALLATION OF ALL LABOR AND MATERIALS NECESSARY FOR COMPLETE AND OPERATIONAL HVAC, FIRE PROTECTION AND PLUMBING SYSTEMS. CONTRACTOR SHALL FURNISH THESE EVEN IF ITEMS REQUIRED TO ACHIEVE THIS (I.E. OFFSETS, ISOLATION AND BALANCING DEVICES, MAINTENANCE CLEARANCES, ETC.) ARE NOT SPECIFICALLY SHOWN.
4. THE CONTRACTOR SHALL PROVIDE SUBMITTALS TO THE A/E TEAM ON ALL MAJOR EQUIPMENT, MATERIALS, & FIXTURES FOR REVIEW PRIOR TO PURCHASING. QUESTIONS REGARDING THESE DRAWINGS SHALL BE ADDRESSED TO THE A/E TEAM PRIOR TO THE AWARDED OF THE CONTRACT. OTHERWISE THE A/E TEAM'S INTERPRETATION OF THE MEANING AND INTENT OF THE DRAWINGS SHALL BE FINAL.
5. DATA GIVEN ON THE DRAWINGS IS AS EXACT AS COULD BE SECURED. ABSOLUTE ACCURACY IS NOT GUARANTEED AND THE CONTRACTOR SHALL OBTAIN AND VERIFY EXACT LOCATIONS, MEASUREMENTS, LEVELS, SPACE REQUIREMENTS, POTENTIAL CONFLICTS WITH OTHER TRADES, ETC. AT THE SITE AND SHALL SATISFACTORILY ADAPT HIS WORK TO THE ACTUAL CONDITIONS OF THE JOB.
6. THE DRAWINGS ARE DIAGRAMMATICAL IN NATURE AND SHALL NOT BE SCALED. THEY SHOW CERTAIN PHYSICAL RELATIONSHIPS WHICH MUST BE ESTABLISHED WITHIN THE VARIOUS DIVISIONS SCOPE OF WORK AND ITS INTERFACE WITH OTHER TRADES. IF CONFLICTS EXIST, PRIORITY OF LOCATION IN REFLECTED CEILING GRID SHALL BE AS FOLLOWS FROM HIGH TO LOW: LIGHTS, SPRINKLER, MECHANICAL, FIRE ALARM DEVICES.
7. ESTABLISHING THIS RELATIONSHIP IN THE FIELD IS THE EXCLUSIVE RESPONSIBILITY OF THE CONTRACTOR. THIS DIVISION SHALL COORDINATE ITS WORK WITH ALL DIVISIONS OF THE WORK AND ADJUST ITS WORK AS REQUIRED BY THE ACTUAL CONDITIONS OF THE PROJECT.
 - 7.1. THE CONTRACTOR SHALL VISIT THE SITE BEFORE SUBMITTING A BID TO BECOME THOROUGHLY FAMILIAR WITH THE ACTUAL CONDITIONS OF THE PROJECT. NO EXTRAS WILL BE ALLOWED DUE TO LACK OF KNOWLEDGE OF EXISTING CONDITIONS.
 - 7.2. CERTAIN SYSTEMS REQUIRE ENGINEERING OF INSTALLATION DETAILS BY CONTRACTOR. UNLESS FULLY DETAILED IN THE CONTRACT DOCUMENTS, SUCH ENGINEERING IS THE EXCLUSIVE RESPONSIBILITY OF THE CONTRACTOR.
 - 7.3. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE WHERE CLEARANCES ARE LIMITED, AND WHERE INSTALLATION DRAWINGS OR SCHEMATICS, "CONSTRUCTION DRAWINGS", OR COORDINATION DRAWINGS MAY BE REQUIRED IN ACCORDANCE WITH, OR IN EXCESS OF, THOSE REQUIRED BY THE SPECIFICATIONS. THE CONTRACTOR SHALL PREPARE ALL SUCH COORDINATION DRAWINGS AS PART OF THE BASE CONTRACT. SUCH DRAWINGS MAY BE SUBMITTED TO THE ARCHITECT/ENGINEER FOR RECORD AND COMMENT. ANY WORK INSTALLED WITHOUT APPROVED COORDINATION DRAWINGS IS DONE AT THE CONTRACTOR'S RISK. THESE NOTES ONLY SUPPLEMENT, AND DO NOT REPLACE, THE SPECIFICATIONS.
8. DIVISIONS
 - 8.1. 1: GENERAL, 21: FIRE SUPPRESSION, 22: PLUMBING, 23: HVAC, 25: AUTOMATION, 26: ELECTRICAL, 27: COMMUNICATIONS, 28: ELECTRONIC SAFETY AND SECURITY
9. DEFINITIONS AND TERMINOLOGY
 - 9.1. THE DEFINITIONS AND GENERAL CONDITIONS OF THIS SPECIFICATION ALSO APPLY TO MEP DIVISION CONTRACT DOCUMENTS.
 - 9.2. CONTRACT DOCUMENTS CONSTITUTE THE DRAWINGS, SPECIFICATIONS, GENERAL CONDITIONS, PROJECT MANUALS, ETC., PREPARED BY ENGINEER (OR OTHER DESIGN PROFESSIONAL IN ASSOCIATION WITH ENGINEER) FOR CONTRACTOR'S BID OR CONTRACTOR'S NEGOTIATIONS WITH THE OWNER. THESE DRAWINGS AND SPECIFICATIONS PREPARED BY THE ENGINEER ARE NOT CONSTRUCTION DOCUMENTS.
 - 9.3. CONSTRUCTION DOCUMENTS, CONSTRUCTION DRAWINGS, AND SIMILAR TERMS FOR THIS WORK REFER TO INSTALLATION DIAGRAMS, SHOP DRAWINGS AND COORDINATION DRAWINGS PREPARED BY THE CONTRACTOR USING THE DESIGN INTENT INDICATED ON THE ENGINEER'S CONTRACT DOCUMENTS. THESE SPECIFICATIONS DETAIL THE CONTRACTOR'S RESPONSIBILITY FOR "ENGINEERING BY CONTRACTOR" AND FOR PREPARATION OF CONSTRUCTION DOCUMENTS.
 - 9.4. (N) INDICATES NEW EQUIPMENT TO BE PROVIDED UNDER THIS CONTRACT.
 - 9.5. (E) INDICATES EXISTING EQUIPMENT ON SITE WHICH MAY OR MAY NOT NEED TO BE RELOCATED AS A PART OF THIS WORK.
 - 9.6. (R) INDICATES EXISTING EQUIPMENT TO BE RELOCATED AS PART OF THIS WORK.
 - 9.7. FURNISH MEANS TO SUPPLY AND USUALLY REFERS TO AN ITEM OF EQUIPMENT.
 - 9.8. INSTALL MEANS TO SET IN PLACE, CONNECT AND PLACE IN FULL OPERATIONAL ORDER.
 - 9.9. PROVIDE MEANS TO FURNISH AND INSTALL.
 - 9.10. EQUIVALENT MEANS MEETS THE SPECIFICATIONS OF THE REFERENCE PRODUCT OR ITEM IN ALL SIGNIFICANT ASPECTS. SIGNIFICANT ASPECTS SHALL BE AS DETERMINED BY THE ARCHITECT/ENGINEER.
 - 9.11. WORK BY OTHER(S) DIVISIONS, AND SIMILAR EXPRESSIONS MEANS WORK TO BE PERFORMED UNDER THE CONTRACT DOCUMENTS, BUT NOT NECESSARILY UNDER THE DIVISION OR SECTION OF THE WORK ON WHICH THE NOTE APPEARS. IT IS THE CONTRACTOR'S SOLE RESPONSIBILITY TO COORDINATE THE WORK OF THE CONTRACT BETWEEN HISHER SUPPLIERS, SUBCONTRACTORS AND EMPLOYEES. IF CLARIFICATION IS REQUIRED, CONSULT ARCHITECT/ENGINEER BEFORE SUBMITTING BID.
 - 9.12. BY INFERENCE, ANY REFERENCE TO A CONTRACTOR OR SUB-CONTRACTOR MEANS THE ENTITY WHICH HAS CONTRACTED WITH THE OWNER FOR THE WORK OF THE CONTRACT DOCUMENTS.
 - 9.13. ENGINEER MEANS THE DESIGN PROFESSIONAL FIRM WHICH HAS PREPARED THESE CONTRACT DOCUMENTS. ALL QUESTIONS, SUBMITTALS, ETC. OF THIS DIVISION SHALL BE ROUTED THROUGH THE ARCHITECT TO THE ENGINEER (THROUGH PROPER CONTRACTUAL CHANNELS).



BRIAN J. FAGAN - PROFESSIONAL ENGINEER
GA LICENSE NUM: 32550 - EXP: 12/31/2022

WHITE BOX FINISH
SUITE 114
670 NORTH MAIN ST.
ALPHARETTA GA 30009



2 DUCTED RETURN DETAIL
NOT TO SCALE

1 SUPPLY DIFFUSER DETAIL
NOT TO SCALE

REVISIONS			#	DATE	DESCRIPTION
			1	03/10/2022	FOR CONSTRUCTION

MECHANICAL SCHEDULES NOTES AND DETAILS	DRAWN BY: CH JG	
	CHECKED BY: BJF	
	SCALE: AS NOTED	
	DATE: 03/10/2022	
	PROJECT NO: 21059.1	
DRAWING No. M1		



FES PROJECT: 21059.1

**Fagan Engineering
Services, LLC**

M.E.P. ENGINEERING
327 DALLONEGA ST. STE 101B
CUMMING, GA 30040
(678) 648-4904

 **FES**

03/14/2022



BRIAN J. FAGAN - PROFESSIONAL ENGINEER
GA LICENSE NUM: 32550 - EXP: 12/31/2022

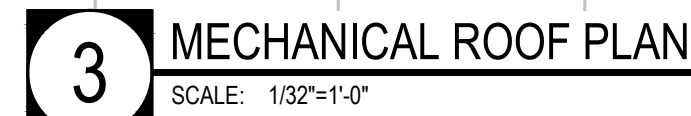
WHITE BOX FINISH
SUITE 114
670 NORTH MAIN ST.
ALPHARETTA GA 30009

REVISIONS		
#	DATE	DESCRIPTION
1	03/10/2022	FOR CONSTRUCTION

DRAWING TITLE:
MECHANICAL PLANS

DRAWN BY:	CH,JG
CHECKED BY:	BJF
SCALE:	AS NOTED
DATE:	03/10/2022
PROJECT NO:	21059.1

M2



PLUMBING NOTES

- COORDINATION:
- PIPE ROUTING ON DRAWINGS IS DIAGRAMMATIC WITH EFFORTS DURING DESIGN TO AVOID STRUCTURAL CONFLICTS AND TO COORDINATE WITH OTHER DISCIPLINES. CONTRACTOR SHALL COORDINATE PIPE ROUTING WITH STRUCTURAL CONDITIONS. CONTRACTOR COORDINATION DRAWINGS SHALL REFLECT ALL PIPE ROUTING AND PIPING THAT MAY HAVE TO BE MOVED TO AVOID CONFLICTS. MOVED PIPING SHALL REFLECT NO ADDITIONAL COST TO THE PROJECT.
 - COORDINATE ROUTING OF ALL PLUMBING PIPING BELOW SLAB WITH STRUCTURAL COMPONENTS INCLUDING GRADE BEAMS, TIE BEAMS, ETC. ALLOW FOR REROUTING OF PIPING AS REQUIRED.
 - WHERE DIFFERENCES APPEAR BETWEEN THE PLUMBING DRAWINGS AND THE ARCHITECTURAL DRAWINGS IN THE QUANTITIES AND LOCATIONS OF PLUMBING FIXTURES, THE ARCHITECTURAL DRAWINGS GOVERN, WHERE NECESSARY THE CONTRACTOR SHALL USE UNIT PRICING FOR WASTE AND VENT PIPING TO EACH PLUMBING FIXTURE.
 - DURING CONSTRUCTION PROTECT ALL DRAIN GRATES, CLEANOUT COVERS, AND OTHER FINISHED-EXPOSED COMPONENTS FROM DAMAGE. DAMAGED COMPONENTS SHALL BE REPLACED BY CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER.
 - REFER TO CIVIL DRAWINGS FOR REQUIRED POINT OF CONNECTION AND INVERT REQUIREMENTS. IN GENERAL, THE POINT OF CONNECTION IS AT A POINT 5 FEET OUTSIDE OF BUILDING FOOTPRINT.
 - PRIOR TO START OF CONSTRUCTION, FIELD VERIFY INVERTS ELEVATIONS SHOWN. CONFIRM WORK WILL MEET INVERT ELEVATIONS SHOWN ON CIVIL DRAWINGS, WILL NOT CONFLICT WITH OTHER UTILITIES AND ARE COORDINATED WITH FOUNDATION ELEMENTS.
 - REFER TO PLUMBING FIXTURE SCHEDULE FOR PIPE SIZING TO INDIVIDUAL PLUMBING FIXTURES.
 - REFER TO ARCHITECTURAL DRAWINGS FOR ROOF PENETRATION DETAILS.
 - REFER TO ARCHITECTURAL DRAWINGS FOR DIMENSIONED ELEVATIONS AND LOCATIONS OF PLUMBING FIXTURE.
 - REFER TO ARCHITECTURAL DRAWINGS FOR FIXTURE COUNTS FOR AREAS WHERE PLUMBING FIXTURES SUCH AS WATER CLOSETS, LAVATORIES, SHOWERS, ETC. ARE NOT SHOWN.
 - DOMESTIC WATER AND VENT PIPING SHOWN ON FLOOR PLANS ARE LOCATED ABOVE THE CEILING AND GENERALLY SERVE THE FIXTURES SHOWN ON THE FLOOR PLAN, UNLESS NOTED OTHERWISE. SANITARY WASTE PIPING SHOWN ON FLOOR PLANS ARE LOCATED ABOVE THE CEILING AND GENERALLY SERVE THE FIXTURES ON THE FLOOR ABOVE, UNLESS NOTED OTHERWISE.
 - THROUGHOUT THE DRAWINGS, NUMBERS MAY BE SHOWN IN BRACKETS ADJACENT TO PIPE SIZES TO INDICATE QUANTITIES OF UNITS CARRIED WITHIN THE DIFFERENT PIPING SYSTEMS. THEY REPRESENT THE FOLLOWING:
12.1. DCW (###) = WATER SUPPLY FIXTURE UNITS (WSFU)
12.2. GAS (###) = CUBIC FEET PER HOUR (CFH)
12.3. SAN (###) = DRAINAGE FIXTURE UNITS (DFU)
12.4. STIOD (###) = SQUARE FEET (SQ.FT.)
 - COORDINATE LOCATION OF ISOLATION AND SHUT-OFF VALVE AND CAPPED UTILITIES WITH ARCHITECT, ENGINEER, EQUIPMENT LOCATION, AND OTHER DISCIPLINES. SUBMIT DRAWINGS SHOWING LOCATIONS TO THE ARCHITECT AND ENGINEER FOR APPROVAL PRIOR TO INSTALLATION.
 - ALL PIPING THAT IS SUBJECT TO VEHICULAR DAMAGE SHALL BE PROVIDED WITH IMPACT PROTECTION. REFER TO ARCHITECTURAL DRAWINGS FOR DETAILS.
 - PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL SUBMIT COORDINATED FLOOR PENETRATION PLANS SHOWING ALL LOCATIONS AND SIZES OF REQUIRE PENETRATIONS. SUBMIT DRAWINGS TO ARCHITECT AND STRUCTURAL ENGINEER FOR APPROVAL.
 - THE STRUCTURE MAY CONTAIN SPECIAL STRUCTURAL COMPONENTS SUCH AS SHEER WALLS, X-BRACING, STUD-RAILS, POST-TENSION REINFORCING CABLES, OR PRE-TENSIONED REINFORCING CABLES. FOR ANY STRUCTURAL PENETRATIONS, CONTACT THE STRUCTURAL ENGINEER FOR INSTRUCTIONS INCLUDING REQUIREMENTS FOR X-RAY INVESTIGATION, ALLOWABLE LOCATIONS FOR PENETRATIONS AND CORING INSTRUCTIONS. WRITTEN INSTRUCTIONS MUST BE OBTAINED PRIOR TO CONSTRUCTION.
 - ALL REQUIRED OPENINGS IN STRUCTURAL ELEMENTS ARE TO BE ACCOMPLISHED USING PROPERLY SIZED SLEEVES.
 - CORE DRILLING IN STRUCTURAL ELEMENTS IS NOT ALLOWED. CORE DRILLING IN PANS IS ALLOWED WITH PRIOR WRITTEN APPROVAL OF THE STRUCTURAL ENGINEER.
 - IN TENANT AREAS, DO NOT INSTALL PIPING, VALVES, HANGERS, EQUIPMENT, ETC. WITHIN THE 6" NO-FLY-ZONE DIRECTLY ABOVE THE CEILING. ALL WORK SHALL BE COORDINATED WITH OTHER TRADES TO MAINTAIN A CLEAR NO-FLY-ZONE.

- ELECTRICAL ROOMS:
- DO NOT ROUTE PRESSURIZED PIPING (EXCEPT FIRE PROTECTION) IN ELECTRICAL ROOM, TELECOMMUNICATION ROOM, OR COMPUTER ROOM.
 - IN ELECTRICAL ROOMS, TELECOMMUNICATION ROOMS, OR COMPUTER ROOMS, DO NOT ROUTE SANITARY WASTE PIPING ABOVE ANY EQUIPMENT. IN ELECTRICAL ROOMS NOT CONSTRUCTED WITH A SUB-ROOF, ALL SANITARY WASTE PIPING SHALL HAVE A DRIP PAN INSTALLED BELOW THE PIPING. DRIP PANS SHALL BE 1.5 TIMES THE WIDTH OF THE PIPING SERVED WITH A MINIMUM OF 2" HIGH SIDES. DRIP PANS SHALL BE SUSPENDED FROM THE PIPING SERVED AND SHALL SLOPE AT A MINIMUM 1/8" / FT. DRIP PANS SHALL DISCHARGE WITH MIN. 1-1/2" OR TO FLOOR DRAINS.

- SANITARY, STORM AND GREASE WASTE:
- ALL HORIZONTAL SANITARY PIPING 3" AND SMALLER WHETHER BELOW OR ABOVE GRADE SHALL SLOPE AT 1/4" / FT. ALL PIPING 4" AND LARGER SHALL SLOPE AT 1/8" / FT. UNLESS NOTED OTHERWISE.
 - ALL GREASE WASTE PIPING SHALL SLOPE AT 1/4" / FT.
 - PRIMARY AND SECONDARY ROOF STORM DRAINAGE IS SIZED AS NOTED.
 - ALL STORM AND OVERFLOW PIPING SHALL SLOPE AT 1/8" / FT. UNLESS NOTED OTHERWISE.
 - PROVIDE CLEAN OUTS AS INDICATED ON THE DRAWINGS AND PER THE PROJECT SPECIFICATIONS AND LOCAL PLUMBING CODES. AT MINIMUM, PROVIDE CLEANOUTS AS FOLLOWS:
5.1 ALL UPPER TERMINALS
5.2 EACH RUN OF PIPING WHICH IS MORE THAN 75 IN LENGTH OR FRACTION THEREOF
5.3 HORIZONTAL LINES 5 FEET OR MORE
5.4 HORIZONTAL LINES FOR EACH AGGREGATE CHANGE OF DIRECTION EXCEEDING 90 DEGREES.
5.5 AT THE BASE OF ALL SANITARY WASTE AND STORM RISERS, ALL VERTICAL CLEANOUTS SHALL BE SIZED TO ACCOMMODATE THE LARGEST PIPE ON THAT BRANCH LINE, BUT NEVER LARGER THAN 4".
5.6 ALL CLEANOUTS FOR HORIZONTAL SANITARY WASTE AND STORM DRAINAGE SYSTEM AT OR BELOW THE GROUND LEVEL SHALL BE PIPE SIZE OR MAXIMUM 6".
5.7 ALL GREASE WASTE PIPING SHALL HAVE CLEANOUTS EVERY 50 FEET OR FRACTIONS THEREOF AND AS NOTED ABOVE.
5.8 PROVIDE IN ACCESSIBLE LOCATIONS.
 - ALL FLOOR DRAINS IN THE BUILDING, EXCEPT DRAINS IN SHOWERS AND SHOWER AREAS OR AS NOTED ON THE FLOOR PLAN, SHALL BE INSTALLED WITH AN ASSE 1072 LISTED BARRIER TYPE FLOOR DRAIN TRAP SEAL PROTECTION DEVICE. REFER TO SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS, CONTRACTOR TO VERIFY THAT ASSE 1072 LISTED BARRIER TYPE FLOOR DRAIN TRAP SEAL PROTECTION DEVICE ARE ACCEPTABLE PRIOR TO START OF CONSTRUCTION.

- DOMESTIC WATER:
- NO DOMESTIC WATER LINES SHALL LOCATED EXPOSED IN FINISHED SPACES OR BE LOCATED BELOW BUILDING SLAB UNLESS NOTED OTHERWISE ON PLANS. WHERE SHOWN, MINIMIZE THE NUMBER OF JOINTS ON ANY PRESSURIZED PIPING BELOW SLABS. ALL BELOW GRADE PIPING TO BE PRESSURE TESTED AND WITNESSED BY ENGINEER BEFORE BACKFILLING.
 - SEE SPECIFICATIONS AND DETAILS FOR WATER HAMMER ARRESTER SIZING. PROVIDE A WATER HAMMER ARRESTER PER THE LATEST EDITION OF FPM 201 ALONG WITH THE FOLLOWING:
2.1 WATER CLOSET AND URINAL FLUSH VALVES
2.2 BATTERY OPERATED FAUCETS
2.3 REFRIGERATOR ICE MAKERS
2.4 DISHWASHERS
2.5 MECHANICAL EQUIPMENT
2.6 SOLENOID OPERATED EQUIPMENT
 - PROVIDE ISOLATION VALVES ON PIPING SERVING RISERS, BRANCH LINES OFF OF MAINS, RESTROOMS, HOSE BIBBS, AND MECHANICAL AND PLUMBING EQUIPMENT.
 - MAINTAIN DESIGNATED PLUMBING FIXTURE HEADER SIZE FOR FULL BANK OF FIXTURES.
 - ALL DOMESTIC WATER PIPING SERVING TOILET/RESTROOM GROUPS SHALL BE INSTALLED WITH ISOLATION VALVES IN ORDER TO ISOLATE THESE AREAS WITHOUT CLOSING DOWN ANY OTHER PORTION OF THE BUILDING WATER SUPPLY SYSTEMS. ALL ISOLATION VALVES SHALL BE ACCESSIBLE ABOVE AN ACCESSIBLE CEILING OR WITH AN ACCESS PANELS. MINIMUM ACCESS PANEL SIZE SHALL BE 12"X12". ACCESS PANELS SHALL BE OF THE SAME RATING AS THE RATED ELEMENT IN WHICH THEY ARE INSTALLED.

- HEAT TRACE:
- COORDINATE VOLTAGE FOR HEAT TRACE IN LOCATIONS SHOWN AND/OR SPECIFICATIONS WITH ELECTRICAL DRAWINGS AND GENERAL CONTRACTOR.
 - PROVIDE INSULATION AND FREEZE PROTECTION HEAT TRACE ON ALL ABOVE GROUND PIPING EXPOSED TO AMBIENT TEMPERATURES BELOW 40 DEG F INCLUDING BUT NOT LIMITED TO THE FOLLOWING:
2.1 STORM DRAIN BODIES (INSULATE ONLY, NO HEAT TRACE)
2.2 STORM LINES
2.3 STORM GUTTERS AND DOWNSPOUT (HEAT TRACE ONLY)
2.4 SANITARY WASTE LINES INCLUDING P-TRAPS
2.5 DOMESTIC WATER LINES
2.6 PUMP DISCHARGE PIPING (SEWAGE, STORM, VERTICAL PORTION OF ELEVATOR SUMP WITH STANDING WATER, FIRE, ETC.)
2.7 FUEL OIL SUPPLY/RETURN LINES
2.8 ELSEWHERE AS INDICATED ON THE DRAWINGS OR SPECIFICATIONS
2.9 THE FOLLOWING UTILITIES DO NOT REQUIRE HEAT TRACE: SANITARY VENT, NATURAL GAS, FUEL OIL VENT, GARAGE DECK DRAINS AND PIPING SET ALL TEMPERING VALVES TO MAXIMUM 110 DEGREES F UNLESS NOTED OTHERWISE.

- NATURAL GAS:
- NO NATURAL GAS PIPING SHALL BE LOCATED BELOW THE SLAB. ALL NATURAL GAS PIPING IN RETURN AIR PLENUMS SHALL BE WELDED.
 - ALL NATURAL GAS PIPING SHALL HAVE TOP TAKE-OFFS WHENEVER POSSIBLE.
 - PROVIDE GAS VENTS EXTENDING CONTINUOUSLY FROM ALL INTERIOR VENTED GAS REGULATORS TO THE EXTERIOR OF THE BUILDING. TERMINATE AT AN APPROVED LOCATION. PROVIDE AN ISOLATION VALVE DOWNSTREAM OF EVERY INTERIOR GAS REGULATOR.

GENERAL NOTES

- ALL WORK SHALL BE IN ACCORDANCE WITH THE GEORGIA CONSTRUCTION CODE & ITS ADOPTED AMENDMENTS; INCLUDING BUT NOT LIMITED TO THE NATIONAL ELECTRIC CODE, INTERNATIONAL MECHANICAL CODE, INTERNATIONAL ENERGY CONSERVATION CODE, AND INTERNATIONAL PLUMBING CODE. SEE ARCHITECTURAL COVER SHEET FOR A SPECIFIC LIST OF ADOPTED CODES.
- NOTE THAT THIS BUILDING USES A FULLY DUCTED RETURN WITHOUT A RETURN AIR PLENUM.
- UNLESS OTHERWISE NOTED, THE WORK DESCRIBED ON THE PLANS AND SPECIFICATIONS SHALL INCLUDE THE FURNISHING AND INSTALLATION OF ALL LABOR AND MATERIALS NECESSARY FOR COMPLETE AND OPERATIONAL HVAC, FIRE PROTECTION AND PLUMBING SYSTEMS. CONTRACTOR SHALL FURNISH THESE EVEN IF ITEMS REQUIRED TO ACHIEVE THIS (I.E. OFFSETS, ISOLATION AND BALANCING DEVICES, MAINTENANCE CLEARANCES, ETC.) ARE NOT SPECIFICALLY SHOWN.
- THE CONTRACTOR SHALL PROVIDE SUBMITTALS TO THE A/E TEAM ON ALL MAJOR EQUIPMENT, MATERIALS, & FIXTURES FOR REVIEW PRIOR TO PURCHASING. QUESTIONS REGARDING THESE DRAWINGS SHALL BE ADDRESSED TO THE A/E TEAM PRIOR TO THE AWARDOING OF THE CONTRACT. OTHERWISE THE A/E TEAM'S INTERPRETATION OF THE MEANING AND INTENT OF THE DRAWINGS SHALL BE FINAL.
- DATA GIVEN ON THE DRAWINGS IS AS EXACT AS COULD BE SECURED. ABSOLUTE ACCURACY IS NOT GUARANTEED AND THE CONTRACTOR SHALL OBTAIN AND VERIFY EXACT LOCATIONS, MEASUREMENTS, LEVELS, SPACE REQUIREMENTS, POTENTIAL CONFLICTS WITH OTHER TRADES, ETC. AT THE SITE AND SHALL SATISFACTORILY ADAPT HIS WORK TO THE ACTUAL CONDITIONS OF THE JOB.
- THE DRAWINGS ARE DIAGRAMMATICAL IN NATURE AND SHALL NOT BE SCALED. THEY SHOW CERTAIN PHYSICAL RELATIONSHIPS WHICH MUST BE ESTABLISHED WITHIN THE VARIOUS DIVISIONS SCOPE OF WORK AND ITS INTERFACE WITH OTHER TRADES. IF CONFLICTS EXIST, PRIORITY OF LOCATION IN REFLECTED CEILING GRID SHALL BE AS FOLLOWS FROM HIGH TO LOW: LIGHTS, SPRINKLER, MECHANICAL, FIRE ALARM DEVICES.
- ESTABLISHING THIS RELATIONSHIP IN THE FIELD IS THE EXCLUSIVE RESPONSIBILITY OF THE CONTRACTOR. THIS DIVISION SHALL COORDINATE ITS WORK WITH ALL DIVISIONS OF THE WORK AND ADJUST ITS WORK AS REQUIRED BY THE ACTUAL CONDITIONS OF THE PROJECT.
7.1. THE CONTRACTOR SHALL VISIT THE SITE BEFORE SUBMITTING A BID TO BECOME THOROUGHLY FAMILIAR WITH THE ACTUAL CONDITIONS OF THE PROJECT. NO EXTRAS WILL BE ALLOWED DUE TO LACK OF KNOWLEDGE OF EXISTING CONDITIONS.
- CERTAIN SYSTEMS REQUIRE ENGINEERING OF INSTALLATION DETAILS BY CONTRACTOR. UNLESS FULLY DETAILED IN THE CONTRACT DOCUMENTS, SUCH ENGINEERING IS THE EXCLUSIVE RESPONSIBILITY OF THE CONTRACTOR.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE WHERE CLEARANCES ARE LIMITED, AND WHERE INSTALLATION DRAWINGS OR SCHEMATICS, "CONSTRUCTION DRAWINGS" OR COORDINATION DRAWINGS MAY BE REQUIRED IN ACCORDANCE WITH, OR IN EXCESS OF, THOSE REQUIRED BY THE SPECIFICATIONS. THE CONTRACTOR SHALL PREPARE ALL SUCH COORDINATION DRAWINGS AS PART OF THE BASE CONTRACT. SUCH DRAWINGS MAY BE SUBMITTED TO THE ARCHITECT/ENGINEER FOR RECORD AND COMMENT. ANY WORK INSTALLED WITHOUT APPROVED COORDINATION DRAWINGS IS DONE AT THE CONTRACTOR'S RISK. THESE NOTES ONLY SUPPLEMENT, AND DO NOT REPLACE, THE SPECIFICATIONS.
- DIVISIONS
8.1. 1: GENERAL, 21: FIRE SUPPRESSION, 22: PLUMBING, 23: HVAC, 25: AUTOMATION, 26: ELECTRICAL, 27: COMMUNICATIONS, 28: ELECTRONIC SAFETY AND SECURITY
- DEFINITIONS AND TERMINOLOGY
9.1. THE DEFINITIONS AND GENERAL CONDITIONS OF THIS SPECIFICATION ALSO APPLY TO MEP DIVISION CONTRACT DOCUMENTS.
9.2. CONTRACT DOCUMENTS CONSTITUTE THE DRAWINGS, SPECIFICATIONS, GENERAL CONDITIONS, PROJECT MANUALS, ETC., PREPARED BY ENGINEER (OR OTHER DESIGN PROFESSIONAL IN ASSOCIATION WITH ENGINEER) FOR CONTRACTOR'S NEGOTIATIONS WITH THE OWNER. THESE DRAWINGS AND SPECIFICATIONS PREPARED BY THE ENGINEER ARE NOT CONSTRUCTION DOCUMENTS.
9.3. CONSTRUCTION DOCUMENTS, CONSTRUCTION DRAWINGS, AND SIMILAR TERMS FOR THIS WORK REFER TO INSTALLATION DIAGRAMS, SHOP DRAWINGS AND COORDINATION DRAWINGS PREPARED BY THE CONTRACTOR USING THE DESIGN INTENT INDICATED ON THE ENGINEER'S CONTRACT DOCUMENTS. THESE SPECIFICATIONS DETAIL THE CONTRACTOR'S RESPONSIBILITY FOR "ENGINEERING BY CONTRACTOR" AND FOR PREPARATION OF CONSTRUCTION DOCUMENTS.
9.4. (N) INDICATES NEW EQUIPMENT TO BE PROVIDED UNDER THIS CONTRACT.
9.5. (E) INDICATES EXISTING EQUIPMENT ON SITE WHICH MAY OR MAY NOT NEED TO BE RELOCATED AS A PART OF THIS WORK.
9.6. (R) INDICATES EXISTING EQUIPMENT TO BE RELOCATED AS PART OF THIS WORK.
9.7. FURNISH MEANS TO SUPPLY AND USUALLY REFERS TO AN ITEM OF EQUIPMENT.
9.8. INSTALL MEANS TO SET IN PLACE, CONNECT AND PLACE IN FULL OPERATIONAL ORDER.
9.9. PROVIDE MEANS TO FURNISH AND INSTALL.
9.10. EQUIVALENT MEANS MEETS THE SPECIFICATIONS OF THE REFERENCE PRODUCT OR ITEM IN ALL SIGNIFICANT ASPECTS. SIGNIFICANT ASPECTS SHALL BE AS DETERMINED BY THE ARCHITECT/ENGINEER.
9.11. WORK BY OTHER(S) DIVISIONS, AND SIMILAR EXPRESSIONS MEANS WORK TO BE PERFORMED UNDER THE CONTRACT DOCUMENTS, BUT NOT NECESSARILY UNDER THE DIVISION OR SECTION OF THE WORK ON WHICH THE NOTE APPEARS. IT IS THE CONTRACTOR'S SOLE RESPONSIBILITY TO COORDINATE THE WORK OF THE CONTRACT BETWEEN HIS/HER SUPPLIERS, SUBCONTRACTORS AND EMPLOYEES. IF CLARIFICATION IS REQUIRED, CONSULT ARCHITECT/ENGINEER BEFORE SUBMITTING BID.
9.12. BY INFERENCE, ANY REFERENCE TO A CONTRACTOR OR SUB-CONTRACTOR MEANS THE ENTITY WHICH HAS CONTRACTED WITH THE OWNER FOR THE WORK OF THE CONTRACT DOCUMENTS.
9.13. ENGINEER MEANS THE DESIGN PROFESSIONAL FIRM WHICH HAS PREPARED THESE CONTRACT DOCUMENTS. ALL QUESTIONS, SUBMITTALS, ETC. OF THIS DIVISION SHALL BE ROUTED THROUGH THE ARCHITECT TO THE ENGINEER (THROUGH PROPER CONTRACTUAL CHANNELS).

PLUMBING SPECIFICATION

- SEE GENERAL NOTES FOR NOTES ABOUT POSSIBLE MECHANICAL RETURN PLENUM.
- DOMESTIC WATER PIPING:
2.1. FAGAN ENGINEERING SERVICES DISCOURAGES CPVC DUE TO CHEMICAL AND PHYSICAL DAMAGE, ESPECIALLY AT THE GLUED FITTINGS ON THE SMALLEST PIPES.
2.2. PREFERRED MATERIALS: UPONOR PEX WITH PROPEX EXPANSION CONNECTIONS OR TYPE L COPPER WITH SOLDERED OR PRO-PRESS JOINTS.
2.3. ALLOWED MATERIAL:
2.3.1. 3/4" AND SMALLER PIPE, PEX OR COPPER ONLY AS DEFINED ABOVE.
2.3.2. 1" AND LARGER PIPE, PEX OR COPPER AS DEFINED ABOVE OR CPVC WITH GLUED FITTINGS. NOTE THAT SMALL PIPE ON DRAWINGS CAN BE UP-SIZED TO 1" IF CPVC IS DESIRED.
2.4. WALL / FLOOR STUB OUTS:
2.4.1. PEX DROPS TO USE PEX TURNOUT SWEEPS, NO PEX FITTINGS, NO COPPER TRANSITION.
2.4.2. COPPER DROPS TO USE COPPER STUB OUTS.
2.4.3. CPVC DROPS TO USE TRANSITION AND COPPER STUB OUTS.
2.5. PIPING IN EXPOSED AREAS SHALL BE RIGID TYPE. PIPING THAT IS CONCEALED MAY BE RIGID OR FLEXIBLE.
2.6. ALL HOT WATER, TEMPERED WATER, AND RECIRCULATED WATER PIPING SHALL BE INSULATED. COLD WATER PIPING WHERE SUBJECT TO CONDENSATION OR FREEZING SHALL BE INSULATED.
- SANITARY DWV, STORM AND COOL GREASE WASTE PIPING BELOW SLAB, WITHIN WALLS OR IN NON-PLENUM CEILING:
3.1. SCHEDULE 40 PVC PLASTIC PIPE WITH PVC SOCKET FITTINGS AND SOLVENT WELDED JOINTS.
3.2. HUB LESS CAST IRON SOIL PIPE (ASTMB88) WITH HUB LESS CAST IRON FITTINGS (CISPI 301) AND ASTM A666 STAINLESS STEEL COUPLINGS.
- SANITARY DWV AND STORM PIPING WITHIN RETURN AIR PLENUM CEILING:
4.1. HUB LESS CAST IRON SOIL PIPE (ASTMB88) WITH HUB LESS CAST IRON FITTINGS (CISPI 301) AND ASTM A666 STAINLESS STEEL COUPLINGS.
- HOT GREASE WASTE PIPING (>140°F) IN ANY LOCATION:
5.1. HUB LESS CAST IRON SOIL PIPE (ASTMB88) WITH HUB LESS CAST IRON FITTINGS (CISPI 301) AND ASTM A666 STAINLESS STEEL COUPLINGS.
- GAS PIPING TO BE THREADED OR WELDED SCHEDULE 40 STEEL. ALL EXTERIOR EXPOSED PIPING SHALL BE COATED AS FOLLOWS:
6.1. WIRE BRUSH / SAND OFF ALL EXISTING RUST. PREPARE SURFACES IN ACCORDANCE WITH PAINT MANUFACTURER'S INSTRUCTIONS. (WIRE BRUSH, SAND, ETC.)
6.2. PRIME COAT: ALKYD ANTI-CORROSIVE METAL PRIMER
6.3. INTERMEDIATE COAT: EXTERIOR ALKYD ENAMEL MATCHING TOPCOAT.D
6.4. TOPCOAT: EXTERIOR ALKYD ENAMEL - GLOSS SAFETY YELLOW.
- CONDENSATE PIPING (AIR CONDITIONING COILS) SHALL BE ANY OF THE FOLLOWING:
7.1. SCHEDULE 40 PVC OR CPVC PLASTIC PIPE WITH PVC SOCKET FITTINGS AND SOLVENT WELDED JOINTS.
7.2. TYPE L COPPER WITH SOLDERED JOINTS.
7.3. CLEAR VINYL TUBING FOR PUMPED APPLICATIONS.
- ALL FIXTURES AND APPLIANCES SHALL HAVE SHUTOFF VALVES. ALL HAND SINKS AND LAVATORIES SHALL HAVE ASSE 1070 MIXING VALVES.
- TEST, CLEAN AND DISINFECT WATER DISTRIBUTION PIPING ACCORDING TO AUTHORITIES HAVING JURISDICTION.

PLUMBING ABBREVIATIONS

FIXTURES / FITTINGS		VENTS
CO	CLEANOUT	AAV AIR ADMITTANCE VALVE (IPC 918)
FCO	FLOOR CLEANOUT	CMV COMMON VENT (IPC 911)
HB	HOSE BIBB	CRV CIRCUIT VENT (IPC 914)
HS	HAND SINK	CWV COMBINATION WASTE VENT (IPC 915)
GCO	GRADE CLEANOUT	HWV HORIZONTAL WET VENT (IPC 912)
KS	KITCHEN SINK	IV INDIVIDUAL VENT (IPC 910)
LAV	LAVATORY	SSV SINGLE STACK VENT (IPC 917)
M	METER	VTR VENT THROUGH ROOF
MH	MANHOLE	VWV VERTICAL WET VENT (IPC 912)
MR	MOP RECEPTOR	WSV WASTE STACK VENT (IPC 913)
SH	SHOWER	
SS	SERVICE SINK	GENERAL
WC	WATER CLOSET	ABV ABOVE
WCO	WALL CLEANOUT	AFF ABOVE FINISHED FLOOR
WH	WATER HEATER	ALT ALTERNATE
		ATS ABOVE TOP OF SLAB
		BOT BOTTOM
CCC	COOLING COIL CONDENSATE	MBH 1000 BTU/HR
CI	CAST IRON	NTS NOT TO SCALE
DCW	DOMESTIC COLD WATER	PC PLUMBING CONTRACTOR
DHW	DOMESTIC HOT WATER	REM REMOVED
DHWR	DOM. HOT WATER RECIRC.	ETR EXISTING TO REMAIN
HHWR	HEATING HOT WATER SUPPLY	TYP TYPICAL
HHWR	HEATING HOT WATER RETURN	UON UNLESS OTHERWISE NOTED
SAN	SANITARY	IPC INT'L PLUMBING CODE
STRM	STORM DRAIN	
VAC	VACUUM	

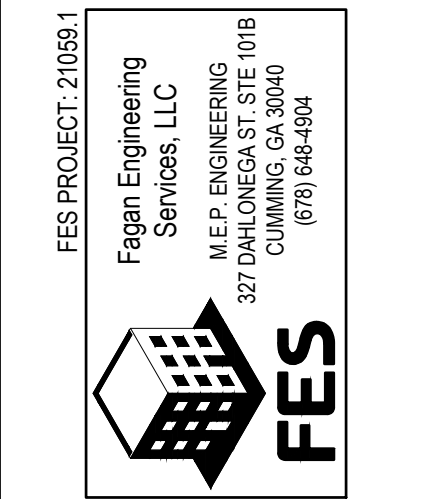


WHITE BOX FINISH
SUITE 114
670 NORTH MAIN ST.
ALPHARETTA GA 30009

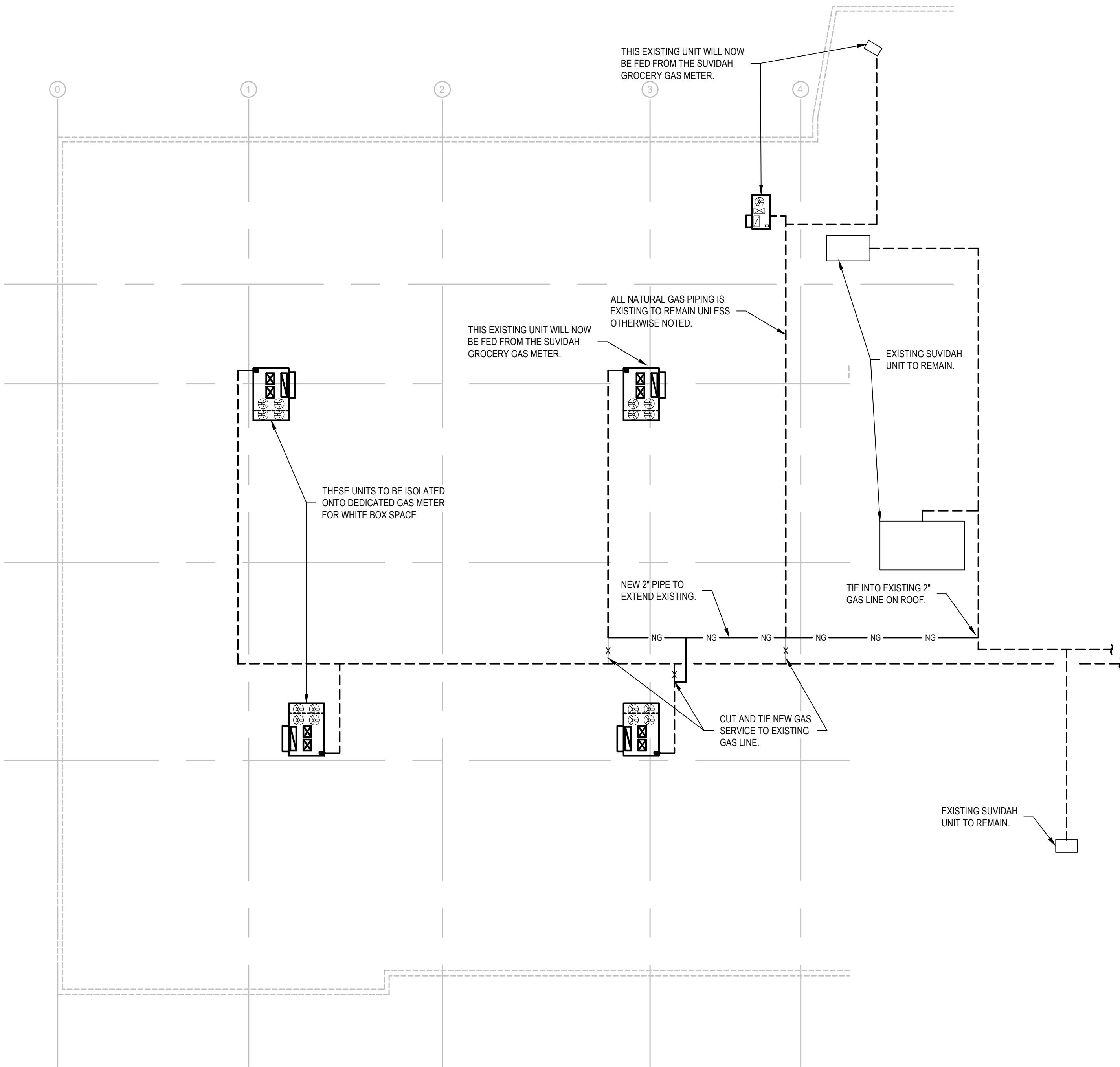
#	DATE	DESCRIPTION	
		FOR CONSTRUCTION	
1	03/10/2022		

DRAWN BY:	CH JG	CHECKED BY:	BJF
SCALE:	AS NOTED	DATE:	03/10/2022
PROJECT NO:	21059.1		

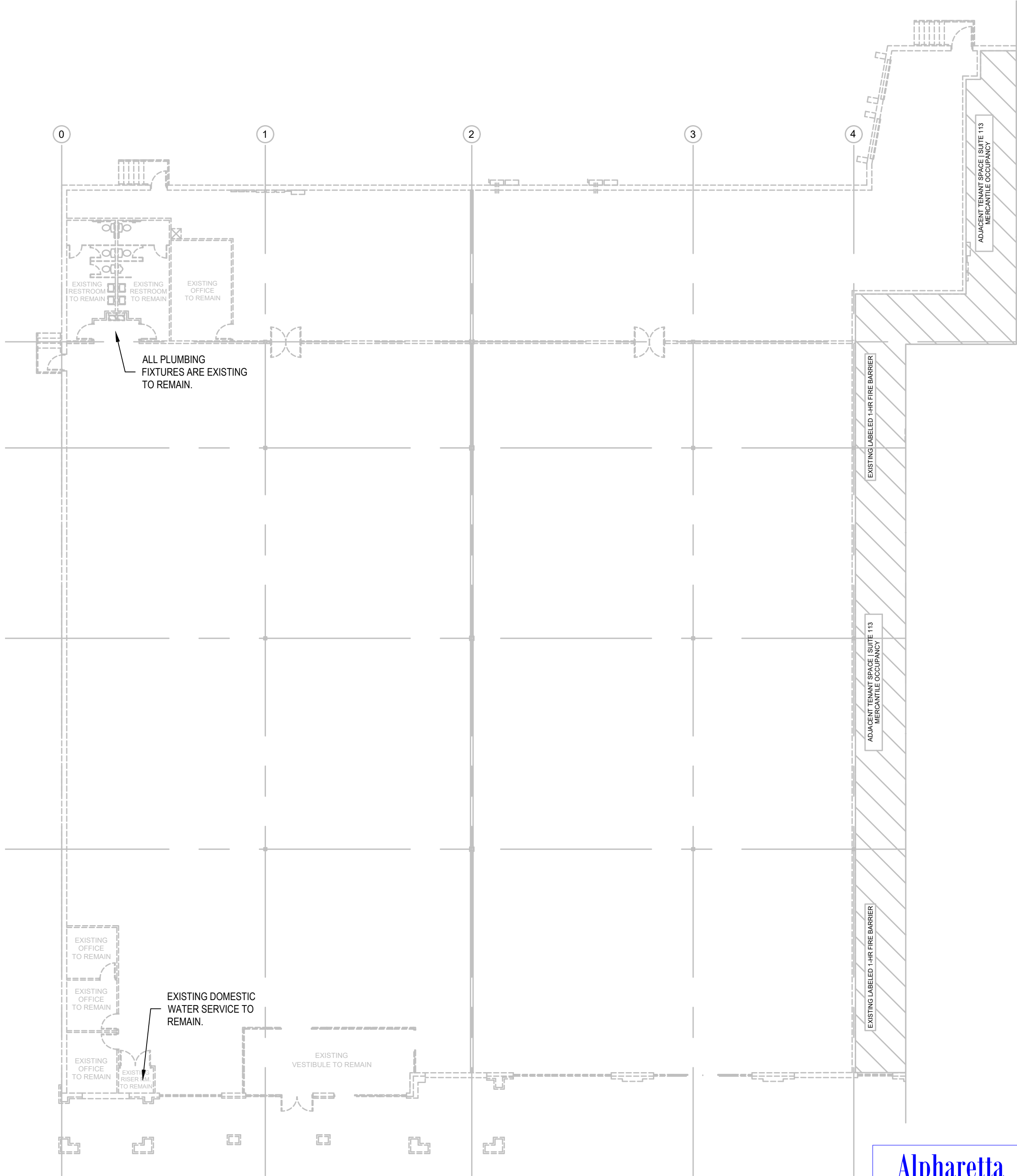
DRAWING NO.
P1



BRIAN J. FAGAN - PROFESSIONAL ENGINEER
GA LICENSE NUM. 32550 - EXP. 12/31/2022



2 PLUMBING ROOF PLAN
SCALE: 1/16"=1'-0"



1 PLUMBING FLOOR PLAN
SCALE: 1/16"=1'-0"

SYMBOL LEGEND	
	PUMP
	FLOOR DRAIN
	FLOOR SINK
	HUB DRAIN
	VENT THROUGH ROOF
	WATER METER
	WATER HEATER
	WATER HAMMER ARRESTOR: LETTER INDICATES PDI SIZE
	DOMESTIC COLD WATER
	DOMESTIC HOT WATER
	140°F DOMESTIC HOT WATER
	DOMESTIC RECIRCULATION
	SANITARY
	VENT
	STORM DRAIN
	NATURAL GAS
	PROPANE (LP) GAS
	GREASE DRAIN
	INDIRECT WASTE

FES PROJECT: 21059.1

Fagan Engineering Services, LLC

MEP ENGINEERING
327 DAWSON STREET
CUMMING, GA 30040
(678) 648-4804

03/14/2022

BRIAN J. FAGAN - PROFESSIONAL ENGINEER
GA LICENSE NUM: 32550 - EXP: 12/31/2022

WHITE BOX FINISH

SUITE 114

670 NORTH MAIN ST.
ALPHARETTA GA 30009

REVISIONS		
#	DATE	DESCRIPTION
1	03/10/2022	FOR CONSTRUCTION

DRAWING TITLE: PLUMBING PLANS

DRAWN BY: CH JG

CHECKED BY: B J F

SCALE: AS NOTED

DATE: 03/10/2022

PROJECT NO: 21059.1

DRAWING No.

P2

Alpharetta

REVIEWED FOR CODE COMPLIANCE
CITY OF ALPHARETTA
BUILDING CONSTRUCTION DIVISION

1. ALL ELECTRICAL WORK SHALL BE IN STRICT ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE AS WELL AS THE APPLICABLE UNIFORM CONSTRUCTION CODE AND LOCAL ORDINANCES.
2. ALL CONDUCTORS SHALL BE COPPER UNLESS OTHERWISE SPECIFICALLY NOTED IN THE FEEDER TABLE.
3. ALL CABLING SHALL BE IN PVC CONDUIT WHERE UNDERGROUND, IN EMT WHERE EXPOSED. IN GRC WHERE EXPOSED TO DAMAGE, WITH THIRTYTHIN CONDUCTORS WITH A FULL SIZE GROUNDING CONDUCTOR. UNLESS OTHERWISE SPECIFIED IN DRY LOCATIONS MAY BE FMC CABLING WITH FULL SIZE GROUNDING CONDUCTOR.
4. ALL CIRCUITS SHALL BE MINIMUM WIRE SIZE OF #12 AWG CU EXCEPT FOR SIGNAL AND CONTROL WIRING UNLESS OTHERWISE SPECIFIED.
5. EC SHALL FURNISH AND INSTALL DISCONNECT SWITCHES AS REQUIRED BY CODE WHETHER OR NOT THEY ARE INDICATED ON PLANS. EC SHALL INSTALL AND CONNECT POWER WIRING TO EQUIPMENT FURNISHED BY OTHERS AND SHALL WIRE LINE VOLTAGE THERMOSTATS FOR MECHANICAL EQUIPMENT AS WELL AS LINE SIDE OF ALL STARTERS, RELAYS, AND CONTACTORS FOR MECHANICAL EQUIPMENT.
6. EC SHALL VERIFY ALL DIMENSIONS PRIOR TO BEGINNING WORK.
7. MULTI-WIRE CIRCUITS (NEUTRAL SHARING) ARE PROHIBITED FROM THE ENTIRE PROJECT UNLESS WRITTEN PERMISSION IS OBTAINED FROM THE ENGINEER.
8. EC SHALL WIRE ALL BATTERY BACKED ALARM, SECURITY RECEPTACLES, SENSORS, EMERGENCY LIGHTS AND EXIT SIGNS AHEAD OF ANY SWITCHES, EMERGENCY LIGHTING AND EXIT SIGNS SHALL BE FED FROM THE SAME BRANCH CIRCUIT AS THAT SERVING THE NORMAL LIGHTING IN THE AREA. BATTERIES MUST BE POWERED AT ALL TIMES.
9. DRAWINGS ARE DIAGRAMMATIC. PRIOR TO BIDDING VERIFY CONDITIONS, LOCATIONS AND REQUIREMENTS IN THE FIELD TO ENSURE A COMPLETE AND PROPERLY OPERATIONAL SYSTEM. EXAMINE ALL CONTRACT DWGS. FOR REQUIREMENTS AFFECTING WORK OF THE ELECTRICAL TRADE.
10. QUESTIONS REGARDING THESE DRAWING SHALL BE ADDRESSED TO THE ENGINEER PRIOR TO THE AWARDING OF THE CONTRACT. OTHERWISE THE ENGINEER'S INTERPRETATION OF THE MEANING AND INTENT OF THE DRAWINGS SHALL BE FINAL.
11. COORDINATE LOCATIONS AND MOUNTING HEIGHTS OF THE OUTLET BOXES, JUNCTION BOXES, AND EQUIPMENT DISCONNECTION TO AGREE WITH REQUIRED LOCATIONS OF FURNISHINGS OF EQUIPMENT SERVED. GENERALLY, RECEPTACLES SHALL BE MOUNTED 18" AFF AND LIGHT SWITCHES AT 42" AFF. UNLESS OTHERWISE SPECIFIED.
12. ELECTRICAL CONTRACTOR SHALL BALANCE THE LOAD IN EACH PANEL TO PROVIDE THE MOST EVEN DISTRIBUTION PRACTICAL.
13. EXTERIOR LIGHTING SHALL BE CONTROLLED BY A PHOTOCELL ON, TIMECLOCK OFF ARRANGEMENT. UNLESS OTHERWISE SPECIFIED.

EC - ELECTRICAL CONTRACTOR	AFF - ABOVE FINISHED FLOOR
AFG - ABOVE FINISHED GRADE	ETR - EXISTING TO REMAIN
UN - UNLESS OTHERWISE NOTED	

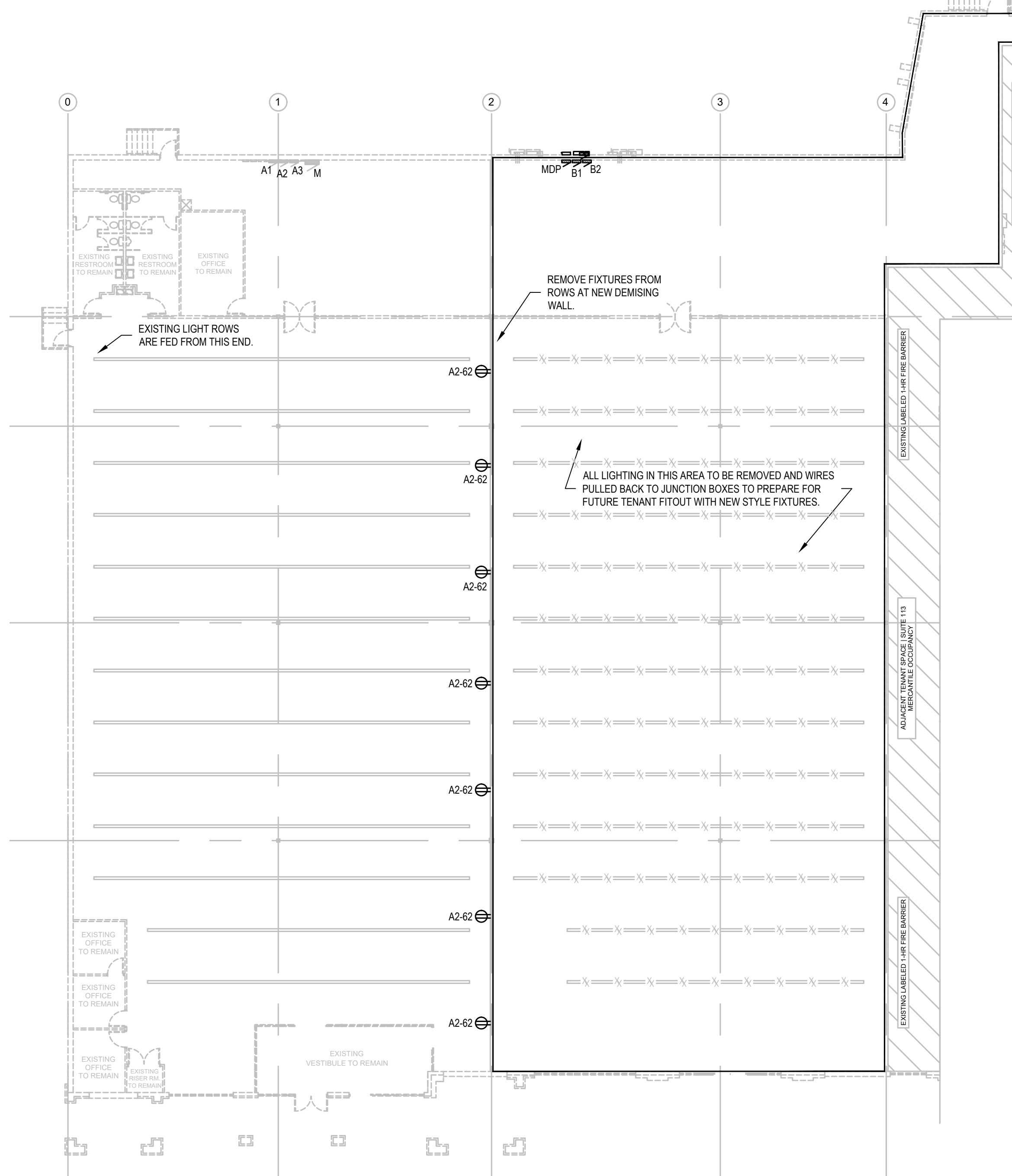
1. ALL WORK SHALL BE IN ACCORDANCE WITH THE GEORGIA CONSTRUCTION CODE & ITS ADOPTED AMENDMENTS, INCLUDING BUT NOT LIMITED TO THE NATIONAL ELECTRIC CODE, INTERNATIONAL MECHANICAL CODE, INTERNATIONAL ENERGY CONSERVATION CODE, AND INTERNATIONAL PLUMBING CODE. SEE ARCHITECTURAL COVER SHEET FOR A SPECIFIC LIST OF ADOPTED CODES.
2. NOTE THAT THIS BUILDING USES A FULLY DUCTED RETURN WITHOUT A RETURN AIR PLenum.
3. UNLESS OTHERWISE NOTED, THE WORK DESCRIBED ON THE PLANS AND SPECIFICATIONS SHALL INCLUDE THE FURNISHING AND INSTALLATION OF ALL LABOR AND MATERIALS NECESSARY FOR COMPLETE AND OPERATIONAL HVAC FIRE PROTECTION AND PLUMBING SYSTEMS. CONTRACTOR SHALL FURNISH THESE EVEN IF ITEMS REQUIRED TO ACHIEVE THIS (I.E. OFFSETS, ISOLATION AND BALANCING DEVICES, MAINTENANCE CLEARANCES, ETC.) ARE NOT SPECIFICALLY SHOWN.
4. THE CONTRACTOR SHALL PROVIDE SUBMITTALS TO THE A/E TEAM ON ALL MAJOR EQUIPMENT, MATERIALS, & FIXTURES FOR REVIEW PRIOR TO PURCHASING, QUESTIONS REGARDING THESE DRAWINGS SHALL BE ADDRESSED TO THE A/E TEAM PRIOR TO THE AWARDING OF THE CONTRACT. OTHERWISE THE A/E TEAM'S INTERPRETATION OF THE MEANING AND INTENT OF THE DRAWINGS SHALL BE FINAL.
5. DATA GIVEN ON THE DRAWINGS IS AS EXACT AS COULD BE SECURED. ABSOLUTE ACCURACY IS NOT GUARANTEED AND THE CONTRACTOR SHALL OBTAIN AND VERIFY EXACT LOCATIONS, MEASUREMENTS, LEVELS, SPACE REQUIREMENTS, POTENTIAL CONFLICTS WITH OTHER TRADES, ETC. AT THE SITE AND SHALL SATISFACTORILY ADAPT HIS WORK TO THE ACTUAL CONDITIONS OF THE JOB.
6. THE DRAWINGS ARE DIAGRAMMATICAL IN NATURE AND SHALL NOT BE SCALED. THEY SHOW CERTAIN PHYSICAL RELATIONSHIPS WHICH MUST BE ESTABLISHED WITHIN THE VARIOUS DIVISION SCOPES OF WORK AND ITS INTERFACE WITH OTHER TRADES. IF CONFLICTS EXIST, PRIORITY OF LOCATION IN REFLECTED CEILING GRID SHALL BE AS FOLLOWS FROM HIGH TO LOW: LIGHTS, SPRINKLER, MECHANICAL, FIRE ALARM DEVICES.
7. ESTABLISHING THIS RELATIONSHIP IN THE FIELD IS THE EXCLUSIVE RESPONSIBILITY OF THE CONTRACTOR. THIS DIVISION SHALL COORDINATE ITS WORK WITH ALL DIVISIONS OF THE WORK AND ADJUST ITS WORK AS REQUIRED BY THE ACTUAL CONDITIONS OF THE PROJECT.
- 7.1. THE CONTRACTOR SHALL VISIT THE SITE BEFORE SUBMITTING A BID TO BECOME THOROUGHLY FAMILIAR WITH THE ACTUAL CONDITIONS OF THE PROJECT. NO EXTRAS WILL BE ALLOWED DUE TO LACK OF KNOWLEDGE OF EXISTING CONDITIONS.
- 7.2. CERTAIN SYSTEMS REQUIRE ENGINEERING OF INSTALLATION DETAILS BY CONTRACTOR. UNLESS FULLY DETAILED IN THE CONTRACT DOCUMENTS, SUCH ENGINEERING IS THE EXCLUSIVE RESPONSIBILITY OF THE CONTRACTOR.
- 7.3. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE WHERE CLEARANCES ARE LIMITED, AND WHERE INSTALLATION DRAWINGS OR SCHEMATICS, "CONSTRUCTION DRAWINGS," OR COORDINATION DRAWINGS MAY BE REQUIRED IN ACCORDANCE WITH, OR IN EXCESS OF, THOSE REQUIRED BY THE SPECIFICATIONS. THE CONTRACTOR SHALL PREPARE ALL SUCH COORDINATION DRAWINGS AS PART OF THE BASE CONTRACT. SUCH DRAWINGS MAY BE SUBMITTED TO THE ARCHITECT/ENGINEER FOR RECORD AND COMMENT, ANY WORK INSTALLED WITHOUT APPROVED COORDINATION DRAWINGS IS DONE AT THE CONTRACTOR'S RISK.
- 7.4. THESE NOTES ONLY SUPPLEMENT, AND DO NOT REPLACE, THE SPECIFICATIONS.
8. DIVISIONS
 - 8.1. 1: GENERAL; 21: FIRE SUPPRESSION; 22: PLUMBING; 23: HVAC; 25: AUTOMATION; 26: ELECTRICAL; 27: COMMUNICATIONS; 28: ELECTRONIC SAFETY AND SECURITY
9. DEFINITIONS AND TERMINOLOGY
 - 9.1. THE DEFINITIONS AND GENERAL CONDITIONS OF THIS SPECIFICATION ALSO APPLY TO MEP DIVISION CONTRACT DOCUMENTS.
 - 9.2. CONTRACT DOCUMENTS CONSTITUTE THE DRAWINGS, SPECIFICATIONS, GENERAL CONDITIONS, PROJECT MANUALS, ETC., PREPARED BY ENGINEER (OR OTHER DESIGN PROFESSIONAL IN ASSOCIATION WITH ENGINEER) FOR CONTRACTOR'S BID OR CONTRACTOR'S NEGOTIATIONS WITH THE OWNER. THESE DRAWINGS AND SPECIFICATIONS PREPARED BY THE ENGINEER ARE NOT CONSTRUCTION DOCUMENTS.
 - 9.3. CONSTRUCTION DOCUMENTS, CONSTRUCTION DRAWINGS, AND SUBMITTALS IN THIS WORK REFER TO INSTALLATION DIAGRAMS, SHOP DRAWINGS AND COORDINATION DRAWINGS PREPARED BY THE CONTRACTOR USING THE DESIGN INTENT INDICATED ON THE ENGINEER'S CONTRACT DOCUMENTS. THESE SPECIFICATIONS DETAIL THE CONTRACTOR'S RESPONSIBILITY FOR "ENGINEERING BY CONTRACTOR" AND FOR PREPARATION OF CONSTRUCTION DOCUMENTS.
 - 9.4. (N) INDICATES NEW EQUIPMENT TO BE PROVIDED UNDER THIS CONTRACT.
 - 9.5. (E) INDICATES EXISTING EQUIPMENT ON SITE WHICH MAY OR MAY NOT NEED TO BE RELOCATED AS A PART OF THIS WORK.
 - 9.6. (R) INDICATES EXISTING EQUIPMENT TO BE RELOCATED AS PART OF THIS WORK.
 - 9.7. FURNISH MEANS TO SUPPLY AND USUALLY REFERS TO AN ITEM OF EQUIPMENT.
 - 9.8. INSTALL MEANS TO SET IN PLACE, CONNECT AND PLACE IN FULL OPERATIONAL ORDER.
 - 9.9. PROVIDE MEANS TO FURNISH AND INSTALL.
 - 9.10. EQUIVALENT MEANS MEETS THE SPECIFICATIONS OF THE REFERENCE PRODUCT OR ITEM IN ALL SIGNIFICANT ASPECTS. SIGNIFICANT ASPECTS SHALL BE AS DETERMINED BY THE ARCHITECT/ENGINEER.
 - 9.11. MEANS WORK BY OTHER'S DIVISIONS, AND SIMILAR EXPRESSIONS MEANS WORK TO BE PERFORMED UNDER THE CONTRACT DOCUMENTS, BUT NOT NECESSARILY UNDER THE DIVISION OR SECTION OF THE WORK ON WHICH THE NOTE APPEARS. IT IS THE CONTRACTOR'S SOLE RESPONSIBILITY TO COORDINATE THE WORK OF THE CONTRACT BETWEEN HIS/HER SUPPLIERS, SUBCONTRACTORS AND EMPLOYEES. IF CLARIFICATION IS REQUIRED, CONSULT ARCHITECT/ENGINEER BEFORE SUBMITTING BID.
 - 9.12. BY INFERENCE, ANY REFERENCE TO A CONTRACTOR OR SUB-CONTRACTOR MEANS THE ENTITY WHICH HAS BEEN CONTRACTED WITH THE OWNER FOR THE WORK OF THE CONTRACT DOCUMENTS.
 - 9.13. ENGINEER MEANS THE DESIGN PROFESSIONAL FIRM WHICH HAS PREPARED THESE CONTRACT DOCUMENTS. ALL QUESTIONS, SUBMITTALS, ETC. OF THIS DIVISION SHALL BE ROUTED THROUGH THE ARCHITECT TO THE ENGINEER (THROUGH PROPER CONTRACTUAL CHANNELS).

PANEL B1		LOCATION:	BACK OF HOUSE				KEY NOTES:			
NEW PANEL - SURFACE MOUNTED		FED FROM:	MDP				1)			
120 V / 208V - 3 PHASE - 4 WIRE		COMMENTS:					2)			
225 AMP BUS - MAIN LUG ONLY							3)			
RATING: 22k SCOR							4)			
							5)			
		PHASE LOADING		PANEL						
		0% 0% 0% 0%								
KEY	LOAD DESCRIPTION	OCP	P (AS)	CKT	LOAD - VA	CKT	P (AS)	OCP	LOAD DESCRIPTION	KEY
					A ₀	B ₀	C ₀			
	SPARE	20	1	1	0		2	1	20	SPARE
	SPARE	20	1	3	0		1	20	SPARE	
	SPARE	20	1	5	0		4	1	20	SPARE
	SPARE	20	1	7	0		6	1	20	SPARE
	SPARE	20	1	9	0		8	1	20	SPARE
	SPARE	20	1	11	0		10	1	20	SPARE
	SPARE	20	1	13	0		12	1	20	SPARE
	SPARE	20	1	15	0		14	1	20	SPARE
	SPARE	20	1	17	0		16	1	20	SPARE
	SPARE	20	1	19	0		18	1	20	SPARE
	SPARE	20	1	21	0		20	1	20	SPARE
	SPARE	20	1	23	0		22	1	20	SPARE
	SPARE	20	1	25	0		24	1	20	SPARE
	SPARE	20	1	27	0		26	1	20	SPARE
	SPARE	20	1	29	0		28	1	20	SPARE
	SPARE	20	1	31	0		30	1	20	SPARE
	SPARE	20	1	33	0		32	1	20	SPARE
	SPARE	20	1	35	0		34	1	20	SPARE
	SPARE	20	1	37	0		36	1	20	SPARE
	SPARE	20	1	39	0		38	1	20	SPARE
	SPARE	20	1	41	0		40	1	20	SPARE
	SPARE	20	1	43	0		42	1	20	SPARE
CONNECTED LOAD PER PHASE (VA)		0.0	0.0	0.0	0.0					
DESIGN LOAD PER PHASE (AMPS)		0.0	0.0	0.0	0.0					
TOTAL CONNECTED LOAD (VA): 0						TOTAL CONNECTED AMPS: 0				
TOTAL DESIGN LOAD (VA): 0						TOTAL DESIGN AMPS: 0				

CONDUCTORS BASED ON THINWTHWN AND 75° LUGS. CONDUIT BASED ON 4 CONDUCTORS IN SCH. 80 PVC. - NOT TO BE USED FOR BRANCH CIRCUITS		
AMPERACY → 420A →	Q = QUANTITY OF CONDUCTORS	→ 1200A* → = SERVICE FEEDER, NO EQUIPMENT GROUND REQUIRED
SIZE	COPPER FEEDER, COPPER GND. (Q#10 & #10 GND. IN 3/4" C.	ALUMINUM FEEDER, COPPER GND. NOT PERMITTED BY ENGINEER
35Q	(Q#8 & #10 GND. IN 3/4" C.	NOT PERMITTED BY ENGINEER
50Q	(Q#6 & #10 GND. IN 3/4" C.	NOT PERMITTED BY ENGINEER
65Q	(Q#4 & #10 GND. IN 1-1/2" C.	NOT PERMITTED BY ENGINEER
100Q	(Q#3 & #6 GND. IN 1-1/4" C.	NOT PERMITTED BY ENGINEER
115Q	(Q#2 & #6 GND. IN 1-1/2" C.	NOT PERMITTED BY ENGINEER
130Q	(Q#1 & #6 GND. IN 2" C.	NOT PERMITTED BY ENGINEER
150Q	(Q#10 & #6 GND. IN 2" C.	NOT PERMITTED BY ENGINEER
175Q	(Q#10 & #6 GND. IN 2" C.	NOT PERMITTED BY ENGINEER
200Q	(Q#10 & #6 GND. IN 2-1/2" C.	(Q#250 & #6 GND. IN 3" C.
250Q	(Q#40 & #4 GND. IN 2-1/2" C.	(Q#400 & #4 GND. IN 4" C.
255Q	(Q#250 & #4 GND. IN 3" C.	(Q#400 & #4 GND. IN 4" C.
265Q	(Q#300 & #4 GND. IN 3" C.	(Q#400 & #4 GND. IN 4" C.
310Q	(Q#350 & #3 GND. IN 3" C.	(Q#500 & #3 GND. IN 4" C.
335Q	(Q#400 & #3 GND. IN 4" C.	(Q#600 & #3 GND. IN 4" C.
360Q	(Q#400 & #3 GND. IN 4" C.	(Q#750 & #3 GND. IN 4" C.
400Q	(Q#400 & #3 GND. IN 4" C.	2 SETS: (Q#250 & #2 GND. IN 3" C. EACH
510Q	2 SETS: (Q#250 & #2 GND. IN 3" C. EACH	2 SETS: (Q#250 & #2 GND. IN 3" C. EACH
570Q	2 SETS: (Q#300 & #1 GND. IN 3" C. EACH	2 SETS: (Q#350 & #1 GND. IN 3" C. EACH
620Q	2 SETS: (Q#350 & #1/10 GND. IN 3" C. EACH	2 SETS: (Q#400 & #1/10 GND. IN 4" C. EACH
670Q	2 SETS: (Q#400 & #1/10 GND. IN 4" C. EACH	2 SETS: (Q#600 & #1/10 GND. IN 4" C. EACH
760Q	2 SETS: (Q#400 & #1/10 GND. IN 4" C. EACH	2 SETS: (Q#750 & #1/10 GND. IN 4" C. EACH
800Q	3 SETS: (Q#600 & #1/10 GND. IN 4" C. EACH	3 SETS: (Q#400 & #1/10 GND. IN 4" C. EACH
900Q	3 SETS: (Q#600 & #2/10 GND. IN 4" C. EACH	4 SETS: (Q#500 & #2/10 GND. IN 4" C. EACH
1200Q	3 SETS: (Q#600 & #3/10 GND. IN 4" C. EACH	4 SETS: (Q#500 & #3/10 GND. IN 4" C. EACH
1600Q	4 SETS: (Q#600 & #4/10 GND. IN 4" C. EACH	5 SETS: (Q#600 & #4/10 GND. IN 4" C. EACH
2000Q	5 SETS: (Q#600 & #250 GND. IN 4" C. EACH	5 SETS: (Q#750 & #250 GND. IN 4" C. EACH



DRAWING TITLE: ELECTRICAL NOTES & DETAILS	DRAWING No. E1	
	DRAWN BY:	CH JG
	CHECKED BY:	BJF
	SCALE:	AS NOTED
	DATE:	03/10/2022
		PROJECT NO: 21059.1



	ELECTRICAL LEGEND
	SIMPLEX RECEPTACLE (NEMA 5-15/20R); MOUNTED @18" AFF. UON.
	DUPLEX RECEPTACLE (NEMA 5-15/20R); MOUNTED @18" AFF. UON.
	COMBO. RECEPT. / USB CHARGER MODEL (LEVITON T5832); MOUNTED @18" AFF. UON.
	SPECIAL RECEPTACLE. SEE PLAN FOR DETAIL.; MOUNTED @18" AFF. UON.
	208/240V RECEPTACLE (NEMA 6-20R); MOUNTED @18" AFF. UON.
	QUAD RECEPTACLE - TWO DUPLEX (NEMA 5-15/20R); MOUNTED @18" AFF. UON.
	DUPLEX RECEPTACLE - DEDICATED CIRCUIT
	DUPLEX RECEPTACLE - SPLIT YOKE, TOP HOT, BOTTOM SWITCHED
	JUNCTION BOX; MOUNTED @18" AFF. UON.
	1-GANG WALL MOUNTED LOW VOLTAGE BOX FOR TELCO/DATA. 1" CONDUIT AND PULL STRING TO ABOVE CEILING FOR USE BY LOW VOLTAGE CONTRACTOR; MOUNTED @18" AFF. UON.
	MEDIA JUNCTION BOX. 4S X 2-1/2 DEEP WALL MOUNTED BOX WITH 2-GANG MUD RING. FACTORY DIVIDED TO PROVIDE SEPARATE HIGH AND LOW VOLTAGE SECTIONS. FLUSH MOUNTED AT 84" AFF. U.O.N.
	LOW VOLTAGE BOX FLUSH IN CEILING OR SUSPENDED IN OPEN CEILING. IF OPEN CEILING, VERIFY MOUNTING HEIGHT WITH LOW VOLTAGE CONTRACTOR
	LOW VOLTAGE BOX IN FLOOR. VERIFY DETAILS WITH LOW VOLTAGE CONTRACTOR
	SPECIALTY LOW VOLTAGE BOX, PROVIDED AND INSTALLED BY SEPARATE LOW VOLTAGE CONTRACTOR. SHOWIN HERE FOR REFERENCE ONLY.
	HOMERUN TO PANEL (PANEL "A", CKT "1")
	250V PANELBOARD (120/208V AND 120/240V)
	600V PANELBOARD (277/480V)
	DISCONNECT SWITCH
	GROUND
	PANEL A. CIRCUIT 17
	SWITCH, SPECIFICATION GRADE
	GR GFCI RECEPTACLE (GROUND-FAULT CIRCUIT-INTERRUPTING)
	GB GFCI BREAKER (GROUND-FAULT CIRCUIT-INTERRUPTING)
	IG ISOLATED GROUND
	WP WEATHER-PROOF (RECEPTABLES IN WET LOCATIONS WITH NEMA 3R WITH IN-USE COVERS PER NEC 406.9)

FES PROJECT: 21059.1

Fagan Engineering Services, LLC
M.E.P. ENGINEERING
327 DAWHONGA ST. STE 101B
CUMMING, GA 30040
(678) 648-4904



03/14/2022



BRIAN J. FAGAN - PROFESSIONAL ENGINEER
GA LICENSE NUM: 32550 - EXP: 12/31/2022

WHITE BOX FINISH
SUITE 114
670 NORTH MAIN ST.
ALPHARETTA GA 30009

REVISIONS		
#	DATE	DESCRIPTION
1	03/10/2022	FOR CONSTRUCTION

DRAWING TITLE: ELECTRICAL PLAN S	DRAWN BY:	CH.J.G
	CHECKED BY:	B.J.F
	SCALE:	AS NOTED
	DATE:	03/10/2022
	PROJECT NO:	21059.1

2 ELECTRICAL FLOOR PLAN

SCALE: 1/16"=1'-0"

1 ELECTRICAL FLOOR PLAN

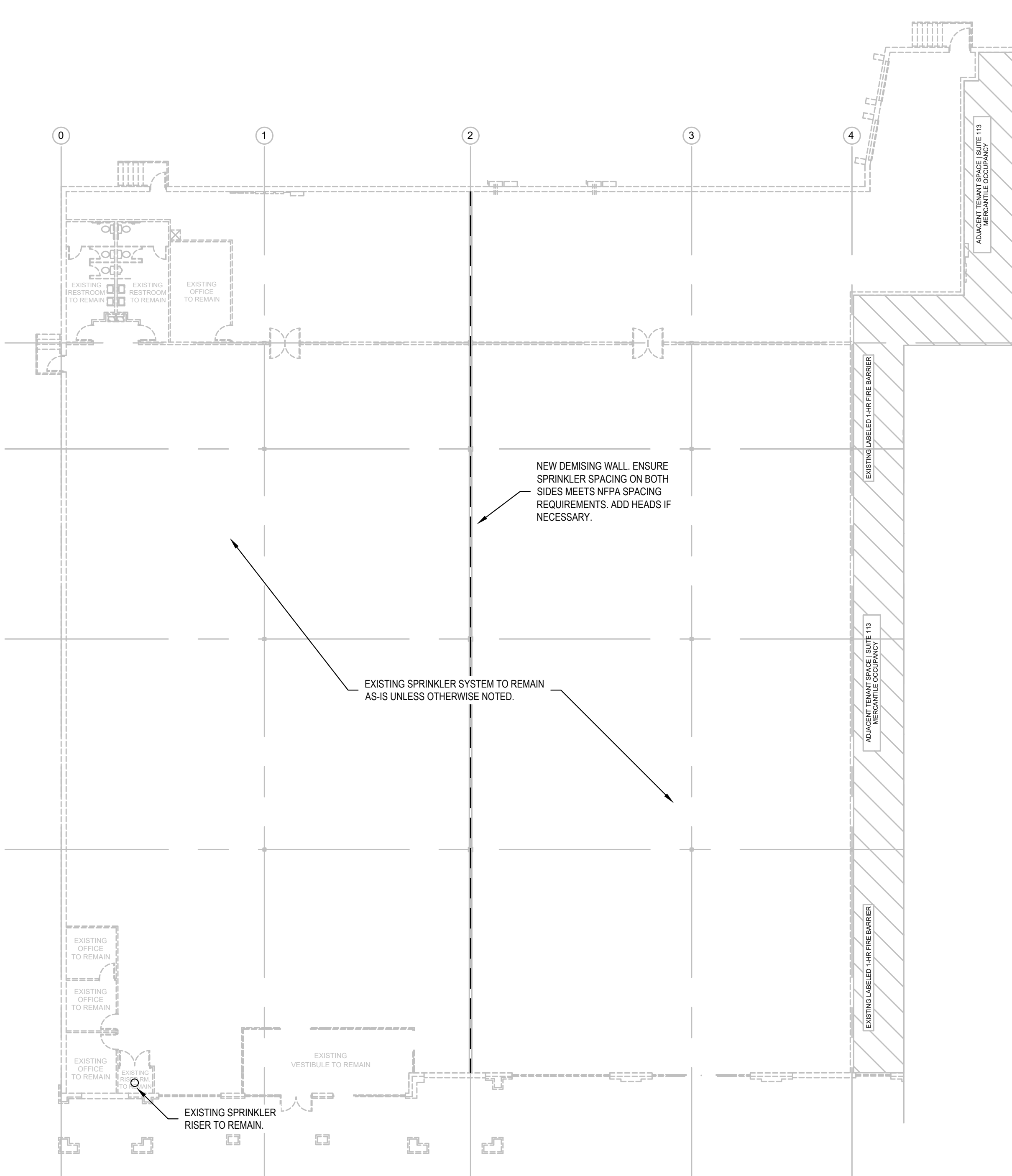
SCALE: 1/16"=1'-0"

Alpharetta
GEORGIA • USA

REVIEWED FOR CODE COMPLIANCE
CITY OF ALPHARETTA
BUILDING CONSTRUCTION DIVISION

SPRINKLER SPECIFICATION

- PART 1 - GENERAL
- 1.1 SECTION REQUIREMENTS
- A. SUBMITTALS: PRODUCT DATA FOR VALVES, SPRINKLERS, SPECIALTIES, AND ALARMS.
1. SUBMIT SPRINKLER SYSTEM DRAWINGS IDENTIFIED AS "WORKING PLANS" AND CALCULATIONS ACCORDING TO NFPA 13. PLANS AND CALCULATIONS MUST BE SIGNED AND SEALED BY A LICENSED FIRE PROTECTION ENGINEER. SUBMIT REQUIRED NUMBER OF SETS TO AUTHORITIES HAVING JURISDICTION FOR REVIEW, COMMENT, AND APPROVAL. INCLUDE SYSTEM HYDRAULIC CALCULATIONS WHERE APPLICABLE.
2. SUBMIT TEST REPORTS AND CERTIFICATES AS DESCRIBED IN NFPA 13.
- B. DESIGN AND INSTALLATION APPROVAL: ACCEPTABLE TO AUTHORITIES HAVING JURISDICTION.
- C. HYDRAULICALLY DESIGN SPRINKLER SYSTEMS ACCORDING TO NFPA 13.
- D. COMPLY WITH NFPA 13 AND NFPA 70.
- E. UL-LISTED AND -LABELED AND FMG-APPROVED PIPE AND FITTINGS.
- PART 2 - PRODUCTS
- 2.1 PIPE AND FITTINGS
- A. STEEL PIPE: ASTM A 53/A 53M, ASTM A 135, OR ASTM A 795.
- B. COPPER TUBE: ASTM B 88, TYPE L OR M; DRAWN TEMPER.
- C. GROOVED-END FITTINGS: UL-LISTED AND FMG-APPROVED, ASTM A 536, GRADE 65-45-12 DUCTILE IRON OR ASTM A 47 GRADE 32510 MALLEABLE IRON, WITH GROOVES OR SHOULDERS DESIGNED TO ACCEPT GROOVED COUPLINGS.
- D. GROOVED-END COUPLINGS: UL 213, ASTM A 536 DUCTILE-IRON OR ASTM A 47 MALLEABLE-IRON HOUSING, WITH ENAMEL FINISH. INCLUDE GASKETS, BOLTS, AND ACCESSORIES.
- E. WROUGHT-COPPER FITTINGS: ASME B16.22, STREAMLINED PATTERN.
- 2.2 VALVES
- A. FIRE-PROTECTION SERVICE VALVES: UL LISTED AND FMG APPROVED, WITH 175-PSIG NONSHOCK MINIMUM WORKING-PRESSURE RATING. VALVES FOR USE WITH GROOVED PIPING MAY BE GROOVED TYPE. INDICATING VALVES SHALL BE BUTTERFLY OR BALL TYPE, BRONZE BODY WITH THREADED ENDS, AND INTEGRAL INDICATING DEVICE WITH 115-V AC, ELECTRIC, SINGLE-CIRCUIT SUPERVISORY SWITCH INDICATOR.
- B. GATE VALVES: UL 262, CAST BRONZE, THREADED ENDS, SOLID WEDGE, OUTSIDE SCREW AND YOKE, RISING STEM.
- C. SWING CHECK VALVES, NPS 2 AND SMALLER: UL 312 OR MSS SP-80, CLASS 150; BRONZE BODY WITH BRONZE DISC AND THREADED ENDS.
- D. SWING CHECK VALVES, NPS 2-1/2 AND LARGER: UL 312, CAST-IRON BODY AND BOLTED CAP, WITH BRONZE DISC OR CAST-IRON DISC WITH BRONZE-DISC RING AND FLANGED ENDS.
- E. ALARM CHECK VALVES: UL 193, 175-PSIG WORKING PRESSURE, DESIGNED FOR HORIZONTAL OR VERTICAL INSTALLATION, WITH CAST-IRON FLANGED INLET AND OUTLET, BRONZE GROOVED SEAT WITH O-RING SEALS, AND SINGLE-HINGE PIN AND LATCH DESIGN. INCLUDE TRIM SETS FOR BYPASS, DRAIN, ELECTRIC SPRINKLER ALARM SWITCH, PRESSURE GAGES, RETARDING CHAMBER, FILL-LINE ATTACHMENT WITH STRAINER, AND DRIP CUP ASSEMBLY.
- F. BALL DRIP VALVES: UL 1726, AUTOMATIC DRAIN VALVE, NPS 3/4, BALL CHECK DEVICE WITH THREADED ENDS.
- 2.3 SPRINKLERS
- A. AUTOMATIC SPRINKLERS: WITH HEAT-RESPONSIVE ELEMENT COMPLYING WITH THE FOLLOWING:
1. UL 199, FOR APPLICATIONS EXCEPT RESIDENTIAL.
- B. SPRINKLER TYPES AND CATEGORIES: NOMINAL 1/2-INCH ORIFICE FOR "ORDINARY" TEMPERATURE CLASSIFICATION RATING, UNLESS OTHERWISE INDICATED OR REQUIRED BY APPLICATION.
- C. SPRINKLER TYPES INCLUDE THE FOLLOWING:
1. UPRIGHT AND PENDENT SPRINKLERS.
2. QUICK-RESPONSE SPRINKLERS.
- D. SPRINKLER FINISHES: CHROME PLATED AND BRONZE.
- E. SPRINKLER ESCUTCHEONS: CHROME-PLATED STEEL, ONE PIECE, FLAT.
- F. SPRINKLER GUARDS: WIRE-CAGE TYPE, INCLUDING FASTENING DEVICE.
- G. SPRINKLER CABINETS: FINISHED STEEL CABINET WITH HINGED COVER, WITH SPACE FOR MINIMUM OF 6 SPARE SPRINKLERS PLUS SPRINKLER WRENCH, SUITABLE FOR WALL MOUNTING. INCLUDE NUMBER OF SPRINKLERS REQUIRED BY NFPA 13 AND ONE WRENCH FOR SPRINKLERS. INCLUDE SEPARATE CABINET WITH SPRINKLERS AND WRENCH FOR EACH STYLE SPRINKLER ON PROJECT.
- 2.4 SPECIALTIES AND ALARMS
- A. FIRE DEPARTMENT CONNECTIONS: UL 405, FLUSH, WALL-TYPE, WITH CAST-BRASS BODY; NH-STANDARD THREAD INLETS MATCHING LOCAL FIRE DEPARTMENT THREADS; AND HAVING TWO NPS 2-1/2 INLETS AND NPS 4 OUTLET.
1. INLET ALIGNMENT: IN-LINE, HORIZONTAL, UNLESS OTHERWISE INDICATED.
2. CLAPPER TYPE: DROP CLAPPERS IN BODY.
3. DIRECTION OF OUTLET: BACK, UNLESS OTHERWISE INDICATED.
4. FINISH: ROUGH CHROME-PLATED.
- B. WATER-FLOW INDICATORS: UL 346, ELECTRICAL-SUPERVISION, VANE-TYPE WATER-FLOW DETECTOR; WITH 250-PSIG PRESSURE RATING; AND DESIGNED FOR HORIZONTAL OR VERTICAL INSTALLATION. INCLUDE 2 SINGLE-POLE, DOUBLE-THROW, CIRCUIT SWITCHES FOR ISOLATED ALARM AND AUXILIARY CONTACTS, 7 A, 125-V AC AND 0.25 A, 24-V DC, COMPLETE WITH FACTORY-SET, FIELD-ADJUSTABLE RETARD ELEMENT TO PREVENT FALSE SIGNALS AND TAMPERPROOF COVER THAT SENDS SIGNAL IF REMOVED.
- C. PRESSURE SWITCHES: UL 753, ELECTRICAL-SUPERVISION-TYPE, WATER-FLOW SWITCH WITH RETARD FEATURE. INCLUDE SINGLE-POLE, DOUBLE-THROW, NORMALLY CLOSED CONTACTS AND DESIGN THAT OPERATES ON RISING PRESSURE AND SIGNALS WATER FLOW.
- D. VALVE SUPERVISORY SWITCHES: UL 753, ELECTRICAL; SINGLE-POLE, DOUBLE THROW; WITH NORMALLY CLOSED CONTACTS. INCLUDE DESIGN THAT SIGNALS CONTROLLED VALVE IS IN OTHER THAN FULLY OPEN POSITION.
- E. PRESSURE GAGES: UL 393, 3-1/2- TO 4-1/2-INCH- DIAMETER DIAL WITH DIAL RANGE OF 0 TO 250 PSIG.
- PART 3 - EXECUTION
- 3.1 PIPE AND FITTING APPLICATION
- A. USE STEEL PIPE WITH THREADED, ROLL-GROOVED, OR CUT-GROOVED JOINTS; COPPER TUBE WITH WROUGHT-COPPER FITTINGS AND BRAZED JOINTS.
1. FOR STEEL PIPE JOINED BY THREADED FITTINGS, USE SCHEDULE 40.
2. FOR STEEL PIPE JOINED BY WELDING OR ROLL-GROOVED PIPE AND FITTINGS, USE SCHEDULE 10.
- B. PIPE BETWEEN FIRE DEPARTMENT CONNECTIONS AND CHECK VALVES: USE GALVANIZED STEEL PIPE WITH FLANGED OR THREADED JOINTS.
- C. INSTALL SHUTOFF VALVE, CHECK VALVE, BACKFLOW PREVENTER, PRESSURE GAGE, DRAIN, AND OTHER ACCESSORIES INDICATED AT CONNECTION TO WATER SERVICE PIPING.
- 3.2 PIPING INSTALLATION
- A. INSTALL "INSPECTOR'S TEST CONNECTIONS" IN SPRINKLER PIPING, COMPLETE WITH SHUTOFF VALVE.
- B. INSTALL SPRINKLER ZONE CONTROL VALVES, TEST ASSEMBLIES, AND DRAIN HEADERS ADJACENT TO STANDPIPES WHEN SPRINKLER PIPING IS CONNECTED TO STANDPIPE.
- C. INSTALL BALL DRIP VALVES TO DRAIN PIPING BETWEEN FIRE DEPARTMENT CONNECTIONS AND CHECK VALVES, AND WHERE INDICATED. DRAIN TO FLOOR DRAIN OR OUTSIDE BUILDING.
- D. INSTALL ALARM DEVICES IN PIPING SYSTEMS.
- E. INSTALL PRESSURE GAGES ON RISER OR FEED MAIN, AT EACH SPRINKLER TEST CONNECTION, AND AT TOP OF EACH RISER. INSTALL GAGES TO PERMIT REMOVAL, AND INSTALL WHERE THEY WILL NOT BE SUBJECT TO FREEZING.
- F. INSTALL FIRE-PROTECTION SERVICE VALVES SUPERVISED-OPEN, LOCATED TO CONTROL SOURCES OF WATER SUPPLY EXCEPT FROM FIRE DEPARTMENT CONNECTIONS. WHERE THERE IS MORE THAN ONE CONTROL VALVE, PROVIDE PERMANENTLY MARKED IDENTIFICATION SIGNS INDICATING PORTION OF SYSTEM CONTROLLED BY EACH VALVE.
- G. INSTALL CHECK VALVE IN EACH WATER SUPPLY CONNECTION. INSTALL BACKFLOW PREVENTERS INSTEAD OF CHECK VALVES IN POTABLE-WATER SUPPLY SOURCES.
- H. INSTALL ALARM CHECK VALVES IN VERTICAL POSITION FOR PROPER DIRECTION OF FLOW, INCLUDING BYPASS CHECK VALVE AND RETARD CHAMBER DRAIN LINE CONNECTION.
- 3.3 SPRINKLER APPLICATIONS
- A. ROOMS WITHOUT CEILINGS: UPRIGHT SPRINKLERS.
- B. ROOMS WITH SUSPENDED CEILINGS: PENDANT SPRINKLERS.
- C. SPECIAL APPLICATIONS: USE EXTENDED COVERAGE, AND QUICK-RESPONSE SPRINKLERS WHERE INDICATED.
- D. SPRINKLER FINISHES: CHROME PLATED IN FINISHED SPACES EXPOSED TO VIEW, ROUGH BRONZE IN UNFINISHED SPACES NOT EXPOSED TO VIEW.
- E. INSTALL SPRINKLERS IN SUSPENDED CEILINGS IN CENTER OF TILES.
- 3.4 SPECIALTIES AND ALARMS INSTALLATIONS
- A. INSTALL FIRE DEPARTMENT CONNECTIONS WITH BALL DRIP VALVES INSTALLED AT EACH CHECK VALVE FOR FIRE DEPARTMENT CONNECTION TO MAINS. EXTEND TO FLOOR DRAIN OR OUTSIDE BUILDING.
- B. CONNECT ALARM DEVICES TO FIRE ALARM SYSTEM.
- 3.5 TESTING
- A. PERFORM FIELD ACCEPTANCE TESTS OF EACH FIRE-PROTECTION SYSTEM.
- FLUSH, TEST, AND INSPECT SPRINKLER PIPING SYSTEMS ACCORDING TO NFPA 13, CHAPTER "SYSTEM ACCEPTANCE."



1 FIRE SPRINKLER PLAN
SCALE: 1/16"=1'-0"

GENERAL NOTES

- ALL WORK SHALL BE IN ACCORDANCE WITH THE GEORGIA CONSTRUCTION CODE & ITS ADOPTED AMENDMENTS; INCLUDING BUT NOT LIMITED TO THE NATIONAL ELECTRIC CODE, INTERNATIONAL MECHANICAL CODE, INTERNATIONAL ENERGY CONSERVATION CODE, AND INTERNATIONAL PLUMBING CODE. SEE ARCHITECTURAL COVER SHEET FOR A SPECIFIC LIST OF ADOPTED CODES.
- NOTE THAT THIS BUILDING USES A FULLY DUCTED RETURN WITHOUT A RETURN AIR PLENUM.
- UNLESS OTHERWISE NOTED, THE WORK DESCRIBED ON THE PLANS AND SPECIFICATIONS SHALL INCLUDE THE FURNISHING AND INSTALLATION OF ALL LABOR AND MATERIALS NECESSARY FOR COMPLETE AND OPERATIONAL HVAC, FIRE PROTECTION AND PLUMBING SYSTEMS. CONTRACTOR SHALL FURNISH THESE EVEN IF ITEMS REQUIRED TO ACHIEVE THIS (I.E. OFFSETS, ISOLATION AND BALANCING DEVICES, MAINTENANCE CLEARANCES, ETC.) ARE NOT SPECIFICALLY SHOWN.
- THE CONTRACTOR SHALL PROVIDE SUBMITTALS TO THE A/E TEAM ON ALL MAJOR EQUIPMENT, MATERIALS, & FIXTURES FOR REVIEW PRIOR TO PURCHASING. QUESTIONS REGARDING THESE DRAWINGS SHALL BE ADDRESSED TO THE A/E TEAM PRIOR TO THE AWARDED OF THE CONTRACT. OTHERWISE THE A/E TEAM'S INTERPRETATION OF THE MEANING AND INTENT OF THE DRAWINGS SHALL BE FINAL.
- DATA GIVEN ON THE DRAWINGS IS AS EXACT AS COULD BE SECURED. ABSOLUTE ACCURACY IS NOT GUARANTEED AND THE CONTRACTOR SHALL OBTAIN AND VERIFY EXACT LOCATIONS, MEASUREMENTS, LEVELS, SPACE REQUIREMENTS, POTENTIAL CONFLICTS WITH OTHER TRADES, ETC. AT THE SITE AND SHALL SATISFACTORILY ADAPT HIS WORK TO THE ACTUAL CONDITIONS OF THE JOB.
- THE DRAWINGS ARE DIAGRAMMATICAL IN NATURE AND SHALL NOT BE SCALED. THEY SHOW CERTAIN PHYSICAL RELATIONSHIPS WHICH MUST BE ESTABLISHED WITHIN THE VARIOUS DIVISIONS SCOPE OF WORK AND ITS INTERFACE WITH OTHER TRADES. IF CONFLICTS EXIST, PRIORITY OF LOCATION IN REFLECTED CEILING GRID SHALL BE AS FOLLOWS FROM HIGH TO LOW: LIGHTS, SPRINKLER, MECHANICAL, FIRE ALARM DEVICES.
- ESTABLISHING THIS RELATIONSHIP IN THE FIELD IS THE EXCLUSIVE RESPONSIBILITY OF THE CONTRACTOR. THIS DIVISION SHALL COORDINATE ITS WORK WITH ALL DIVISIONS OF THE WORK AND ADJUST ITS WORK AS REQUIRED BY THE ACTUAL CONDITIONS OF THE PROJECT.
- THE CONTRACTOR SHALL VISIT THE SITE BEFORE SUBMITTING A BID TO BECOME THOROUGHLY FAMILIAR WITH THE ACTUAL CONDITIONS OF THE PROJECT. NO EXTRAS WILL BE ALLOWED DUE TO LACK OF KNOWLEDGE OF EXISTING CONDITIONS.
- CERTAIN SYSTEMS REQUIRE ENGINEERING OF INSTALLATION DETAILS BY CONTRACTOR, UNLESS FULLY DETAILED IN THE CONTRACT DOCUMENTS, SUCH ENGINEERING IS THE EXCLUSIVE RESPONSIBILITY OF THE CONTRACTOR.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE WHERE CLEARANCES ARE LIMITED, AND WHERE INSTALLATION DRAWINGS OR SCHEMATICS, "CONSTRUCTION DRAWINGS", OR COORDINATION DRAWINGS MAY BE REQUIRED IN ACCORDANCE WITH, OR IN EXCESS OF, THOSE REQUIRED BY THE SPECIFICATIONS. THE CONTRACTOR SHALL PREPARE ALL SUCH COORDINATION DRAWINGS AS PART OF THE BASE CONTRACT. SUCH DRAWINGS MAY BE SUBMITTED TO THE ARCHITECT/ENGINEER FOR RECORD AND COMMENT. ANY WORK INSTALLED WITHOUT APPROVED COORDINATION DRAWINGS IS DONE AT THE CONTRACTOR'S RISK. THESE NOTES ONLY SUPPLEMENT, AND DO NOT REPLACE, THE SPECIFICATIONS.
- DIVISIONS
- 1: GENERAL, 21: FIRE SUPPRESSION, 22: PLUMBING, 23: HVAC, 25: AUTOMATION, 26: ELECTRICAL, 27: COMMUNICATIONS, 28: ELECTRONIC SAFETY AND SECURITY
- DEFINITIONS AND TERMINOLOGY
- THE DEFINITIONS AND GENERAL CONDITIONS OF THIS SPECIFICATION ALSO APPLY TO MEP DIVISION CONTRACT DOCUMENTS.
- CONTRACT DOCUMENTS CONSTITUTE THE DRAWINGS, SPECIFICATIONS, GENERAL CONDITIONS, PROJECT MANUALS, ETC., PREPARED BY ENGINEER (OR OTHER DESIGN PROFESSIONAL IN ASSOCIATION WITH ENGINEER) FOR CONTRACTOR'S BID OR CONTRACTOR'S NEGOTIATIONS WITH THE OWNER. THESE DRAWINGS AND SPECIFICATIONS PREPARED BY THE ENGINEER ARE NOT CONSTRUCTION DOCUMENTS.
- CONSTRUCTION DOCUMENTS, CONSTRUCTION DRAWINGS, AND SIMILAR TERMS FOR THIS WORK REFER TO INSTALLATION DIAGRAMS, SHOP DRAWINGS AND COORDINATION DRAWINGS PREPARED BY THE CONTRACTOR USING THE DESIGN INTENT INDICATED ON THE ENGINEER'S CONTRACT DOCUMENTS. THESE SPECIFICATIONS DETAIL THE CONTRACTOR'S RESPONSIBILITY FOR "ENGINEERING BY CONTRACTOR" AND FOR PREPARATION OF CONSTRUCTION DOCUMENTS.
- (N) INDICATES NEW EQUIPMENT TO BE PROVIDED UNDER THIS CONTRACT.
- (E) INDICATES EXISTING EQUIPMENT ON SITE WHICH MAY OR MAY NOT NEED TO BE RELOCATED AS A PART OF THIS WORK.
- (R) INDICATES EXISTING EQUIPMENT TO BE RELOCATED AS PART OF THIS WORK.
- FURNISH MEANS TO SUPPLY AND USUALLY REFERS TO AN ITEM OF EQUIPMENT.
- INSTALL MEANS TO SET IN PLACE, CONNECT AND PLACE IN FULL OPERATIONAL ORDER.
- PROVIDE MEANS TO FURNISH AND INSTALL.
- EQUIVALENT MEANS MEETS THE SPECIFICATIONS OF THE REFERENCE PRODUCT OR ITEM IN ALL SIGNIFICANT ASPECTS. SIGNIFICANT ASPECTS SHALL BE AS DETERMINED BY THE ARCHITECT/ENGINEER.
- WORK BY OTHER(S) DIVISIONS, AND SIMILAR EXPRESSIONS MEANS WORK TO BE PERFORMED UNDER THE CONTRACT DOCUMENTS, BUT NOT NECESSARILY UNDER THE DIVISION OR SECTION OF THE WORK ON WHICH THE NOTE APPEARS. IT IS THE CONTRACTOR'S SOLE RESPONSIBILITY TO COORDINATE THE WORK OF THE CONTRACT BETWEEN HIGHER SUPPLIERS, SUBCONTRACTORS AND EMPLOYEES. IF CLARIFICATION IS REQUIRED, CONSULT ARCHITECT/ENGINEER BEFORE SUBMITTING BID.
- BY INFERENCE, ANY REFERENCE TO A CONTRACTOR OR SUB-CONTRACTOR MEANS THE ENTITY WHICH HAS CONTRACTED WITH THE OWNER FOR THE WORK OF THE CONTRACT DOCUMENTS.
- ENGINEER MEANS THE DESIGN PROFESSIONAL FIRM WHICH HAS PREPARED THESE CONTRACT DOCUMENTS. ALL QUESTIONS, SUBMITTALS, ETC. OF THIS DIVISION SHALL BE ROUTED THROUGH THE ARCHITECT TO THE ENGINEER (THROUGH PROPER CONTRACTUAL CHANNELS).

SPRINKLER DESIGN NOTES

THIS BUILDING IS CURRENTLY FULLY SPRINKLED. THE CONTRACTOR IS TO MODIFY THE EXISTING FIRE PROTECTION SYSTEM IN STRICT ACCORDANCE WITH NFPA PAMPHLET NUMBER 13, AND APPLICABLE LOCAL AND STATE CODES.

THE SPRINKLER SYSTEM SHALL CONFORM TO THE REGULATIONS AND REQUIREMENTS OF ALL AUTHORITIES HAVING JURISDICTIONS AND OWNER'S INSURANCE CARRIER.

SPRINKLER AND STANDPIPE SUBMITTALS FOR REVIEW AND APPROVAL SHALL INCLUDE THE FOLLOWING:

- A) A RECENT (WITHIN LAST SIX MONTHS) CERTIFIED WATER SUPPLY TEST, (TEST TO INCLUDE):
- DATE, TIME AND PERSONS PERFORMING TEST.
 - SITE PLAN DRAWING SHOWING LOCATION WHERE TEST WAS CONDUCTED AND PROXIMITY TO STRUCTURE (INCLUDE DIMENSIONS)
 - STATIC AND RESIDUAL PRESSURES (IN PSI).
 - FLOW IN GPM.

B) DESIGN CRITERIA FOR SYSTEM.

- C) HYDRAULIC CALCULATION PACKAGE SHALL INCLUDE:
- COVER SHEET
 - DATA SHEET
 - GRAPH
 - CORRESPONDING NODES TO DRAWINGS.

D) DRAWINGS (FLOOR PLANS AND RISER):

- IDENTIFY ALL ROOMS AND SPACES.
- SHOW ALL PIPING AND ITS SIZES.
- SHOW ALL HEAD LOCATIONS (AND IDENTIFY TYPE OF HEAD).
- SHOW MOST REMOTE AREAS.
- SHOW ALL HYDRAULIC REFERENCE POINTS (NODES).
- SHOW ALL VALVING.
- SHOW METHOD OF PIPE BRACING (SEISMIC IF REQUIRED).
- SHOW THRU BLOCKING AND PRIVATE HYDRANTS (IF REQUIRED).
- SHOW ALL ALARMS AND DEVICES.

REVIEWS		DESCRIPTION
#	DATE	FOR CONSTRUCTION
1	03/10/2022	

DRAWING TITLE: FIRE SPRINKLER PLAN	DRAWN BY: CH JG	CHECKED BY: BJF	SCALE: AS NOTED	DATE: 03/10/2022	PROJECT NO: 21059.1
	DRAWING No. F1				

WHITE BOX FINISH
SUITE 114
670 NORTH MAIN ST.
ALPHARETTA GA 30009

03/14/2022

BRIAN J. FAGAN - PROFESSIONAL ENGINEER
GA LICENSE NUM. 32550 - EXP. 12/31/2022

GEORGIA
BRIAN J. FAGAN
PROFESSIONAL
ENGINEER
No. 32550

FES PROJECT: 21059.1

Fagan Engineering Services, LLC
MEP ENGINEERING
327 N. MAIN STREET
CUMMINGS, GA 30040
(678) 648-4804

FES

03/14/2022



BRIAN J. FAGAN - PROFESSIONAL ENGINEER
GA LICENSE NUM. 32550 - EXP. 12/31/2022

WHITE BOX FINISH
SUITE 114
670 NORTH MAIN ST.
ALPHARETTA GA 30009

FIRE ALARM LEGEND

SYMBOL	DESCRIPTION
	WALL MOUNTED HORN/STROBE - SPEAKER/STROBE DEVICE (CD RATING INDICATED)
	WALL MOUNTED STROBE ONLY DEVICE (CD RATING INDICATED)
	WALL MOUNTED HORN - SPEAKER ONLY DEVICE
	CEILING MOUNTED HORN/STROBE - SPEAKER/STROBE DEVICE (CD RATING INDICATED)
	CEILING MOUNTED STROBE ONLY DEVICE (CD RATING INDICATED)
	CEILING MOUNTED HORN - SPEAKER ONLY DEVICE
	FIRE SPRINKLER FLOW SWITCH
	FIRE SPRINKLER TAMPER SWITCH
	FIRE ALARM CONTROL PANEL
	FIRE ALARM ANNUCIATOR PANEL
	MANUAL PULL STATION
	MAGNETIC DOOR HOLDER
	AREA SMOKE DETECTOR
	HEAT DETECTOR
	CARBON MONOXIDE DETECTOR
	DUCT SMOKE DETECTOR

FIRE ALARM SYSTEM

DEVICE TYPE	ACTION
PULL STATIONS	1
AREA SMOKE DETECTORS	1
DUCT SMOKE DETECTORS	2,3
SPRINKLER SYSTEM FLOW	1
SPRINKLER SYSTEM TAMPER	3
ANY DEVICE TROUBLE	4

- ACTION NOTES:
- ALARM INPUT SHALL ACTIVATE AUDIBLE/VISUAL SIGNALS IN THE BUILDING AND CAUSE APPROPRIATE RESPONSE OF CONTROLLED FUNCTIONS, RELEASE OF APPROPRIATE MAGNETIC DOOR HOLD OPEN DEVICES, ETC AND REPORT TO UL APPROVED CENTRAL MONITORING STATION. MONITORING STATION REQUIREMENTS SHALL BE COORDINATED WITH OWNER AS REQUIRED.
 - ALARM INPUT SHALL CAUSE RESPECTIVE AIR HANDLERS TO SHUT DOWN.
 - SUPERVISORY SIGNAL SHALL BE REPORTED TO UL APPROVED CENTRAL MONITORING STATION AND AN AUDIBLE TONE SHALL SOUND AT THE FIRE ALARM CONTROL PANEL AND THE ANNUCIATOR PANEL.
 - TROUBLE SHALL BE REPORTED TO UL APPROVED CENTRAL MONITORING STATION AND AN AUDIBLE TONE SHALL SOUND AT THE FIRE ALARM CONTROL PANEL AND THE ANNUCIATOR PANEL.

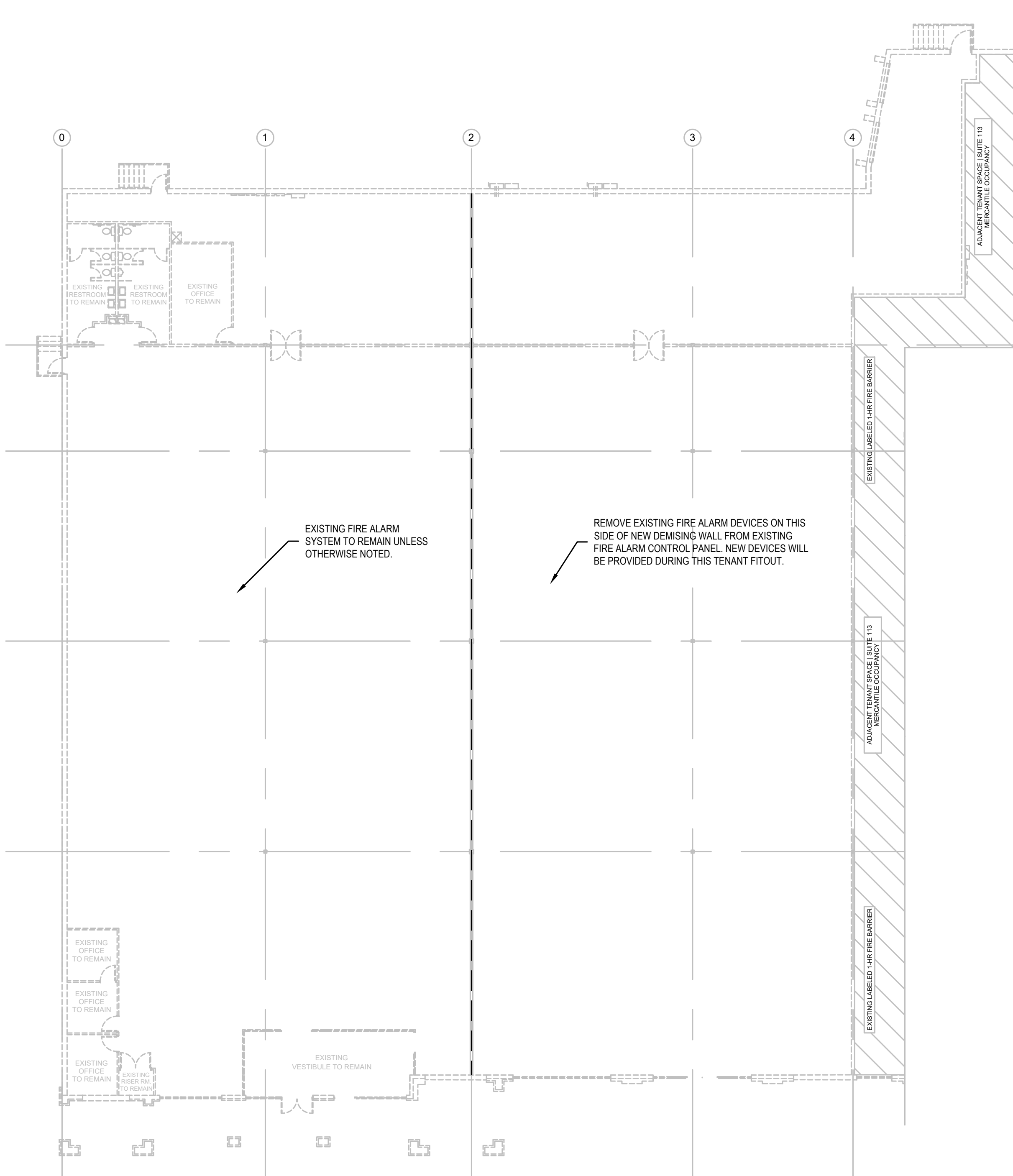
- FIRE ALARM NOTES
- EXISTING FIRE ALARM SYSTEM SHOWN FOR INFORMATION ONLY. CONTRACTOR TO FIELD VERIFY EXACT SYSTEM LAYOUT AND INTERCONNECTION REQUIREMENTS OF EXISTING FIRE ALARM PRIOR TO PRICING SYSTEM EXPANSION. ADDITIONAL EXPANSION MODULES AND WIRING MAY BE REQUIRED.
 - FIRE ALARM DEVICES ARE TO BE INSTALLED IN ACCORDANCE WITH NFPA 72 AND ADA.
 - ALL FIRE ALARM WIRING SHALL BE IN CONDUIT OR AS ALLOWED BY NEC.
 - UNLESS EXEMPT FOR SMALL CHANGES, ELECTRICAL CONTRACTOR TO PROVIDE AUTHORITY HAVING JURISDICTION WITH FIRE ALARM SYSTEM INSTALLATION PLANS FOR APPROVAL PRIOR TO INSTALLATION.
 - PER EXISTING BUILDING PLANS, THE EXISTING FIRE ALARM CONTROL PANEL IS MONITORED BY AN APPROVED UL CENTRAL MONITORING STATION.
 - ACTION OF ANY PULL STATION, SPRINKLER FLOW SWITCH, OR HEAT/SMOKE/DUCT DETECTOR SHALL ACTIVATE ALL ALARM SIGNALS AS REQUIRED BY NFPA 72.
 - TESTING OF THE FIRE ALARM SYSTEM SHALL BE THE RESPONSIBILITY OF THE INSTALLING CONTRACTOR.
 - ALL NEW DEVICES AND EQUIPMENT SHALL BE COMPATIBLE WITH EXISTING SYSTEM. PROVIDE ALL CONDUIT, WIRING DEVICES, ETC. FOR A COMPLETE AND WORKING SYSTEM.
 - VERIFY QUANTITIES PER PLANS AND REQUIREMENTS OF LOCAL AUTHORITY HAVING JURISDICTION TO ASSURE THAT BID INCLUDES ALL WORK REQUIRED TO OBTAIN CERTIFICATE OF OCCUPANCY.
 - PROVIDE INTERFACE AND CONNECTIONS FOR HVAC UNIT SHUTDOWN WHERE REQUIRED. FIELD COORDINATE CONNECTIONS AND REQUIRED AIR HANDLERS WITH MECHANICAL CONTRACTOR.
 - MANUAL PULL STATIONS SHALL BE A DUAL ACTION TYPE.
 - DUCT SMOKE DETECTORS SHALL BE SUPPLIED AND WIRED BY E.C., INSTALLED BY M.C.
 - CONTRACTOR SHALL PROVIDE A REVISED FIRE ALARM LAYOUT PLAN AT THE FACP AND ALL ANNUCIATOR PANELS.
 - AUDIBLE DEVICES SHALL BE A MINIMUM OF 15 DBA HIGHER THAN AMBIENT. PER NFPA 72 A 18.4.4, AVERAGE AMBIENT FOR BUSINESS IS 54 DBA, SO HORN DEVICES SHALL PROVIDE A MINIMUM OF 70 DBA TO THE SPACE. VOICE MESSAGES ARE NOT REQUIRED TO MEET DBA CRITERIA, BUT SHALL MEET INTELLIGIBILITY REQUIREMENTS.

FIRE ALARM NOTES

- ALL ELECTRICAL WORK SHALL BE IN STRICT ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE (NFPA-70), NATIONAL FIRE ALARM CODE (NFPA-72), LIFE SAFETY CODE (NFPA-101) AND THE APPLICABLE UNIFORM CONSTRUCTION CODE AND LOCAL ORDINANCES.
- ALL CONDUCTORS SHALL BE COPPER. ALUMINUM WIRE WILL NOT BE ACCEPTED.
- ALL CIRCUITS SHALL BE MINIMUM WIRE SIZE OF #16 AWG.
- FIRE ALARM CONTROL PANEL AND DEVICE INSTALLATION SHALL COMPLY WITH ICC/ANSI 117A.1 AND ALL OTHER ADA CODES AND REQUIREMENTS.
- PULL STATIONS SHALL BE MOUNTED AT 48" AFF TO THE TOP OF THE BOX. THE PULL LEVER MUST BE LOCATED BELOW 48" AFF.
- AUDIBLE APPLIANCES (HORNS, SPEAKERS) SHALL BE WALL MOUNTED WITH THE TOP NOT LESS THAN 90" AFF OR CEILING MOUNTED AS INDICATED ON PLANS.
- VISIBLE APPLIANCES (STROBES) AND COMBINATION AUDIBLE/VISIBLE APPLIANCES (HORN/STROBES, SPEAKER/STROBES) SHALL BE WALL MOUNTED MOUNTED WITH THE ENTIRE LENS ABOVE 80" AFF AND BELOW 96" AFF OR SHALL BE CEILING MOUNTED ACCORDING TO LISTING AS INDICATED ON PLANS. ALL STROBES WITHIN THE SAME ROOM OR CORRIDOR SHALL HAVE A SYNCHRONIZED FLASH.
- DETECTORS SHALL NOT BE LOCATED CLOSER THAN (3) FEET FROM VENTILATION REGISTERS.
- CONTRACTOR SHALL VERIFY ALL DIMENSIONS PRIOR TO BEGINNING WORK. SOME JURISDICTIONS REQUIRE ALL FIRE ALARM CABLEING TO BE INSTALLED IN METAL CONDUIT. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY AND COMPLY WITH THESE REQUIREMENTS.
- DUCT SMOKE DETECTORS SHALL BE INSTALLED IN ALL AIR HANDLING UNITS WITH RATING OF 2000 CFM OR GREATER WHETHER EXPRESSLY SHOWN OR NOT.

DUCT SMOKE DETECTORS

- REQUIRED IN THE SUPPLY DUCT BEFORE ANY BRANCHES OF ALL AIR HANDLING UNITS WITH RATING OF 2000 CFM OR GREATER WHETHER EXPRESSLY SHOWN OR NOT.
- PROVIDED AND INSTALLED BY THE FIRE ALARM CONTRACTOR.
- INCLUDE A REMOTE TEST/RESET SWITCH, LOCATION COORDINATED WITH OWNER AND FIRE MARSHAL.
- UPON ACTIVATION:
 - LOCAL ANNUNCIATION
 - TROUBLE SIGNAL TO FIRE ALARM
 - SHUT DOWN ASSOCIATED EQUIPMENT.



1 FIRE ALARM PLAN
SCALE: 1/16"=1'-0"

REVISIONS

#	DATE	DESCRIPTION
1	03/10/2022	FOR CONSTRUCTION

DRAWING TITLE

DRAWN BY: CH/JG	CHECKED BY: BJF	SCALE: AS NOTED	DATE: 03/10/2022	PROJECT NO: 21059.1
DRAWING No.				F2



CITY COUNCIL STAFF REPORT

Department: Community Development

Submitted By: Kathi Cook

Prepared By: Michael Woodman

Meeting Date: January 27, 2025

AGENDA ITEM: PH-25-02 UNIFIED DEVELOPMENT CODE TEXT AMENDMENTS – PROCEDURES – THIRD PARTY INSPECTIONS AND PLAN REVIEW

Consideration of text amendments to the Unified Development Code (UDC). Amend UDC Article IV Procedures to add regulations pertaining to third party inspections and plan review.

This item was considered at the January 9, 2025 Planning Commission meeting. There were no public comments. After discussion, the Commission recommended approval. Vote 7-0

ITEM DESCRIPTION:

Staff recommends text amendments to Unified Development Code (UDC) Article IV Procedures to establish a program and procedures for third party inspections and plan review in compliance with the State Act.

In 2021, the State of Georgia enacted regulations allowing for third party plan review and inspections, per O.C.G.A § 8-2-26(g). The State Act allows owners, developers, and contractors to submit inspection certifications by approved third party inspectors and plans review affidavits by approved third party plans reviewers to satisfy certain inspection and plans review requirements. Under the State Act, the City will only consider inspection certifications and plans review affidavits from individuals listed on the approved third-party inspector and plans reviewer list. Individuals wishing to be placed on the approved third-party inspectors and plans reviewer list as an approved third-party inspector and plans reviewer must submit an initial application, as well as an annual renewal, along with an application fee as established by the City of Alpharetta.

ATTACHMENTS:

- Ordinance



AN ORDINANCE BY THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA, GEORGIA TO AMEND ARTICLE IV OF THE UNIFIED DEVELOPMENT CODE OF THE CITY OF ALPHARETTA, GEORGIA; TO ADD REGULATIONS PERTAINING TO THIRD PARTY INSPECTIONS AND PLAN REVIEW; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

WHEREAS, the Mayor and Council of the City of Alpharetta (the "City Council" or "Council") are charged with the protection of the public health, safety, and welfare of the citizens of the City of Alpharetta;

WHEREAS, the Unified Development Code was designed to be amended from time to time when circumstances warrant that modifications be made in order to make said Codes more responsive to community needs;

WHEREAS, the City Council finds that ordinances and regulations governing the uses of land and development of land within the City, as well as the City's operations, should be continually improved from time to time and modified as necessary to better protect and promote the public health, safety and welfare of the residents and businesses of the City of Alpharetta;

WHEREAS, the City Council desires to amend Article IV of the Unified Development Code for the foregoing purposes; and

WHEREAS, the City Council finds that the following amendments to the Unified Development Code promote the health, safety, morals, convenience, order, prosperity and general welfare of the present and future inhabitants of the City of Alpharetta.

NOW THEREFORE, the Mayor and City Council of the City of Alpharetta hereby ordains, as follows:

Section 1: Article IV, Section 4.4 titled "Development Permitting and Construction" of the Unified Development Code is hereby amended by amending same as set forth in Exhibit "A" attached hereto as if fully set forth herein.

Section 2: If any section, subsection, provisions, or clause of any part of this Ordinance shall be declared invalid or unconstitutional or, if the provisions of any part of this Ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this Ordinance not so held to be invalid, or the application of this Ordinance to other circumstances not so held to be invalid. It is hereby declared as the intent of the City Council that this Ordinance would have been adopted in its current form without the invalid or unconstitutional provision contained therein.

Section 3: This Ordinance shall be effective immediately upon its adoption by the City Council and the amendments made herein shall be incorporated into the Unified Development Code of the City of Alpharetta, Georgia, as applicable. This Ordinance hereby repeals any and all conflicting ordinances and amendments.

SO ORDAINED, this ____ day of February ____.

CITY OF ALPHARETTA

By: _____
Jim Gilvin, Mayor

COUNCIL MEMBERS

Mayor Pro Tem Dan Merkel

Council Member Donald F. Mitchell

Council Member Brian Will

Council Member Douglas J. DeRito

Council Member John Hipes

Council Member Fergal Brady

(SEAL)

Attest:

Approved as to form and legal sufficiency:

Lauren Shapiro, City Clerk

[INSERT ATTORNEY], City Attorney

Exhibit "A"

4.4.10 Third party inspections and plan review.

A. *Definitions.* For purposes of this third-party inspection and plan review ordinance, the following definitions shall apply unless the context clearly indicates otherwise:

Approved third party inspectors and plans reviewer list. A list maintained by the Community Development Department comprised of the names of approved third party inspectors and plans reviewers that have complied with the application and renewal requirements of the City of Alpharetta Third Party Inspection and Plans Review Program and have been approved to perform third party inspections and plans review pursuant to this article of the City of Alpharetta Unified Development Code.

Approved third party inspector. A registered professional engineer, registered professional architect, or qualified inspector that has complied with the application and renewal requirements of the City of Alpharetta Third Party Inspection and Plans Review Program and has been approved to perform third party inspections pursuant to this article of the City of Alpharetta Unified Development Code. An approved third-party inspector is intended to constitute a "private professional provider" for the purposes of performing inspections as described in the State Act.

Approved third party plans reviewer. A registered professional engineer, registered professional architect, or qualified inspector that has complied with the application and renewal requirements of the City of Alpharetta Third Party Inspection and Plans Review Program and has been approved to perform third party plans review pursuant to this article of the City of Alpharetta Unified Development Code. An approved third-party plans reviewer is intended to constitute a "private professional provider" for the purpose of reviewing building construction plans as described in the State Act.

Complete Application. For purposes of processing applications in compliance with the State Act, an application submitted to the City of Alpharetta shall not be considered complete until all applicable fees have been paid, and all applicable reviewing agencies have received the application and provided any required approvals. For each permit type, the Community Development Department shall establish and publish the requirements of a complete application.

Convenience fees. Fees established by the Community Development Department to be paid to the City upon the election by an applicant to use a third-party inspector or third-party plans reviewer or despite the Community Development Department otherwise being able to provide inspection and plan review services within the time frames required by the State Act. Such fees shall be the same as any regulatory fees assessed by the City of Alpharetta for inspections and plan review services performed by the Community Development Department.

Department. The City of Alpharetta Community Development Department, or such other department as may be assigned by the City of Alpharetta City Administrator or his representative the responsibility of performing inspections and overseeing the third-party inspection and plans review system described herein.

Inspection. The observance of work and the performance of test for certain components and elements to establish conformance with City of Alpharetta approved construction documents, building codes and ordinances adopted by City of Alpharetta, and the requirements of the state minimum standards as adopted and amended by the Georgia Department of Community Affairs.

Inspection certification. A written statement signed by an approved third party inspector or his/her approved technician, which shall indicate that the item(s) being inspected, in the approved third party inspector's professional opinion and to the best of their knowledge, complies with City of Alpharetta approved construction documents, building codes and ordinances adopted by the City of Alpharetta, the requirements of the state minimum standards as adopted and amended by the Georgia Department of Community Affairs, and any other applicable inspections that are typically performed by inspectors employed by the City of Alpharetta.

Inspection field report. A written report prepared by an approved third-party inspector or a technician working under the direct supervision of an approved third-party inspector describing the work conducted and findings of an inspection performed by an approved third-party inspector or a technician working under the direct supervision of an approved third-party inspector.

Plans review affidavit. A written affidavit on a form adopted by the Georgia Department of Community Affairs that is completed and signed under oath by an approved third party plans reviewer, which shall indicate the plans which have been reviewed for the purpose of a building permit for the application in question, in the approved third party plans reviewer's professional opinion and to the best of their knowledge, complies with the regulatory requirements as designated by City of Alpharetta, including the Georgia State Minimum Standard Codes most recently adopted by the Department of Community Affairs and any locally adopted ordinances and amendments to such codes, applicable zoning ordinances and conditions, design standards, and any other applicable laws and regulations that would otherwise be required of staff employed by the City of Alpharetta Community Development Department.

Qualified inspector. A person who meets the definition of a qualified inspector as defined in O.C.G.A. § 8-2-26.1.

Registered professional architect. An individual that holds a certificate of registration issued under O.C.G.A. Title 43, Chapter 4.

Registered professional engineer. An individual that holds a certificate of registration issued under O.C.G.A. Title 43, Chapter 15.

Regulatory fees. All fees established by the City to be paid to the City for any regulatory action, inspection services, or plan review services as provided by the State Act and this article.

State act. O.C.G.A. § 8-2-26(g).

Technician. An individual that performs inspections under the direct supervision of an approved third-party inspector.

Third party inspection. Inspection performed in conformance with this program by approved third party inspectors.

Third party inspection and plans review program. The rules and procedures described in this third-party inspection and plans review ordinance.

Third party plans review. Building construction plans review performed in conformance with this program by approved third party plans reviewers.

B. Third Party Inspection and Plans Review Program

1. The department will establish and maintain an approved third-party inspectors and plans reviewers list from whom the department will accept third party inspections and third-party plans reviews in accordance with this third-party inspection and plans review ordinance.
2. In full compliance with the requirements of the State Act, the City of Alpharetta shall allow owners, developers, and contractors to submit inspection certifications by approved third party inspectors and plans review affidavits by approved third party plans reviewers to satisfy certain inspection and plans review requirements.
3. The department will only consider inspection certifications and plans review affidavits from individuals listed on the approved third-party inspector and plans reviewer list. The City of Alpharetta makes no representation concerning the approved third-party inspectors and approved third party plans reviewers other than that they have submitted evidence showing that they have met the minimum criteria necessary to qualify for the third-party inspection and plans review program described herein.
4. In order for an inspection certification or plans review affidavit to be accepted by the department for a particular project, an approved third-party inspector or approved third party plans reviewer must be independent of and must not be an employee of or otherwise affiliated with or

- financially interested in the person, firm or corporation engaged in the construction project to be inspected.
5. The person, firm or corporation retaining an approved third party inspector or approved third party plans reviewer to conduct an inspection or plans review shall be required to pay to the City fifty percent (50%) of the regulatory fees and charges which would have been required had the inspection or plans review been conducted by a City inspector or City plan reviewer, irrespective of whether the City determines that the City could conduct a particular inspection or plans review in a time as determined by the State Act. Should the department determine that it can conduct a particular inspection, or plans review in a time as determined by the State Act, a convenience fee shall be paid to the City. Upon paying in full of the convenience fees associated with the complete application, the applicant may choose to retain, at its own expense, an approved third-party inspector or approved third party plans reviewer to provide the required inspection or plan review, subject to the requirements set forth in this Ordinance. Any regulatory fees or convenience fees paid to the City are nonrefundable.
 6. All other fees and costs related to the performance of the third-party inspections, or third-party plans review are matters solely between the approved third-party inspector or approved third party plans reviewer and the person, firm, or corporation engaging the approved third-party inspector or approved third party plans reviewer.
 7. Notwithstanding the submission of an inspection certification or plans review affidavit, the department retains the authority to make all code interpretations and to monitor the quality of all third-party inspections and third-party plans reviews and nothing in this article shall be construed as authorizing any approved third-party inspector or approved third party plans reviewer to issue a certificate of occupancy.
 8. For purposes of processing applications in compliance with the State Act, an application submitted to the department shall not be considered complete until all applicable fees have been paid, and all applicable City departments have previously received the application and provided any required approvals.
- C. Inspection Types.
1. The department will, at a minimum, accept third party inspections in compliance with the State Act for any construction inspections required by the City of Alpharetta Construction Code. A comprehensive list of the various inspection types, their allowed timing and other related details are established by department policy. This document is available from the department and is published on the City's website.
 2. Approved third party inspectors shall be authorized to conduct any inspection required by the City necessary or required to determine compliance with all regulatory requirements and for the issuance of a building permit or certificate of occupancy, provided that the inspection being performed is within the scope of the approved third party inspector's area of competency; and further, that a qualified inspector acting as an approved third party inspector or as an approved third party plans reviewer shall only be empowered to perform a plan review or inspection within an area for which such qualified inspector has been issued a certification, license, or completion of training provided for in paragraph (2) of subsection (a) of O.C.G.A. § 8-2-26.1. However, nothing in this article shall be construed as authorizing third party inspections for compliance with state or local fire safety standards or erosion control standards.
- D. Approved third party inspector requirements and qualifications.
1. Individuals wishing to be placed on the approved third-party inspectors and plans reviewer list as an approved third-party inspector must submit an initial application along with an application fee as established by the City of Alpharetta. Those individuals who are placed on the third-party inspectors and plans reviewer list must submit a renewal form no later than December 1 each year. Individuals that do not timely submit a renewal form shall be removed from the third-party inspectors and plans reviewer list.
 2. In order to qualify as an approved third-party inspector, an individual must:
 - a. Be employed by or be a partner in an engineering or architect firm, in full compliance with the City of Alpharetta Unified Development Code, including timely payment of the occupational tax and registration required thereunder;

- b. Be a registered professional engineer, a registered professional architect, or a qualified inspector as defined in this article;
 - c. Otherwise, be in good standing with all pertinent certification and professional accreditation boards;
 - d. Possess and maintain minimum insurance as described herein; and
 - e. Demonstrate relevant experience of at least one (1) year.
3. An individual shall not be qualified to be placed on the approved third-party inspectors and plans reviewer list if he/she has had his/her authority to issue third party inspection certifications in any other jurisdictions revoked. If an individual previously qualified to be on the approved third-party inspectors and plans reviewer list and subsequently has his/her authority to issue third party inspection certifications revoked, the individual shall be removed from the approved third-party inspectors and plans reviewer list.
4. An approved third party inspector may not submit an inspection certification if the approved third party inspector is an officer or employee of the owner, developer, contractor, or other party or if the approved third party inspector is employed by or a partner in a firm that is affiliated with or financially interested in the owner, developer, contractor, or other party on whose behalf the inspection certification is submitted.
5. Technicians may perform inspections under the supervision of an approved third-party inspector provided that the technician has satisfied any specific requirements as may be designated by the building official if those same requirements are imposed on the municipal employees completing the plan review or inspection.
6. Technicians performing inspections under the supervision of an approved third-party inspector shall possess ICC certifications relevant to the types of inspections performed. For building inspections, technicians shall provide documentation demonstrating previous experience and/or training that includes general building construction, construction trades, and code enforcement/interpretation, or any equivalent combination of education, training, and experience to be determined in the discretion of the building official.
7. Approved third party inspectors shall obtain and maintain the following minimum insurance coverages and provisions, evidence of which shall be submitted to the department with the initial application:
- a. Professional liability insurance for errors and omissions in an amount of not less than \$1,000,000.00 per occurrence and \$1,000,000.00 in aggregate coverage for any project with a construction cost of \$5,000,000.00 or less. For any project with a construction cost of more than \$5,000,000.00, the amount of professional liability insurance for errors and omissions shall not be less than \$2,000,000.00 per claim and \$2,000,000.00 in aggregate coverage.
 - b. Such insurance may be a practice policy or may be project-specific coverage. If the insurance is a practice policy, it shall contain prior acts coverage for the approved third-party inspector. If the insurance is project-specific, it shall continue in effect for two years following the issuance of the final certificate of occupancy or certification of completion for the project.
 - c. The cancellation provision shall provide for 30 days' notice of cancellation.
 - d. The City of Alpharetta, Georgia, its officers, officials, employees, and representatives shall be named as additional insureds on the required insurance policies.
 - e. The required insurance coverages shall be provided by an insurance company licensed to do business in good standing with the Georgia Department of Insurance at all times.
 - f. Approved third party inspectors shall maintain the minimum insurance coverage as required above during which they are listed as approved third party inspectors. Approved third party inspectors shall provide the department with evidence of minimum insurance coverage and provisions on an annual basis prior to the expiration of any policy or coverage and upon request by the department. Should any insurance coverage or information change, the approved third-party inspector shall provide written notice of any such change to the City within ten (10) business days. If at any time an approved third-party inspector fails to maintain the required insurance coverage, the department may remove them from the approved third-party inspectors and plans reviewer list.
8. Suspension of technicians and approved third party inspectors:

- a. An individual who performs inspections under this article, whether a technician or an individual approved third-party inspector, shall be subject to suspension from the approved third-party inspector and plans reviewer list, and from submitting inspection field reports and inspection certifications for the following infractions:
- i. Providing inspections without appropriate license or certification.
 - ii. Providing inspection services prior to issuance of a valid building permit.
 - iii. Failing to identify any noncompliance with applicable codes governing individual and public safety and welfare (in compliance with Georgia Department of Community Affairs mandated construction code editions and amendments, approved plans, and City of Alpharetta Unified Development Code), as determined in the sole good faith discretion of the City Building Official. However, it is the express intent of the City not to impose sanctions on an individual under this article for failing to identify multiple instances of noncompliance in one inspection such as that each such failure constitutes an individual and separate infraction. Rather, multiple failures contained in a single inspection under this paragraph shall be treated as a single infraction.
 - iv. Authorizing any deviation from the approved permit.
 - v. Falsifying reports.
 - vi. Unauthorized employee performing inspections.
 - vii. Performing unauthorized types of inspections.
 - viii. Inspections passed with hold on project or under stop work order.
 - ix. Failure to identify noncompliance with any applicable code not captured in subsection (iii) above, upon identification of such failure by the City on multiple occasions, as determined in the sole good faith discretion of the City Building Official.
- b. Suspension for submitting inspection field reports and inspection certifications for infractions by a technician or individual approved third-party inspector shall be progressive based on the number of infractions in the previous 12-month period. For any combination of infractions within a 12-month period, the following actions, and suspensions against a technician or individual approved third-party inspector shall be assessed:
- i. First infraction: Warning letter.
 - ii. Second infraction: 7-Day suspension from eligibility to perform inspections and submit inspection field reports and inspection certifications.
 - iii. Third infraction: 30-day suspension from eligibility to perform inspections and submit inspection field reports and inspection certifications.
 - iv. Fourth infraction: 90-day suspension from eligibility to perform inspections and submit inspection field reports and inspection certifications.
 - v. Fifth infraction: One (1) year suspension from eligibility to perform inspections and submit inspection field reports and inspection certifications.
- c. An approved third-party inspector shall be subject to progressive action based on the number of infractions in the previous 24-month period by individuals performing inspections, including the individual approved third party inspector or any one or more technicians acting under the supervision of the approved third-party inspector (which shall include technicians serving as employees, independent contractors, agents, etc.). Violations under this paragraph shall accrue upon every third (3rd) infraction by an individual contemplated in paragraph (b) above, and shall subject approved third-party inspectors to the following actions and suspensions for any combination of infractions within a 24-month period:
- i. First violation (upon third individual infraction): Written letter of reprimand from the City of Alpharetta Community Development Director.
 - ii. Second violation (upon sixth individual infraction): Seven-day suspension from approved third party inspector and plans reviewer list.
 - iii. Third violation (upon ninth individual infraction): 30-day suspension from approved third party inspector and plans reviewer list.
 - iv. Fourth violation (upon 12th individual infraction): 90-day suspension from approved third party inspector and plans reviewer list.
 - v. Fifth violation (upon 15th individual infraction): One (1) year suspension from approved third party inspector and plans reviewer list.

The City shall send written notice to the approved third party inspector for each infraction as contemplated in paragraph (b) above, the purpose of which shall be to inform the approved third party inspector of the number of infractions accruing under paragraph (b), to put the approved third party inspector on notice of possible violations under this paragraph (c), and so the approved third party inspector has the opportunity to take any remedial action necessary to prevent future infractions and/or violations.

- d. Notwithstanding any other provision of this article, in the event a technician or individual approved third-party inspector is found to have violated subsection (8)(a)(v) – falsifying reports, the progressive actions and suspensions of this article may, in the discretion of the City, be bypassed with an immediate suspension and/or disqualification imposed.
- e. The appeal of a suspension and/or disqualification shall be processed through the Board of Zoning Appeals at its next scheduled meeting as an appeal of an administrative decision.

E. Procedures for Conducting Third Party Inspections.

- 1. An approved third-party inspector shall not suggest, direct, or authorize any deviation from approved construction documents without first obtaining approval from the department.
- 2. The following procedures shall apply to all third-party inspections:
 - a. To ensure quality control of the third-party inspection and plans review program, a copy of all inspection field reports and inspection certifications shall be provided to the department within two (2) business days from the date the inspection is performed.
 - b. All inspection field reports shall note the type of inspection and any deficiencies observed.
 - c. Final inspections will not be scheduled until all outstanding reinspection fees have been paid.
 - d. Prior to the scheduling of any final inspection, the third-party inspector shall sign and seal a completed Certificate of Compliance; summarizing the inspections performed, including a written representation, that states:
“To the best of my knowledge and belief, the third-party agency scope of work outlined herein and inspected under my authority have been completed in conformance with the approved plans and the applicable codes.”
 - e. When performing re-inspections for violations initially noted by department staff, each corrected item shall be addressed individually.
- 3. The department shall have a right of entry to any premises inspected by an approved third-party inspector or technician to ensure compliance with this article and the State Act.
- 4. Upon submission by the approved third party inspector of a copy of his or her inspection report to the City, the City shall accept the inspection of the approved third party inspector without the necessity of further inspection or approval by City inspectors or other personnel employed by the local governing authority, unless the City notifies the approved third party inspector within two (2) business days following the date of submission of the inspection report, that it finds the report incomplete or the inspection inadequate and has provided the approved third party inspector with a written description of the deficiencies and specific code regulatory requirements that have not been adequately addressed.

F. Approved third party plans reviewer requirements and qualifications.

- 1. Individuals wishing to be placed on the approved third-party inspectors and plans reviewer list as an approved plans reviewer must submit an initial application along with an application fee as established by the City of Alpharetta. Those individuals who are placed on the third-party inspectors and plans reviewer list must submit a renewal form no later than December 1 each year. Individuals that do not timely submit a renewal form shall be removed from the third-party inspectors and plans reviewer list.
- 2. In order to qualify as an approved third-party plans reviewer, an individual must:
 - a. Be a partner in or employed by an engineering or architect firm, in full compliance with chapter 20 of the City of Alpharetta, Georgia Code of Ordinances, including timely payment of the occupational tax and registration required thereunder;
 - b. Be a registered professional engineer, a registered professional architect, or a qualified inspector as defined in this article;

- c. Otherwise, be in good standing with all pertinent certification and professional accreditation boards;
 - d. Possess and maintain minimum insurance as described herein; and
 - e. Demonstrate relevant experience of at least one (1) year.
 - 3. An individual shall not be qualified to be placed on the approved third-party inspectors and plans reviewer list if he/she has had his/her authority to issue third party plans review affidavits in any other jurisdictions revoked. If an individual previously qualified to be on the approved third-party inspectors and plans reviewer list and subsequently has his/her authority to issue third party plans review affidavits revoked, the individual shall be removed from the approved third-party inspectors and plans reviewer list.
 - 4. An approved third party plans reviewer may not submit a plans review affidavit if the approved third party plans reviewer is an officer or employee of the owner, developer, contractor or other party or if the approved third party plans reviewer is employed by or a partner in a firm that is affiliated with or financially interested in the owner, developer, contractor or other party on whose behalf the plans review affidavit is submitted.
 - 5. Approved third party plans reviewers shall obtain and maintain the following minimum insurance coverages and provisions, evidence of which shall be submitted to the department with the initial application:
 - a. Professional liability insurance for errors and omissions in an amount of not less than \$1,000,000.00 per occurrence and \$1,000,000.00 in aggregate coverage for any project with a construction cost of \$5,000,000.00 or less. For any project with a construction cost of more than \$5,000,000.00, the amount of professional liability insurance for errors and omissions shall not be less than \$2,000,000.00 per claim and \$2,000,000.00 in aggregate coverage.
 - b. Such insurance may be a practice policy or may be project-specific coverage. If the insurance is a practice policy, it shall contain prior acts coverage for the private professional provider. If the insurance is project-specific, it shall continue in effect for two (2) years following the issuance of the final certificate of occupancy or certification of completion for the project.
 - c. The cancellation provision shall provide for 30 days' notice of cancellation.
 - d. City of Alpharetta, Georgia, its officers, officials, employees, and representatives shall be named as additional insureds on the required insurance policies.
 - e. The required insurance coverages shall be provided by an insurance company licensed to do business in good standing with the Georgia Department of Insurance at all times.
 - f. Approved third party plans reviewers shall maintain the minimum insurance coverage as required above during which they are listed as approved third party plans reviewers. Approved third party plans reviewers shall provide the department with evidence of minimum insurance coverages and provisions on an annual basis prior to the expiration of any policy or coverage and upon request by the department. Should any insurance coverage or information change, the approved third-party plans reviewer shall provide written notice of any such change to the City within ten (10) business days. If at any time an approved third-party plans reviewer fails to maintain the required insurance coverage, the department may remove them from the approved third-party inspectors and plans reviewer list.
 - 6. Suspension of approved third party plans reviewers:
 - a. An individual who performs plans review under this article shall be subject to suspension from the approved third-party inspector and plans reviewer list, and from submitting plans review affidavits for the following infractions:
 - i. Providing plans reviews without appropriate license or certification.
 - ii. Failing to identify any noncompliance with applicable codes governing individual and public safety and welfare (in compliance with Georgia Department of Community Affairs mandated construction code editions and amendments, approved plans, and City of Alpharetta Unified Development Code), as determined in the sole good faith discretion of the City Building Official. However, it is the express intent of the City not to impose sanctions on an individual under this article for failing to identify multiple instances of noncompliance in one inspection such as that each such failure constitutes an individual and separate infraction. Rather, multiple failures contained in a single inspection under this paragraph shall be treated as a single infraction.
 - iii. Falsifying plans review affidavits.

- iv. Performing unauthorized types of plan reviews.
- b. Suspension for submitting plans review affidavits for infractions by an approved third-party plans reviewer shall be progressive based on the number of infractions in the previous 12-month period. For any combination of infractions within a 12-month period, the following actions, and suspensions against an approved third-party plans reviewer shall be assessed:
- i. First infraction: Written letter of reprimand from the City of Alpharetta Community Development Director.
- ii. Second infraction: Seven (7) day suspension from approved third party inspector and plans reviewer list.
- iii. Third infraction: 30-day suspension from approved third party inspector and plans reviewer list.
- iv. Fourth infraction: 90-day suspension from approved third party inspector and plans reviewer list.
- v. Fifth infraction: One (1) year suspension from approved third party inspector and plans reviewer list.
- c. The City shall send written notice to the approved third-party plans reviewer for each infraction as contemplated in paragraph (b) above, the purpose of which shall be to inform the approved third-party plans reviewer of the number of infractions accruing under paragraph (b) and so the approved third-party plans reviewer has opportunity to take any corrective action necessary to prevent future infractions.
- d. Notwithstanding any other provision of this article, in the event an approved third-party plans reviewer is found to have violated subsection (6)(a)(iii) - falsifying plans review affidavits, the progressive actions and suspensions of this article may, in the discretion of the City, be bypassed with an immediate suspension and/or disqualification imposed.
- e. The appeal of a suspension and/or disqualification shall be processed through the Board of Zoning Appeals at its next scheduled meeting as an appeal of an administrative decision.
- G. Procedures for Conducting Third Party Plans Review.
1. Any plan review conducted by an approved third-party plans reviewer shall be no less extensive than plan reviews conducted by City personnel.
2. Plan reviews shall be within the scope of such approved third-party plan reviewer's area of competency.
3. The following procedures shall apply to all third-party plans review:
- a. To ensure quality control of the third-party inspection program, a copy of all plans review affidavits shall be provided to the department within five (5) business days of its completion.
- b. All plans review affidavits shall certify that:
- i. The plans were reviewed by the affiant who is duly authorized to perform plan review pursuant to the third-party inspection and plans review program;
- ii. The plans comply with all applicable regulatory requirements; and
- iii. The plans submitted for plan review are in conformity with plans previously submitted to obtain City approvals required in the plan submittal process and do not make any changes to the project reviewed for such approvals.
- H. Appeals
1. If the City of Alpharetta building official and the private professional provider are unable to resolve a dispute or meet within the time required by the State Act, the matter shall be referred to the Board of Zoning Appeals.
2. Appeals, hearings, and notice. All questions arising in connection with the interpretation and enforcement of this Ordinance shall first be presented to the city administrator or his designee, and that such questions shall be presented to the Board of Zoning Appeals only on appeal from the decision of the city administrator or his designee, and that from the decision of the Board of Zoning Appeals, recourse shall be as provided by state law. The city administrator or his designee shall forthwith transmit to the Board of Zoning Appeals all papers constituting the record upon which the action appealed was taken.

3. Appeals to these regulations may be taken to the Board of Zoning Appeals by the City of Alpharetta building official, the approved third-party inspector or approved third party plans reviewer, or the owner of the subject building.
4. An appeal stays all legal proceedings in furtherance of the action appealed from, unless the officer from whom the appeal is taken certifies to the Board of Zoning Appeals, after the notice of appeal shall have been filed with the officer, that by reason of facts stated in the certificate a stay would, in the officer's opinion, cause imminent peril to life and property. In such case, proceedings shall not be stayed otherwise than by a restraining order which may be granted by the Board of Zoning Appeals or by a court of record on application, on notices to the officer from whom the appeal is taken, and on due cause shown.
5. The Board of Zoning Appeals shall fix a reasonable time for the hearing of the appeal or other matter referred to it, and give public notice thereof, as well as due notice to the parties in interest, and decide the same within a reasonable time. At the hearing any party may appear in person, or by agent, or by attorney.
6. Nothing in this subsection shall limit the authority of the building official to issue a stop-work order for a building project or any portion of such project, which may go into effect immediately as provided by law, after giving notice and opportunity to remedy the violation, if the official determines that a condition on the building site constitutes an immediate threat to public safety and welfare.



CITY COUNCIL STAFF REPORT

Department: Community Development

Submitted By: Kathi Cook

Prepared By: Michael Woodman

Meeting Date: January 27, 2025

AGENDA ITEM: E-25-01 ANGELA KRAUSE FORD SIGN EXCEPTION

The applicant, Mike Hammond with Apollo Sign & Light, is requesting consideration of a sign exception to allow for a 2nd wall sign on a commercial building and increase to the total allowable sign copy area from 65 square feet to 294.34 square feet. The subject property is located at 1565 Mansell Road at the southeast corner of Kingswood Place and Mansell Road.

STAFF RECOMMENDATION:

Approve E-25-01 Angela Krause Ford Sign Exception, subject to the following conditions:

1. Wall sign location, number, and illumination shall be limited to the submitted sign plans prepared by AGI, dated 9/24/24, except to comply with the conditions below, as approved by Staff.
2. The total copy area of both wall signs shall not exceed 156 square feet, as approved by Staff.
3. Developer shall assess site landscaping along Mansell Road and replace any missing, dead, or dying landscape material, as approved by Staff.

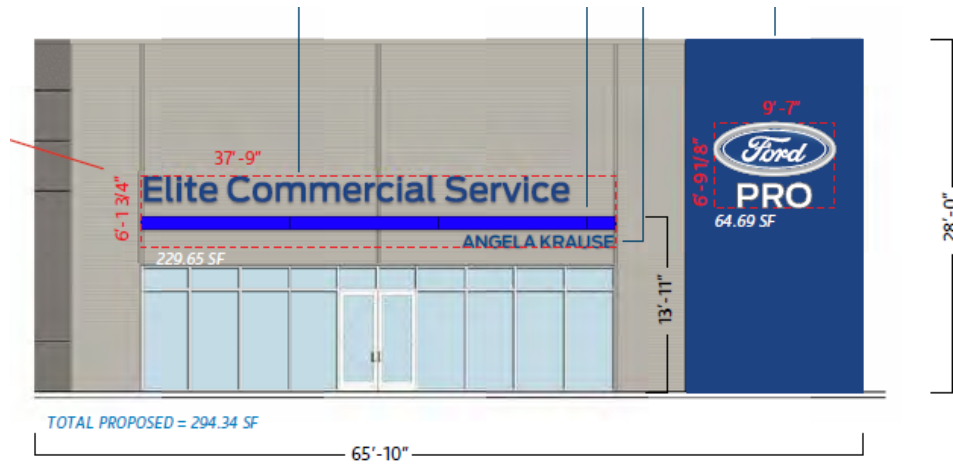
ITEM DESCRIPTION:

The submitted request, if approved, would allow for two (2) wall signs on a commercial building with a total allowable copy area of 294.34 square feet. The subject property is located at 1565 Mansell Road at the southeast corner of Kingswood Place and Mansell Road.

The 7.37-acre property is zoned LI (Light Industrial) and is developed with a two (2) story, 24,280 square foot building formerly occupied by the Atlanta Humane Society. Angela Krause Ford recently acquired the subject property as part of an expansion of the car dealership. Surrounding properties are zoned LI.

For free-standing commercial establishments not located within a shopping center, Unified Development Code (UDC) Subsection 2.6.12(E) allows one (1) wall sign per road frontage no greater than one square foot (1 SF) of area per one linear foot (1 LF) of frontage. The building frontage facing Mansell Road is approximately 65'; therefore, one (1), 65 square foot wall sign is permitted on the north elevation of the building. In addition, UDC Subsection 2.6.8 (26) prohibits signs exceeding 156 square feet in copy area located on a commercial building. Exceptions cannot be granted to a prohibited sign.

The applicant requests a 2nd wall sign on the north elevation of a building which is set back approximately 500' from Mansell Road. As shown in the sign plan below, the existing wall sign is 64.69 square feet and the proposed 2nd wall sign is 229.65 square feet, for a total of 294.34 square feet. The existing sign is halo-lit, which is also proposed for the 2nd wall sign.



EXCEPTION REVIEW CRITERIA

The City of Alpharetta Unified Development Code Article IV, Section 4.5.4. outlines the criteria set forth for granting an exception to the sign regulations. The ordinance specifically states..."an exception may be granted upon a finding that":

1. There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of size, shape or topography; or

Response: There are extraordinary and exceptional conditions pertaining to the property due to its size. The building is situated on a 7.37-acre property and is setback approximately 500' from Mansell Road. In addition, there are two (2) buildings and a large car display area located between the subject building and Mansell Road. The north elevation of the building has limited visibility from Mansell Road.

2. The application of the Ordinance to this particular piece of property would create an unnecessary hardship; or

Response: Application of the ordinance would allow one (1) wall sign with a copy area of no more than 65 square feet.

3. There are conditions that are peculiar to the property which adversely affect its reasonable use or usability as currently zoned; or

Response: There are peculiar conditions pertaining to the property. The building is situated on a 7.37-acre property and is setback approximately 500' from Mansell Road. There are two (2) buildings and a large car display area located between the subject building and Mansell Road.

4. Relief, if granted, would not cause substantial detriment to the public good or impair the purpose and intent of the Ordinance.

Response: Granting the applicant's request would not cause a substantial detriment to the public good or impair the purpose and intent of the Ordinance. The large size of the property and large setback from Mansell Road are contributing factors to the requested sign exception. Signage on the north elevation of the building would have limited visibility from Mansell Road. If approved, the total copy area of both wall signs should be limited to no more than 156 square feet.

CONCURRENCES

Staff has reviewed the applicant's request against the review criteria for a sign exception. The proposal should not have significant impacts on surrounding properties, which are primarily developed with commercial uses. The property has exceptional conditions due to its large size and the building is setback approximately 500' from Mansell Road. Signage on the north elevation of the building would have limited visibility from Mansell Road. If approved, the total copy area of both wall signs should not exceed 156 square feet.

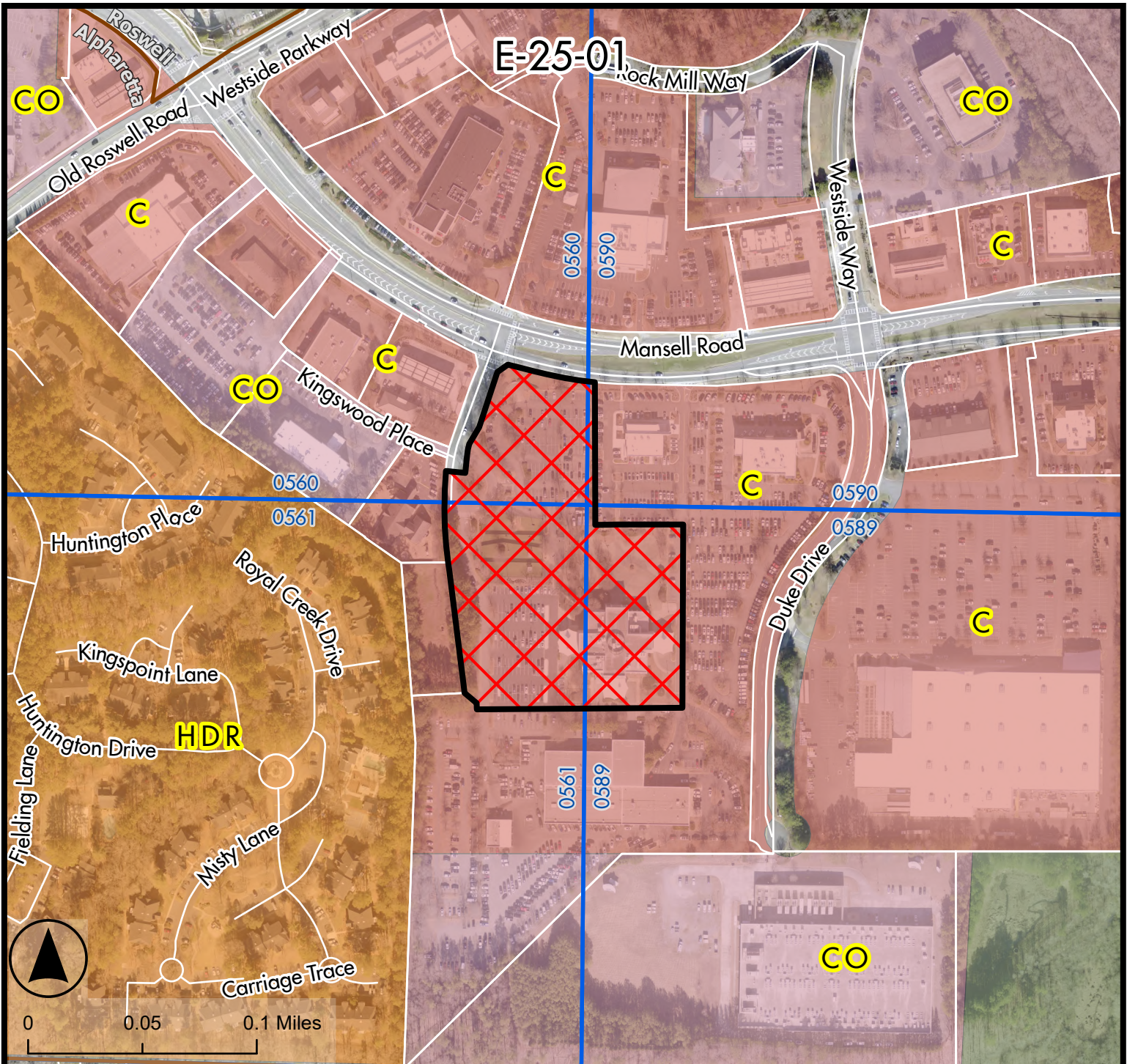
CITIZEN PARTICIPATION PLAN

The report submitted by the applicant states that adjacent property owners were contacted regarding the applicant's intent. The report states that no comments have been received.

COMMUNITY ZONING INFORMATION MEETING

CZIM was held on December 11, 2024. There were no public comments.

ATTACHMENTS:
• Map Series • CZIM • Citizen Part B • Application



Legend

— Alpharetta City Limits

■ E-25-01

□ Land Lots

□ Tax Parcels

Future Land Use 2040

■ Commercial

■ Corporate Office

■ High Density Residential

■ Low Density Residential

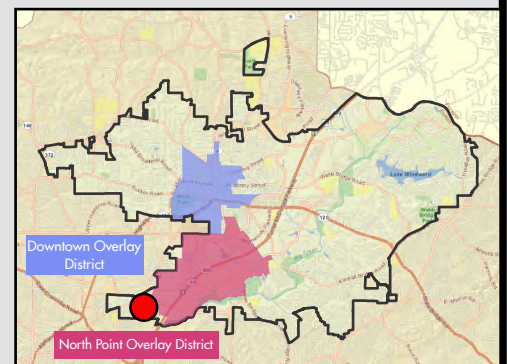
■ Parks, Recreation, Open Space

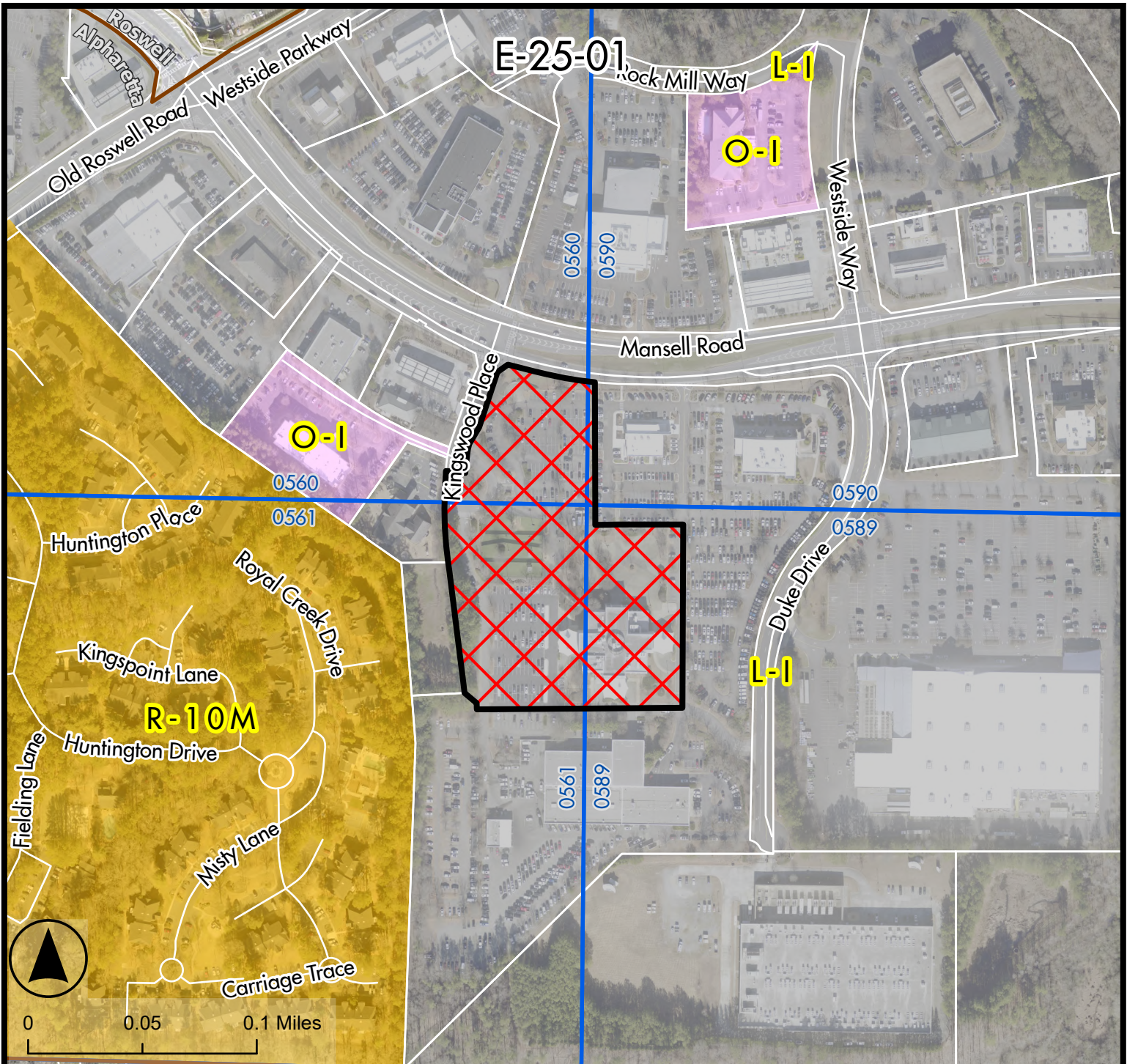
Future Land Use Map

Angela Krause Ford Wall Sign Exception
1565 Mansell Rd

E-25-01
D/LL: 1/2/0561

CC: 1/27/2025





Legend

— Alpharetta City Limits

⊠ E-25-01

□ Land Lots

□ Tax Parcels

Zoning District

■ L-I Light Industrial

■ O-I Office Institutional

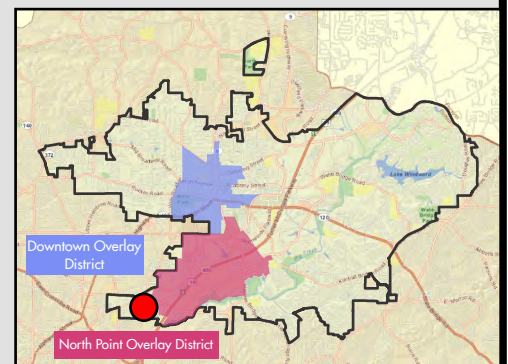
■ R-10M Multi Family Residential (HDR)

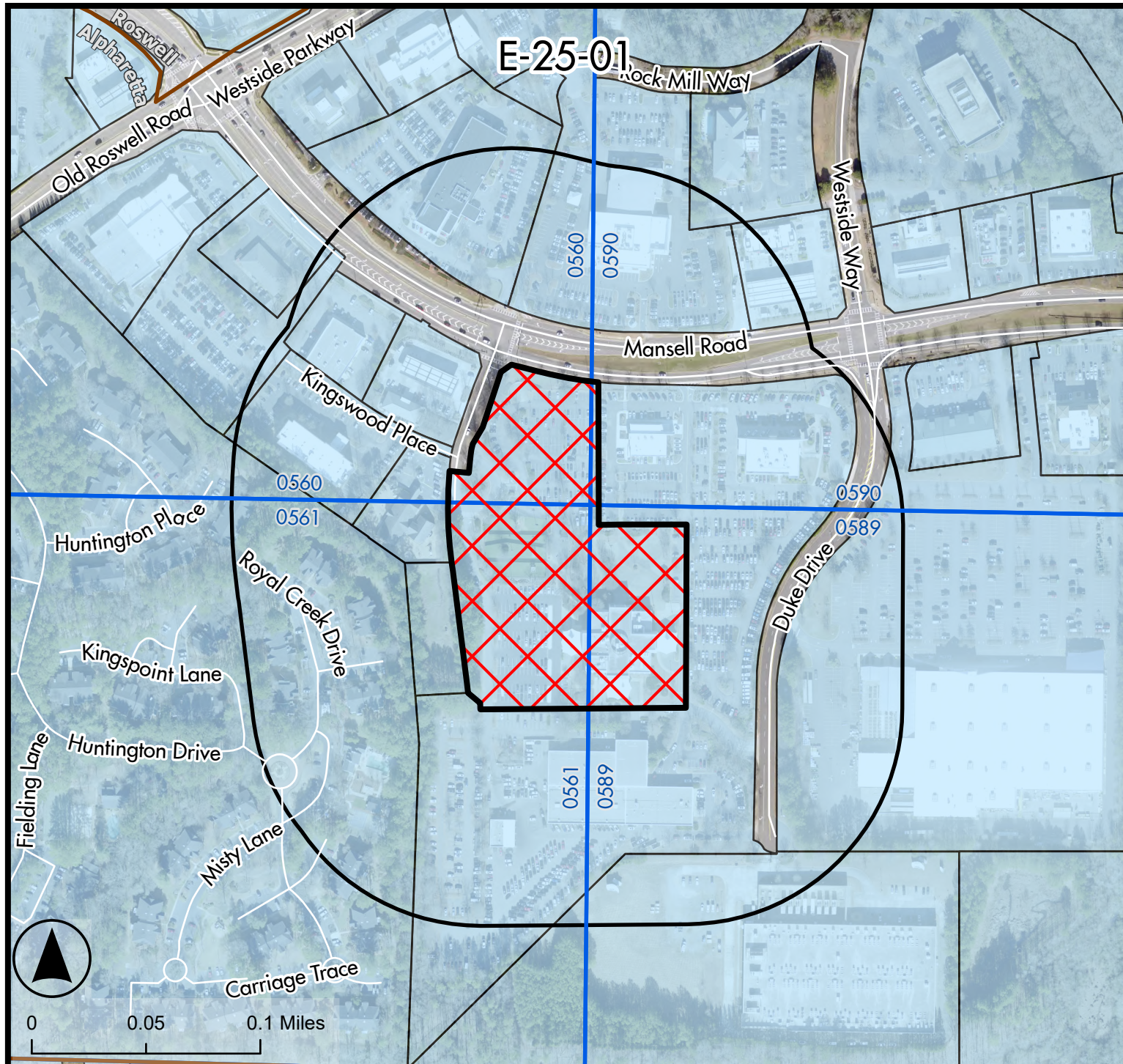
Zoning Map

Angela Krause Ford Wall Sign Exception
1565 Mansell Rd

E-25-01
D/LL: 1/2/0561

CC: 1/27/2025





Legend

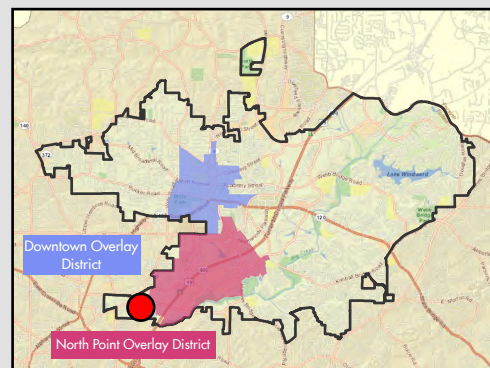
- Alpharetta City Limits
- E-25-01
- 500 ft Buffer
- Land Lots
- Tax Parcels

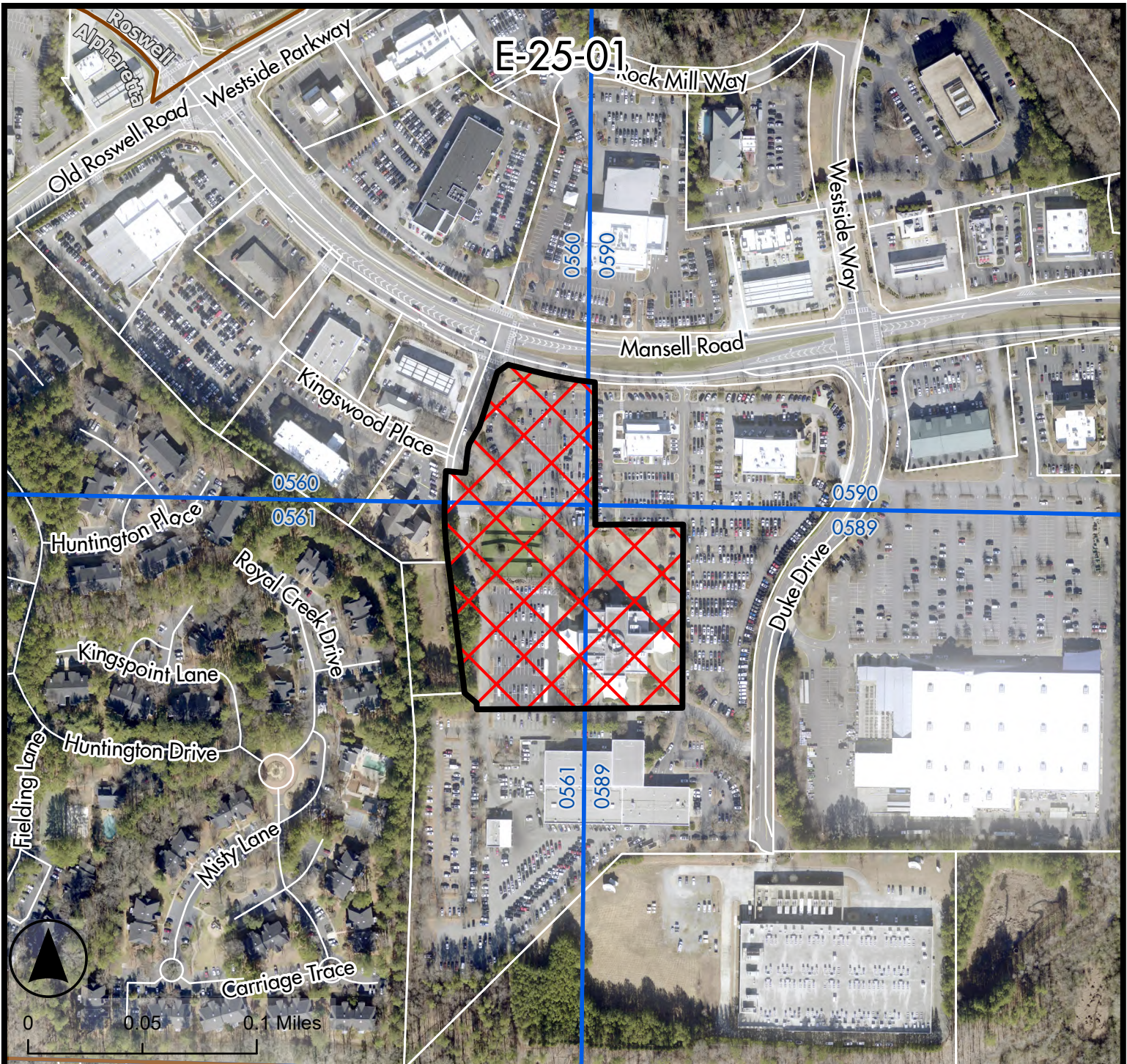
Location and Buffer Map

Angela Krause Ford Wall Sign Exception
1565 Mansell Rd

E-25-01
D/LL: 1/2/0561

CC: 1/27/2025





Legend

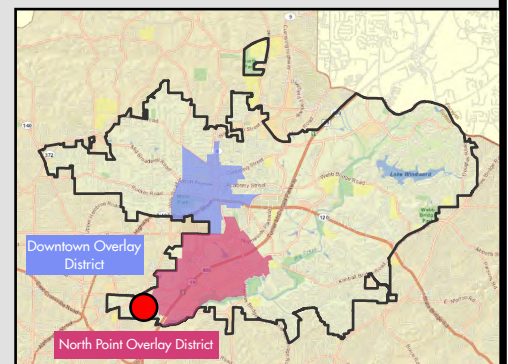
- Alpharetta City Limits
- E-25-01
- Land Lots
- Tax Parcels

Aerial Map

Angela Krause Ford Wall Sign Exception
1565 Mansell Rd

E-25-01
D/LL: 1/2/0561

CC: 1/27/2025



Community Zoning Information Meeting (CZIM)
Please sign-in and leave your comments and/or concerns.

December 11, 2024

E-25-01 / Angela Krause Ford Wall Sign Exception

NAME	ADDRESS	COMMENTS
	No Comments	

CITIZEN PARTICIPATION FORM - PART B

This form must be completed and submitted to the City of Alpharetta Community Development Department a minimum of twenty (20) working days prior to the scheduled Public Hearing. Failure to do so will result in cancellation of the scheduled hearing.

Public Hearing or Project Name: Angela Krause Ford wall sign

Contact Name: Mike Hammond Telephone: 864.909.5558

Please describe comments and concerns provided by any and all individuals contacted as part of the the Citizen Participation Program. If any individuals provided written correspondence, please attach copies of same to this report.

No comments

Method by which these individuals were contacted. Please mark all that apply. *Please provide samples of any and all written communications used to provide notification.*

- | | |
|--|--|
| ☒ Letter | ☐ Personal Visits |
| ☐ Telephone | ☐ Group Meeting |
| ☐ Email | ☐ Other <i>(Please Specify)</i> _____ |

Attach a list of people who have been notified of this application and provided information describing the subject proposal. Please note that ALL adjoining property owners MUST be notified.

I, the undersigned, as an authorized representative of the applicant and Public Hearing item identified above, do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Citizen Participation Form - Part B and in any and all documents provided in support of this report are true and accurate. I further understand that any false statements provided by representatives of the applicant as part of this report may result in penalties up to and including denial of the subject application.

Signature of Authorized Agent: 

Date: 1/6/25

Print Form

11/18/24

Mike Hammond
1238 Logan Cir NW
Atlanta GA 30318

RE: E-25-01 Angela Krause Sign Exception

Dear Property Owner:

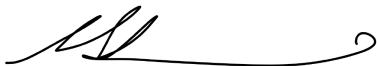
Please allow this letter to serve as public notice for consideration of an exception to allow an additional wall sign and increase the size of the wall sign. The property is located at 1565 Mansell Road and is legally described as being located in Land Lots 560, 561, 589 & 590, 1st District, 2nd Section, Fulton County, Georgia.

The Community Zoning Information Meeting (CZIM) for this request will be held on **Wednesday, December 11, 2024, at 6:00 PM** in the Community Room in Alpharetta City Hall across from the Council Chambers. Alpharetta City Hall is Located at 2 Park Plaza, Alpharetta, GA 30009. This is an informal meeting to allow the public to view public hearing requests, ask questions, and provide feedback.

This item will be considered by **City Council on Monday, January 27, 2025, at 6:30 PM**. The meeting will be held in the Council Chambers at City Hall, 2 Park Plaza, Alpharetta, GA 30009.

If you have any questions regarding the request, please feel free to contact me at your convenience. I can be reached at [Insert email address and/or phone number].

Sincerely,



Mike Hammond
864.909.5558

TYFOR INVESTMENT INC
1460 SQUIRE LN
CUMMING GA 30041-6746

HARE KRISHNA ALPHARETTA HOTEL LLC
285 COUNTRY CLUB DR
STOCKBRIDGE GA 30281

COX COMMUNICATIONS INC
6205 B PEACHTREE DUNWOODY RD
ATLANTA GA 30328-4524

ABBINK OPAL D ET AL
8850 RIVER TRACE DR
JOHNS CREEK GA 30097

MDC COAST 29 LLC
11995 EL CAMINO REAL
SAN DIEGO CA 92130

ATLANTA HUMANE SOCIETY & SOCIETY F
OR PREVENTION OF
981 HOWELL MILL RD NW
ATLANTA GA 30318

ATLANTA REAL ESTATE HOLDINGS LLC
2905 PREMIERE PKWY STE 300
DULUTH GA 30097

WHIMSY BO LLC
3505 RIVERS CALL BLVD
ATLANTA GA 30339-5660

CHRISTMAN NORTH POINT INVESTMENTS
LLC
6031 BROOKHAVEN CIR
JOHNS CREEK GA 30097

KRAUSE FAMILY PROPERTIES LLC
P.O BOX 1249
ALPHARETTA GA 30009

NATIONAL RETAIL PROPERTIES LP
450 SOUTH ORANGE AVE STE 900
ORLANDO FL 32801

401 HUNTINGTON DRIVE LLC
60 COLUMBUS CIR
NEW YORK NY 10023

HAP ALPHARETTA LLC
2868 JOHNSON FERRY RD
MARIETTA GA 30062

CORNER STONE INC
P.O. BOX 2437
SMYRNA GA 30081

ALTERMAN MANSELL LLC
3715 NORTHSIDE PKWY BUILDING 400
ATLANTA GA 30327

HENNESSY CADILLAC INC
3040 PIEDMONT RD
ATLANTA GA 30305

CITY OF ALPHARETTA

PUBLIC HEARING APPLICATION

FOR OFFICE USE ONLY	
Case #:	E-25-01
PH #:	PHA240048
☒ Property Taxes & Code Violations Verified	
☐ Fee Paid	Initial: _____

COMMUNITY DEVELOPMENT DEPARTMENT

2 PARK PLAZA

ALPHARETTA, GA 30009

1. This page should be the first page in each of your completed application packets.
2. It is preferred that all responses be typed. Illegible applications will not be accepted.
3. Prior to signing and submitting your application, please check all information supplied on the following pages to ensure that all responses are complete and accurate. Incomplete applications will not be accepted.
4. Payment of all applicable fees must be made at the time of application. Payment may be made via cash, credit card (American Express, Master Card or Visa), or check made payable to "City of Alpharetta." Please note that a 3% convenience fee will be added to all credit card transactions.
5. Applications will be accepted on the designated submittal dates between the hours of 8:30 AM and 3:30 PM.
6. If you have any questions regarding this form, please contact the Community Development Department by calling 678-297-6070.

Contact Information:

Contact Name: Mike Hammond Telephone: 864.909.5558

Address: 1238 Logan Cir NW Suite: _____

City: Atlanta State: GA Zip: 30318 Fax: _____

Mobile Tel: 864.909.5558 Email: mhammond@apollosign.com

Subject Property Information:

Address: 1565 Mansell Rd Alpharetta GA 30009 Current Zoning: LI

District: 1st Section: 2nd Land Lot: 560,561,589, 590 Parcel ID: 12 238005600524

Proposed Zoning: LI Current Use: Car dealership

This Application For *(Check All That Apply):*

- | | | |
|---|--|---|
| ☐ Conditional Use | ☐ Master Plan Amendment | ☐ Comprehensive Plan Amendment |
| ☐ Rezoning | ☐ Master Plan Review | |
| ☒ Variance | ☐ Public Hearing | |
| ☒ Exception | ☐ Other <i>(Specify):</i> _____ | |

Alpharetta Department of Community Development
2 Park Plaza
Alpharetta, GA 30009

RE: Angela Krause Ford wall sign variance
1565 Mansell Rd
Alpharetta, GA 30009

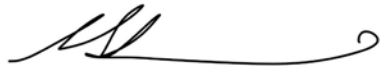
To whom it may concern,

We are seeking a variance to allow for additional wall signs and an increase in square footage allowance. Currently, code requires signage be limited to one square foot per linear foot of the façade. Additionally, code limits quantity to one sign per façade. We are requesting a second sign and an increase in square footage from the allowable 65 square feet to a total of 294.34 square feet.

This building sits roughly 500 feet from Mansell and is virtually invisible to passing traffic. As we do not believe this will create a distractingly large sign visible from the road, we would request to keep our original design of two signs at a total of 294.34 square feet in order to keep in standing with Ford's brand standards for this type of service building seen at Ford locations nationwide.

We thank you for your consideration in this matter.

Thank you,

A handwritten signature in black ink, appearing to read 'Mike Hammond', with a stylized flourish at the end.

Mike Hammond / Process Manager / Apollo Sign & Light
1238 Logan Cir NW Atlanta GA 30318
864.909.5558 / mhammond@apollosign.com

APPLICANT REQUEST AND INTENT

What is the proposed use(s) of the property?

Use is not changing.

Applicant's Request (Please itemize the proposal):

We are seeking a variance to allow for additional wall signs and an increase in square footage allowance. Currently, code requires signage be limited to one square foot per linear foot of the façade. Additionally, code limits quantity to one sign per façade. We are requesting a second sign and an increase in square footage from the allowable 65 square feet to a total of 294.34 square feet.

Applicant's Intent *(Please describe what the proposal would facilitate):*

As we do not believe this will create a distractingly large sign visible from the road, we would request to keep our original design of two signs at a total of 294.34 square feet in order to keep in standing with Ford's brand standards for this type of service building seen at Ford locations nationwide.

SIGN VARIANCE REVIEW CRITERIA

Are there exceptional conditions pertaining to the property where the sign is to be located as a result of the property size, shape, or topography which are not applicable to other lands or structures in the area? If "yes," please explain.

- ☒ Yes This structure will sit roughly 500 feet from Mansell, virtually behind the primary dealership building at 1575 Mansell. We feel the large size of the property makes our proposal reasonable.
- ☐ No

Would the applicant be deprived of rights that are commonly enjoyed by others similarly situated? If "yes," please explain.

- ☐ Yes
- ☒ No

Would granting the variance confer on the applicant any significant privileges which are denied to others similarly situated? If "yes," please explain.

- ☐ Yes
- ☒ No

Are the exceptional circumstances the result of actions of the applicant or the applicant's representatives? If "yes," please explain.

- ☐ Yes
- ☒ No

Is the requested variance the minimum necessary to allow the applicant to enjoy rights commonly enjoyed by others similarly situated? If "no," please explain.

- ☒ Yes
- ☐ No

Would granting of the variance violate more than one standard of the Unified Development Code? If "yes," please explain.

- ☒ Yes Granting our proposal would afford us both an additional sign plus an increase in square footage allowed.
- ☐ No

Would granting the variance result in allowing a sign that interferes with road or highway visibility or obstruct or otherwise interfere with the safe and orderly movement of traffic? On a separate sheet or sheets, please defend your response.

- ☐ Yes ☒ No

PROPERTY OWNER AUTHORIZATION

Property Owner Information:

Contact Name: VERNON L. KRAUSE Telephone: 770-649-5124
Address: PO Box 1249 Suite: _____
City: ALPHARETTA State: GA Zip: 30009

Authorization:

I do solemnly swear and attest, subject to criminal penalties for false swearing, that I am the legal owner, as reflected in the records of Fulton County, Georgia, of the property identified below, which is the subject of the attached Application for Public Hearing before the City of Alpharetta, Georgia.

As the legal owner of record of the subject property, I hereby authorize the individual named below to act as the applicant in the pursuit of the Application for Public Hearing in request of the items indicated below.

- | | |
|---|--|
| ☐ Annexation | ☐ Special Use |
| ☐ Rezoning | ☐ Conditional Use |
| ☒ Variance | ☐ Master Plan |
| ☐ Land Use Application | ☐ Other |

Property Owner's Authorized Applicant (if applicable):

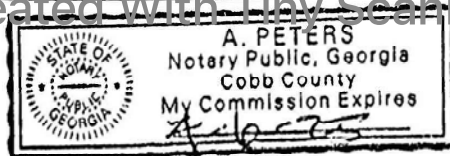
Name of Authorized Applicant: Mike Hammond Telephone: 864.909.5558
Address: 1238 Logan Cir NW Suite: _____
City: Atlanta State: GA Zip: 30318

So Sworn and Attested:

Owner Signature: [Signature] Date: 7-16-24

Notary:

Notary Signature: [Signature] Date: 7-16-24



DISCLOSURE FORM

The Official Code of Georgia Annotated requires disclosure of campaign contributions to government officials by an applicant or opponent of a rezoning or public hearing petition (O.C.G.A. 36-67 A-1).

Applicants must file this form with the City of Alpharetta Community Development Department within ten (10) days after filing for rezoning or public hearing. Opponents to a rezoning or public hearing petition must file this form five (5) days prior to the Planning Commission meeting at which the subject rezoning or public hearing petition is scheduled to be heard.

Name of Applicant or Opponent: VERNON L. KRAUSE

Subject Public Hearing Case: _____

Campaign Contribution Information:

Please provide the requested information for each contribution with a dollar amount or value of \$250 or more made within the past two (2) years to an Alpharetta Official by the individual identified above. Please use a separate form for each Alpharetta Official to whom such a contribution as been made.

If the individual identified above has made no such contributions to an Alpharetta Official within the past two (2) years, please indicate this by entering "N/A" on the appropriate lines below.

Name of Official: N/A Position: _____

Description of Contribution: _____ Value: _____

Description of Contribution: _____ Value: _____

Description of Contribution: _____ Value: _____

Description of Contribution: _____ Value: _____

Description of Contribution: _____ Value: _____

Campaign Contribution Information:

I do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Disclosure Form is true and accurate and that I have disclosed herein any and all campaign contributions made to an Official of the City of Alpharetta, Georgia in accordance with O.C.G.A. 36-67 A-1.

Signature:  Date: 7-16-24

CITIZEN PARTICIPATION FORM - PART A

This form must be completed and submitted with the applicant's completed Public Hearing Application. Applications submitted to the City of Alpharetta without a completed Citizen Participation Form - Part A will not be accepted.

Public Hearing or Project Name: Angela Krause Ford wall sign

Contact Name: Mike Hammond Telephone: 864.909.5558

The following people will be notified of this application and provided information describing the subject proposal. Please note that ALL adjoining property owners MUST be notified. Use additional pages as needed.

Tyfor Investment Inc

Corner Stone INC

Cox Communications

Hare Krishna Alpharetta Hotel LLC

MDC Coast 29 LLC

Abbink Opal D ET AL

Atlanta Real Estate Holding LLC

Atlanta Humane Society & Society F

Christman Morth Point Investments LLC

Whimsy Bo LLC

National Retail Properties LP

Krause Family Properties LLC

HAP Alpharetta LLC

401 Hungtington Drive LLC

Method by which these individuals will be contacted. Please mark all that apply. *If you select "Other," please provide a description of the method of contact that will be used.*

☒

Letter

☐

Personal Visits

☐

Telephone

☐

Group Meeting

☐

Email

☐

Other *(Please Specify)*

Please describe the method(s) by which these individuals will have the opportunity to respond or contact the applicant with questions or concerns about the proposal.

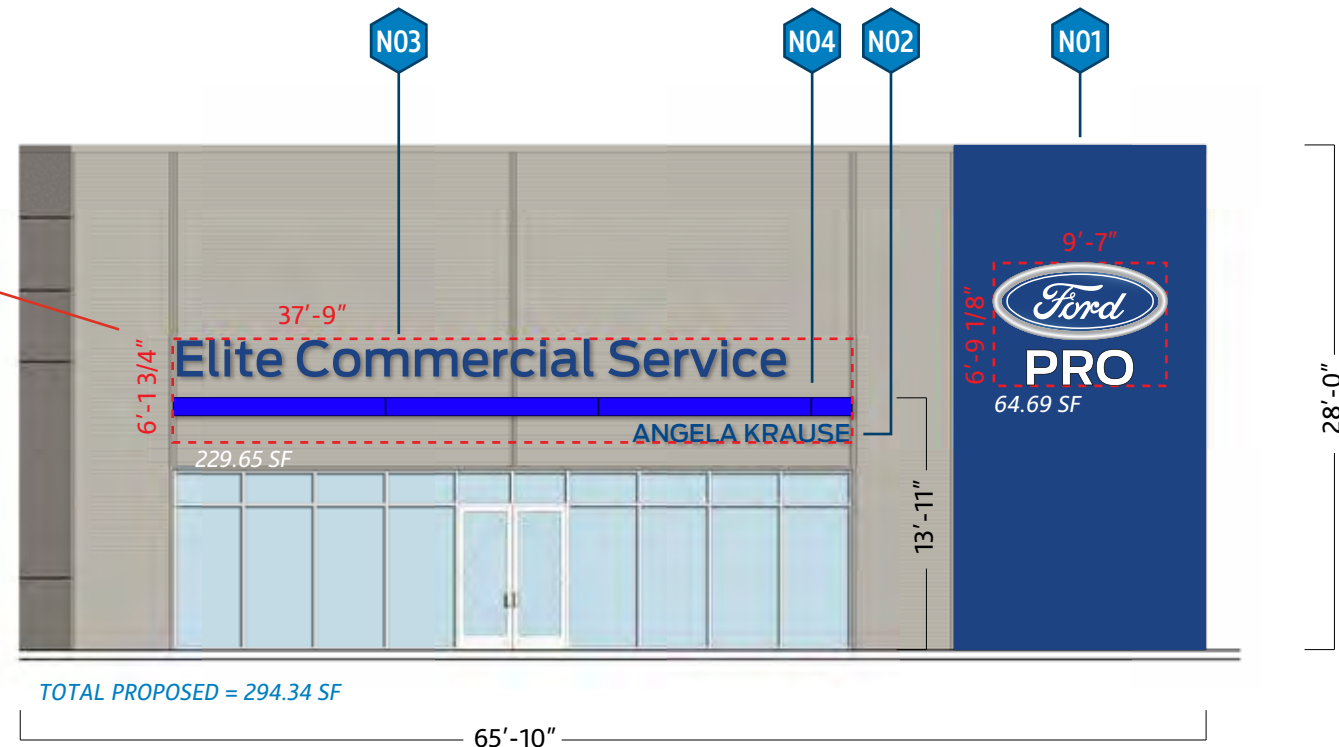
I will provide phone and email contact information.

Google Maps 1555 Mansell Rd

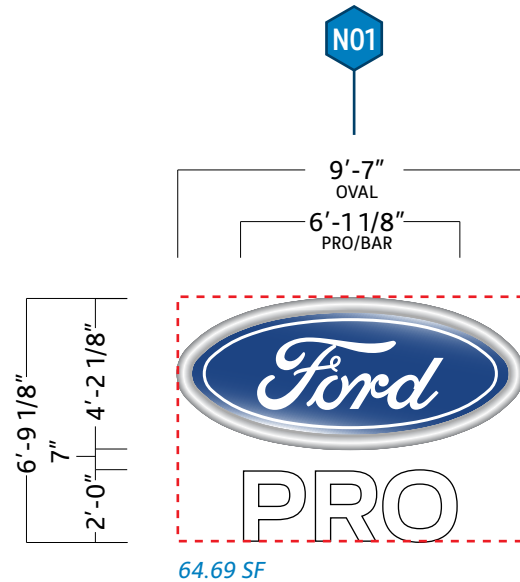


Image capture: Sep 2023 © 2024 Google

FOR VARIANCE:
N02, 03 and 04 combine to
create this one additional wall
sign with dimensions:
6' 1.75" x 37' 9"

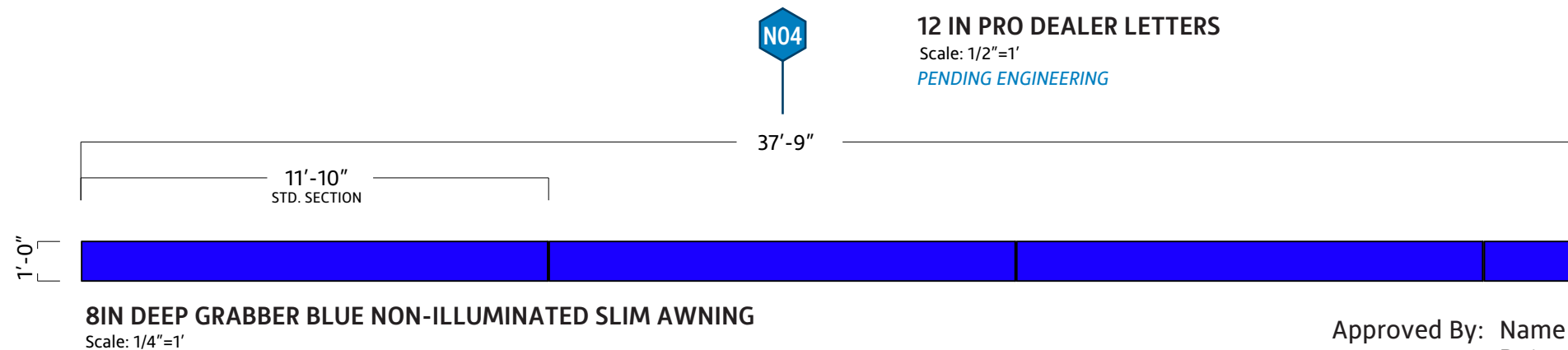
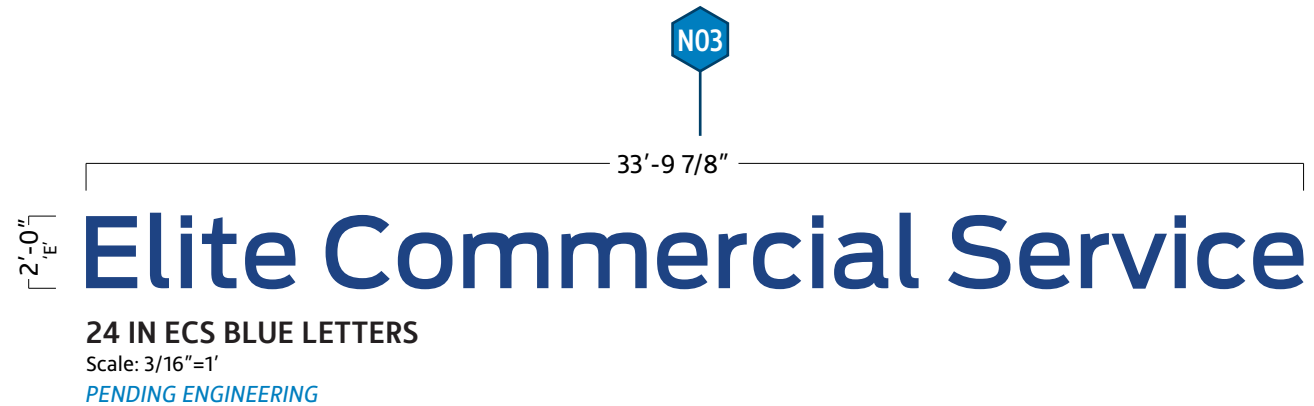


Signs are
HALO-LIT (no face-lit)



1428 FORD PRO WALL (CUSTOM PLACEMENT)
Scale: 3/16"=1'
PENDING ENGINEERING
PLACEMENT ON WALL TO BE CONFIRMED

THIS SIGN already approved
and issued



Elevations Scale: 3/32"=1'
Signage Scale: 1/4"=1'

Approved By: Name _____
Date _____

Dealer Code: F21021 Dealership: Angela Krause Ford PRO City, State: Alpharetta, GA Date: 09/24/2024



4

3

2

1

REVISIONS				
REV.	ECR NUMBER	REV CHANGE	DATE	DRAFTER
A	87030	INITIAL RELEASE	03.26.24	CAC
B	87436	CHANGED CONSTRUCTION & DEPTH	04.08.24	CAC

VOLTAGE	AMPS
120	1.0

33'-6 11/16"

2'-0"

Elite Commercial Service

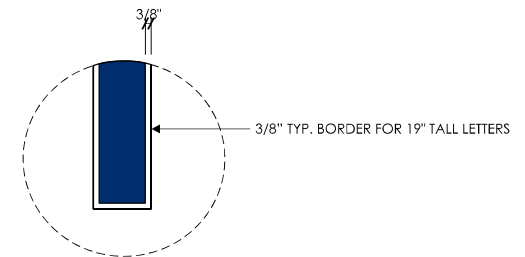
FABRICATED CHANNEL LETTERS FACE ARE 1/8" ALUM. **PAINTED MAP TO MATCH ALPOLIC 'FORD RAPT BLUE' W/ BORDER PAINTED MAP 'WHITE'**
- FONT IS ANTENNA MEDIUM

RETURNS **PAINTED MAP TO MATCH ALPOLIC FORD RAPT BLUE**

Signs are
HALO-LIT (no face-lit)



SIDE VIEW
SCALE 3/8"=1'-0"



DETAIL A
SCALE 1:8

Program/Customer: FORD		
Interior/Exterior:	EXTERIOR	
Sign Type:	CHANNEL LETTERS	
Engineer:	M. SMITH	
Windspeed:	115 MPH / IBC 2012	
Illumination:	ILLUMINATED	DESCRIPTION: LETTER SET Part Number:
Voltage:	120/277	
SCALE: 3/8"=1'-0"		FOR-CL-HLS-24

SHEET 1 OF 3

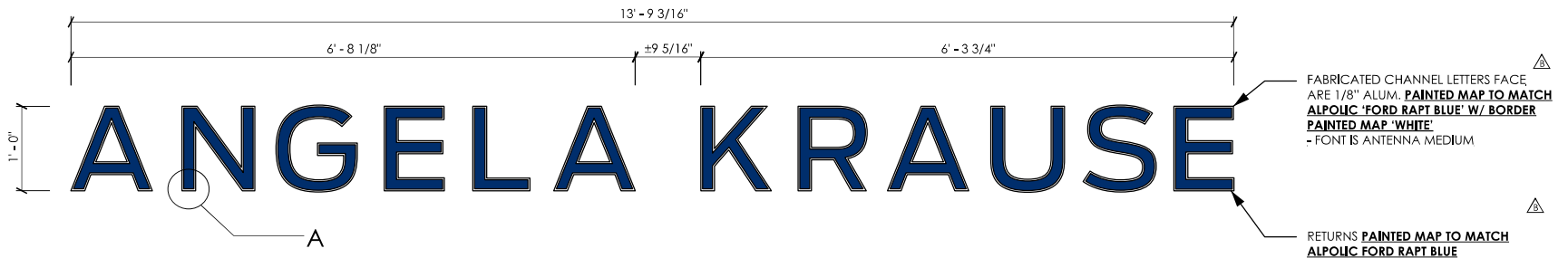
4

3

2

1

REVISIONS				
REV.	ECR NUMBER	REV CHANGE	DATE	DRAFTER
A	87030	INITIAL RELEASE	03.26.24	CAC
B	87436	CHANGED CONSTRUCTION & DEPTH	04.08.24	CAC

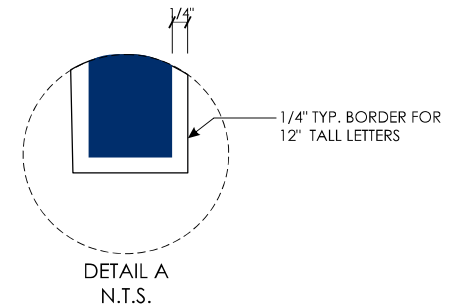


ELEVATION VIEW
SCALE 3/4" = 1' - 0"

Signs are
HALO-LIT (no face-lit)



SIDE VIEW
SCALE 1:4



Program/Customer: FORD		
Interior/Exterior:	EXTERIOR	
Sign Type:	CHANNEL LETTERS	
Engineer:	M. SMITH	
Windspeed:	115 MPH / IBC 2015	
Illumination:	ILLUMINATED	Description: 12" FORD PRO DEALER NAME LETTERS Part Number: FORD-PRO-H-DRL-12
Voltage:	120/277	
SCALE: 3/4"=1'-0"		

ANGELA KRAUSE - CORRECTION 03.24.22

SHEET 1 OF 3

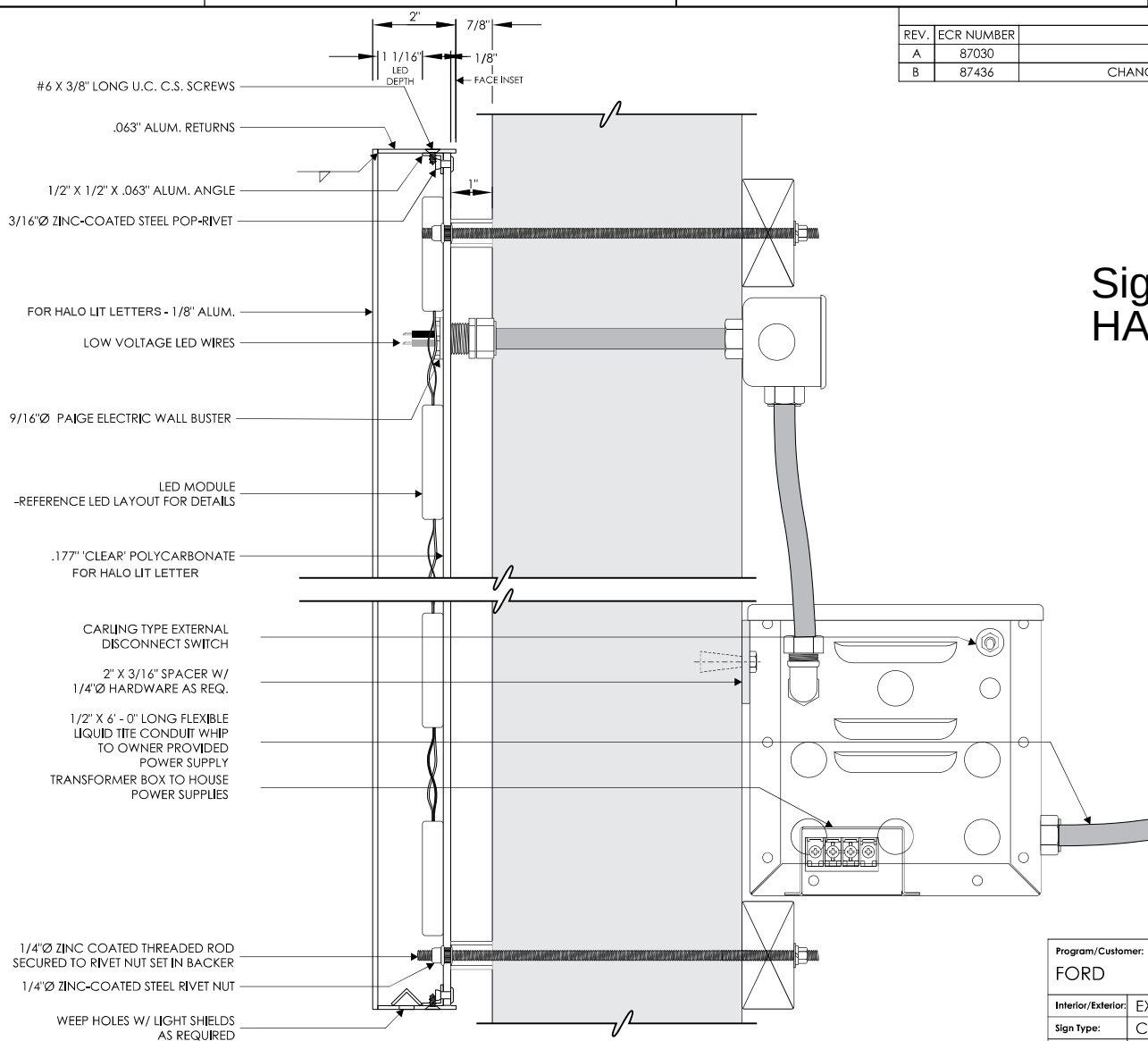
4

3

2

1

REVISIONS				
REV.	ECR NUMBER	REV CHANGE	DATE	DRAFTER
A	87030	INITIAL RELEASE	03.26.24	CAC
B	87436	CHANGED CONSTRUCTION & DEPTH	04.08.24	CAC



Signs are
HALO-LIT (no face-lit)

MOUNTING HARDWARE CHART

	MASONRY	WOOD	METAL
1/4" ZINC PLATED STEEL THREADED ROD THRU WALL	●	●	●
1/4" LAGS WITH SHIELDS	●	●	●
1/4" LAG BOLTS	●	●	●
1/4" TOGGLE BOLTS	●	●	●

NOTE:
1) THREADED ROD WILL BE PROVIDED STANDARD
- ALL OTHER HARDWARE IS TO BE PROVIDED BY
THE INSTALLER AS REQ.
2) DESIGN INTENDED FOR NOT GREATER THAN
3RD STORY MOUNTING - HIGHER ELEVATIONS
REQUIRE REVIEW

Program/Customer:

FORD

Interior/Exterior:	EXTERIOR
Sign Type:	CHANNEL LETTERS
Engineer:	M. SMITH
Windspeed:	115 MPH / IBC 2012
Illumination:	ILLUMINATED
Voltage:	120/277

SCALE: 1/2"=1'-0"



DESCRIPTION:
PRO & ILLUMINATED HALO ACCENT BAR
FOR NUMBER:
FORD-PRO-CL-H-24

SECTION VIEW
SCALE 3/8"=1"

4

3

2

1

SHEET 2 OF 3



**MARBLE ROAD (N/W CORNER)
(PUBLIC - LIMITED ACCESS)**

TRACT A
321,174 SQ. FT.
7.37 ACRES

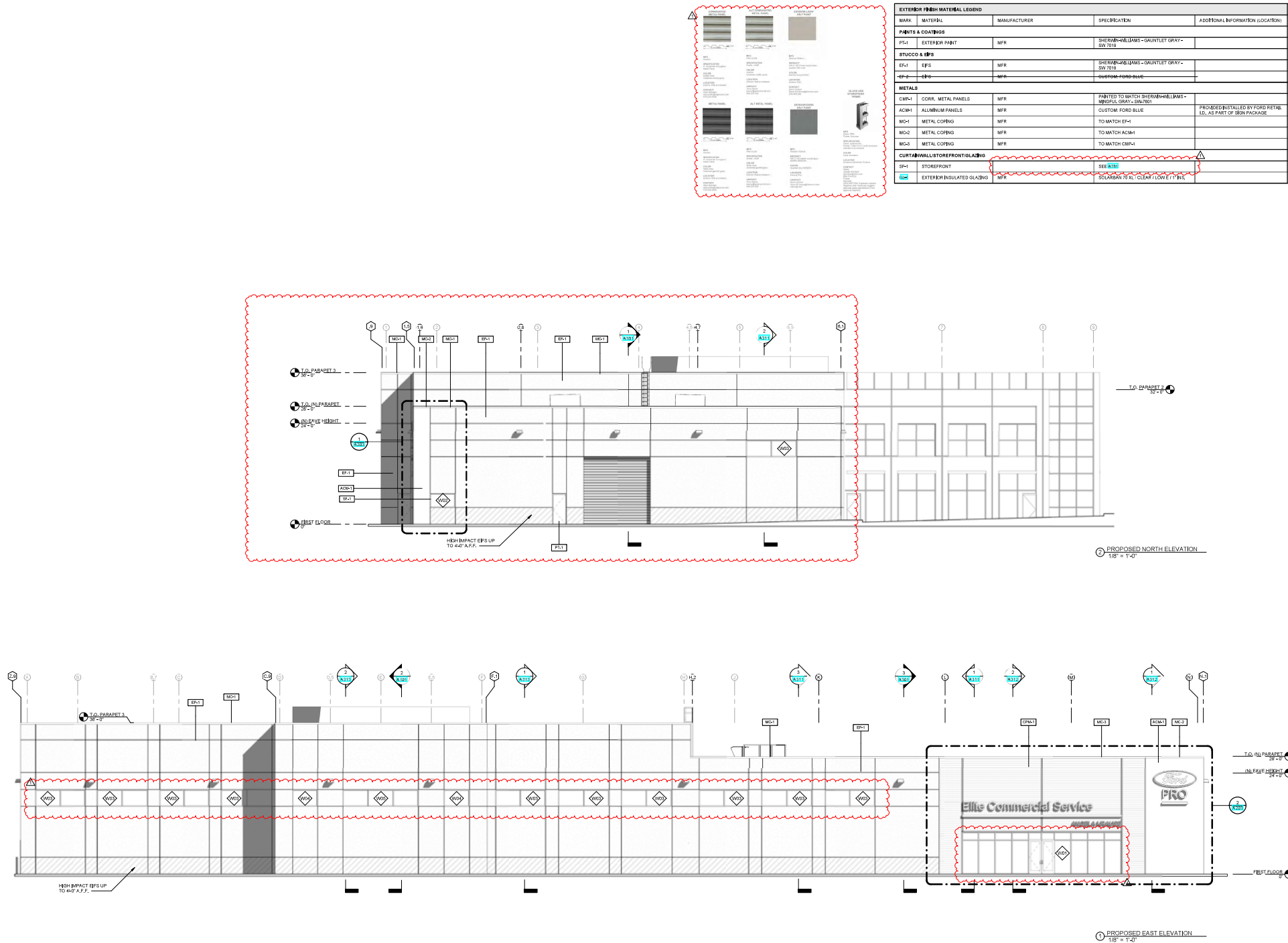
TRACT B
862,060 SQ. FT.
19.51 ACRES

**AS-BUILT AND TOPOGRAPHIC SURVEY (RETRACEMENT SURVEY) FOR:
KRAUSE FAMILY PROPERTIES, LLC a Georgia limited liability
company, its successors and/or assigns & OLD REPUBLIC
NATIONAL TITLE INSURANCE COMPANY
LAND LOTS 560, 561, 589 & 590
1ST DISTRICT - 2ND SECTION
CITY OF ALPHARETTA
FULTON COUNTY, GEORGIA**

[illegible]

Page 213 of 383

4/15/2024 12:06:11 L:\Design\1402227090205-Krause-Pro-Bldg-Commercial-Service-Mat Rev and CAD\718-ET21090205-Krause-Pro-Bldg-Commercial-Service_Elevation.dwg

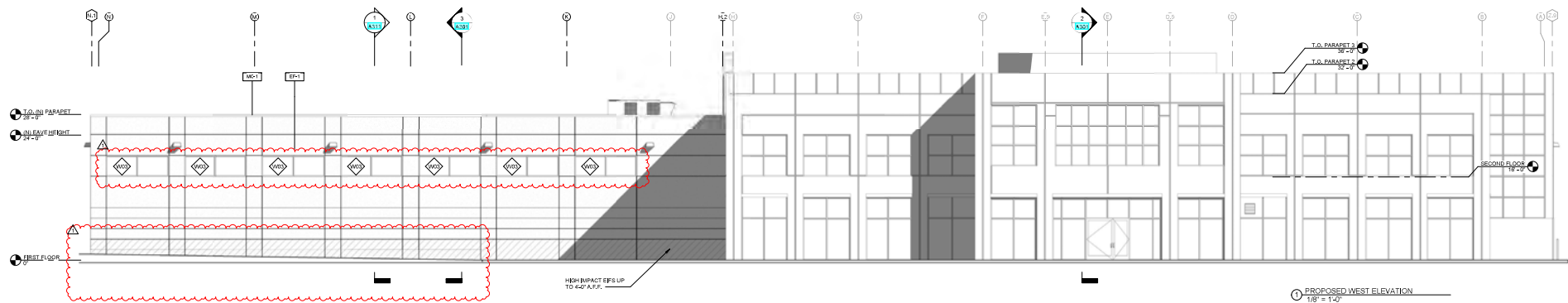


PRO BUILDING SYSTEMS
DESIGN BUILD CONTRACTORS
2200 N. WILSON AVENUE, SUITE 100
DALLAS, TEXAS 75202
TEL: 972.447.1000
WWW.PROBUILDINGSYSTEMS.COM

KRAUSE TRUCK SERVICE EXPANSION
1525 JANSSELL RD
ALPHARETTA, GA 30009

EXTERIOR ELEVATIONS

A201

[illegible]

Printable page

PARID: 12 238005600524

ATLANTA HUMANE SOCIETY & SOCIETY

NBHD: C109

1565 MANSELL RD

Parcel

Parcel ID:	12 238005600524
Property Location:	1565 MANSELL RD
Unit:	
City:	ALPHARETTA
Neighborhood:	C109
Improvement Strata:	E3
Property Class:	E3
Land Use Code:	650-Charitable Office(Service Center)
Living Units:	0
Acres:	7.3688
Zoning:	LI-
Location	4
Fronting:	4 - 4
Parking Type:	1-OFF STREET
Parking Quantity:	2
Street 1/Street 2:	1-Paved/-
Topo 1/Topo2/Topo3:	1-LEVEL/-/-
Util1/Util2/Util3:	1-ALL PUBLIC/-/-

Legal

Tax District	10
--------------	----

Owners

Owners:	ATLANTA HUMANE SOCIETY & SOCIETY FOR PREVENTION OF CRUELTY TO ANIMALS INC
---------	--

Mailing Address

Address
981 HOWELL MILL RD NW
ATLANTA GA 30318

FUL Exmp Code

ATL Exmp Code

Sales

Sale Date:	Sale Price:
22-DEC-2010	\$5,775,000

Sale Details

Grantor:	KRAUSE FAMILY PROPERTIES LLC
Grantee:	ATLANTA HUMANE SOCIETY & SOCIETY
Sales Date:	22-DEC-2010
Sale Price Sale Validity:	9 : Unvalidated/Deed Stamps
Sale Source:	:
Sales Type:	:
Sale Flag:	
Deed Book:	49785
Deed Page:	385
Deed Type:	LW

Parcel

Parcel ID:	12 238005600524
Property Location:	1565 MANSELL RD
Unit:	
City:	ALPHARETTA
Neighborhood:	C109
Improvement Strata:	E3
Property Class:	E3
Land Use Code:	650-Charitable Office(Service Center)
Living Units:	0
Acres:	7.3688
Zoning:	LI-
Location	4

Fronting:4 - 4

Parking Type:1-OFF STREET

Parking Quantity:2

Street 1/Street 2:1-Paved/-

Topo 1/Topo2/Topo3:1-LEVEL/-/-

Util1/Util2/Util3:1-ALL PUBLIC/-/-

Legal

Tax District

10

Owners

Owners:

ATLANTA HUMANE SOCIETY & SOCIETY
FOR PREVENTION OF CRUELTY TO ANIMALS INC

OBV Details

Card #:	Description:	Year Built:	Grade:	Width:	Length:	Area:
1	PA1-PAVING-ASPHALT PARK	1997	C			63,162

Land

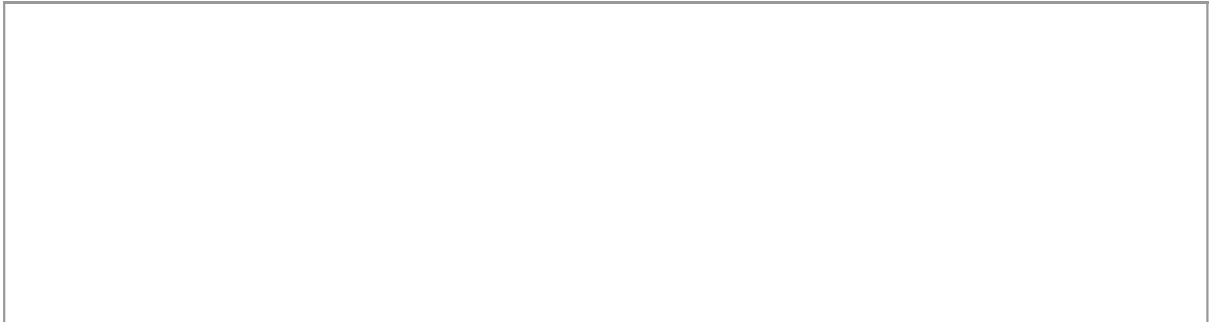
Line Number:1

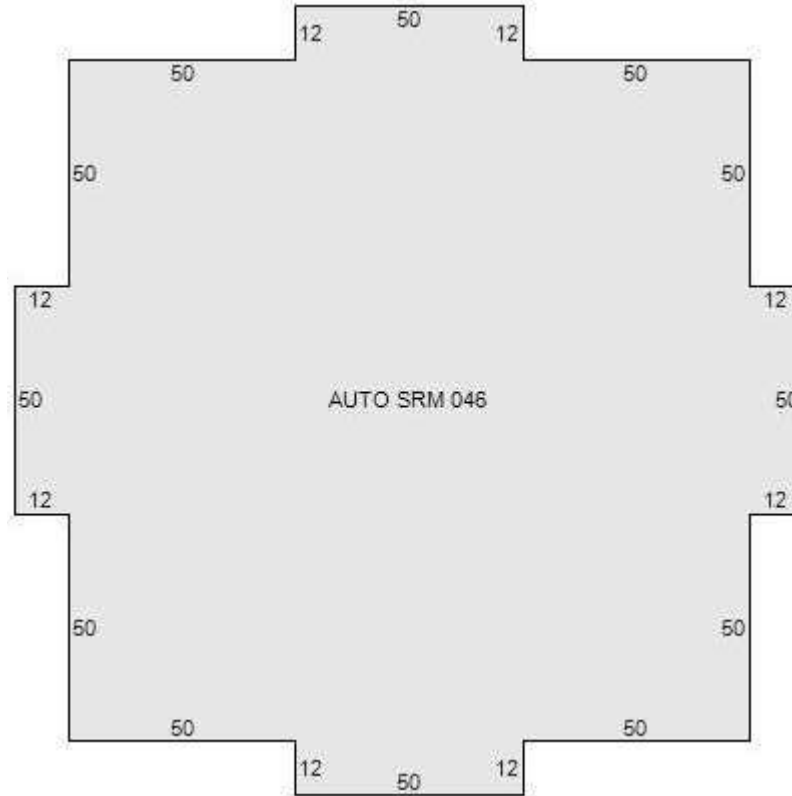
Land Type:A - ACREAGE

Land Code:21

Square Feet:320,985

Acres:7.3688





Item	Area
CANPY RF/SLB - CP6:CANOPY ROOF/SLAB	2400
PAVING-ASP - PA1:PAVING-ASPHALT PARK	63162
AUTO SRM 046 - 046:AUTO SHOWROOM/OFFICE	3443
OFFICES 053 - 053:OFFICES	3443
SPRKLR WET - SS1:SPRINKLER SYS WET	21724
AUTO SRM 046 - 046:AUTO SHOWROOM/OFFICE	12135
AUTO SRM 046 - 046:AUTO SHOWROOM/OFFICE	2939

AUTO SRM 046 - 046:AUTO SHOWROOM/OFFICE	2939
---	------

A. Lisa Shippel Law, LLC SETTLEMENT STATEMENT	LOAN NUMBER:
---	---------------------

C. NOTE: This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "[POC]" were paid outside the closing; they are shown here for informational purposes and are not included in the totals. 1.0 3/98 (R2769 / 42)

D. NAME AND ADDRESS OF BORROWER: Krause Family Properties, LLC, a Georgia limited liability company 1575 Mansell Road Alpharetta, GA 30009	E. NAME AND ADDRESS OF SELLER: Atlanta Humane Society and Society for Prevention of Cruelty to Animals, Inc., a Georgia nonprofit corporation 1551 Perry Boulevard Atlanta, GA 30318	F. NAME AND ADDRESS OF LENDER: PNC Bank, National Association 500 First Avenue Pittsburgh, PA 15219
G. PROPERTY LOCATION: 1565 Mansell Road Alpharetta, GA 30009 Fulton County, Georgia Parcel ID(s): 12-2380-0560-052-2,	H. SETTLEMENT AGENT: Lisa Shippel Law, LLC PLACE OF SETTLEMENT: 5755 North Point Parkway, Suite 213 Alpharetta, GA 30022	I. SETTLEMENT DATE: May 11, 2023 DISBURSEMENT DATE: May 11, 2023

J. SUMMARY OF BORROWER'S TRANSACTION	
100. GROSS AMOUNT DUE FROM BORROWER:	
101. Contract sales price	8,832,000.00
102. Personal property	
103. Settlement charges to borrower (line 1400)	9,527,212.72
104.	
105.	
<i>Adjustments for items paid by seller in advance</i>	
106. City/Town taxes	
107. County taxes	
108. Assessments	
109.	
110.	
111.	
112.	
120. GROSS AMOUNT DUE FROM BORROWER	18,359,212.72
200. AMOUNTS PAID BY OR IN BEHALF OF BORROWER:	
201. Deposit or earnest money	365,000.00
202. Principal amount of new loan(s)	18,500,000.00
203. Existing loan(s) taken subject to	
204.	
205.	
206.	
207.	
208.	
209.	
<i>Adjustments for items unpaid by seller</i>	
210. City/Town taxes	
211. County taxes	
212. Assessments	
213.	
214.	
215.	
216.	
217.	
218.	
219.	
220. TOTAL PAID BY/FOR BORROWER	18,865,000.00
300. CASH AT SETTLEMENT FROM/TO BORROWER:	
301. Gross amount due from Borrower (Line 120)	18,359,212.72
302. Less amount paid by/for Borrower (Line 220)	(18,865,000.00)
303. CASH TO BORROWER	505,787.28

K. SUMMARY OF SELLER'S TRANSACTION	
400. GROSS AMOUNT DUE TO SELLER:	
401. Contract sales price	8,832,000.00
402. Personal property	
403.	
404.	
405.	
<i>Adjustments for items paid by seller in advance</i>	
406. City/Town taxes	
407. County taxes	
408. Assessments	
409.	
410.	
411.	
412.	
420. GROSS AMOUNT DUE TO SELLER	8,832,000.00
500. REDUCTIONS IN AMOUNT DUE TO SELLER:	
501. Excess deposit (see instructions)	
502. Settlement charges to seller (line 1400)	474,118.50
503. Existing loan(s) taken subject to	
504. Payoff of first mortgage loan	
505. Payoff of second mortgage loan	
506. See additional 506 items	365,000.00
507.	
508.	
509.	
<i>Adjustments for items unpaid by seller</i>	
510. City/Town taxes	
511. County taxes	
512. Assessments	
513.	
514.	
515.	
516.	
517.	
518.	
519.	
520. TOTAL REDUCTION AMOUNT DUE SELLER	839,118.50
600. CASH AT SETTLEMENT TO/FROM SELLER:	
601. Gross amount due to Seller (Line 420)	8,832,000.00
602. Less reductions due Seller (Line 520)	(839,118.50)
603. CASH TO SELLER	7,992,881.50

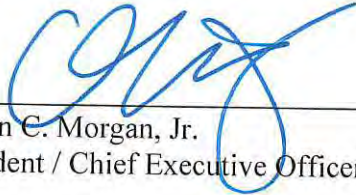
L. SETTLEMENT CHARGES							
700. TOTAL COMMISSION Based on Price		\$ 8,832,000.00 @ 5.0000 %	441,600.00				
Division of Commission (line 700) as Follows:							
701. \$ 441,600.00 to Cushman & Wakefield						PAID FROM BORROWER'S FUNDS AT SETTLEMENT	PAID FROM SELLER'S FUNDS AT SETTLEMENT
702. to							
703. Commission Paid at Settlement							441,600.00
704. to							
800. ITEMS PAYABLE IN CONNECTION WITH LOAN							
801. Loan Origination Fee		% to					
802. Loan Discount		% to					
803. Appraisal fee		to PNC Bank, National Association			6,500.00		
804. Credit report		to					
805. Lender's inspection fee		to					
806. Mortgage insurance application fee		to					
807. Assumption fee		to					
808.		to					
809.		to					
810.		to					
811.		to					
900. ITEMS REQUIRED BY LENDER TO BE PAID IN ADVANCE							
901. Interest From 05/11/23 to 06/01/23 @ \$ /day (21 days %)							
902. Mortgage insurance premium for month to							
903. Hazard insurance premium for year to							
904. for year to							
905. to							
1000. RESERVES DEPOSITED WITH LENDER							
1001. Hazard insurance		Months @ \$ per Month					
1002. Mortgage insurance		Months @ \$ per Month					
1003. City property taxes		Months @ \$ per Month					
1004. County property taxes		Months @ \$ per Month					
1005. Annual assessments		Months @ \$ per Month					
1006.		Months @ \$ per Month					
1007.		Months @ \$ per Month					
1008.		Months @ \$ per Month					
1100. TITLE CHARGES							
1101. Escrow Fee		to Lisa Shippel Law, LLC			750.00		750.00
1102. Abstract or title search		to					
1103. Title Exam		to Laura L. Smith PC			2,580.00		
1104. Title insurance endorsement fee		to Lisa Shippel Law, LLC/ORNTIC			3,150.00		
1105. Document preparation		to					
1106. Attorney's fees - Buyer		to Miles, Hansford, and Tallant, LLC			5,000.00		
1107. Attorney's fees - Seller		to Seyfarth Shaw, LLP					31,768.50
(includes above item numbers:		)					
1108. Title insurance		to Lisa Shippel Law, LLC/ORNTIC			23,400.00		
(includes above item numbers:		)					
1109. Lender's coverage		\$ 18,500,000.00					
1110. Owner's coverage		\$ 8,832,000.00					
1111. CPL Fee		to Old Republic National Title Insurance Company			45.00		
1112.		to					
1113.		to					
1114. E-Filing Fee		to Lisa Shippel Law, LLC			20.00		
1115.		to					
1200. GOVERNMENT RECORDING AND TRANSFER CHARGES							
1201. Recording fees: Deed ; Mortgage ; Releases							
1202. City/County tax/stamps: Deed ; Mortgage \$ 25,000.00					25,000.00		
1203. State tax/stamps: Deed \$ 8,832.00; Mortgage					8,832.00		
1204. Estimated Recording and Courier		to Clerk of Superior Court (Fulton County)			800.00		
1205.		to					
1300. ADDITIONAL SETTLEMENT CHARGES							
1301. Survey		to					
1302. Pest inspection		to					
1303. Payoff to PNC		to PNC Bank, National Association	605526146		8,836,690.53		
1304. Payoff to PNC		to PNC Bank, National Association	608002937		614,445.19		
1305.		to					
1400. TOTAL SETTLEMENT CHARGES (Enter on Lines 103, Section J and 502, Section K)						9,527,212.72	474,118.50

[SIGNATURE PAGE TO CLOSING STATEMENT]

SELLER:

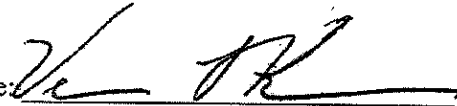
**ATLANTA HUMANE SOCIETY AND
SOCIETY FOR PREVENTION OF CRUELTY
TO ANIMALS, INC.,**
a Georgia nonprofit corporation

By: _____


Calvin C. Morgan, Jr.
President / Chief Executive Officer

BORROWER:

KRAUSE FAMILY PROPERTIES, LLC, a
Georgia limited liability company

Signature:  [SEAL]

Print Name: Vernon L. Krause

Title: Manager



Arthur E. Ferdinand
Tax Commissioner
Fulton County, Georgia

Tax Bill

141 Pryor Street
Atlanta, Georgia 30303
[404.613.6100](tel:404.613.6100)

Property Owner	Parcel Identification	Description	User ID
ATLANTA HUMANE SOCIETY & SOCIETY FOR PREVENTION OF CRUELTY TO ANIMALS INC	12 238005600524	Real Estate	IWR

Tax District: 10 - ALPHARETTA

Property Address	Account Number	Current Fair Market Value	Current Assessed Value
1565 MANSELL ROAD	7084635	7,843,300	0

City Exemption:
County Exemption:
City Sales Tax Credit: \$0.00
County Sales Tax Credit: \$0.00

Grand Total Due: \$0.00

Mailing Address

ATLANTA HUMANE SOCIETY & SOCIETY
FOR PREVENTION OF CRUELTY TO ANIMALS INC
981 HOWELL MILL RD NW
ATLANTA GA 30318

Property owners with current legal matters, such as bankruptcy or foreclosure, must contact the Tax Commissioner's office at [404.613.6100](tel:404.613.6100) for the official balance due on their parcel(s).

Sign up For E-Billing



STAFF REPORT

Department: Public Works
Submitted By: Geoffrey Sarra
Meeting Date: January 27, 2025

AGENDA ITEM:

Invitation to Bid 25-008: Kimball Bridge Road Pedestrian Lighting

Consideration to award ITB 25-008 to NGT Group LLC for Kimball Bridge Road Pedestrian Lighting in an amount totaling \$247,685.13 and authorize the Mayor to execute all necessary documents.

STAFF RECOMMENDATION:

Award ITB 25-008 for Kimball Bridge Road to NGT Group LLC in an amount totaling \$247,685.13 and authorize the Mayor to execute all necessary documents.

BUDGET & PROCUREMENT:

BUDGETED ITEM: YES

FISCAL IMPACT: YES

INCLUDED IN CURRENT FY CPTL BUDGET: YES

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST: \$247,685.13

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
Kimball Br Rd Op Improvements / 33641100-541410-C1713	\$247,685.13

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
N/A	\$0.00

ITEM DESCRIPTION:

BACKGROUND

The widening of Kimball Bridge Road from two to four lanes between Georgia 400 and North Point Parkway started by Georgia Department of Transportation and will be continued by True North 400. The scope of work with True North 400's work does not include pedestrian lighting. This procurement will provide for the installation of 31 pedestrian lights along Kimball Bridge Road from the bridge over Georgia 400 to approximately 400' north of North Point Parkway. The installation of these lights will be a continuation of the lighting installed with the City's previous Kimball Bridge Road Corridor Project between North Point Parkway and Waters Road. The proposed lights will match the existing pole and fixture types currently utilized on the Kimball Bridge Road Corridor.

PROCUREMENT METHOD

Invitation to Bid (ITB): This method, which requires clear and well-defined specifications, allows the City to request bids from firms for the provision of goods, services, or construction projects with low cost being the primary focus of award. The ITB outlines the project requirements, specifications, terms, and conditions that firms must meet in their bids (collectively identified as the "ITB requirements"). ITB requirements commonly refer to a responsive and responsible bid. A bid is considered responsive if it indicates compliance without material deviation from the requirements of the ITB and the terms and conditions of the proposed contract. A bidder (firm) is responsible if they possess the experience, facilities, reputation, financial resources and are fully capable of performing the contract. Firms must meet the ITB requirements, but no consideration is given to firms that exceed the ITB requirements. The ITB method does not allow for negotiations (e.g. cost, etc.). Award of an ITB is based on the firm providing the lowest cost that meets the ITB requirements.

PROCUREMENT PROCESS

The Department of Public Works, with guidance from the Finance Department, prepared ITB 25-008 which was issued on October 3, 2024. ITB 25-008 was advertised through the City's e-procurement site (Bonfire) as well as the Georgia Procurement Registry and resulted in over 757 vendor (firm) invites and 36 document takers. ITB 25-008 responses were received on October 31, 2024, and included bids from 5 firms.

PROCUREMENT EVALUATION

The bids received in connection with ITB 25-008 are as follows:

- NGT Group LLC (\$247,685.13)
- Reedwick LLC (\$267,819.25)
- GTG Traffic Signals (\$269,752.50)
- MG Electric LLC (\$319,989.00)
- Smart Road Technology LLC (\$326,125.00)

PROCUREMENT AWARD RECOMMENDATION

Staff recommends award of ITB 25-008 to NGT Group LLC as the low-cost responsive and responsible bidder.

NGT Group LLC is an experienced contractor that has successfully completed projects of similar scopes throughout the region including work on multiple segments of the Atlanta Belt Line and on Forsyth County's Coal Mountain Connector project. Contacted references stated that NGT Group provided quality work and sufficient project staffing, maintained good communication throughout the duration of their work, and that they would utilize their services again.

Staff from Public Works and Finance met with representatives of NGT Group on December 13, 2024 to review the project scope, schedule, and City's expectations. NGT Group assured staff they could complete the project within the established schedule and for the submitted bid price but did inform staff that some of the materials are currently facing delivery delays of approximately 40 to 48 weeks. Given this extensive lead time, staff is recommending award of this procurement even though construction of the roadway widening has not commenced. Once all materials are delivered, installation of the lighting is anticipated to be complete within 45 calendar days.

Currently, True North 400 CID's contractor is waiting on utility relocations to occur before commencing construction of the roadway widening. Once construction begins, it is anticipated to be completed within four months.

ALTERNATIVES:

1. Do not award ITB 25-008 and rebid the project at a later date once construction of the associated widening of Kimball Bridge Road has begun.
2. Do not award ITB 25-008 and eliminate lighting from the project scope.

ATTACHMENTS:

1. Bid Tab (ITB 25-008)
2. Contract (ITB 25-008)
3. • NGT Group LLC Vendor Submission (ITB 25-008)

25-008 - Kimball Bridge Road Pedestrian Lighting Scoring Summary

Active Submissions

Supplier	Total / 100 pts	B-1 - SOI / 97 pts
NGT Group LLC	97	97 (\$247,685.13)
Reedwick, LLC	89.71	89.71 (\$267,819.25)
GTG Traffic Signals	89.06	89.06 (\$269,752.50)
MG Electric, LLC	75.08	75.08 (\$319,989.00)
Smart Road Technology LLC	73.67	73.67 (\$326,125.00)

CONTRACTOR AGREEMENT
KIMBALL BRIDGE ROAD PEDESTRIAN LIGHTING
(INVITATION TO BID NO. 25-008)

THIS CONTRACTOR AGREEMENT (the "Contract"), made by and between **CITY OF ALPHARETTA, GEORGIA**, a municipal corporation of the State of Georgia (hereinafter, the "CITY"), and **NGT GROUP, LLC**, a Georgia Limited Liability Company with its principal office located at 5665 Shirlee Industrial Way, Alpharetta, Georgia 30004 (the "CONTRACTOR").

1. Contract Documents. The Contract Documents consist of this Contract, the City's Invitation for Bids dated October 3, 2024 ("ITB No. 25-008"), including any addenda thereto, and the Contractor's Response to ITB dated October 30, 2024 (the "Bid"), all of which collectively are incorporated herein by reference (collectively, the "Contract Documents"). In the event of any conflict in the Contract Documents, the provisions and requirements set forth in this Contract shall govern; provided however, to the extent any of CONTRACTOR's obligations or duties set forth in the Bid exceed the requirements provided within ITB No. 25-008 or this Contract, or the City finds any of the terms set forth in ITB No. 25-008 more desirable, the terms set forth in the Bid shall control. Subject to the foregoing, in the event of a conflict between the language in ITB No. 25-008 and the Bid, the language in the former shall govern.
2. Scope of Services. The CONTRACTOR's duties and scope of services are specifically set forth in the ITB No. 25-008 Specifications (the "Project") and, in general, include but is not limited to, all materials, labor, and equipment for the installation of luminaires, poles, pole bases, conduit, wiring, service point, and related work (the "Work"). The location of the Work is along Kimball Bridge Road between GA 400 and North Point Parkway, within the CITY of Alpharetta. The CITY shall provide the CONTRACTOR with the luminaires for the Project. The CONTRACTOR shall be responsible for transporting the luminaires from the CITY's Public Works facility at 1790 Hembree Road to the Work site.
3. Contract Price. For CONTRACTOR'S performance and completion of the Project (as defined in ITB No. 25-008 and subject to the "General Conditions"), CITY shall pay CONTRACTOR a fee in accordance with the unit costs on Exhibit A attached hereto for a total sum not to exceed TWO HUNDRED FORTY-SEVEN THOUSAND, SIX HUNDRED EIGHTY-FIVE and 13/100 DOLLARS (\$247,685.13). At CONTRACTOR's own cost and expense, CONTRACTOR shall furnish all materials, supplies, machinery, equipment, tools, superintendence, labor, insurance, and other accessories and services necessary or convenient to the successful completion of the Project and the carrying out of all duties and obligations in accordance with the terms and conditions set forth in the Contract Documents.

The CITY agrees to pay CONTRACTOR in current funds for the performance of the Work subject to additions and deductions as provided in the General Conditions and to make payments on account thereof as provided in Section 109 of the General Conditions.

4. Commencement of Work; Time for Performance.
 - a. Commencement of Work. The CONTRACTOR shall promptly commence the

Work with adequate force and equipment **within ten (10) calendar days** from receipt of the Notice to Proceed, or as may be specified by the Special Provisions, continuously pursue the Work without interruption to achieve final completion of the Work **Forty-five (45) calendar days from the Notice to Proceed**.

In the event that the CONTRACTOR encounters delays that are beyond their control, the CONTRACTOR shall be entitled to an extension of time for the completion of the Work. The CONTRACTOR must provide written notice of such delays to the OWNER within a reasonable timeframe, detailing the nature of the delay and its impact on the project schedule. The CONTRACTOR may grant an extension of time that is deemed appropriate and will ensure that the CONTRACTOR is not penalized due to delays that are not attributable to their actions or negligence. Notwithstanding, time is an essential element of this Contract. In the event of a delay directly attributable to CONTRACTOR's actions, decisions, or lack of management, the Contract Price will be deducted from any money due to the CONTRACTOR, not as a penalty, but as liquidated damages in accordance with Section 108.08 of the General Conditions.

- b. Time is of the Essence. All limitations of time set forth in this Contract are of the essence.
5. Default; Termination. Upon CONTRACTOR's breach of any material provision of this Contract, which breach remains uncured after fifteen (15) days written notice of default, the CITY may terminate this Contract without liability for further payment of amounts due or to become due under this Contract for incomplete work. Termination shall be in addition to, and not in lieu of, any other remedies available to the CITY under this Contract or applicable law, including making of claims under CONTRACTOR's bonds. Upon the CITY's breach of any material provision of this Contract, which breach remains uncured after fifteen (15) days written notice of default, CONTRACTOR shall be entitled to terminate this Contract or pursue such other remedies not inconsistent with this Contract, as it may have in law or equity. This Contract may also be terminated or suspended by the CITY for CITY's convenience upon not less than fourteen (14) days written notice to CONTRACTOR. In the event of such termination, CONTRACTOR shall be compensated for services performed through the date of termination, together with any reimbursable expenses then due.
6. Compliance with Illegal Immigration Reform and Enforcement Act. This Contract was awarded and is contingent upon CONTRACTOR's compliance with O.C.G.A. § 13-10-91, Chapter 300-10-1 of the Rules of the Georgia Department of Labor, and CONTRACTOR's certification to the CITY that it has registered and currently participates in the federal work authorization program to verify employment eligibility of all newly hired employees. Further, as part of any approved subcontracting agreement, CONTRACTOR has certified that any subcontractor entering into this Contract for the physical performance of services within this State is in compliance with O.C.G.A. § 13-10-91 and Chapter 300-10-1 of the Rules of the Georgia Department of Labor and has registered and currently participates in the federal work authorization program to verify employment eligibility of all newly hired employees. This Contract may be suspended or terminated if it is determined that CONTRACTOR has made a false certification or has violated such certification by failure

to carry out this requirement.

7. Insurance. CONTRACTOR shall maintain the types and amounts of insurance set forth in ITB No. 25-008 and the General Conditions, and as otherwise reasonably required by the CITY from time to time. CONTRACTOR shall provide proof of such insurance to the CITY contemporaneously with the execution of this Contract, and as and when requested by the CITY during the term hereof. Acceptance of a certificate or proof of insurance does not constitute approval or agreement by the CITY that the insurance requirements have been satisfied. The CITY must provide written notice of any changes to the insurance requirements at least thirty (3) days in advance.
8. Indemnification. CONTRACTOR shall indemnify and hold the CITY harmless from all claims, demands, losses, attorneys' fees and liabilities of any type or nature arising out of or related to CONTRACTOR's, or CONTRACTOR's agents', employees' or subcontractors', performance or non-performance of this Contract, including, but not limited to, claims for injury to person or property; provided, however, that this indemnification obligation shall not apply to claims arising from the sole negligence of the CITY or its employees. Nothing in this paragraph or this Contract shall be deemed to constitute a waiver of the CITY's sovereign immunity, create rights in any third party, or create any third-party beneficiaries. The Contractor's indemnification obligations do not apply to claims arising from the joint negligence of the CITY and the CONTRACTOR.
9. Entire Agreement. The provisions of this Contract and the Contract Documents constitute the entire Contract between the parties, and all prior discussions and agreements are merged herein. This Contract is expressly intended to supersede all provisions of the Georgia Prompt Pay Act. Amendments to this Contract must be in writing and signed by both parties.
10. Arbitration. Any dispute arising in connection with the interpretation of this Contract, the performance of any party under this Contract or any claim or dispute under this Contract or otherwise related to this Contract shall, at the sole option of the CITY, be referred to binding arbitration in Atlanta, Georgia in accordance with the Construction Arbitration Rules of the American Arbitration Association. CONTRACTOR'S surety shall be obligated to be a party to any such arbitration and be conclusively bound by the decision of the arbitrator. The cost of arbitration will be shared equally between the CITY and the CONTRACTOR.

[SIGNATURES FOLLOW ON NEXT PAGE]

Contract: **KIMBALL BRIDGE ROAD PEDESTRIAN LIGHTING**
Contract No.: 25-008

IN WITNESS WHEREOF, the Parties hereto have each caused this Contract to be executed and delivered by a duly authorized officer, agent, or official as of the date set forth below.

Executed _____

CITY OF ALPHARETTA, GEORGIA

By: _____
Jim Gilvin, Mayor

Attest: _____
Lauren Shapiro, Clerk

Approved as to Content:

Chris Lagerbloom, City Administrator

Approved as to form:
JARRARD & DAVIS, LLP

Joshua F. Jones, City Attorney

NGT Group, LLC

By: _____
Ikram Zalland, CEO

Attest:

By: _____
Ikram Zalland, CEO

EXHIBIT "A"

CITY OF ALPHARETTA - SCHEDULE OF ITEMS

ITB 25-008, Kimball Bridge Road Pedestrian Lighting

Enter Bidder's / Company's name here: NGT Group LLC
Instructions for Bid Form Completion:
1. This form MUST be used to submit cost proposal
2. Do not include a copy of this Bid Form in your technical bid information.
3. Complete all the fields. Enter Bidder's Name at top of form. See end of form as well for bid authorization and contact info.
4. <u>Verify all amounts entered.</u> This form will be used for bid price award.
5. During bid opening, only bid grand total will be called.
6. Enter Unit Price. Form will calculate the Bid Price by multiplying Estimated Quantity by Unit Price entered.

LINE ITEM	ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
	TRAFFIC CONTROL	1	LS	\$ 21,420.00	\$ 21,420.00
	RELOCATE EXISTING PEDESTRIAN LIGHT	2	EA	\$ 4,710.04	\$ 9,420.08
680-4110	LIGHTING STD, 11-15 FT MH, POST TOP	25	EA	\$ 2,864.69	\$ 71,617.25
680-4120	LIGHTING STD, 16-20 FT MH, POST TOP	4	EA	\$ 3,441.69	\$ 13,766.76
680-4140	LIGHTING STD, 26-30 FT MH, POST TOP	1	EA	\$ 7,030.77	\$ 7,030.77
680-4150	LIGHTING STD, 31-35 FT MH, POST TOP	1	EA	\$ 7,705.50	\$ 7,705.50
682-6222	CONDUIT, NONMETL, TP 2, 2 IN	3,375	LF	\$ 17.76	\$ 59,940.00
682-2110	ELECTRICAL SERVICE POINT	1	EA	\$ 16,325.01	\$ 16,325.01
682-9022	ELECTRICAL JUNCTION BOX, REINFORCED PLASTIC MORTAR	2	EA	\$ 968.68	\$ 1,937.36
682-1504	CABLE, TP RHH/RHW, AWG NO 10	11,220	LF	\$ 1.79	\$ 20,083.80
682-9950	DIRECTIONAL BORE	345	LF	\$ 30.68	\$ 10,584.60
	BONDS, MOBILIZATION, AND INSURANCE (NOT TO EXCEED 10% OF BID TOTAL)	1	LS	\$ 7,854.00	\$ 7,854.00
GRAND TOTAL					\$ 247,685.13

By completing and submitting this bid price form in response to the City of Alpharetta's ITB 25-008, Kimball Bridge Road Pedestrian Lighting, Bidder certifies that:

A. Bidder has carefully read and understands Bidding Documents;

B. Bidder has visited site and become familiar with local conditions under which Work is to be performed, including verifying visible conditions, such as dimensions, materials, and attachments to remain, on existing facility;	
C. Bidder has correlated Bidder's personal observations with requirements of Bidding Documents;	
D. Bidder understands that Bid may not be withdrawn within Sixty (60) days after bid due date, and Bidder guarantees that the City has the right to waive informalities and irregularities in Bid received and to accept Bid which, in City's judgment, is in City's own best interests.	
NGT Group LLC	Company Name:
5665 Shirlee Industrial Way, Alpharetta, GA 30004	Address:
Asmir Vehabovic (Senior PM)	Name(s) and Title(s) Authorized Signer(s):
678-862-4541	Contact Info - Phone Number:
asmir.v@ngtgroupllc.com	Contact Info - Email Address:

NGT GROUP LLC

RESPONSE TO ITB



ITB NO: 25-008

PROPOSED FOR: The City of Alpharetta Georgia

PROJECT TITLE: Kimball Bridge Road Pedestrian Lighting

DUE DATE: October 31, 2024 – 10:00 AM

COMPANY NAME	NGT GROUP LLC
BUSINESS ADDRESS/COMPANY HEADQUARTERS	5665 Shirlee Industrial Way, Alpharetta, Georgia 30004
POINT OF CONTACT	Asmir Vehabovic
CONTACT NO:	678-862-4541
WEBSITE:	https://ngtgroupllc.com/
EMAIL	asmir.v@ngtgroupllc.com
OWNERSHIP STRUCTURE	Limited Liability Corporation

COVER LETTER

November 30, 2024

City of Alpharetta
Attn: Debora Westbrook, Procurement Agent
2 Park Plaza
Alpharetta, GA 30009

Re: Invitation to Bid (ITB) 25-008 – Kimball Bridge Road Pedestrian Lighting Project

Dear Ms. Westbrook,

NGT Group LLC is pleased to submit our bid proposal for the Kimball Bridge Road Pedestrian Lighting project. As a local business based in Alpharetta, we take particular pride in contributing to projects that directly enhance our community. With over 10 years of experience, our team has consistently delivered high-quality lighting and infrastructure solutions, and we are well-prepared to bring this expertise to improve pedestrian safety and aesthetics along Kimball Bridge Road.

Business Profile

Founded in 2017, NGT Group LLC has become a respected provider in Intelligent Transportation Systems (ITS), traffic signal installations, lighting, and fiber optic systems. As a GDOT-approved contractor, our focus on excellence and adherence to state and local standards makes us an ideal partner for the City of Alpharetta.

Our team includes industry experts such as James Howard, Tim Clark, and Thad Edge, each bringing extensive knowledge to the management of complex infrastructure projects. Our portfolio includes impactful projects such as the 24-005 Atlanta Beltline NW Trail Segment 1 - GMP and the 24-006 DC-2024-035 - Northwest Corridor Segment 5. These projects have honed our capabilities in managing extensive lighting and traffic control work, contributing to both community safety and operational efficiency.

Experience & Benefit to the City

Our background in public lighting and infrastructure projects uniquely positions us to deliver exceptional value for the City of Alpharetta. Our experience in similar environments ensures a high level of reliability, safety, and aesthetic enhancement for pedestrian areas. With proven processes for managing all aspects of installation, we are prepared to execute the project seamlessly, including traffic control and compliance with all GDOT standards.

Project Timeline

Following the City's guidelines, NGT Group LLC will:

Initiate the procurement of materials within 10 calendar days of the Notice to Proceed (NTP).

Commence installation work within 10 days after the delivery of the light poles.

Complete the project within 45 days of light pole delivery, ensuring timely progress while maintaining our commitment to quality.

References

1. Astra Group LLC
 - a. Contact: Daniel Buehler
 - b. Phone: 404-569-0772
 - c. Email: dbuehler@astragroupinc.com
 - d. Project: DC-2024-035 - Northwest Corridor Segment 5
 - e. Description: Installation of 44 Lighting, Electrical Components, CCTV Camera, Directional Boring, Fiber Installation.
2. Reeves Young LLC
 - a. Contact: Brad Gabel
 - b. Phone: 678-371-6031
 - c. Email: bgabel@reevesyoung.com
 - d. Project: Atlanta Beltline NW Trail Segment 1 – GMP
 - e. Description: Installation of 38 Lighting, Electrical Components, CCTV Camera, Directional Boring, Fiber Installation.
3. Vertical Earth Inc
 - a. Contact: Scott Holcomb
 - b. Phone: 470-717-5018
 - c. Email: sholcomb@vertical-earth.com
 - d. Project: ITB - Coal Mountain Connector
 - e. Description: Installation of Traffic Signal, Installation of Mast Arm, Direction Drill, New Power Service.

We appreciate the opportunity to submit our bid for the Kimball Bridge Road Pedestrian Lighting project. If you require any further details, please reach me directly at 678-862-4541 or asmir.v@ngtgroupllc.com

Thank you for considering NGT Group LLC. We look forward to contributing to this important project for the City of Alpharetta.

Best regards,

Asmir Vehabovic

CITY OF ALPHARETTA - SCHEDULE OF ITEMS

ITB 25-008, Kimball Bridge Road Pedestrian Lighting

Enter Bidder's / Company's name here: NGT Group LLC

Instructions for Bid Form Completion:

1. This form MUST be used to submit cost proposal
2. Do not include a copy of this Bid Form in your technical bid information.
3. Complete all the fields. Enter Bidder's Name at top of form. See end of form as well for bid authorization and contact info.
4. Verify all amounts entered. This form will be used for bid price award.
5. During bid opening, only bid grand total will be called.
6. Enter Unit Price. Form will calculate the Bid Price by multiplying Estimated Quantity by Unit Price entered.

LINE ITEM	ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
	TRAFFIC CONTROL	1	LS	\$ 21,420.00	\$ 21,420.00
	RELOCATE EXISTING PEDESTRIAN LIGHT	2	EA	\$ 4,710.04	\$ 9,420.08
680-4110	LIGHTING STD, 11-15 FT MH, POST TOP	25	EA	\$ 2,864.69	\$ 71,617.25
680-4120	LIGHTING STD, 16-20 FT MH, POST TOP	4	EA	\$ 3,441.69	\$ 13,766.76
680-4140	LIGHTING STD, 26-30 FT MH, POST TOP	1	EA	\$ 7,030.77	\$ 7,030.77
680-4150	LIGHTING STD, 31-35 FT MH, POST TOP	1	EA	\$ 7,705.50	\$ 7,705.50
682-6222	CONDUIT, NONMETL, TP 2, 2 IN	3,375	LF	\$ 17.76	\$ 59,940.00
682-2110	ELECTRICAL SERVICE POINT	1	EA	\$ 16,325.01	\$ 16,325.01
682-9022	ELECTRICAL JUNCTION BOX, REINFORCED PLASTIC MORTAR	2	EA	\$ 968.68	\$ 1,937.36
682-1504	CABLE, TP RHH/RHW, AWG NO 10	11,220	LF	\$ 1.79	\$ 20,083.80
682-9950	DIRECTIONAL BORE	345	LF	\$ 30.68	\$ 10,584.60
	BONDS, MOBILIZATION, AND INSURANCE (NOT TO EXCEED 10% OF BID TOTAL)	1	LS	\$ 7,854.00	\$ 7,854.00
GRAND TOTAL					\$ 247,685.13

By completing and submitting this bid price form in response to the City of Alpharetta's ITB 25-008, Kimball Bridge Road Pedestrian Lighting, Bidder certifies that:

A. Bidder has carefully read and understands Bidding Documents;

B. Bidder has visited site and become familiar with local conditions under which Work is to be performed, including verifying visible conditions, such as dimensions, materials, and attachments to remain, on existing facility;

C. Bidder has correlated Bidder's personal observations with requirements of Bidding Documents;

D. Bidder understands that Bid may not be withdrawn within Sixty (60) days after bid due date, and Bidder guarantees that the City has the right to waive informalities and irregularities in Bid received and to accept Bid which, in City's judgment, is in City's own best interests.

NGT Group LLC	Company Name:
5665 Shirlee Industrial Way, Alpharetta, GA 30004	Address:
Asmir Vehabovic (Senior PM)	Name(s) and Title(s) Authorized Signer(s):
678-862-4541	Contact Info - Phone Number:
asmir.v@ngtgroupllc.com	Contact Info - Email Address:



STAFF REPORT

Department: Public Safety
Submitted By: Stephanie Cochran
Meeting Date: January 27, 2025

AGENDA ITEM:

Resolution and Interlocal Agreement: 2024 Byrne Justice Assistance Grant (JAG) Program Award

Consideration of adoption of a resolution and approval of an Interlocal Agreement between the City of Atlanta and the City of Alpharetta for the 2024 Byrne Justice Assistance Grant (JAG) Program Award.

STAFF RECOMMENDATION:

Approve the Interlocal Agreement between the City of Atlanta and the City of Alpharetta for the 2024 Byrne Justice Assistance Grant (JAG) Program Award and authorize the Mayor to execute all necessary documents.

BUDGET & PROCUREMENT:

BUDGETED ITEM: NO

FISCAL IMPACT: YES

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
N/A	\$0.00

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
FY2024 JAG Grant/TBD	\$13,900

ITEM DESCRIPTION:

BACKGROUND

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program is the primary provider of federal criminal justice funding to states and local governments. Through the 2024 JAG Program, the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), and Bureau of Justice Assistance (BJA) awarded more than \$87.5 million to local governments.

Grant award allocations are based on National Incident-Based Reporting System (NIBRS) reporting. Implemented to improve the overall quality of crime data collected by law enforcement, NIBRS captures details on each single crime incident—as well as on separate offenses within the same incident—including information on victims, known offenders, relationships between victims and offenders, arrestees, and property involved in crimes.

Based upon those criteria, the City of Alpharetta has been awarded an allocation of \$13,927.00

According to the JAG Program statute, a “disparity” may exist between the funding eligibility of a county and its associated municipalities, and it was determined that such disparity exists in Fulton County.

Units of local government identified by BJA as disparate must select a fiscal agent that will submit a joint application for the allocation of JAG Program funds to include all disparate municipalities. A memorandum of understanding (MOU) that identifies which jurisdiction will serve as the applicant or fiscal agent for joint funds must be completed and signed by the authorized representative for each participating jurisdiction. Once an award is made, the fiscal agent will distribute award funds to the other jurisdictions in the disparate group through sub-awards that include all

appropriate award conditions.

For the 2024 JAG Program application, the City of Atlanta served as the applicant and fiscal agent representing all Fulton County municipalities. Per JAG Program requirements, Alpharetta must now execute an MOU or Interlocal Agreement with the City of Atlanta to receive program funds.

USE OF FUNDS

The funds from the Bureau of Justice Assistance (BJA) FY24 Justice Assistance Grant will be used to purchase software which is needed for the City's inventory management. We need an inventory management module for Public Safety to manage our assets accurately using an electronic system rather than an Excel spreadsheet.

The purchase will encumber the \$13,900 awarded to Alpharetta through the JAG Program. The Public Safety Department will use current FY25 funds to cover the additional \$1,850 for the upgrade.

ALTERNATIVES:

Reject the provided Interlocal Agreement and do not accept the 2024 allocation to the City of Alpharetta under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

ATTACHMENTS:

1. JAG Grant Resolution
2. JAG IGA Alpharetta



**A RESOLUTION BY THE MAYOR AND COUNCIL OF THE CITY OF
ALPHARETTA, GEORGIA APPROVING THE SUBMISSION OF THE
2022 EDWARD BYRNE JUSTICE ASSISTANCE GRANT (JAG)**

WHEREAS, the US Department of Justice made funding available under the 2022 Edward Byrne Memorial Justice Assistance Grant ("JAG") Program; and

WHEREAS, such funds may be used to more effectively provide direct communication to all public safety buildings; and

WHEREAS, the City of Alpharetta has applied for funding through this program; and

WHEREAS, the funding, if awarded shall be used to purchase Collective Data Quartermaster software module to track tangible inventory; and

WHEREAS, evidence authorizing the acceptance of said application must be provided.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Alpharetta as follows:

- The submission of the 2024 Edward Byrne Memorial Justice Assistance Grant ("JAG") Program application is hereby approved, and if awarded the Mayor is hereby authorized to execute the award package with directives under the JAG Grant Program.

SO RESOLVED this 27th day of January 2025.

CITY OF ALPHARETTA

By: _____
Jim Gilvin, Mayor

[SIGNATURES CONTINUED ON FOLLOWING PAGE]

[SIGNATURES CONTINUED FROM PRECEDING PAGE]

COUNCIL MEMBERS

Mayor Pro Tem Dan Merkel

Council Member Donald F. Mitchell

Council Member Brian Will

Council Member Douglas J. DeRito

Council Member John Hipes

Council Member Fergal M. Brady

(SEAL)

Attest:

Approved as to form and legal sufficiency:

Lauren Shapiro, City Clerk

Molly Esswein City Attorney

THE STATE OF GEORGIA
COUNTY OF FULTON

KNOW ALL BY THESE PRESENT

**INTERLOCAL AGREEMENT
BETWEEN THE CITY OF ATLANTA AND THE CITY OF ALPHARETTA**

2024 BYRNE JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD

This Agreement is made and entered into this ___ day of _____, 2024, by and between The CITY OF ATLANTA, acting by and through its Mayor, the Honorable Andre Dickens, hereinafter referred to as CITY, and the CITY of ALPHARETTA, acting by and through its governing body, the City of Alpharetta, City Council, hereinafter referred to as Alpharetta, both of Fulton County, State of Georgia, witnesseth:

WHEREAS, the 2024 Byrne Justice Assistance Grant (“JAG”) Program provides funding to local governments to create safer communities and improve the functioning of the criminal justice system from the U.S. Department of Justice (“DOJ”); and

WHEREAS, a disparity in allocated 2024 JAG funding exists between the City and Alpharetta, and this disparity is recognized by the U.S. Department of Justice; and

WHEREAS, Units of local government identified by BJA as disparate must select a fiscal agent that will submit a joint application for the allocation to include all disparate municipalities, and a memorandum of understanding (MOU) that identifies which jurisdiction will serve as the applicant or fiscal agent for joint funds must be completed and signed by the authorized representative for each participating jurisdiction; and

WHEREAS, this Agreement is made under the authority of Atlanta City Council Resolution No. 24R4202; and Alpharetta, City Council Meeting Agenda Dated _____ Item No. _____; and

WHEREAS, each governing body finds that the performance of this Agreement is in the best interests of both parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this Agreement: and

WHEREAS, the CITY agrees to provide the Alpharetta \$13,927.00 from the JAG award to purchase a software module to track tangible inventory; and

WHEREAS, the City and Alpharetta agree that the City will apply for and administer the JAG grant on behalf of all entities; and

WHEREAS, the CITY and Alpharetta believe it to be in their best interests to reallocate the JAG funds.

NOW THEREFORE, the CITY and ALPHARETTA agree as follows:

Section 1.

CITY agrees to pay Alpharetta a total of \$13,927.00 of JAG funds in accordance with the DOJ funding formula allocation.

Section 2.

Alpharetta agrees to use \$13,927.00 for the purchase of a software module to track tangible inventory; until September 30, 2027.

Section 3.

Nothing in the performance of this Agreement shall impose any liability for claims against the CITY other than claims for which liability may be imposed by statute or the Georgia General Assembly.

Section 4.

Nothing in the performance of this Agreement shall impose any liability for claims against Alpharetta other than claims for which liability may be imposed by statute or the Georgia General Assembly.

Section 5.

Each party to this Agreement will be responsible for its own actions in providing services under this Agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

Section 6.

The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

Section 7.

By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

CITY OF ATLANTA, GEORGIA

CITY OF ALPHARETTA, GEORGIA

Mayor

Jim Gilvin, Mayor

ATTEST:

ATTEST:

Municipal Clerk

Lauren Shapiro, Clerk

APPROVED AS TO FORM:

APPROVED AS TO FORM:

City Attorney

Molly Esswein, City Attorney



STAFF REPORT

Department: Administration
Submitted By: Chris Lagerbloom
Meeting Date: January 27, 2025

AGENDA ITEM:

Emergency Medical Response Oversight Committee

Consideration of the Creation of the Emergency Medical Response Oversight Committee (EMROC) and Adopting Bylaws with the cities of Johns Creek, Milton, Roswell and Sandy Springs.

STAFF RECOMMENDATION:

Approve the creation of the Emergency Management Response Oversight Committee and adopt the Bylaws with the cities of Johns Creek, Milton, Roswell and Sandy Springs.

BUDGET & PROCUREMENT:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
-----------------------------	----------------------

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
-----------------------------	----------------------

ITEM DESCRIPTION:

The cities of Alpharetta, Johns Creek, Milton, Roswell and Sandy Springs entered into a contract with American Medical Response (AMR) earlier in the year. Subsequent to the adoption of that contract, it is necessary to establish contract oversight. Previously, the north Fulton cities participated in the Emergency Medical Response Oversight Committee (EMROC) to fulfill this requirement. With the addition of Sandy Springs, and the new adoption of the contract, the cities desire to re-form EMROC. If adopted, the bylaws (attached) will form the basis for the newly constituted EMROC. This item is being considered in each of the participating cities simultaneously.

ALTERNATIVES:

Do not approve.

ATTACHMENTS:

1. Resolution EMROC



A RESOLUTION BY THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA, GEORGIA TO AUTHORIZE THE ADOPTION OF THE BYLAWS OF THE NORTH FULTON EMERGENCY MEDICAL RESPONSE OVERSIGHT COMMITTEE (EMROC) AND AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE THE SAME

WHEREAS, the City of Alpharetta recognizes the importance of regional collaboration in enhancing the efficiency and economy of emergency medical response services for the benefit of its residents; and

WHEREAS, on June 3, 2024, during a City Council Meeting, the Mayor and City Council approved the joint execution of a Service Level Agreement (SLA) for the Provision of Emergency Medical Services; and

WHEREAS, the SLA calls for the establishment of the North Fulton Emergency Medical Response Oversight Committee (EMROC); and

WHEREAS, the City of Alpharetta wishes to become a member of the EMROC, along with the Cities of Johns Creek, Milton, Roswell, and Sandy Springs; and

WHEREAS, EMROC has developed draft bylaws to govern its operations, including its purpose, membership, governance, and responsibilities, in accordance with its mission to support and coordinate emergency medical response efforts; and

WHEREAS, the attached bylaws have been reviewed and deemed consistent with the goals and objectives of the City of Alpharetta to improve emergency medical services and ensure oversight and accountability in service delivery.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Alpharetta as follows:

1. Adoption of Bylaws

The City of Alpharetta hereby adopts the attached bylaws of the North Fulton Emergency Medical Response Oversight Committee (EMROC) as the governing document for the City's participation in EMROC.

2. Authorization to Execute

The Mayor and City Administrator of the City of Alpharetta are hereby authorized and directed to execute the EMROC Bylaws on behalf of the City, as well as any related documents necessary to effectuate the intent of this Resolution.

3. Implementation

The City Administrator is authorized to take such actions as may be deemed necessary to effectuate the intent of this Resolution, ensure compliance with the

adopted bylaws and to participate fully in the operations of EMROC as outlined therein.

SO RESOLVED this ____ day of January 2025.

CITY OF ALPHARETTA

By: _____
Jim Gilvin, Mayor

COUNCIL MEMBERS

Mayor Pro Tem Dan Merkel

Council Member Donald F. Mitchell

Council Member Brian Will

Council Member Douglas J. DeRito

Council Member John Hipes

Council Member Fergal M. Brady

(SEAL)

Attest:

Approved as to form and legal sufficiency:

Lauren Shapiro, City Clerk

Molly Esswein, City Attorney

EXHIBIT A

BYLAWS OF THE NORTH FULTON EMERGENCY MEDICAL RESPONSE OVERSIGHT COMMITTEE

ARTICLE I.

Name and Membership

1.1 **Name.** The name of this organization shall be the North Fulton Emergency Medical Oversight Committee (hereinafter referred to as “EMROC”).

1.2 **Membership.** The membership of EMROC is composed of the Cities of Alpharetta, Johns Creek, Milton, Roswell, and Sandy Springs (hereinafter individually “Member City”). The City Manager or City Administrator (hereinafter “City Manager” of each Member City shall serve or designate such other staff as necessary to participate in the affairs of EMROC. Other cities may request to become a member of EMROC in accordance with procedures established by the Board of Directors. Member Cities may resign their membership in EMROC by providing written notice to the Board of Directors in accordance with procedures established by the Board of Directors.

ARTICLE II

Purposes

Without limiting the generality of any purposes allowed by law, the general purpose of EMROC is to effect ways and means of providing maximum efficiency and economy in the coordination of emergency medical response issues and services for the citizens of each Membership City (hereinafter collectively “North Fulton County”).

As it relates to any adopted Service Level Agreement or contract collectively benefiting North Fulton County, such as an agreement with an ambulance service provider, EMROC shall meet regularly and have oversight responsibilities including but not limited to reviewing response times to incidents and based on criteria outlined in the Agreement, determining when Liquidated Damages should be assessed.

EMROC may also undertake activities necessary to support the operational needs of emergency medical services in the North Fulton County, Georgia region.

ARTICLE III

Board of Directors: Composition, Powers, and Meetings

4.1 **Governing Body; Composition.** The affairs of EMROC shall be governed by a Board of Directors which shall consist of the City Manager of each Member City or such other representative designated by the City Manager of said Member City.

4.2 Term of Office. The term of office for directors shall be contemporaneous with the term in which the respective City Manager serves as City Manager of the Member City.

4.3 Powers. The Board of Directors shall be responsible for the affairs of EMROC and have all powers and duties necessary for the administration of EMROC's affairs. In addition to the duties imposed by these Bylaws, the Board of Directors shall have the power to and be responsible for the following, in way of explanation, but not limitation:

(a) promulgate such rules and regulations as necessary or expedient for the government of EMROC and the operation, management and maintenance of the organization;

(b) implement policies and practices to improve the coordination of emergency medical responses;

(c) establish committees and subcommittees as necessary to conduct the business of EMROC; and

(d) provide oversight of any adopted Service Level Agreements with ambulance service providers.

4.4 Regular Meetings. Regular meetings of the Board of Directors may be held at such time and place as shall be determined from time to time by the Board of Directors.

4.5 Special Meetings. Special meetings of the Board of Directors shall be held when requested by the Chairperson or by any three (3) directors. The notice shall specify the date, time, and place of the meeting and the nature of any special business to be considered.

4.6 Meeting Agendas. It shall be the duty of the Chairperson to prepare the agenda for meetings of the Board of Directors. A copy of the agenda shall be included in the notice of the meeting.

4.7 Conduct of Meetings.

(a) Quorum. At all meetings of the Board of Directors, a majority of the directors shall constitute a quorum for the transaction of business, and the votes of a majority of the directors present at a meeting at which a quorum is present shall constitute the decision of the Board of Directors.

(b) Voting. Each director present at the meeting shall have one vote. A director present at a meeting of the Board of Directors at which an action is taken shall be presumed to have voted affirmatively for such action unless the director's contrary intention shall have been affirmatively indicated by the director and entered in the minutes of the meeting. If any vote results in a tie of the directors present, it shall be deemed that no action has

been taken on said vote with the potential that said vote may be deferred to a subsequent meeting for a new vote on the issue. Unless a director has a conflict of interest, each director present at the meeting shall cast a vote as to each issue before the Board of Directors.

(c) Telephonic Participation. One or more directors may participate in and vote during any meeting of the Board by telephone conference call or any other means of communication by which all directors participating may simultaneously hear each other during the meeting. Any such meeting at which a quorum participates shall constitute a meeting of the Board of Directors.

(d) Rules of Order. Robert's Rules of Order, Newly Revised, shall be observed in the conduct of the Board of Directors' meetings, except where expressly otherwise determined by majority vote of the Board of Directors.

4.8. Records.

(a) Within one week following a meeting of the Board of Directors, the Secretary shall prepare minutes of the meeting. Said minutes shall include identification of the directors present, a summary of the proceedings, notation of all actions taken, and the votes regarding same.

(b) A copy of the minutes as prepared by the Secretary shall be distributed to the Board of Directors via e-mail not less than two weeks following the meeting. Minutes shall be presented to the Board of Directors at its next meeting for approval and, in accordance with any modifications adopted by the Board of Directors at such meeting, approved. The official minutes of the meeting shall be those approved by the Board of Directors.

ARTICLE IV EMROC: Meetings

3.1 Place of Meetings. Meetings of EMROC shall be held at a suitable place convenient to the City Members as may be designated by the Board of Directors.

3.2 Annual Meeting. There shall be an annual meeting of EMROC at such date, place and time as the Board of Directors shall determine to receive the reports of the Board of Directors, to install directors, and to transact such other business as may come before the meeting.

3.3. Special Meeting. The Chairperson or the Board of Directors may call special meetings. No business shall be transacted at a special meeting, except those matters that are within the purpose or purposes described in the notice.

3.4 Notice of Meetings. It shall be the duty of the Secretary or such other agent as the Board of Directors may designate to mail or cause to be delivered, in a fair and reasonable manner, to each city clerk of each Member City a written notice of each annual or special meeting of EMROC stating the date, time and place where it is to be held and, if

necessary, the purpose(s) thereof. Notices shall also be made via e-mail to the email address designated by each City Member. Notices shall be mailed or delivered not less than ten (10) days in advance of any annual, regularly scheduled, or special meeting.

ARTICLE V Officers

5.1 Officers. The officers of EMROC shall be a Chairperson, Vice Chairperson, Secretary, and other offices such as the Board of Directors shall designate from time to time.

5.2 Eligibility. Only members of the Board of Directors, as set forth in Article IV, Section 4.1, shall be eligible to hold office as officers pursuant to this Section.

5.3 Election of Officers. The officers of EMROC shall be elected annually by the Board of Directors at the first meeting of the Board of Directors each year. Officers shall serve one (1) year terms. A vacancy arising for any reason shall be filled by the Board of Directors for the unexpired portion of the term.

5.4 Chairperson. The Chairperson shall preside over meetings of the Board of Directors and general meetings of EMROC and shall have the right to vote on all matters before the Board of Directors or EMROC. The Chairperson shall further have such general powers and responsibilities as may be delegated by the Board of Directors and shall perform or cause to be performed the duties incident to such general powers and responsibilities. The Chairperson shall execute (sign, seal and deliver), in the name of EMROC, all written instruments of every kind and character which the Chairperson is authorized to execute. Unless otherwise delegated by a majority vote of the Board of Directors, the Chairperson shall also include attendance at all functions in which a representative of EMROC is requested and approved to attend on behalf of EMROC.

5.5 Vice Chairperson. The Vice Chairperson, if any, shall act in the Chairperson's absence or disability and shall have all powers, duties, and responsibilities provided for the Chairperson when so acting, and shall perform such other duties as shall from time to time be imposed upon the Vice Chairperson by the Board of Directors or delegated to the Vice Chairperson by the Chairperson.

5.6 Secretary. The Secretary shall be the custodian of the books and records of EMROC. Without limiting the foregoing, the Secretary shall have the following powers and duties:

(a) Keep written minutes of all general EMROC, Committee and Board of Directors meetings to be prepared and mailed out to membership;

(b) Have custody of the book of minutes and the seal of EMROC and shall attest, and affix EMROC seal to, such documents, including all contracts of EMROC, as EMROC or the Chairperson may direct or as the law may require;

(c) Give, or cause to be given, notice of all meetings of EMROC, Committees, and the Board of Directors as provided for by these Bylaws and shall cause the minutes to reflect proof of the giving of all required notices;

(d) Keep a full set of all resolutions of EMROC and Board of Directors, separately indexed by date and subject matter; and

(e) Perform such duties incident to the office of Secretary as the Board of Directors may direct.

It is contemplated that the Secretary may delegate to any other Board Member any of the above duties.

ARTICLE VI Committees

6.1 Establishment of Committees. The Board of Directors may establish such Committees as necessary to conduct the business of EMROC.

6.2 Executive Committee. There shall be an Executive Committee of EMROC which shall consist of the Fire Chiefs (or comparable position) from each Member City. The Executive Committee will meet regularly to review the work of other sub-committees and to bring forward recommendations to the Board of Directors.

6.3 Subcommittees. The Board of Directors may also establish subcommittees to address specific areas of focus as needed. These subcommittees will report to the Executive Committee and may include areas such as clinical care, operations, and compliance.

ARTIVLE VII MISCELLANEOUS

7.1 Amendment. These Bylaws may be amended by an affirmative vote of a majority of the full membership of the Board of Directors. Any proposed change to these Bylaws may be presented to the Board of Directors for consideration at any meeting of the Board of Directors. However, no vote shall be taken on the proposed change until the next meeting after the proposed change is presented where the full membership of the Board of Directors is in attendance. Any proposed amendment must include existing and proposed texts and a statement of the purpose and intended effect of the proposed change.

7.2 Fiscal Year. The fiscal year of EMROC shall be the calendar year unless otherwise determined by resolution of the Board of Directors.

7.3 Electronic Records, Signatures and Documents. To the extent permitted by Georgia Law and these Bylaws, EMROC and its members, officers, directors, may perform any obligation or exercise any right by use of any technological means providing sufficient security, reliability, identification, and verifiability, which technological means have been approved by the Board of Directors in its sole discretion.

7.4 Notices. Each Member City shall provide to the Secretary with an e-mail address where notices may be sent pursuant to the notice requirements of these Bylaws.

CERTIFICATION

These Bylaws of the North Fulton Emergency Medical Response Committee were adopted unanimously by the Board of Directors at the Board of Director's meeting held on _____.

the ____ day of _____, 20__.

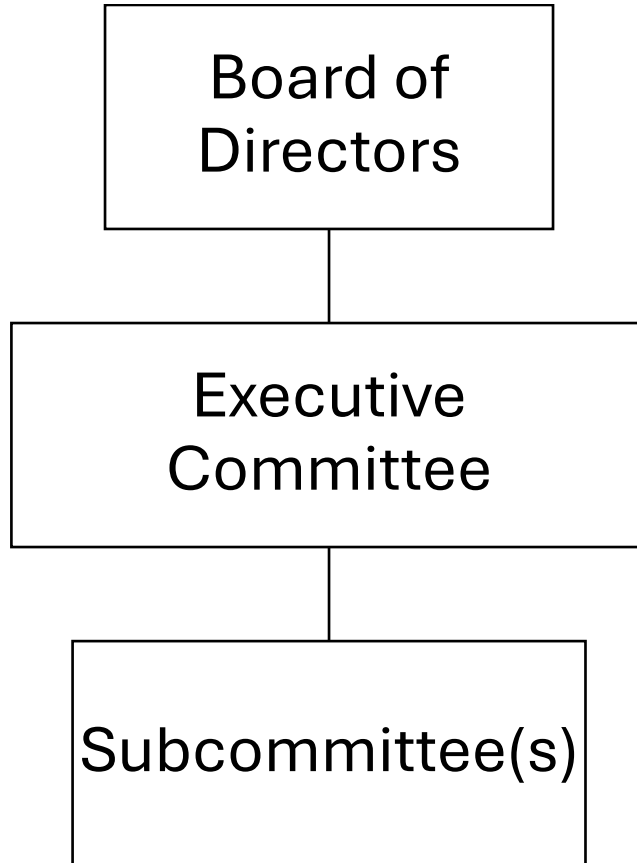
So certified, this ____ day of _____, 20__.

Chairperson

Attest:

Secretary

ORG Chart & Sub-Committee Duties/Focuses





STAFF REPORT

Department: Recreation, Parks & Cultural Services

Submitted By: Morgan Rodgers

Meeting Date: January 27, 2025

AGENDA ITEM:

Ratification of Purchase Award: Greenway Emergency Washout Repairs

Consideration of approval of the ratification of a purchase award in order to repair Greenway Washout to Steele and Associates and with authorization for the Mayor to execute all necessary documents.

STAFF RECOMMENDATION:

Approve the ratification of a purchase approval in order to repair Greenway Washout to Steele and Associates and with authorization for the Mayor to execute all necessary documents.

BUDGET & PROCUREMENT:

BUDGETED ITEM: YES

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: YES

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST: \$85,905.00

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
Greenway Repairs/Maintenance 30161150-541510-C1636	\$85,905.00

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
N/A	\$0.00

ITEM DESCRIPTION:

Background

On September 27th, the City of Alpharetta prepared for the arrival of Hurricane Helene. While the storm's impact on the City was not as severe as it was for our neighboring areas, it did cause significant damage to certain parts of the community. Among the most affected areas was Alpharetta's Big Creek Greenway, specifically the area south of Webb Bridge Road (Exhibit A), the flooding from the hurricane was extreme and prolonged in this area. This severe flooding threatened the root stability of a large tree in the area. When the tree ultimately fell, the high waters created a whirlpool effect between the root ball and creek banks. This swirling action caused the soil to become destabilized, leading to a washout along the Greenway.

This was not the first time the Greenway had suffered damage due to extreme weather events. In 2016 and 2018, similar washouts occurred for the same reason: intense flooding destabilizing the root systems of nearby trees, which led to washouts and soil erosion along the creek. In each of these prior incidents, the city used a method call Gabion Baskets to restore the creek banks. This method proved to be both effective and sustainable for stabilizing the soil and preventing further erosion, and it was also economical.

The City now proposes to use the same approach to address the current washout. The scope of the work will closely follow the designs used in previous repairs, with adjustments made to account for the current conditions and the dimensions of the washout area. To proceed with the repairs, staff sought quotes from qualified vendors who have experience in installing Gabion Baskets for creek bank restoration, as they have successfully completed similar work in Alpharetta before.

Three proposals were received from qualified companies, each offering a turnkey solution to complete the required work. Each company's proposal were carefully considered, and they all have a proven track record with the City of Alpharetta. Pricing summary is as follows for the bids already received by the City:

Steele and Associates:	\$85,905.00
Tri-Scapes Inc.:	\$93,187.50
Everclear Grading:	\$165,450.00

The 2016 and 2018 washouts were deemed emergency repairs that required immediate action and involved conditions similar to the current washout created by the impacts of Hurricane Helene, staff recommended proceeding with procuring a company to make the repairs to prevent further damage. After careful consideration, the decision was made by the City Administrator to move forward with a purchase order for the lowest bidder, Steele and Associates, allowing the repair work to begin prior to Council approval. The delay in waiting for Council approval would have been detrimental to this section of the Greenway's current condition.

ALTERNATIVES:

Deny moving forward with the purchase order and have the emergency repairs go out for bid.

ATTACHMENTS:

1. Request for Quote
2. RFQ summary form
3. Triscapes - Gabion Baskets
4. Everclear - Proposal
5. Steele & Associates Big Creek Greenway Hurricane Repair Proposal
6. GW washout Agenda exhibit



City of Alpharetta Request for Quote

PROJECT SUMMARY: Greenway trail repair and maintenance in an area that was recently washed out due to the recent hurricane.

SCHEDULE OF ITEMS	QTY	UNIT	UNIT PRICE	TOTAL
Construction Access	1	LS		
Remove existing tree and stump from area	1	LS		
Gabion Wall Construction	1	LS		
Repair and Back fill washout area	1	LS		
Installation of guardrails	65	LF		
Mobilization	1	EA		
Add Alternate:				
Replace up to 3 sections (10x12x6 in thick) of concrete trail (in necessary)	3	ea		
TOTAL				

Scope of Work:

Using the design specifications provided, the City is requesting a quote to the emergency repairs and maintenance of an washout area caused by an fallen tree along the Greenway trail.

Item 1: Construction Access

- Provide pricing for construction access to include protection measures to the existing concrete path.

Item 2: Tree Removal

- Remove the fallen tree and root ball from the creek and other debris from damage area.

Item 3: Gabion Wall

- Construction of the Gabion baskets to include the necessary grading and preparation, rock, and installation.

Item 3: Backfill

- Repair and backfill area to include the washout area under the existing concrete.

Item 4: Guardrails

- Install guardrails along the gabion wall.

Item 5: Mobilization

Item 6: Add Alternate

- Replace up to 3 sections (10x12x6 in thick) of concrete trail (in necessary).

Please submit your quote on your company letterhead using the above information provided to:

Kurt Kirby

kkirby@alpharetta.ga.us

(770) 871-9195

The proposed project is to approach the emergency maintenance and repairs using the established design specifications in the previous washouts. The scope of work has been modified to match the current conditions and dimensions.

Recommendation:

Since the previous washout we all considered to be emergency repairs requiring immediate action and are like the conditions to the current washout, the recommendation is to move forward with the emergency repairs. The department director has been given the guidance has been given move forward with the lowest bidder and prepare the item for the meeting of January 27th for Council ratification.



Company Address 1595 Peachtree Parkway
Suite 204-396
Cumming, GA 30041
United States

Created Date 12/20/2024
Quote Number 00009045
Opportunity Owner Ryan Hogan
Opportunity Owner ryan@triscapes.com
Email

Reference Greenway Trail Repairs at Webb Br/Gabion
Baskets_rev2

Sort Order	Product	Line Item Description	Quantity	UOM	Unit Price	TSI Total Price
1.00	Access -Construction		1.00	LS	\$6,937.50	\$6,937.50
2.00	Remove Tree	Remove existing tree & stump	1.00	LS	\$5,400.00	\$5,400.00
3.00	Gabion Structures		1.00	LS	\$45,000.00	\$45,000.00
4.00	Fix & Repair	repair & backfill washout area (live stakes not incl)	1.00	LS	\$14,812.50	\$14,812.50
5.00	Guardrail		65.00	LF	\$210.00	\$13,650.00
6.00	Concrete walking path	3 sections 10x12x6" if necessary	3.00	EA	\$3,000.00	\$9,000.00

Total Price \$94,800.00

*****NOTE: Prices good for 15 Days*****



December 17, 2024

Attn: Kurt Kirby

Job Location: City of Alpharetta

Greenway Trail Repair

PROPOSAL

DESCRIPTION

	<u>QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	
- Construction Access	1	LS	-	\$18,000.00
- Tree Removal	1	LS	-	\$8,500.00
- Gabion Wall Construction	1	LS	-	\$31,200.00
- Repair and Back fill washout area	-	LS	-	\$59,850.00
- Installation of guardrails	65	LF	100.00	\$6,500.00
- Mobilization	1	LS	-	\$6,000.00

Total Project Cost: \$130,050.00

Add Alternate #1

- Replace up to 3 sections (10x12x6 thick) of concrete trail	180	CF	30	\$5,400.00
--	-----	----	----	------------

**Pricing includes traffic control and site access repair (seed and straw)*

**Pricing does not include any concrete or asphalt repair except for the Add Alternate #1*

NOTES:

- This proposal does not include maintenance of E&S controls.
- This price does not include erosion control, maintenance of E&S, asphalt, gravel base for asphalt and building pad, concrete sidewalks or slabs, power or guy wire relocated, landscaping.
- This price does not include testing, asbuilts, construction sign, temp fencing, permitting, engineering, unsuitable soils, geotechnical, rock, excavation, blasting, or bonds.
- This proposal does not include tap and meter/usage/water fees.
- If the project is delayed due to other contractors or GC and Everclear is unable to work or use equipment onsite for more than 7 days, an additional mobilization may occur, additional mobilization will be \$3,000.
- Re-work of construction entrance will be \$650.
- Payment terms; net 14 days.
- These prices are valid for 30 days from date of proposal.
- Material & Supply Chain Clause: Due to high volatility in material/fuel prices, and issues with availability of materials, the price(s) provided in this proposal are subject to change, and performance of the work may be delayed if materials are unavailable or if delivery is delayed. If material prices increase upon delivery from original material quote, Everclear will provide original material quote and material delivery invoice, the additional cost will be added to contract at cost.



December 19th, 2024

Alpharetta Parks and Recreation
City of Alpharetta, GA
175 Roswell St
Alpharetta, GA 30009

Ref: Big Creek Greenway Hurricane Washout Repair

Dear Mr. Kirby:

Steele and Associates Inc. is pleased to offer a cost proposal for the repair of the creek bank per the plans provided by the city of Alpharetta.

Big Creek Greenway Hurricane Repairs					
No.	Schedule Of Items	QTY	UNIT	UNIT PRICE	TOTAL
1	Construction Access	1	LS	\$8,675.00	\$8,675.00
2	Remove Existing Tree & Stump From Area	1	LS	\$4,100.00	\$4,100.00
3	Gabion Wall Construction	1	LS	\$35,000.00	\$35,000.00
4	Repair & Back Fill Washout Area	1	LS	\$7,300.00	\$7,300.00
5	Installation of Guardrails	65	LF	\$186.00	\$12,090.00
6	Mobilization	1	LS	\$6,500.00	\$6,500.00
				Total:	\$73,665.00

No.	Add Alternate	QTY	UNIT	UNIT PRICE	TOTAL
1	Replace Up To 3 Sections of Concrete	3	EA	\$4,080.00	\$12,240.00
				Total:	\$12,240.00

Provided by Steele:

1. All labor and materials for the items listed above.

To be provided by others:

1. Temporary closure of the greenway trail.
2. Parking and laydown area across the street on Webb Bridge Rd.

Thank you for giving us an opportunity to bid on this project and please give us a call should you have any questions or require additional information!

Sincerely,

Aaron Steele
Project Manager



Webb Bridge Road









STAFF REPORT

Department: Recreation, Parks & Cultural Services

Submitted By: Christine Young

Meeting Date: January 27, 2025

AGENDA ITEM:

Partnered Athletic Association's Annual Agreement Renewals

Consideration of approval of the renewal of annual agreements as partnered athletic associations with the City of Alpharetta's Recreation, Parks and Cultural Services Department: Alpharetta Ambush Youth Soccer Club, Inc., Alpharetta Youth Baseball Association, Inc., Alpharetta Youth Girls Softball Association, Inc. and with authorization for the Mayor to execute all necessary documents.

STAFF RECOMMENDATION:

Approve the renewal of annual agreements as partnered athletic associations with the City of Alpharetta's Recreation, Parks and Cultural Services Department: Alpharetta Ambush Youth Soccer Club, Inc., Alpharetta Youth Baseball Association, Inc., Alpharetta Youth Girls Softball Association, Inc. and to authorize the Mayor to execute all necessary documents.

BUDGET & PROCUREMENT:

BUDGETED ITEM: YES

FISCAL IMPACT: YES

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST: TOTAL PROJECT COST: WHILE THERE IS NOT A SPECIFIC FISCAL APPROPRIATION FOR PARTNERED YOUTH ATHLETIC ASSOCIATIONS, CALCULATIONS OF REGISTRATION FEES FOR PROGRAM PARTICIPANTS THAT WILL COVER PROGRAM EXPENSES, THE ASSOCIATIONS OPERATIONS, AND THE CITY'S COST TO MAINTAIN AND REPAIR THE FIELDS AND FACILITIES USED TO FACILITATE THE PROGRAM ARE STIPULATED IN THE AGREEMENT. IN ADDITION, ALL PROGRAM PARTICIPANTS WHO RESIDE OUTSIDE THE CITY LIMITS OF ALPHARETTA WILL BE ASSESSED A NON-RESIDENT FEE AND ASSOCIATIONS ARE TO PAY THE CITY THE NON-RESIDENT FEES FOR EACH ASSOCIATION'S NON-RESIDENT PARTICIPANT IN THEIR PROGRAM. ASSOCIATION NON-RESIDENT FEES ARE CALCULATED AT 75% MORE THAN THE RESIDENT REGISTRATION FEE. THE DOLLAR AMOUNT OF AN ASSOCIATION'S NON-RESIDENT FEE SHALL NOT EXCEED THE HIGHEST NON-RESIDENT FEE CHARGED TO PARTICIPANTS IN YOUTH ATHLETIC PROGRAMS MANAGED DIRECTLY BY THE DEPARTMENT. THEREFORE, THERE ARE TWO FISCAL IMPACTS ON THE CITY:

1. THE FISCAL IMPACT ON THE CITY WOULD BE THE COST TO REPAIR OR MAINTAIN THE FIELD AND FACILITIES. HOWEVER, THIS EXPENSE IS BUDGETED INTO THE

REGISTRATION FEE AND THEREFORE
NULLIFIED.

2. ANY REVENUE GENERATED FROM NON-
RESIDENT PARTICIPANT FEES IN THE
ASSOCIATION PROGRAMS.

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
-----------------------------	----------------------

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
-----------------------------	----------------------

ITEM DESCRIPTION:

Background:

YOUTH ATHLETIC ASSOCIATION PARTNERSHIP AND FACILITY USE AGREEMENT (2025):

The City of Alpharetta Recreation, Parks & Cultural Services Department partners with three Youth Athletic Associations. The youth athletic league programs operate in Wills Park, Webb Bridge Park, North Park, and the Innovation Academy Sports Complex.

1. Alpharetta Youth Baseball Association, Inc.
2. Alpharetta Girls Youth Softball Association, Inc.
3. Alpharetta Ambush Soccer Club, Inc.

Under the agreements attached hereto, the City of Alpharetta Recreation, Parks & Cultural Services Department would renew the annual Facility Use Agreements for each partnered Youth Athletic Association, January 1, 2025 - December 31, 2025.

Recommendation Explanation:

Staff recommends approval by City Council. If the Mayor and Council agree and approve, staff will direct Alpharetta Ambush Youth Soccer Club, Inc., Alpharetta Youth Baseball Association, Inc., Alpharetta Youth Girls Softball Association, Inc., and to proceed with their 2025 Spring, Summer and Fall Seasons.

ALTERNATIVES:

Deny approval of Alpharetta Ambush Youth Soccer Club, Inc., Alpharetta Youth Baseball Association, Inc., Alpharetta Youth Girls Softball Association, Inc. as partnered youth athletic associations with the City.

ATTACHMENTS:

1. 2025 Youth Athletic Association Facility Use Agreement Ambush
2. 2025 Youth Athletic Association Facility Use Agreement AYBA
3. 2025 Youth Athletic Association Facility Use Agreement AYSA



Youth Athletic Associations



Alpharetta Youth Baseball Association



Alpharetta Youth Softball Association



Alpharetta Ambush Soccer Club



Phoenix Youth Rugby Association

Organizational Requirements and Facility Use Agreement 2025

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

YOUTH ATHLETIC ASSOCIATION FACILITY USE AGREEMENT AND ORGANIZATIONAL REQUIREMENTS

Original approved by Alpharetta Recreation Commission – January 11, 2018

Updated for changes to Milton MOU – December 2021;

John's Creek MOU- December 2022

<u>TABLE OF CONTENTS</u>	<u>PAGE</u>
Alpharetta Recreation, Parks & Cultural Services Mission Statement	3
Legal and Organizational Requirements	3
Requirements of Associations	9
Facility Guidelines and Ordinances	17
Park/Facility Regulations	18
Recreation and Parks Personnel/Contact Information	20
City of Alpharetta Accident/Incident Report Form	21
Association Checklist	22
Facility Use Agreement	23

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

MISSION STATEMENT

Alpharetta Recreation, Parks and Cultural Services strives to promote the highest quality recreation programs and park facilities to our citizens consistent with our core values of Excellence, Stewardship, Integrity, Service and Loyalty.

(Adopted: February 14, 2013, by Alpharetta Recreation Commission)

Associations and the leaders of these Associations are expected to understand and promote the mission and philosophy of the City of Alpharetta to serve the citizens of Alpharetta. Association members are ambassadors for the City as well as their affiliate Association. While serving as a volunteer for the Association, members are expected to conduct themselves in an ethical and professional manner.

LEGAL AND ORGANIZATIONAL REQUIREMENTS

In order to qualify as a Youth Athletic Association (“Association”) and to operate on City of Alpharetta (“City”) property, each Association must adhere to certain minimum legal and organizational requirements. These requirements are a part of the Facility Use Agreement which must be signed by each Association prior to the operation of any activity on City property.

These requirements are necessary in order to ensure the safety and well-being of all participating Associations.

The signing of the Facility Use Agreement indicates the Association’s assumption of the financial responsibility for the program, as well as the management of the program participants and volunteers. The City will not be held responsible for the finances or the program management. Violation of the above mentioned responsibilities constitutes cause for the revocation of the agreement. The requirements are as follows:

1. NON-PROFIT STATUS

Each Association must register with the Secretary of State’s office as a non-profit organization. Proof of current non-profit status must be on file with Alpharetta Recreation, Parks and Cultural Services (“Department”).

2. BYLAWS

Associations shall furnish a current copy of their by-laws to the Department. By-laws must be on file or submitted with the signed Facility Use Agreement.

3. ELECTION OF OFFICERS

The Board of Directors (“Board”) shall be the governing body of each Association for the operation of the affairs of the Association as documented in the bylaws. Each Association board must be comprised of a majority of Residents upon election or appointment, and each Association should strive to achieve a minimum of sixty percent (60%) Residents on the Board. The Board of Directors must be elected annually or as mandated by the Association’s by-laws, but no less than once every two years, by the Association membership. A Department employee and a member of Alpharetta

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

Recreation Commission (“Commission”) must be notified of and invited to attend all Board meetings. The Department Director will appoint the employee liaison to the Board. The Chairman of the Commission will appoint the Commission liaison(s) to the Board on an annual basis.

Open advertised election of the Board is mandatory. All members of the Association as defined by the bylaws shall have the opportunity to vote. A notice of upcoming elections must be sent to the Department and shall be posted on the Association website at least thirty (30) days prior to the elections. Associations are encouraged to email notice of elections to all participant families and to post flyers at the park. Elections should be held in an easily accessible central location within the Association’s primary park when there are normal Association activities scheduled at the park to provide the best opportunity for members to vote. Associations are also encouraged to provide a process for members to vote electronically.

To serve as a member of the Association executive committee, a candidate must have a child actively participating in the Association program at the time of the elections.

The Association shall consider any and all qualified candidates interested in running for a Board position. The Association nominating committee shall prepare a recommended slate of officers and submit to the City for review at least thirty (30) days prior to the elections. The slate of officers must be advertised along with the notice of elections. Nominees must successfully pass the City’s criminal history check before being included in the slate of officers.

The Association must furnish a list of all elected board members, addresses, email addresses, telephone numbers (home and office) to the Department no later than one (1) month after the elections. City will verify residency and notify Commission liaison of City resident percentage of newly elected board.

Board members are expected to adhere to the City’s volunteer code of conduct. Upon election to the board and no less than once every two years, board members shall review and sign the City’s volunteer code of conduct.

4. ASSOCIATION MEETINGS AND ANNUAL MEETING

Upon request, Association must provide copies of meeting minutes from Association membership and board meetings to Association members and City. It is recommended that meeting minutes be posted on the Association website.

Each Association must schedule a minimum of one (1) annual membership meeting. This meeting shall be for the purpose of electing board members, and any other necessary business. Efforts must be made to contact all members, and the Department must be notified of the meeting. Notice of said meeting must be posted at Department facilities and on the Association website two weeks prior to meeting date.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

5. CAPACITY PLAN

Each Association shall ensure that their total registration for each season does not exceed the capacity of the facilities available. Adequate time shall be allotted for each recreation team to practice and play games. Recreation teams shall have priority of field use for games and practices. Travel/select/elite teams shall be given available field time for practices and games after the recreation teams have been served.

Extra facility space is not available through the City. The Association may seek to utilize facility space at other non-City locations. The Association is financially responsible for field usage fees at non-City locations if applicable.

Field time not used by the Association reverts to the City for use as needed.

6. ASSOCIATION OPERATING BUDGET

Each Association must submit a formal budget to the City to coincide with the start of the Association's fiscal year. The submitted budget must detail revenues offsetting expenditures for the fiscal year, based on the Capacity Plan. Excess revenues should initiate an Association's review of program fees. Non-resident fees should not be included in the budget due to those fees being remitted to the City.

7. FINANCIAL REPORTS

The City assumes no responsibility for the financial well-being or outstanding debts of Associations. Each Association must provide the City with an annual Financial Statement to include a summary of operating income and expenses, capital expenditures, registration fees charged to participants, Federal and State tax returns, and profit/loss statement.

8. LIABILITY INSURANCE COVERAGE

- Each Association must provide comprehensive liability insurance coverage for all players, coaches, officials, volunteers, sub-contractors and all other association participants, minimum of \$1,000,000 coverage stated for Project use, listing names and addresses of designated City venues (to be provided)

The City should be listed as an additional insured. A copy of the current liability insurance coverage policy should be on file with the City, submitted annually.

9. PARTICIPATION REPORTS

All Associations are required to submit a list of registered players to the Department no later than one (1) month after the end of the established program registration period. The list shall be provided in an electronic format (i.e. Microsoft Excel) and shall include each player's name, street address, and zip code. The Department will use the list to verify the resident status of registered players and shall not use the list to promote Department programs, without prior consent of the Association. After the City has verified residency of participants, the City will issue an invoice to the Association for non-resident fees payable to the City.

NOTE: It is imperative that participation information be sent to the Department as soon

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

as possible for Department to verify addresses. Association may send participant information at any time during their registration period for Department to check residency status of participants.

10. REGISTRATION

Associations are encouraged to provide registration dates to the Department in time for inclusion in Department program guides or other promotions. City will notify Associations of the deadline to submit information. The City provides a link to Association websites at www.alpharetta.ga.us. Associations must notify City of any web address changes. Associations are encouraged to establish Facebook events for seasonal registration dates, and to invite the Department page as a co-host at www.Facebook.com/AlpharettaRecreation.

11. CITY RESIDENCY REQUIREMENT FOR TRAVEL/SELECT/ELITE TEAMS

The mission of the Department is to provide quality programs and services to the citizens of Alpharetta. Youth select athletic programs provide high level athletic competition and opportunities for young people. Residency requirement guidelines ensure travel/select/elite teams are formed in the best interest of the City resident participants, to ensure City residents are fairly represented on these teams, to ensure City assets and resources are utilized in the best interest of City resident participants, and to foster long-term success of the Association's competitive youth athletic program.

GUIDELINES:

- A. Open, advertised tryouts must be held prior to team formation. Players are not guaranteed positions on any teams prior to the first tryout date.
- B. For these guidelines, the word "Resident" shall only include residents of the City of Alpharetta.
- C. Each travel/select/elite team must have a minimum of 50% Residents.
- D. Each travel/select/elite team must adhere to the COA guidelines and policy on team formation of Alpharetta Ambush Academy and Select teams dated May 18, 2010.

Each team roster must be verified by Department staff before a team can officially form. Teams that do not meet the minimum requirement will not be permitted to use City facilities for practices and games.

Any team that meets the required Resident percentages as noted above when the team is formed but drops below the minimum percentage during the season due to no fault of their own (i.e., a Resident quits the team, gets injured, relocates, etc.) shall be allowed to exist and continue playing through the remainder of the season.

Any abuse of these guidelines or the intent of these guidelines may result in punitive action, up to and including immediate dissolution of a team.

12. FACILITY USE - RESTRICTIONS

Each Association is organized to provide league play for youth, including player evaluations, pre-season player and coach clinics, league practices, scrimmages, games, and post-season tournaments. All field use shall be coordinated with the Department using whatever methods are agreed to by the parties to insure proper preparation and care of the facilities. Hosting of camps and tournaments involving participants from outside the association's own program along with participants in the Association's own program

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

is allowed but requires coordination with and written consent of the Department. Field rental fees and staff fees may be applicable. Associations must seek approval from the City to host outside camps and tournaments at the parks at least ninety (90) days prior to the proposed event. Staffing fees for these kinds of events may apply. The Association is specifically not permitted to sublet facilities to any individual or organization. The Association's Facility Use Agreement is for the Association's own use.

Associations may not schedule or host any activities at Wills Park on July 4th and 5th due to the City's annual July 4th celebration and fireworks, and day-after park clean-up.

Associations may request special permission from the Department Director to schedule or host any activities at Wills Park on July 4th and/or 5th. The decision shall be made by the Department Director in his sole discretion.

The City reserves the right to restrict facility use on other dates when there are special events hosted by the City, the Department, or a non-City entity utilizing City facilities for a tournament, clinic, camp, etc. deemed appropriate and beneficial to the City. These dates, if applicable, will be included in the annual facility use agreement or will be communicated to the Association as soon as the dates are confirmed.

13. CAPITAL IMPROVEMENTS

The Department formally evaluates the condition of all park facilities and amenities twice per year. During these inspections, Department staff will determine whether or not facilities and amenities are in need of removal, repair, and/or replacement. Maintenance needs are prioritized by the Department based on safety, vandalism, functionality, aesthetics, etc.

During the City budget process (mid-year and/or fiscal year), Department staff will prepare a list of capital improvement projects to be recommended for funding. The list of projects shall include cost estimates and justification and shall be presented to the Commission for review. The Commission shall prioritize the list of projects and may add or delete any projects recommended by staff. The Commission shall approve a capital improvements project budget request to be provided to the City Budget Review Committee and/or Mayor/Council for consideration during the budget process.

Association representatives are encouraged to identify capital improvement projects respective to the facility or facilities on which they operate. The list of projects should be prioritized by the Association Board and presented to the Commission liaison and the Department Director and/or his designee no later than early December prior to the start of the budget process. The Director determines whether or not to include recommended projects in the list that is given to the Commission. Financial partnerships (50/50) between the Associations and the Department are encouraged.

14. ANNUAL PRESENTATION

The President/Commissioner of the Association will be invited to the December meeting of the Commission in order to make a brief presentation on the activities of the Association during the past year and its plans for the following year. Each Association representative will be asked to submit a written report electronically to the City at least one week prior to the meeting. Presentation at the meeting and submission of a written report are both mandatory annual requirements.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

15. CHANGES TO PROGRAM CONTENT, STRUCTURE, PHILOSOPHY, ETC.

Each Association shall communicate to the Commission liaison(s) and employee liaison(s) any and all substantial changes in their program. For this purpose, a **substantial change** shall be defined as any change in the philosophy, mission, and organization of the Association which would impact the delivery of expected service to any and all program participants, current and future.

This includes but is not limited to the following:

- Addition/elimination of any age or skill level
- Addition/elimination of any component of overall program content (i.e. cheerleading, flag football, fast pitch softball, out-of-park All Stars, Sunday select, summer or winter league play, etc.)
- Association by-laws
- Board structure and composition
- Schedule of fees for participants
- Anything that would be in direct conflict with existing City/Department policies

Association shall notify liaisons as soon as the idea for a substantial change is included on an Association meeting agenda. Upon notification by the Association, the Commission and/or employee liaison shall communicate the information to the Department Director or his/her designee. Before any action shall be taken by the Association to implement the substantial change, the Association shall prepare a written proposal outlining the planned change to include justification for the change; benefits of the change to the Association, citizens of Alpharetta, and the City; communication plan to inform the general public; timeline for implementation; financial impact to program participants (if any); legal requirements (if any); etc. It shall be at the sole discretion of the Department to determine if an in-depth written proposal shall be required. This will be determined on a case-by-case basis, depending on the nature of the proposed change.

The Department shall determine the level of approval needed for the Association to implement the substantial change. The approval levels are noted as follows:

- a. Association Board and members only
- b. Department Director or his/her designee
- c. Recreation Commission Sub-Committees
- d. Alpharetta Recreation Commission
- e. Alpharetta Mayor and City Council

18. SPONSORSHIPS/ADVERTISING

Associations are not permitted to display permanent advertising signage of any kind on fences, dugouts, concession buildings, grounds, roadways, etc.

Associations are allowed to seek sponsors to help offset expenses associated with administering their programs and to create a revenue stream for Associations to assist the City in funding capital projects benefitting the parks and facilities they use. Associations are not permitted to obtain sponsorships, including direct financial aid and/or in-kind

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

donations, from any religious organization, individuals, and businesses that compete with contractual obligations of the City. Sponsors must be in good taste and appropriate for City Park environment (i.e. alcohol and/or tobacco-related products/businesses are not allowed to advertise in City parks).

Associations must request in writing to the Department Director permission to display sponsor banners in the parks. With approval of the Department Director, sponsor banners may be displayed on fences only during games. All banners must be taken down immediately at the conclusion of the last game of the day.

Associations are encouraged to support the City's Scoreboard Sponsor Program as a fundraising opportunity for Associations. Associations are assigned certain scoreboards and may sell advertising on these scoreboards per the terms of the City's Scoreboard Sponsor Program. Contact Department Director or his/her designee for information on the City's Scoreboard Sponsor Program.

REQUIREMENTS OF ASSOCIATIONS

1. FACILITY USE AGREEMENT

Any Association operating on City property must sign a Facility Use Agreement with the City. The agreement is issued prior to the start of the calendar year and specifically identifies the facilities to be used by the Association and the terms of that use.

Adherence to all policies and procedures in this manual is considered part of the Facility Use Agreement. The City retains the right to change these guidelines and policies at any time, without advance notice, as it deems appropriate. Any changes will be communicated to the Association within five (5) business days after the change has been made and approved.

In accordance with O.C.G.A. § 36-60-13, this agreement may be renewed for one (1) successive one (1) year term if, prior to the expiration of the then existing term, the parties execute a written agreement to renew same for a one (1) year term. For any such subsequent terms, facilities, dates, times, fees, and any modifications to the agreement will be determined by written agreement of the City and Association.

With respect to renewal of this agreement, any Association currently holding a Facility Use Agreement will receive priority, unless the City has reason to revoke the agreement. Facilities not in use will be distributed on a first come first served basis.

2. COACH CERTIFICATION AND TRAINING

Association must provide coach certification and/or training for all head and assistant coaches of each team. It is the responsibility of the Association to ensure that their volunteers complete all legally mandated training programs before being permitted to coach a team. Association must provide documentation of such training to the City upon request.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

A comprehensive training program should include but not be limited to the information listed below:

- Sport Specific Training
- How to Organize Practices
- Communication with Parents
- Basic First Aid and CPR/AED
- Concussion Awareness Training
- Mandatory Child Abuse Reporting Requirement
- Severe Weather Policies and Procedures
- Heat and Hydration Guidelines
- Association Mission/Expectations
- Association Relationship with the City

3. SELECTION OF COACHES

Associations are responsible to select qualified coaches for their program. Each Association shall establish their own criteria to determine qualifications of coaches, such as coaching experience, past playing experience, etc.

4. FEES AND CHARGES

Note: Each Association will adhere to fee policies set by the City, including fees that may not yet be currently established.

Registration Fees

All registration fees shall be fair and equitable to all participants. Associations shall communicate to participants what the registration fee covers, including the number of practices and games per season. Registration fees shall be derived from predicted costs to operate the program, to fund Association operations, and to fund park capital improvements (current and future) that mutually benefit the City and Association.

Registration fees shall include the total cost of operating the association's program to include but not limited to; cost of uniforms, player awards, umpires/officials, equipment for the league/teams, first aid supplies, marketing, web administration, general maintenance of facilities, etc.

Non-Resident Fees

All program participants who reside outside the city limits of Alpharetta will be assessed a non-resident fee. Association shall pay the City non-resident fees for each Association non-resident participant in their program. This fee shall be paid for each athletic season held each year (fall, winter, spring, and/or summer), and must be paid to the City no later than three (3) months after the end of the last game of the season.

Association non-resident fees shall be calculated at 75% more than the resident registration fee.

Note: the dollar amount of the Association non-resident fee shall not exceed the highest non-resident fee charged to participants in youth athletic programs managed directly by the Department. (Department's highest recreation league non-resident fee shall be the

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

maximum for the Association's recreation league non-resident players. Department's highest travel/select league non-resident fee shall be the maximum for the Association's travel/select/division 1 league non-resident players.)

At least two (2) weeks before the advertisement/announcement of registration and non-resident fees for a particular season, the Association must submit a fee schedule to the Department. The Department will review the fee schedule and will have final approval of any and all non-resident fees.

The Association will be responsible for the determination of city residence during the registration period. Within one (1) week after receiving the Association's participation list with addresses, the Department will verify player residency and report information to the Association. The non-resident fee will be paid directly to the City of Alpharetta based on the Department's verification of player residency. The Association is responsible for remitting non-resident fees for all non-City participants, regardless of whether or not it was collected by the Association.

City of Alpharetta employees and their immediate family members, regardless of where they reside, are considered Residents and may register during the Resident registration period. Non-resident fees are waived for these participants. Associations should contact the Department to verify employee status.

Scholarships

The Association should make available a reasonable number of scholarships for participants requiring assistance. The Association shall determine the eligibility criteria for scholarship recipients and shall determine whether or not to charge non-resident fees to scholarship recipients. Regardless, the Association is responsible to pay the City non-resident fees for non-resident scholarship recipients to the City.

Admission Fees

Associations are not allowed to require an admission fee to any normal association play. Admission fees may be collected for tournament play or other special events, upon approval of the Department. The Association must submit a letter of request in order to have an admission fee request approved.

5. PROGRAM/FACILITY SCHEDULES

Associations are required to submit all master schedules to the Department *prior* to the beginning of use of any City facility. This includes tryout dates, practice schedules, opening ceremonies, game schedules, special events such as player clinics, travel team schedules, etc. These schedules should be submitted thirty (30) days prior to the beginning of any program. Facility use outside the scope of the Facility Use Agreement must be requested through the Department and is not guaranteed.

6. SAFETY/ACCIDENT PREVENTION

Associations are responsible for operating their programs in a safe and effective manner. All fields, equipment and other facilities should be inspected before each use.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

Associations should have an adequate number of adults present at each scheduled activity to supervise the participants from the outset to the close of the program. League officials are responsible for insuring that all programs are operated under safe weather conditions. Safety plans should be implemented in case hazardous situations should occur.

7. DISCRIMINATION

Associations must provide equal opportunity without regard to race, color, religion, sex, national origin, age, veteran's status, and disability. Associations must comply with the Americans with Disabilities Act (ADA) of 1990 and provide reasonable accommodations to members of the public, if so requested, unless participation would create a risk to any participant.

8. MAINTENANCE/FACILITY UPKEEP

The Department will be responsible for all field and facility preparation for all practices and games. This includes game day facility preparation, grass mowing, and lining of baseball and softball fields. Parks Services staff will prepare fields only once per day, usually in the morning. Staff is not available to prepare fields on Sundays. Staff is not responsible for lining of grass football fields.

Associations are responsible to report any and all facility maintenance issues to the Department as soon as they are noticed.

Associations are required to provide safe sports equipment for participants.

Associations are responsible for picking up litter around facilities and placing it in proper receptacles after the conclusion of a scheduled program. This includes playing areas, walkways, restrooms, press boxes, concession stands, dugouts, etc.

Associations should take proper steps to ensure that scheduled activities do not infringe on park neighbors or other park users. This includes reducing excessive noise, excessive traffic, parking problems, etc.

9. WEATHER POLICIES

The Department will determine if fields are playable. Associations will be notified as early as possible if the fields are not playable. Associations are prohibited from field use if the field has been deemed "unplayable." In the event of inclement weather after the Department's normal business hours, the Association is responsible for determining field playability. Associations are expected to exercise good judgment in determining if a field is playable, keeping the safety of the players foremost.

Associations must adhere to the **City's Severe Weather Policy**. For the safety of all, the City of Alpharetta observes the following severe weather procedures for all outdoor programs: Any flash or sound (thunder) which indicates diminishing weather conditions will result in the immediate suspension of any outdoor activities for a safe waiting period of **thirty (30) minutes**. All participants will be encouraged to seek shelter immediately.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

Department staff and/or on-site supervisors will monitor conditions during this time. Subsequent flashes or sounds will result in an extended safe waiting period until it is determined by staff or on-site supervisor either that conditions are safe to resume scheduled outdoor activities, or that conditions have deteriorated to the point of canceling the outdoor activities.

Associations that do not have their own established **Hydration and Heat Guidelines** must adhere to the Hydration and Heat Related Guidelines observed by the Department. In summary, outdoor activities must be canceled if the WBGT (Wet Bulb Globe Temperature) is over 92 degrees. Additional guidelines also apply. A copy of the guidelines in their entirety will be provided to Associations.

Associations that do not have their own established **Cold Weather Policy** must adhere to the Cold Weather Policy observed by the Department. The policy is as follows: If the official Alpharetta, GA temperature according to www.weather.com is forecasted to be 30 degrees or lower at the time of the scheduled practice or game, it is recommended that the scheduled event be cancelled. If the temperature reaches 25 degrees, it is mandatory the event be cancelled.

The Department may cancel and/or postpone all youth programs and activities whenever Fulton County Schools are closed for inclement weather. If Department cancels programs, Associations shall also cancel programs.

10. CONCESSIONS OPERATIONS

Associations must comply with Fulton County Health Department regulations for concessions operations. Associations are required to purchase their own supplies and equipment, such as microwave, popcorn machine, nacho machine, crock pot, etc.

Associations are required to comply with the terms and conditions of City contracts with food and/or beverage providers for concession operations. Failure to adhere to the terms of any City contracts with concessions providers may result in termination of the facility use agreement. Contact the Department Director or his/her designee for information on current contracts.

Each Association that utilizes the services of a contract vendor (“for-profit” business or individual) to provide concession operations is required to pay the City 15% of all gross receipts from concessions. Gross receipts will constitute any and all revenues collected from sales of concessions. This 15% must be paid directly to the City and held by the City for projects the Association requests (in escrow). Projects for future park improvements require Department Director and Recreation Commission approval. All capital improvements must be completed prior to the start of the following season unless the City agrees that it is in the best interest of the City to delay the completion of the capital improvement.

Each Association that utilizes volunteer board members and/or parents to operate the concession stand is not required to remit a percentage of revenue to the City.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

Concession facilities must be cleaned after each use and at the end of the season. Necessary building maintenance and vandalism should be reported to the City.

11. RESTROOMS

It shall be the responsibility of Associations to ensure that restrooms are inspected after each program session. The City is responsible for the supply of paper products and general maintenance that may occur.

12. SECURING OF FACILITIES

An Association Board member, Coach or Club Approved Field Marshall should be responsible for securing facilities after each use, including all practices and games. This includes closing and locking of all buildings, the turning off of all lights and scoreboards, and ensuring all necessary gates are closed and secured. Association board members and coaches are asked to turn off lights and scoreboards immediately following the last practice or game of the night, instead of waiting for the timer to take effect.

13. KEYS

Keys to all required facilities will be distributed to the Commissioner/President of the Association and may be distributed to the necessary individuals. A list of all individuals who have keys in their possession shall be submitted to the Department. The Association is responsible for returning all issued keys at the conclusion of the program. Any unreturned keys are subject to a fine at the discretion of the City. Periodically, the Department will change the locks and/or combinations to buildings, gates, and electrical boxes. The Department will notify affected Association of any changes and will supply new keys/combinations as needed.

14. PUBLICITY

Associations must provide the Department with information at least two (2) weeks prior to publicizing the information to past and potential participants and on the Association website. The purpose of this is to ensure that guidelines for registration and fee structures (resident/non-resident) are followed by each Association. The Department will review information and notify Association within five (5) business days if any changes need to be made in order to comply with established guidelines.

The Department will provide links to Association websites on the City's website, www.alpharetta.ga.us. The Association must notify the City if the web address changes. Associations may request assistance from the City to help with marketing of registration. City may send news releases to local media outlets, email notifications to Department participants, include information in the City's e-newsletter and the Department's Facebook page. The City will not pay for Association advertising, flyers, mailings, etc.

15. PUBLIC USE OF FIELDS

The Facility Use Agreement applies only to organized league play for the duration of the agreement as specified on the agreement. Unless otherwise scheduled, the facilities are available to the public on a first come first serve basis or may be rented by the Department to outside groups for activities deemed appropriate and beneficial to the City.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

The terms of any facility rental agreements between the Department and outside groups are established and agreed upon solely by the City and the group renting the City's facilities. These agreements are independent of the lease agreements with the Associations. The City will not rent facilities to teams and programs that compete with the City's partner Associations. The City may host large tournaments through the Alpharetta Convention and Visitors Bureau.

16. ACCIDENT/INCIDENT REPORTS (attached)

The Association is responsible for filing an accident/incident report to the City which documents the details of any accident, injury, or incident which occurs on City property. The report should detail what occurred, the time of the accident/incident, where it occurred, who was involved, and who witnessed the accident/incident and filed the report. A copy of the accident/incident report is included in this manual. The report shall be submitted to the Department within two (2) working days of the accident/incident. Any and all accidents/incidents must be reported!

17. PARTICIPANT EVALUATIONS

All participants in Association programs must be given an opportunity to complete a participant evaluation at the conclusion of each athletic season in which he/she participated. The evaluation should include questions pertaining to the administration and organization of the program (i.e., ease of registration, quality of the coaches, program structure, program content, etc.), and the condition and appearance of the Department facilities. The Association should ask participants for comments and suggestions to improve the program. A summary of participant evaluations should be prepared and distributed to the Association Board, the Department, and the Recreation Commission within two (2) months at the end of each season. Upon request, the Association must make completed participant evaluations available to the Department and/or Commission. The City reserves the right to conduct independent participant surveys.

18. GRIEVANCE PROCEDURE

All participants must have due process to address any grievances with the Association's Board at a scheduled meeting.

19. COMPLAINT PROCEDURE

Any written complaint regarding a coach, league official, umpire, etc., should be copied to the Department Director.

20. BACKGROUND CHECK - VOLUNTEERS

All Association board members and any individual who wants to coach a youth team shall go through the City's criminal history background check once per calendar year. All potential volunteers must complete the Request for Criminal History form and provide a copy of valid photo identification. An Association representative shall be designated to collect the documentation and shall submit this to the designated Department staff, who will coordinate with Alpharetta Department of Public Safety.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

The Recreation Services Manager confers with the Department Director on any problematic criminal history background checks. Any individual who does not meet City standards for criminal history background check will not be allowed to coach in the youth league and should not be assigned a team. Potential volunteers who refuse to provide information necessary to complete the criminal history background check shall not be allowed to volunteer.

NOTE: Associations are responsible for collecting and submitting criminal history background check documentation (forms and photo ID) at least one (1) month prior to finalizing team coaching assignments. This will allow ample time for the criminal history background check to be completed. Association will be notified of any and all potential volunteers who do not successfully pass the City's criminal history background check. It is the Association's responsibility to inform volunteers of the outcome of their criminal history background checks. The City provides a process for any denied application to request an appeal of decision. This information is available upon request. The Department strongly encourages all Associations to submit background checks for potential assistant coaches.

21. BACKGROUND CHECK – OFFICIALS AND UMPIRES

Each Association who has a contractual agreement with an outside vendor to provide officiating services for the Association shall require, as part of the written agreement, that all officials/umpires who will be scheduled to officiate at Association activities complete a criminal history background check prior to officiating any games for the Association. The criminal history background check should be performed once per calendar year. The Association shall require appropriate documentation of completion of background checks. Documentation must be maintained on file by the Association.

22. MANDATORY REPORTING LAW

Volunteers who work with children are required by law to report suspected child abuse. The mandatory reporting requirement is a provision in HB 1176, the criminal justice reform bill signed by Governor Nathan Deal on May 2, 2012. Specifically, HB 1176 changed the definition of "child service organization personnel" to include volunteers. The law defines "child service organization personnel" as follows: "Child service organization personnel" means persons employed by or volunteering at a business or an organization, whether public, private, for profit, not for profit, or voluntary, that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children."

It will be the responsibility of each Association to ensure that all volunteers and contracted vendors are notified of the law. All Association volunteers must complete a training program before being allowed to serve as a volunteer for the Association. The City will provide access to online training for volunteers as available.

23. CONCUSSION AWARENESS POLICIES AND PROCEDURES

HB 48 by the Georgia Legislature requires agencies to educate youth athletes and their parents on the dangers of concussions in youth athletic activities. The Georgia Department of Public Health is referring everyone to the “Heads Up – Concussion in Youth Sports” program offered by the CDC. The following is a link to the program: http://www.cdc.gov/concussion/HeadsUp/online_training.html.

It is the policy of the Department to educate coaches, referees, employees, instructors of at-risk activities, trainers, parents, and participants of the signs, symptoms and behaviors consistent with sports- and activity-induced concussions. Further, the Department requires that any participant, under the age of 18, suspected of a concussion or head injury must be removed from the activity and it is recommended that the participant be examined by a licensed health care provider. If a participant is deemed by a licensed health care provider to have sustained a concussion, Department personnel or other designated personnel (coaches, referees, instructors of at-risk activities, trainers, and parents) shall not permit the participant to return to play until he or she receives documented clearance from a licensed health care provider for a full or graduated return to play.

A full copy of the Department’s policies and procedures is available upon request.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

FACILITY GUIDELINES AND ORDINANCES

Associations are responsible for adherence to all City and park ordinances.

1. HOURS OF OPERATION

City facilities open at 8:00am and close at 11:00pm. Associations are not allowed to conduct a program prior to 8:00am and after 11:00pm, unless prior written approval has been given by the Department.

2. USE OF PARKS FOR GOLF PRACTICE

Parks may not be used for golf practice, with the exception of disc golf which is permitted at the disc golf course at Wills Park.

3. MOTOR VEHICLES IN PARKS

Motorized vehicle operation is restricted to prescribed paths, marked roadways, driveways and parking lots. This also applies to parking in areas other than designated parking spaces. Unauthorized vehicles are not allowed in “plaza” areas of ball fields without permission from the Department.

4. LITTER CONTROL

It is unlawful to litter. Each Association is responsible for insuring that all fields, parking lots, restrooms, dugouts, bleachers, concession areas, etc. are kept clean and litter free on a daily basis. Clean up fees may be assessed to Associations not adhering to this policy. All litter should be picked up and placed in the proper containers.

5. ALCOHOL BEVERAGES

Per City ordinance, the selling or consumption of alcoholic beverages on park property is strictly prohibited.

6. TOBACCO USE

Per City ordinance, the use of any and all tobacco products on park property is strictly prohibited.

7. ANIMALS IN PARKS

Other than service animals, it is against park regulations for any individual who possesses or is in charge of a domestic animal, restrained or unrestrained, to bring the animal onto any athletic field. It is the owner’s responsibility to remove any animal excrement deposited by their animal on park property and dispose of it in a sanitary manner. For the safety of all, pet owners are required by law to obey Fulton County leash laws while visiting city of Alpharetta park facilities.

8. NOISES AND SOUNDS PROHIBITED

It is unlawful for any person to make, continue or cause to be made any loud, unnecessary or unusual noises that annoy, disturb, injure, or endanger the safety or comfort of others in the area.

9. CLOSING OF BALLFIELDS

The Department may close to the Association and/or public any ballfield or facility for maintenance purposes. Such facilities will be posted, and it is unlawful for any person to enter a closed facility.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

PARK/FACILITY REGULATIONS

1. Associations conducting youth activities on City facilities must have at least one (1) adult present for every fifteen (15) youth participating in an activity to supervise all scheduled activities from the outset to the conclusion of the activity.
2. Participants, Spectators, Parents, Coaches, or Officials of an organization must display appropriate conduct while operating activities on City facilities and must adhere to the Department's Code of Conduct. A copy of this document is available upon request. Association is responsible to provide this information to the appropriate parties. Continuous failure to do so could result in the termination of this agreement.
3. The Association shall be responsible for any damage incurred to the facilities while in use by the Association. Persistent damage to City facilities while in use by the Association could result in agreement revocation.
4. The Association is responsible for policing the area around athletic fields, plaza areas, parking lots, rest rooms, concession stand, dugouts, and walkways. This must be completed upon the conclusion of each activity.
5. Association representatives are responsible to report any/all suspicious activity occurring on City property to the Department and/or to the City's Department of Public Safety.
6. The Department will supply locks for all required facilities and structures. Keys and/or combinations will be distributed as per Department policy.
7. The City shall be responsible for mowing the grass, moving bleachers, general maintenance, etc., unless otherwise specified in the agreement.
8. A designated Association member must make sure the facilities are secure and all lights turned off before departing the area.
9. The Department reserves the right to cancel any scheduled activities when it is believed that such use as during bad weather would damage facilities or put participants at risk.
10. Bicycles, roller blades, skateboards are prohibited on walkways or other designated areas.
11. No game shall begin after 10:00pm; every effort should be made to conclude by 11:00pm.
12. Questions, recommendations, complaints, etc. regarding park facilities and operations should be directed to the Department: 678-297-6152, athleticprograms@alpharetta.ga.us.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

DEPARTMENT PERSONNEL AND CONTACT INFORMATION

Director

Morgan Rodgers, CPRP 678-297-6103 mrodgers@alpharetta.ga.us

Administrative Office Coordinator

Sarah Bausano 678-297-6104 sbausano@alpharetta.ga.us

Projects Manager

Kurt Kirby, CPRP, CPO, CPSI 770-740-1034 kkirby@alpharetta.ga.us

Wills Park Manager – Park Facilities, Equestrian Center

Matt Casey, CPRP 678-297-6122 mcasey@alpharetta.ga.us

Parks Services Manager – Park Supervisors, Greenway

Eric Milley, CPO, CPSI 678-297-6106 emilley@alpharetta.ga.us

Park Supervisor II

Barry Pike (Wills Park) 678-297-6125 bpike@alpharetta.ga.us
Chris Anderson, CPSI, CPO (North Park) 770-751-7840 canderson@alpharetta.ga.us
Nate Hand, CPSI (Webb Bridge) 770-751-7841 nhand@alpharetta.ga.us

Administrative Assistant II - Parks

Ruby Flynn 678-297-6123 rflynn@alpharetta.ga.us

Community Services Manager

Amanda Musilli 404-314-1245 amusilli@alpharetta.ga.us

Communications Manager

Deanna McKay 678-879-2568 dmckay@alpharetta.ga.us

Cultural Arts Services Manager

Kim Manning 678-297-6078 kmanning@alpharetta.ga.us
Alpharetta Arts Center 678-297-6135 arts@alpharetta.ga.us

Recreation Services Manager

Christine Young 678-297-6154 cyoung@alpharetta.ga.us

Recreation Centers/Program Areas

General Information 678-297-6100 recreation@alpharetta.ga.us
Athletics Supervisor II- Tyler Spinnenweber 678-297-6163 athleticprograms@alpharetta.ga.us
Alpharetta Community Center (Wills Park) 678-297-6100 accprograms@alpharetta.ga.us
Alpharetta Adult Activity Center (North Park) 678-297-6140 activeadults@alpharetta.ga.us
Wills Park Recreation Center (Wills Park) 678-297-6130 wprcprograms@alpharetta.ga.us
Wills Park Pool, Aquatics and Wellness 678-297-6153 aquatics@alpharetta.ga.us

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES



City of Alpharetta Accident / Incident Report Form

Date of accident/incident _____ Time of accident/incident _____

Facility where accident/incident occurred _____

Specific location of accident/incident within the facility _____

Number of persons involved _____ Police notified Y N EMS notified Y N

Information on persons involved in the accident/incident:

NAME (please print)	PHONE	Under the age of 18
	Day: Evening:	
	Day: Evening:	
	Day: Evening:	

Information on witnesses to the accident/incident

NAME (print)	SIGNATURE	PHONE
		Day: Evening:
		Day: Evening:
		Day: Evening:
		Day: Evening:

ACCIDENT/INCIDENT SUMMARY:

If applicable, who offered treatment options

Did the injured party waive treatment Y N

**Photos of accident/incident site taken Y N

Person completing form _____
(Print name) Signature Date

Person completing form _____
Day phone Evening phone

** Take photographs of the accident/incident site as soon as practical but within 24 hours of the accident/incident
Fax or email completed form to **Safety/Risk Administrator at 678-297-6065**
osutton@alpharetta.ga.us; and City at 678-297-6154 or recreation@alpharetta.ga.us.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

ASSOCIATION CHECKLIST

REQUIRED ANNUALLY AND/OR BEFORE SEASON BEGINS EACH YEAR:

<u>DESCRIPTION</u>	<u>DUE*</u>	<u>DONE</u>
Proof of Non-profit status submitted to ARPCS	On file each year	_____
Current Association by-laws to ARPCS	On file each year	_____
Copy of Certificate of Insurance naming ARPCS as a certificate holder	On file each year	_____
Open election of Board of Directors	On file each year	_____
Annual membership meeting	Annually	_____
Coach Background Check Consent Forms	Annually	_____
Signed Facility Use Agreement	Annually	_____
Financial Statements – to include the following;	Annually	_____
1. Summary of operating budget, income and expenses		
2. Summary of capital expenditures		
3. Registration fees charged to participants		
4. Federal and State tax returns		
5. Profit and Loss statement		
Slate of nominated officers and home address to ARPCS 30 days before elections		_____
List of elected officers to ARPCS	One month after elections	_____
Rosters to ARPCS	One month after end of registration period	_____
Master Schedule to ARPCS (tryouts, practices, games)	1 month before season	_____

REQUIRED AFTER THE SEASON ENDS:

<u>DESCRIPTION</u>	<u>DUE*</u>	<u>DONE</u>
Participant Evaluation Summary to ARPCS	2 months after each season	_____
Payment of Non-Resident Fees to City	3 months after each season	_____
List of Certified Coaches to ARPCS	Provide upon request	_____

REQUIRED SEASONALLY/AS NEEDED:

<u>DESCRIPTION</u>	<u>DUE*</u>	<u>DONE</u>
List of key holders to ARPCS	Update as necessary	_____
Accident/Incident Reports	As necessary	_____
Copy of Coach Complaint to ARPCS	As necessary	_____
Information for ARPCS promotions	TBD by ARPCS	_____

**Due Dates for each Association will be discussed and agreed upon with each Association Commissioner/President during the contract review process. Some Due Dates will vary per Association, based on Association fiscal year.*

Note: ARPCS = Alpharetta Recreation, Parks and Cultural Services

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

FACILITY USE AGREEMENT

This agreement made this _____ by the City of Alpharetta and _____, a non-profit organization called the “Association”.

Witnessed:

In consideration of the mutual agreements contained in this document, the City and Association agree as follows:

1. The Association agrees to provide a youth sports program (organized league play) as a service for the City in accordance with all policies and procedures for youth sports associations operating on city property previously set forth, (including the Youth Athletic Association Facility Use Agreement and Organizational Requirements) and attached in this agreement.
2. This Facility Use Agreement shall begin on the Effective Date and terminate on December 31, 2024. Thereafter, in accordance with O.C.G.A. § 36-60-13, this agreement may be renewed for one (1) successive one (1) year term if, prior to the expiration of the then existing term, the parties execute a written agreement to renew same for a one (1) year term. For any such subsequent terms, facilities, dates, times, fees, and any modifications to the agreement will be determined by written agreement of the City and Association.
3. The City agrees to authorize the Association the use of fields and facilities as listed below at _____. The agreement includes use of all support structures (dugouts, lights, press-boxes, concession stands, storage facilities, bleachers, batting cages, fencing, etc.) for approved league play unless otherwise specified. See Exhibit A for detailed information on days and times of approved use of fields and facilities.
4. The Association agrees the facilities will be used in a safe manner, and in compliance with all applicable federal and state laws and City ordinances, rules and regulations.
5. Association shall not cause or permit damage or injury to the facilities. No alteration, addition, or improvement to the facilities shall be made by the Association without prior written consent from the City. Such alterations, additions, or improvements shall become and remain City property.
6. Failure of the City to insist upon strict performance of any term or condition of this agreement shall not be a waiver of any right or remedy the City may have and shall not be a waiver of any subsequent breach of terms or conditions.
7. The City may enter the facilities at any time during the period of this agreement for inspection or supervision as deemed necessary.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

8. It is agreed and understood that the Association shall indemnify and hold the City, its agents and employees harmless from any and all liability, costs, legal fees, expenses, damage or injury to participants or property, and any claim or causes of action arising out of the performance of this agreement or negligence.
9. This agreement may be modified only by a written agreement between the City and the Association.
10. It is the understanding of the City and the Association that nothing contained in this agreement shall be interpreted to assign to the Association any status under this agreement other than that of an independent Association.
11. Nothing within this agreement shall be construed as a waiver of governmental immunity by the City, its officers or employees.
12. For the purpose of this agreement, any notices required to be sent to the parties shall be mailed to the following respective addresses:

ASSOCIATION NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

WEBSITE: _____

EMAIL: ^a _____

CITY: Alpharetta Recreation, Parks & Cultural Services
2 Park Plaza
Alpharetta, GA 30009
Attn: Athletics Supervisor
678-297-6163
athleticprograms@alpharetta.ga.us

13. It is agreed between the City and the Association that this agreement shall be executed in an original and one copy, which may be used for any purpose for which the original may be used.
14. The City has designated the Athletics Supervisor II for the City as its contact person, coordinator, and liaison person with the Association in the execution of the terms of this agreement.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

15. The Association shall not have the right to assign the interest it holds in this agreement.
16. The facilities shall not be used for any purpose other than those designated within this agreement, without the written consent of the City.
17. The Association may not deny participation in any park or program based on race, color, national origin, religion, sex, age, or disability.
18. The Association members agree to abide by all City policies and procedures as attached in this agreement.
19. The Association will adhere to fee policies set by the City, including fees that may not yet be currently established.
20. This Agreement shall not be assigned or subcontracted in whole or in part without the prior written consent of ARPCS. This Agreement shall be construed under and governed by the laws of the State of Georgia. This Agreement is the complete understanding of the parties in respect of the subject matter of this Agreement and supersedes all prior agreements relating to the same subject matter. The parties may modify this Agreement only by written instrument signed by each of the parties hereto. Failure by either party to enforce a provision of this Agreement shall not constitute a waiver of that or any other provision of the Agreement. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement.
21. The Association acknowledges and agrees that by virtue of the fact that the fields and other facilities made available to the Association under this Facility Use Agreement were funded by the taxpayers of the City and are owned by the City, and further due to the fact that the recreation fees generated from the availability of such fields, the Association is subject to the Open Records and Open Meeting laws of the state of Georgia. The Association agrees to comply with those laws. To the extent that the Association is uncertain or needs assistance as to proper compliance with such laws, the City shall provide such assistance and guidance. The Association further agrees that all books and records of the Association shall be made available to the City of Alpharetta as and when requested for review or audit.
22. City shall have the right to terminate this Agreement upon failure of Association to perform its obligations to the satisfaction of City. Prior to exercising this right of termination, City shall provide Association with a written notice specifying Association's failure to perform and providing Association with a reasonable opportunity to cure its performance. In the event that Association fails to cure its performance, or in the event of subsequent failure to perform, City shall have the right to immediately terminate the Agreement by providing written notice of termination to Association.

Association shall have the right to terminate this Agreement upon failure of City to perform its obligations to the satisfaction of Association. Prior to exercising this right of

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

termination, Association shall provide City with a written notice specifying City's failure to perform and providing City with a reasonable opportunity to cure its performance. In the event that City fails to cure its performance, or in the event of subsequent failure to perform, Association shall have the right to immediately terminate the Agreement by providing written notice of termination to City.

Either party may terminate this Agreement at any time without cause upon ninety (90) days written notice to the other party.

I hereby acknowledge and understand that the Association of which I am authorized to represent will abide by and comply with the terms and conditions as set forth in this Facility Use Agreement as well as all of the policies, procedures, guidelines, and rules contained within the City's Youth Athletic Association Handbook. I understand that failure of the Association or any of its members to comply may result in termination of this Agreement with the City.

By: _____
Association Representative

By: _____
Mayor, City of Alpharetta

Name: _____

Date: _____

Title: _____

Phone: _____

Email: _____

By: _____
City Administrator

APPROVED AS TO FORM:

By: _____
City Attorney

Date: _____

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

EXHIBIT A – 2024 Facility Use Agreement

Annual Association Schedule (attachment)

EXHIBIT A – 2025 Facility Use Agreement Annual Association Schedule for Alpharetta Ambush Soccer Association

MOU WITH CITY OF JOHNS CREEK

The City of Alpharetta Mayor and Council Members approved a resolution to enter into memorandum of understandings (MOU's) with the City of Johns Creek. The "Parks without Borders" MOU provides for a mutual waiving of non-resident fees for residents of each city who participate in the partner city's recreational soccer program. The MOU also allows residents of each partner city to register for the other city's recreational soccer program during the second week of registration instead of during the third week of registration. This MOU shall be in effect for the 2025 seasons and shall be renewed automatically with registration through the 2026 seasons unless either City delivers written notice of non-renewal to the other City at least ninety (90) days prior to the expiration of the term or any renewal term.

FIELD SPACE ALLOCATION FOR 2025

Field space at Webb Bridge Park and Innovation Sports Complex will be allocated by the city to the Association based on demonstrated need by the Association. Association shall use field space solely for the purpose of providing organized Association activities including but not limited to team practices, games, end of season tournaments, player clinics, coach clinics, referee clinics, camps, and tournaments organized solely by Association officials. The City reserves the right to use unscheduled field space for other activities, tournaments, camps, rentals, etc.

SPRING SEASON – January 1, 2025 – May 18, 2025:

- Monday-Friday from 4pm to 11pm
- Monday-Friday before 4pm may be available upon request.
- Saturday and Sunday from 8am to 11pm
- North Park Field 1 or 2 dependent upon availability.
- EXCEPTION to spring season field usage is as follows:
 - Additional tournaments and events may be added after the execution of this use agreement.

SUMMER SEASON – May 19, 2025 – July 27, 2025:

- Monday-Friday from 4pm to 11pm
- Monday-Friday before 4pm may be available upon request.
- Saturday and Sunday from 8am to 11pm
- North Park Field 1 or 2 dependent upon availability.
- EXCEPTION to summer season field usage is as follows:
 - Additional tournaments and events may be added after the execution of this use agreement.

FALL SEASON – July 28, 2025 – December 7, 2025:

- Monday-Friday from 4pm to 11pm
- Monday-Friday before 4pm may be available upon request.
- Saturday and Sunday from 8am to 11pm
- North Park Field 1 or 2 dependent upon availability.
- EXCEPTION to fall season field usage is as follows:

- Additional tournaments and events may be added after the execution of this use agreement.

Invoicing Schedule

The Association shall be responsible for submitting rosters to designated City staff in a timely manner for residency invoicing:

Youth Athletics SEASONAL INVOICING				
SEASON	ASSOCIATION	SEASON DATES	ROSTER VERIFICATION	INVOICE SUBMISSION
Fall	AYBA, AYSA, AMBUSH, NAFL, Phoenix Rugby	Sept.-Nov.	Early November	Mid-December
Winter				
Spring	AYBA, AYSA, Ambush Travel, Phoenix Rugby	Mar.-May	Early April	Mid-May
Summer	AYBA, AYSA	June-July	Mid-July	Mid-August

This fee shall be paid for each athletic season held each year (fall, winter, spring, and/or summer), and must be paid to the City no later than three (3) months after the end of the last game of the season.

TRAVEL/SELECT/ELITE TEAMS: Each team roster must be verified by Department staff before a team can officially form. Teams that do not meet the minimum requirement will not be permitted to use City facilities for practices and games.

To check residency: <https://alphagis.alpharetta.ga.us/AlphaGIS/>

2025 AMBUSH Contact

Name/Title: Doug Yearwood, President
 Email: dyearwood2@comcast.net
 Phone: 678-353-4027



Youth Athletic Associations



Alpharetta Youth Baseball Association



Alpharetta Youth Softball Association



Alpharetta Ambush Soccer Club



Phoenix Youth Rugby Association

Organizational Requirements and Facility Use Agreement 2025

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

YOUTH ATHLETIC ASSOCIATION FACILITY USE AGREEMENT AND ORGANIZATIONAL REQUIREMENTS

Original approved by Alpharetta Recreation Commission – January 11, 2018

Updated for changes to Milton MOU – December 2021;

John's Creek MOU- December 2022

<u>TABLE OF CONTENTS</u>	<u>PAGE</u>
Alpharetta Recreation, Parks & Cultural Services Mission Statement	3
Legal and Organizational Requirements	3
Requirements of Associations	9
Facility Guidelines and Ordinances	17
Park/Facility Regulations	18
Recreation and Parks Personnel/Contact Information	20
City of Alpharetta Accident/Incident Report Form	21
Association Checklist	22
Facility Use Agreement	23

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

MISSION STATEMENT

Alpharetta Recreation, Parks and Cultural Services strives to promote the highest quality recreation programs and park facilities to our citizens consistent with our core values of Excellence, Stewardship, Integrity, Service and Loyalty.

(Adopted: February 14, 2013, by Alpharetta Recreation Commission)

Associations and the leaders of these Associations are expected to understand and promote the mission and philosophy of the City of Alpharetta to serve the citizens of Alpharetta. Association members are ambassadors for the City as well as their affiliate Association. While serving as a volunteer for the Association, members are expected to conduct themselves in an ethical and professional manner.

LEGAL AND ORGANIZATIONAL REQUIREMENTS

In order to qualify as a Youth Athletic Association (“Association”) and to operate on City of Alpharetta (“City”) property, each Association must adhere to certain minimum legal and organizational requirements. These requirements are a part of the Facility Use Agreement which must be signed by each Association prior to the operation of any activity on City property.

These requirements are necessary in order to ensure the safety and well-being of all participating Associations.

The signing of the Facility Use Agreement indicates the Association’s assumption of the financial responsibility for the program, as well as the management of the program participants and volunteers. The City will not be held responsible for the finances or the program management. Violation of the above mentioned responsibilities constitutes cause for the revocation of the agreement. The requirements are as follows:

1. NON-PROFIT STATUS

Each Association must register with the Secretary of State’s office as a non-profit organization. Proof of current non-profit status must be on file with Alpharetta Recreation, Parks and Cultural Services (“Department”).

2. BYLAWS

Associations shall furnish a current copy of their by-laws to the Department. By-laws must be on file or submitted with the signed Facility Use Agreement.

3. ELECTION OF OFFICERS

The Board of Directors (“Board”) shall be the governing body of each Association for the operation of the affairs of the Association as documented in the bylaws. Each Association board must be comprised of a majority of Residents upon election or appointment, and each Association should strive to achieve a minimum of sixty percent (60%) Residents on the Board. The Board of Directors must be elected annually or as mandated by the Association’s by-laws, but no less than once every two years, by the Association membership. A Department employee and a member of Alpharetta

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

Recreation Commission ("Commission") must be notified of and invited to attend all Board meetings. The Department Director will appoint the employee liaison to the Board. The Chairman of the Commission will appoint the Commission liaison(s) to the Board on an annual basis.

Open advertised election of the Board is mandatory. All members of the Association as defined by the bylaws shall have the opportunity to vote. A notice of upcoming elections must be sent to the Department and shall be posted on the Association website at least thirty (30) days prior to the elections. Associations are encouraged to email notice of elections to all participant families and to post flyers at the park. Elections should be held in an easily accessible central location within the Association's primary park when there are normal Association activities scheduled at the park to provide the best opportunity for members to vote. Associations are also encouraged to provide a process for members to vote electronically.

To serve as a member of the Association executive committee, a candidate must have a child actively participating in the Association program at the time of the elections.

The Association shall consider any and all qualified candidates interested in running for a Board position. The Association nominating committee shall prepare a recommended slate of officers and submit to the City for review at least thirty (30) days prior to the elections. The slate of officers must be advertised along with the notice of elections. Nominees must successfully pass the City's criminal history check before being included in the slate of officers.

The Association must furnish a list of all elected board members, addresses, email addresses, telephone numbers (home and office) to the Department no later than one (1) month after the elections. City will verify residency and notify Commission liaison of City resident percentage of newly elected board.

Board members are expected to adhere to the City's volunteer code of conduct. Upon election to the board and no less than once every two years, board members shall review and sign the City's volunteer code of conduct.

4. ASSOCIATION MEETINGS AND ANNUAL MEETING

Upon request, Association must provide copies of meeting minutes from Association membership and board meetings to Association members and City. It is recommended that meeting minutes be posted on the Association website.

Each Association must schedule a minimum of one (1) annual membership meeting. This meeting shall be for the purpose of electing board members, and any other necessary business. Efforts must be made to contact all members, and the Department must be notified of the meeting. Notice of said meeting must be posted at Department facilities and on the Association website two weeks prior to meeting date.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

5. CAPACITY PLAN

Each Association shall ensure that their total registration for each season does not exceed the capacity of the facilities available. Adequate time shall be allotted for each recreation team to practice and play games. Recreation teams shall have priority of field use for games and practices. Travel/select/elite teams shall be given available field time for practices and games after the recreation teams have been served.

Extra facility space is not available through the City. The Association may seek to utilize facility space at other non-City locations. The Association is financially responsible for field usage fees at non-City locations if applicable.

Field time not used by the Association reverts to the City for use as needed.

6. ASSOCIATION OPERATING BUDGET

Each Association must submit a formal budget to the City to coincide with the start of the Association's fiscal year. The submitted budget must detail revenues offsetting expenditures for the fiscal year, based on the Capacity Plan. Excess revenues should initiate an Association's review of program fees. Non-resident fees should not be included in the budget due to those fees being remitted to the City.

7. FINANCIAL REPORTS

The City assumes no responsibility for the financial well-being or outstanding debts of Associations. Each Association must provide the City with an annual Financial Statement to include a summary of operating income and expenses, capital expenditures, registration fees charged to participants, Federal and State tax returns, and profit/loss statement.

8. LIABILITY INSURANCE COVERAGE

- Each Association must provide comprehensive liability insurance coverage for all players, coaches, officials, volunteers, sub-contractors and all other association participants, minimum of \$1,000,000 coverage stated for Project use, listing names and addresses of designated City venues (to be provided)

The City should be listed as an additional insured. A copy of the current liability insurance coverage policy should be on file with the City, submitted annually.

9. PARTICIPATION REPORTS

All Associations are required to submit a list of registered players to the Department no later than one (1) month after the end of the established program registration period. The list shall be provided in an electronic format (i.e. Microsoft Excel) and shall include each player's name, street address, and zip code. The Department will use the list to verify the resident status of registered players and shall not use the list to promote Department programs, without prior consent of the Association. After the City has verified residency of participants, the City will issue an invoice to the Association for non-resident fees payable to the City.

NOTE: It is imperative that participation information be sent to the Department as soon

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

as possible for Department to verify addresses. Association may send participant information at any time during their registration period for Department to check residency status of participants.

10. REGISTRATION

Associations are encouraged to provide registration dates to the Department in time for inclusion in Department program guides or other promotions. City will notify Associations of the deadline to submit information. The City provides a link to Association websites at www.alpharetta.ga.us. Associations must notify City of any web address changes. Associations are encouraged to establish Facebook events for seasonal registration dates, and to invite the Department page as a co-host at www.Facebook.com/AlpharettaRecreation.

11. CITY RESIDENCY REQUIREMENT FOR TRAVEL/SELECT/ELITE TEAMS

The mission of the Department is to provide quality programs and services to the citizens of Alpharetta. Youth select athletic programs provide high level athletic competition and opportunities for young people. Residency requirement guidelines ensure travel/select/elite teams are formed in the best interest of the City resident participants, to ensure City residents are fairly represented on these teams, to ensure City assets and resources are utilized in the best interest of City resident participants, and to foster long-term success of the Association's competitive youth athletic program.

GUIDELINES:

- A. Open, advertised tryouts must be held prior to team formation. Players are not guaranteed positions on any teams prior to the first tryout date.
- B. For these guidelines, the word "Resident" shall only include residents of the City of Alpharetta.
- C. Each travel/select/elite team must have a minimum of 50% Residents.
- D. Each travel/select/elite team must adhere to the COA guidelines and policy on team formation of Alpharetta Ambush Academy and Select teams dated May 18, 2010.

Each team roster must be verified by Department staff before a team can officially form. Teams that do not meet the minimum requirement will not be permitted to use City facilities for practices and games.

Any team that meets the required Resident percentages as noted above when the team is formed but drops below the minimum percentage during the season due to no fault of their own (i.e., a Resident quits the team, gets injured, relocates, etc.) shall be allowed to exist and continue playing through the remainder of the season.

Any abuse of these guidelines or the intent of these guidelines may result in punitive action, up to and including immediate dissolution of a team.

12. FACILITY USE - RESTRICTIONS

Each Association is organized to provide league play for youth, including player evaluations, pre-season player and coach clinics, league practices, scrimmages, games, and post-season tournaments. All field use shall be coordinated with the Department using whatever methods are agreed to by the parties to insure proper preparation and care of the facilities. Hosting of camps and tournaments involving participants from outside the association's own program along with participants in the Association's own program

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

is allowed but requires coordination with and written consent of the Department. Field rental fees and staff fees may be applicable. Associations must seek approval from the City to host outside camps and tournaments at the parks at least ninety (90) days prior to the proposed event. Staffing fees for these kinds of events may apply. The Association is specifically not permitted to sublet facilities to any individual or organization. The Association's Facility Use Agreement is for the Association's own use.

Associations may not schedule or host any activities at Wills Park on July 4th and 5th due to the City's annual July 4th celebration and fireworks, and day-after park clean-up.

Associations may request special permission from the Department Director to schedule or host any activities at Wills Park on July 4th and/or 5th. The decision shall be made by the Department Director in his sole discretion.

The City reserves the right to restrict facility use on other dates when there are special events hosted by the City, the Department, or a non-City entity utilizing City facilities for a tournament, clinic, camp, etc. deemed appropriate and beneficial to the City. These dates, if applicable, will be included in the annual facility use agreement or will be communicated to the Association as soon as the dates are confirmed.

13. CAPITAL IMPROVEMENTS

The Department formally evaluates the condition of all park facilities and amenities twice per year. During these inspections, Department staff will determine whether or not facilities and amenities are in need of removal, repair, and/or replacement. Maintenance needs are prioritized by the Department based on safety, vandalism, functionality, aesthetics, etc.

During the City budget process (mid-year and/or fiscal year), Department staff will prepare a list of capital improvement projects to be recommended for funding. The list of projects shall include cost estimates and justification and shall be presented to the Commission for review. The Commission shall prioritize the list of projects and may add or delete any projects recommended by staff. The Commission shall approve a capital improvements project budget request to be provided to the City Budget Review Committee and/or Mayor/Council for consideration during the budget process.

Association representatives are encouraged to identify capital improvement projects respective to the facility or facilities on which they operate. The list of projects should be prioritized by the Association Board and presented to the Commission liaison and the Department Director and/or his designee no later than early December prior to the start of the budget process. The Director determines whether or not to include recommended projects in the list that is given to the Commission. Financial partnerships (50/50) between the Associations and the Department are encouraged.

14. ANNUAL PRESENTATION

The President/Commissioner of the Association will be invited to the December meeting of the Commission in order to make a brief presentation on the activities of the Association during the past year and its plans for the following year. Each Association representative will be asked to submit a written report electronically to the City at least one week prior to the meeting. Presentation at the meeting and submission of a written report are both mandatory annual requirements.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

15. CHANGES TO PROGRAM CONTENT, STRUCTURE, PHILOSOPHY, ETC.

Each Association shall communicate to the Commission liaison(s) and employee liaison(s) any and all substantial changes in their program. For this purpose, a **substantial change** shall be defined as any change in the philosophy, mission, and organization of the Association which would impact the delivery of expected service to any and all program participants, current and future.

This includes but is not limited to the following:

- Addition/elimination of any age or skill level
- Addition/elimination of any component of overall program content (i.e. cheerleading, flag football, fast pitch softball, out-of-park All Stars, Sunday select, summer or winter league play, etc.)
- Association by-laws
- Board structure and composition
- Schedule of fees for participants
- Anything that would be in direct conflict with existing City/Department policies

Association shall notify liaisons as soon as the idea for a substantial change is included on an Association meeting agenda. Upon notification by the Association, the Commission and/or employee liaison shall communicate the information to the Department Director or his/her designee. Before any action shall be taken by the Association to implement the substantial change, the Association shall prepare a written proposal outlining the planned change to include justification for the change; benefits of the change to the Association, citizens of Alpharetta, and the City; communication plan to inform the general public; timeline for implementation; financial impact to program participants (if any); legal requirements (if any); etc. It shall be at the sole discretion of the Department to determine if an in-depth written proposal shall be required. This will be determined on a case-by-case basis, depending on the nature of the proposed change.

The Department shall determine the level of approval needed for the Association to implement the substantial change. The approval levels are noted as follows:

- a. Association Board and members only
- b. Department Director or his/her designee
- c. Recreation Commission Sub-Committees
- d. Alpharetta Recreation Commission
- e. Alpharetta Mayor and City Council

18. SPONSORSHIPS/ADVERTISING

Associations are not permitted to display permanent advertising signage of any kind on fences, dugouts, concession buildings, grounds, roadways, etc.

Associations are allowed to seek sponsors to help offset expenses associated with administering their programs and to create a revenue stream for Associations to assist the City in funding capital projects benefitting the parks and facilities they use. Associations are not permitted to obtain sponsorships, including direct financial aid and/or in-kind

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

donations, from any religious organization, individuals, and businesses that compete with contractual obligations of the City. Sponsors must be in good taste and appropriate for City Park environment (i.e. alcohol and/or tobacco-related products/businesses are not allowed to advertise in City parks).

Associations must request in writing to the Department Director permission to display sponsor banners in the parks. With approval of the Department Director, sponsor banners may be displayed on fences only during games. All banners must be taken down immediately at the conclusion of the last game of the day.

Associations are encouraged to support the City's Scoreboard Sponsor Program as a fundraising opportunity for Associations. Associations are assigned certain scoreboards and may sell advertising on these scoreboards per the terms of the City's Scoreboard Sponsor Program. Contact Department Director or his/her designee for information on the City's Scoreboard Sponsor Program.

REQUIREMENTS OF ASSOCIATIONS

1. FACILITY USE AGREEMENT

Any Association operating on City property must sign a Facility Use Agreement with the City. The agreement is issued prior to the start of the calendar year and specifically identifies the facilities to be used by the Association and the terms of that use.

Adherence to all policies and procedures in this manual is considered part of the Facility Use Agreement. The City retains the right to change these guidelines and policies at any time, without advance notice, as it deems appropriate. Any changes will be communicated to the Association within five (5) business days after the change has been made and approved.

In accordance with O.C.G.A. § 36-60-13, this agreement may be renewed for one (1) successive one (1) year term if, prior to the expiration of the then existing term, the parties execute a written agreement to renew same for a one (1) year term. For any such subsequent terms, facilities, dates, times, fees, and any modifications to the agreement will be determined by written agreement of the City and Association.

With respect to renewal of this agreement, any Association currently holding a Facility Use Agreement will receive priority, unless the City has reason to revoke the agreement. Facilities not in use will be distributed on a first come first served basis.

2. COACH CERTIFICATION AND TRAINING

Association must provide coach certification and/or training for all head and assistant coaches of each team. It is the responsibility of the Association to ensure that their volunteers complete all legally mandated training programs before being permitted to coach a team. Association must provide documentation of such training to the City upon request.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

A comprehensive training program should include but not be limited to the information listed below:

- Sport Specific Training
- How to Organize Practices
- Communication with Parents
- Basic First Aid and CPR/AED
- Concussion Awareness Training
- Mandatory Child Abuse Reporting Requirement
- Severe Weather Policies and Procedures
- Heat and Hydration Guidelines
- Association Mission/Expectations
- Association Relationship with the City

3. SELECTION OF COACHES

Associations are responsible to select qualified coaches for their program. Each Association shall establish their own criteria to determine qualifications of coaches, such as coaching experience, past playing experience, etc.

4. FEES AND CHARGES

Note: Each Association will adhere to fee policies set by the City, including fees that may not yet be currently established.

Registration Fees

All registration fees shall be fair and equitable to all participants. Associations shall communicate to participants what the registration fee covers, including the number of practices and games per season. Registration fees shall be derived from predicted costs to operate the program, to fund Association operations, and to fund park capital improvements (current and future) that mutually benefit the City and Association.

Registration fees shall include the total cost of operating the association's program to include but not limited to; cost of uniforms, player awards, umpires/officials, equipment for the league/teams, first aid supplies, marketing, web administration, general maintenance of facilities, etc.

Non-Resident Fees

All program participants who reside outside the city limits of Alpharetta will be assessed a non-resident fee. Association shall pay the City non-resident fees for each Association non-resident participant in their program. This fee shall be paid for each athletic season held each year (fall, winter, spring, and/or summer), and must be paid to the City no later than three (3) months after the end of the last game of the season.

Association non-resident fees shall be calculated at 75% more than the resident registration fee.

Note: the dollar amount of the Association non-resident fee shall not exceed the highest non-resident fee charged to participants in youth athletic programs managed directly by the Department. (Department's highest recreation league non-resident fee shall be the

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

maximum for the Association's recreation league non-resident players. Department's highest travel/select league non-resident fee shall be the maximum for the Association's travel/select/division 1 league non-resident players.)

At least two (2) weeks before the advertisement/announcement of registration and non-resident fees for a particular season, the Association must submit a fee schedule to the Department. The Department will review the fee schedule and will have final approval of any and all non-resident fees.

The Association will be responsible for the determination of city residence during the registration period. Within one (1) week after receiving the Association's participation list with addresses, the Department will verify player residency and report information to the Association. The non-resident fee will be paid directly to the City of Alpharetta based on the Department's verification of player residency. The Association is responsible for remitting non-resident fees for all non-City participants, regardless of whether or not it was collected by the Association.

City of Alpharetta employees and their immediate family members, regardless of where they reside, are considered Residents and may register during the Resident registration period. Non-resident fees are waived for these participants. Associations should contact the Department to verify employee status.

Scholarships

The Association should make available a reasonable number of scholarships for participants requiring assistance. The Association shall determine the eligibility criteria for scholarship recipients and shall determine whether or not to charge non-resident fees to scholarship recipients. Regardless, the Association is responsible to pay the City non-resident fees for non-resident scholarship recipients to the City.

Admission Fees

Associations are not allowed to require an admission fee to any normal association play. Admission fees may be collected for tournament play or other special events, upon approval of the Department. The Association must submit a letter of request in order to have an admission fee request approved.

5. PROGRAM/FACILITY SCHEDULES

Associations are required to submit all master schedules to the Department *prior* to the beginning of use of any City facility. This includes tryout dates, practice schedules, opening ceremonies, game schedules, special events such as player clinics, travel team schedules, etc. These schedules should be submitted thirty (30) days prior to the beginning of any program. Facility use outside the scope of the Facility Use Agreement must be requested through the Department and is not guaranteed.

6. SAFETY/ACCIDENT PREVENTION

Associations are responsible for operating their programs in a safe and effective manner. All fields, equipment and other facilities should be inspected before each use.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

Associations should have an adequate number of adults present at each scheduled activity to supervise the participants from the outset to the close of the program. League officials are responsible for insuring that all programs are operated under safe weather conditions. Safety plans should be implemented in case hazardous situations should occur.

7. DISCRIMINATION

Associations must provide equal opportunity without regard to race, color, religion, sex, national origin, age, veteran's status, and disability. Associations must comply with the Americans with Disabilities Act (ADA) of 1990 and provide reasonable accommodations to members of the public, if so requested, unless participation would create a risk to any participant.

8. MAINTENANCE/FACILITY UPKEEP

The Department will be responsible for all field and facility preparation for all practices and games. This includes game day facility preparation, grass mowing, and lining of baseball and softball fields. Parks Services staff will prepare fields only once per day, usually in the morning. Staff is not available to prepare fields on Sundays. Staff is not responsible for lining of grass football fields.

Associations are responsible to report any and all facility maintenance issues to the Department as soon as they are noticed.

Associations are required to provide safe sports equipment for participants.

Associations are responsible for picking up litter around facilities and placing it in proper receptacles after the conclusion of a scheduled program. This includes playing areas, walkways, restrooms, press boxes, concession stands, dugouts, etc.

Associations should take proper steps to ensure that scheduled activities do not infringe on park neighbors or other park users. This includes reducing excessive noise, excessive traffic, parking problems, etc.

9. WEATHER POLICIES

The Department will determine if fields are playable. Associations will be notified as early as possible if the fields are not playable. Associations are prohibited from field use if the field has been deemed "unplayable." In the event of inclement weather after the Department's normal business hours, the Association is responsible for determining field playability. Associations are expected to exercise good judgment in determining if a field is playable, keeping the safety of the players foremost.

Associations must adhere to the **City's Severe Weather Policy**. For the safety of all, the City of Alpharetta observes the following severe weather procedures for all outdoor programs: Any flash or sound (thunder) which indicates diminishing weather conditions will result in the immediate suspension of any outdoor activities for a safe waiting period of **thirty (30) minutes**. All participants will be encouraged to seek shelter immediately.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

Department staff and/or on-site supervisors will monitor conditions during this time. Subsequent flashes or sounds will result in an extended safe waiting period until it is determined by staff or on-site supervisor either that conditions are safe to resume scheduled outdoor activities, or that conditions have deteriorated to the point of canceling the outdoor activities.

Associations that do not have their own established **Hydration and Heat Guidelines** must adhere to the Hydration and Heat Related Guidelines observed by the Department. In summary, outdoor activities must be canceled if the WBGT (Wet Bulb Globe Temperature) is over 92 degrees. Additional guidelines also apply. A copy of the guidelines in their entirety will be provided to Associations.

Associations that do not have their own established **Cold Weather Policy** must adhere to the Cold Weather Policy observed by the Department. The policy is as follows: If the official Alpharetta, GA temperature according to www.weather.com is forecasted to be 30 degrees or lower at the time of the scheduled practice or game, it is recommended that the scheduled event be cancelled. If the temperature reaches 25 degrees, it is mandatory the event be cancelled.

The Department may cancel and/or postpone all youth programs and activities whenever Fulton County Schools are closed for inclement weather. If Department cancels programs, Associations shall also cancel programs.

10. CONCESSIONS OPERATIONS

Associations must comply with Fulton County Health Department regulations for concessions operations. Associations are required to purchase their own supplies and equipment, such as microwave, popcorn machine, nacho machine, crock pot, etc.

Associations are required to comply with the terms and conditions of City contracts with food and/or beverage providers for concession operations. Failure to adhere to the terms of any City contracts with concessions providers may result in termination of the facility use agreement. Contact the Department Director or his/her designee for information on current contracts.

Each Association that utilizes the services of a contract vendor (“for-profit” business or individual) to provide concession operations is required to pay the City 15% of all gross receipts from concessions. Gross receipts will constitute any and all revenues collected from sales of concessions. This 15% must be paid directly to the City and held by the City for projects the Association requests (in escrow). Projects for future park improvements require Department Director and Recreation Commission approval. All capital improvements must be completed prior to the start of the following season unless the City agrees that it is in the best interest of the City to delay the completion of the capital improvement.

Each Association that utilizes volunteer board members and/or parents to operate the concession stand is not required to remit a percentage of revenue to the City.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

Concession facilities must be cleaned after each use and at the end of the season. Necessary building maintenance and vandalism should be reported to the City.

11. RESTROOMS

It shall be the responsibility of Associations to ensure that restrooms are inspected after each program session. The City is responsible for the supply of paper products and general maintenance that may occur.

12. SECURING OF FACILITIES

An Association Board member, Coach or Club Approved Field Marshall should be responsible for securing facilities after each use, including all practices and games. This includes closing and locking of all buildings, the turning off of all lights and scoreboards, and ensuring all necessary gates are closed and secured. Association board members and coaches are asked to turn off lights and scoreboards immediately following the last practice or game of the night, instead of waiting for the timer to take effect.

13. KEYS

Keys to all required facilities will be distributed to the Commissioner/President of the Association and may be distributed to the necessary individuals. A list of all individuals who have keys in their possession shall be submitted to the Department. The Association is responsible for returning all issued keys at the conclusion of the program. Any unreturned keys are subject to a fine at the discretion of the City. Periodically, the Department will change the locks and/or combinations to buildings, gates, and electrical boxes. The Department will notify affected Association of any changes and will supply new keys/combinations as needed.

14. PUBLICITY

Associations must provide the Department with information at least two (2) weeks prior to publicizing the information to past and potential participants and on the Association website. The purpose of this is to ensure that guidelines for registration and fee structures (resident/non-resident) are followed by each Association. The Department will review information and notify Association within five (5) business days if any changes need to be made in order to comply with established guidelines.

The Department will provide links to Association websites on the City's website, www.alpharetta.ga.us. The Association must notify the City if the web address changes. Associations may request assistance from the City to help with marketing of registration. City may send news releases to local media outlets, email notifications to Department participants, include information in the City's e-newsletter and the Department's Facebook page. The City will not pay for Association advertising, flyers, mailings, etc.

15. PUBLIC USE OF FIELDS

The Facility Use Agreement applies only to organized league play for the duration of the agreement as specified on the agreement. Unless otherwise scheduled, the facilities are available to the public on a first come first serve basis or may be rented by the Department to outside groups for activities deemed appropriate and beneficial to the City.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

The terms of any facility rental agreements between the Department and outside groups are established and agreed upon solely by the City and the group renting the City's facilities. These agreements are independent of the lease agreements with the Associations. The City will not rent facilities to teams and programs that compete with the City's partner Associations. The City may host large tournaments through the Alpharetta Convention and Visitors Bureau.

16. ACCIDENT/INCIDENT REPORTS (attached)

The Association is responsible for filing an accident/incident report to the City which documents the details of any accident, injury, or incident which occurs on City property. The report should detail what occurred, the time of the accident/incident, where it occurred, who was involved, and who witnessed the accident/incident and filed the report. A copy of the accident/incident report is included in this manual. The report shall be submitted to the Department within two (2) working days of the accident/incident. Any and all accidents/incidents must be reported!

17. PARTICIPANT EVALUATIONS

All participants in Association programs must be given an opportunity to complete a participant evaluation at the conclusion of each athletic season in which he/she participated. The evaluation should include questions pertaining to the administration and organization of the program (i.e., ease of registration, quality of the coaches, program structure, program content, etc.), and the condition and appearance of the Department facilities. The Association should ask participants for comments and suggestions to improve the program. A summary of participant evaluations should be prepared and distributed to the Association Board, the Department, and the Recreation Commission within two (2) months at the end of each season. Upon request, the Association must make completed participant evaluations available to the Department and/or Commission. The City reserves the right to conduct independent participant surveys.

18. GRIEVANCE PROCEDURE

All participants must have due process to address any grievances with the Association's Board at a scheduled meeting.

19. COMPLAINT PROCEDURE

Any written complaint regarding a coach, league official, umpire, etc., should be copied to the Department Director.

20. BACKGROUND CHECK - VOLUNTEERS

All Association board members and any individual who wants to coach a youth team shall go through the City's criminal history background check once per calendar year. All potential volunteers must complete the Request for Criminal History form and provide a copy of valid photo identification. An Association representative shall be designated to collect the documentation and shall submit this to the designated Department staff, who will coordinate with Alpharetta Department of Public Safety.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

The Recreation Services Manager confers with the Department Director on any problematic criminal history background checks. Any individual who does not meet City standards for criminal history background check will not be allowed to coach in the youth league and should not be assigned a team. Potential volunteers who refuse to provide information necessary to complete the criminal history background check shall not be allowed to volunteer.

NOTE: Associations are responsible for collecting and submitting criminal history background check documentation (forms and photo ID) at least one (1) month prior to finalizing team coaching assignments. This will allow ample time for the criminal history background check to be completed. Association will be notified of any and all potential volunteers who do not successfully pass the City's criminal history background check. It is the Association's responsibility to inform volunteers of the outcome of their criminal history background checks. The City provides a process for any denied application to request an appeal of decision. This information is available upon request. The Department strongly encourages all Associations to submit background checks for potential assistant coaches.

21. BACKGROUND CHECK – OFFICIALS AND UMPIRES

Each Association who has a contractual agreement with an outside vendor to provide officiating services for the Association shall require, as part of the written agreement, that all officials/umpires who will be scheduled to officiate at Association activities complete a criminal history background check prior to officiating any games for the Association. The criminal history background check should be performed once per calendar year. The Association shall require appropriate documentation of completion of background checks. Documentation must be maintained on file by the Association.

22. MANDATORY REPORTING LAW

Volunteers who work with children are required by law to report suspected child abuse. The mandatory reporting requirement is a provision in HB 1176, the criminal justice reform bill signed by Governor Nathan Deal on May 2, 2012. Specifically, HB 1176 changed the definition of "child service organization personnel" to include volunteers. The law defines "child service organization personnel" as follows: "Child service organization personnel" means persons employed by or volunteering at a business or an organization, whether public, private, for profit, not for profit, or voluntary, that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children."

It will be the responsibility of each Association to ensure that all volunteers and contracted vendors are notified of the law. All Association volunteers must complete a training program before being allowed to serve as a volunteer for the Association. The City will provide access to online training for volunteers as available.

23. CONCUSSION AWARENESS POLICIES AND PROCEDURES

HB 48 by the Georgia Legislature requires agencies to educate youth athletes and their parents on the dangers of concussions in youth athletic activities. The Georgia Department of Public Health is referring everyone to the “Heads Up – Concussion in Youth Sports” program offered by the CDC. The following is a link to the program: http://www.cdc.gov/concussion/HeadsUp/online_training.html.

It is the policy of the Department to educate coaches, referees, employees, instructors of at-risk activities, trainers, parents, and participants of the signs, symptoms and behaviors consistent with sports- and activity-induced concussions. Further, the Department requires that any participant, under the age of 18, suspected of a concussion or head injury must be removed from the activity and it is recommended that the participant be examined by a licensed health care provider. If a participant is deemed by a licensed health care provider to have sustained a concussion, Department personnel or other designated personnel (coaches, referees, instructors of at-risk activities, trainers, and parents) shall not permit the participant to return to play until he or she receives documented clearance from a licensed health care provider for a full or graduated return to play.

A full copy of the Department’s policies and procedures is available upon request.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

FACILITY GUIDELINES AND ORDINANCES

Associations are responsible for adherence to all City and park ordinances.

1. HOURS OF OPERATION

City facilities open at 8:00am and close at 11:00pm. Associations are not allowed to conduct a program prior to 8:00am and after 11:00pm, unless prior written approval has been given by the Department.

2. USE OF PARKS FOR GOLF PRACTICE

Parks may not be used for golf practice, with the exception of disc golf which is permitted at the disc golf course at Wills Park.

3. MOTOR VEHICLES IN PARKS

Motorized vehicle operation is restricted to prescribed paths, marked roadways, driveways and parking lots. This also applies to parking in areas other than designated parking spaces. Unauthorized vehicles are not allowed in “plaza” areas of ball fields without permission from the Department.

4. LITTER CONTROL

It is unlawful to litter. Each Association is responsible for insuring that all fields, parking lots, restrooms, dugouts, bleachers, concession areas, etc. are kept clean and litter free on a daily basis. Clean up fees may be assessed to Associations not adhering to this policy. All litter should be picked up and placed in the proper containers.

5. ALCOHOL BEVERAGES

Per City ordinance, the selling or consumption of alcoholic beverages on park property is strictly prohibited.

6. TOBACCO USE

Per City ordinance, the use of any and all tobacco products on park property is strictly prohibited.

7. ANIMALS IN PARKS

Other than service animals, it is against park regulations for any individual who possesses or is in charge of a domestic animal, restrained or unrestrained, to bring the animal onto any athletic field. It is the owner’s responsibility to remove any animal excrement deposited by their animal on park property and dispose of it in a sanitary manner. For the safety of all, pet owners are required by law to obey Fulton County leash laws while visiting city of Alpharetta park facilities.

8. NOISES AND SOUNDS PROHIBITED

It is unlawful for any person to make, continue or cause to be made any loud, unnecessary or unusual noises that annoy, disturb, injure, or endanger the safety or comfort of others in the area.

9. CLOSING OF BALLFIELDS

The Department may close to the Association and/or public any ballfield or facility for maintenance purposes. Such facilities will be posted, and it is unlawful for any person to enter a closed facility.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

PARK/FACILITY REGULATIONS

1. Associations conducting youth activities on City facilities must have at least one (1) adult present for every fifteen (15) youth participating in an activity to supervise all scheduled activities from the outset to the conclusion of the activity.
2. Participants, Spectators, Parents, Coaches, or Officials of an organization must display appropriate conduct while operating activities on City facilities and must adhere to the Department's Code of Conduct. A copy of this document is available upon request. Association is responsible to provide this information to the appropriate parties. Continuous failure to do so could result in the termination of this agreement.
3. The Association shall be responsible for any damage incurred to the facilities while in use by the Association. Persistent damage to City facilities while in use by the Association could result in agreement revocation.
4. The Association is responsible for policing the area around athletic fields, plaza areas, parking lots, rest rooms, concession stand, dugouts, and walkways. This must be completed upon the conclusion of each activity.
5. Association representatives are responsible to report any/all suspicious activity occurring on City property to the Department and/or to the City's Department of Public Safety.
6. The Department will supply locks for all required facilities and structures. Keys and/or combinations will be distributed as per Department policy.
7. The City shall be responsible for mowing the grass, moving bleachers, general maintenance, etc., unless otherwise specified in the agreement.
8. A designated Association member must make sure the facilities are secure and all lights turned off before departing the area.
9. The Department reserves the right to cancel any scheduled activities when it is believed that such use as during bad weather would damage facilities or put participants at risk.
10. Bicycles, roller blades, skateboards are prohibited on walkways or other designated areas.
11. No game shall begin after 10:00pm; every effort should be made to conclude by 11:00pm.
12. Questions, recommendations, complaints, etc. regarding park facilities and operations should be directed to the Department: 678-297-6152, athleticprograms@alpharetta.ga.us.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

DEPARTMENT PERSONNEL AND CONTACT INFORMATION

Director

Morgan Rodgers, CPRP 678-297-6103 mrodgers@alpharetta.ga.us

Administrative Office Coordinator

Sarah Bausano 678-297-6104 sbausano@alpharetta.ga.us

Projects Manager

Kurt Kirby, CPRP, CPO, CPSI 770-740-1034 kkirby@alpharetta.ga.us

Wills Park Manager – Park Facilities, Equestrian Center

Matt Casey, CPRP 678-297-6122 mcasey@alpharetta.ga.us

Parks Services Manager – Park Supervisors, Greenway

Eric Milley, CPO, CPSI 678-297-6106 emilley@alpharetta.ga.us

Park Supervisor II

Barry Pike (Wills Park) 678-297-6125 bpike@alpharetta.ga.us
Chris Anderson, CPSI, CPO (North Park) 770-751-7840 canderson@alpharetta.ga.us
Nate Hand, CPSI (Webb Bridge) 770-751-7841 nhand@alpharetta.ga.us

Administrative Assistant II - Parks

Ruby Flynn 678-297-6123 rflynn@alpharetta.ga.us

Community Services Manager

Amanda Musilli 404-314-1245 amusilli@alpharetta.ga.us

Communications Manager

Deanna McKay 678-879-2568 dmckay@alpharetta.ga.us

Cultural Arts Services Manager

Kim Manning 678-297-6078 kmanning@alpharetta.ga.us
Alpharetta Arts Center 678-297-6135 arts@alpharetta.ga.us

Recreation Services Manager

Christine Young 678-297-6154 cyoung@alpharetta.ga.us

Recreation Centers/Program Areas

General Information 678-297-6100 recreation@alpharetta.ga.us
Athletics Supervisor II- Tyler Spinnenweber 678-297-6163 athleticprograms@alpharetta.ga.us
Alpharetta Community Center (Wills Park) 678-297-6100 accprograms@alpharetta.ga.us
Alpharetta Adult Activity Center (North Park) 678-297-6140 activeadults@alpharetta.ga.us
Wills Park Recreation Center (Wills Park) 678-297-6130 wprcprograms@alpharetta.ga.us
Wills Park Pool, Aquatics and Wellness 678-297-6153 aquatics@alpharetta.ga.us

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES



City of Alpharetta Accident / Incident Report Form

Date of accident/incident _____ Time of accident/incident _____

Facility where accident/incident occurred _____

Specific location of accident/incident within the facility _____

Number of persons involved _____ Police notified Y N EMS notified Y N

Information on persons involved in the accident/incident:

NAME (please print)	PHONE	Under the age of 18
	Day: Evening:	
	Day: Evening:	
	Day: Evening:	

Information on witnesses to the accident/incident

NAME (print)	SIGNATURE	PHONE
		Day: Evening:
		Day: Evening:
		Day: Evening:
		Day: Evening:

ACCIDENT/INCIDENT SUMMARY:

If applicable, who offered treatment options

Did the injured party waive treatment Y N

**Photos of accident/incident site taken Y N

Person completing form _____
(Print name) Signature Date

Person completing form _____
Day phone Evening phone

** Take photographs of the accident/incident site as soon as practical but within 24 hours of the accident/incident
Fax or email completed form to **Safety/Risk Administrator at 678-297-6065**
osutton@alpharetta.ga.us; and City at 678-297-6154 or recreation@alpharetta.ga.us.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

ASSOCIATION CHECKLIST

REQUIRED ANNUALLY AND/OR BEFORE SEASON BEGINS EACH YEAR:

<u>DESCRIPTION</u>	<u>DUE*</u>	<u>DONE</u>
Proof of Non-profit status submitted to ARPCS	On file each year	_____
Current Association by-laws to ARPCS	On file each year	_____
Copy of Certificate of Insurance naming ARPCS as a certificate holder	On file each year	_____
Open election of Board of Directors	On file each year	_____
Annual membership meeting	Annually	_____
Coach Background Check Consent Forms	Annually	_____
Signed Facility Use Agreement	Annually	_____
Financial Statements – to include the following;	Annually	_____
1. Summary of operating budget, income and expenses		
2. Summary of capital expenditures		
3. Registration fees charged to participants		
4. Federal and State tax returns		
5. Profit and Loss statement		
Slate of nominated officers and home address to ARPCS 30 days before elections		_____
List of elected officers to ARPCS	One month after elections	_____
Rosters to ARPCS	One month after end of registration period	_____
Master Schedule to ARPCS (tryouts, practices, games)	1 month before season	_____

REQUIRED AFTER THE SEASON ENDS:

<u>DESCRIPTION</u>	<u>DUE*</u>	<u>DONE</u>
Participant Evaluation Summary to ARPCS	2 months after each season	_____
Payment of Non-Resident Fees to City	3 months after each season	_____
List of Certified Coaches to ARPCS	Provide upon request	_____

REQUIRED SEASONALLY/AS NEEDED:

<u>DESCRIPTION</u>	<u>DUE*</u>	<u>DONE</u>
List of key holders to ARPCS	Update as necessary	_____
Accident/Incident Reports	As necessary	_____
Copy of Coach Complaint to ARPCS	As necessary	_____
Information for ARPCS promotions	TBD by ARPCS	_____

**Due Dates for each Association will be discussed and agreed upon with each Association Commissioner/President during the contract review process. Some Due Dates will vary per Association, based on Association fiscal year.*

Note: ARPCS = Alpharetta Recreation, Parks and Cultural Services

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

FACILITY USE AGREEMENT

This agreement made this _____ by the City of Alpharetta and _____, a non-profit organization called the “Association”.

Witnessed:

In consideration of the mutual agreements contained in this document, the City and Association agree as follows:

1. The Association agrees to provide a youth sports program (organized league play) as a service for the City in accordance with all policies and procedures for youth sports associations operating on city property previously set forth, (including the Youth Athletic Association Facility Use Agreement and Organizational Requirements) and attached in this agreement.
2. This Facility Use Agreement shall begin on the Effective Date and terminate on December 31, 2024. Thereafter, in accordance with O.C.G.A. § 36-60-13, this agreement may be renewed for one (1) successive one (1) year term if, prior to the expiration of the then existing term, the parties execute a written agreement to renew same for a one (1) year term. For any such subsequent terms, facilities, dates, times, fees, and any modifications to the agreement will be determined by written agreement of the City and Association.
3. The City agrees to authorize the Association the use of fields and facilities as listed below at _____. The agreement includes use of all support structures (dugouts, lights, press-boxes, concession stands, storage facilities, bleachers, batting cages, fencing, etc.) for approved league play unless otherwise specified. See Exhibit A for detailed information on days and times of approved use of fields and facilities.
4. The Association agrees the facilities will be used in a safe manner, and in compliance with all applicable federal and state laws and City ordinances, rules and regulations.
5. Association shall not cause or permit damage or injury to the facilities. No alteration, addition, or improvement to the facilities shall be made by the Association without prior written consent from the City. Such alterations, additions, or improvements shall become and remain City property.
6. Failure of the City to insist upon strict performance of any term or condition of this agreement shall not be a waiver of any right or remedy the City may have and shall not be a waiver of any subsequent breach of terms or conditions.
7. The City may enter the facilities at any time during the period of this agreement for inspection or supervision as deemed necessary.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

8. It is agreed and understood that the Association shall indemnify and hold the City, its agents and employees harmless from any and all liability, costs, legal fees, expenses, damage or injury to participants or property, and any claim or causes of action arising out of the performance of this agreement or negligence.
9. This agreement may be modified only by a written agreement between the City and the Association.
10. It is the understanding of the City and the Association that nothing contained in this agreement shall be interpreted to assign to the Association any status under this agreement other than that of an independent Association.
11. Nothing within this agreement shall be construed as a waiver of governmental immunity by the City, its officers or employees.
12. For the purpose of this agreement, any notices required to be sent to the parties shall be mailed to the following respective addresses:

ASSOCIATION NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

WEBSITE: _____

EMAIL: ^a _____

CITY: Alpharetta Recreation, Parks & Cultural Services
2 Park Plaza
Alpharetta, GA 30009
Attn: Athletics Supervisor
678-297-6163
athleticprograms@alpharetta.ga.us

13. It is agreed between the City and the Association that this agreement shall be executed in an original and one copy, which may be used for any purpose for which the original may be used.
14. The City has designated the Athletics Supervisor II for the City as its contact person, coordinator, and liaison person with the Association in the execution of the terms of this agreement.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

15. The Association shall not have the right to assign the interest it holds in this agreement.
16. The facilities shall not be used for any purpose other than those designated within this agreement, without the written consent of the City.
17. The Association may not deny participation in any park or program based on race, color, national origin, religion, sex, age, or disability.
18. The Association members agree to abide by all City policies and procedures as attached in this agreement.
19. The Association will adhere to fee policies set by the City, including fees that may not yet be currently established.
20. This Agreement shall not be assigned or subcontracted in whole or in part without the prior written consent of ARPCS. This Agreement shall be construed under and governed by the laws of the State of Georgia. This Agreement is the complete understanding of the parties in respect of the subject matter of this Agreement and supersedes all prior agreements relating to the same subject matter. The parties may modify this Agreement only by written instrument signed by each of the parties hereto. Failure by either party to enforce a provision of this Agreement shall not constitute a waiver of that or any other provision of the Agreement. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement.
21. The Association acknowledges and agrees that by virtue of the fact that the fields and other facilities made available to the Association under this Facility Use Agreement were funded by the taxpayers of the City and are owned by the City, and further due to the fact that the recreation fees generated from the availability of such fields, the Association is subject to the Open Records and Open Meeting laws of the state of Georgia. The Association agrees to comply with those laws. To the extent that the Association is uncertain or needs assistance as to proper compliance with such laws, the City shall provide such assistance and guidance. The Association further agrees that all books and records of the Association shall be made available to the City of Alpharetta as and when requested for review or audit.
22. City shall have the right to terminate this Agreement upon failure of Association to perform its obligations to the satisfaction of City. Prior to exercising this right of termination, City shall provide Association with a written notice specifying Association's failure to perform and providing Association with a reasonable opportunity to cure its performance. In the event that Association fails to cure its performance, or in the event of subsequent failure to perform, City shall have the right to immediately terminate the Agreement by providing written notice of termination to Association.

Association shall have the right to terminate this Agreement upon failure of City to perform its obligations to the satisfaction of Association. Prior to exercising this right of

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

termination, Association shall provide City with a written notice specifying City's failure to perform and providing City with a reasonable opportunity to cure its performance. In the event that City fails to cure its performance, or in the event of subsequent failure to perform, Association shall have the right to immediately terminate the Agreement by providing written notice of termination to City.

Either party may terminate this Agreement at any time without cause upon ninety (90) days written notice to the other party.

I hereby acknowledge and understand that the Association of which I am authorized to represent will abide by and comply with the terms and conditions as set forth in this Facility Use Agreement as well as all of the policies, procedures, guidelines, and rules contained within the City's Youth Athletic Association Handbook. I understand that failure of the Association or any of its members to comply may result in termination of this Agreement with the City.

By: _____
Association Representative

By: _____
Mayor, City of Alpharetta

Name: _____

Date: _____

Title: _____

Phone: _____

Email: _____

By: _____
City Administrator

APPROVED AS TO FORM:

By: _____
City Attorney

Date: _____

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

EXHIBIT A – 2024 Facility Use Agreement

Annual Association Schedule (attachment)

EXHIBIT A – 2025 Facility Use Agreement
Annual Association Schedule for Alpharetta Youth Baseball Association (AYBA)

MOU WITH CITY OF JOHNS CREEK

The City of Alpharetta Mayor and Council Members approved a resolution to enter into memorandum of understandings (MOU's) with the City of Johns Creek. The "Parks without Borders" MOU provides for a mutual waiving of non-resident fees for residents of each city who participate in the partner city's recreational baseball program. The MOU also allows residents of each partner city to register for the other city's recreational baseball program during the second week of registration instead of during the third week of registration. This MOU shall be in effect for the 2025 seasons and shall be renewed automatically with registration through the 2026 seasons unless either City delivers written notice of non-renewal to the other City at least ninety (90) days prior to the expiration of the term or any renewal term.

FIELD SPACE ALLOCATION FOR 2025

Field space at Wills Park and Webb Bridge Park will be allocated by the city to the Association based on demonstrated need by the Association. Association shall use field space solely for the purpose of providing organized Association activities including but not limited to team practices, games, end of season tournaments, player clinics, coach clinics, umpire clinics, camps, and tournament organized solely by Association officials. The City reserves the right to use unscheduled field space for other activities, tournaments, camps, rentals, etc.

- All tournament play, whether AYBA, or subbing out through AYBA, must be scheduled through ARPCS Parks staff. ARPCS will accommodate subbed tournaments through AYBA up to 45 games per day. If more than 45 games per day are scheduled for any tournament, organizer must provide additional staff and use AYBA equipment only at no cost to ARPCS.
- Any additional events i.e., camps, clinics, tournaments need a minimum sixty (60) day notice. If less than sixty (60) ARPCS may not be able to guarantee fields or staff.
- No outside amendment to infield mix (kitty litter, stone dust, etc.) added to infield other than what is provided by ARPCS. Any violation is subject to a minimum \$250 fine per field per incident.

SPRING SEASON – January 1, 2025 – May 18, 2025:

- Monday-Friday from 4pm to 11pm
- Monday-Friday before 4pm may be available upon request.
- Saturday and Sunday from 8am to 11pm
- EXCEPTION to spring season field usage is as follows:
 - Association agrees to share field space at Webb Bridge Park baseball fields 3 and 4 as needed to accommodate the City's youth soccer program.
 - Additional tournaments and events may be added after the execution of this use agreement.

SUMMER SEASON – May 19, 2025 – July 27, 2025:

- Monday-Friday from 4pm to 11pm
- Monday-Friday before 4pm may be available upon request.
- Saturday and Sunday from 8am to 11pm
- EXCEPTION to summer season field usage is as follows:
 - Wills Park, June 2024, Braves Country Battle Tournament. Exact dates TBD
 - Some fields could be closed for repair and maintenance during the summer season. Planned summer field closures will be communicated to Association by end of April 2024.
 - Wills Park facilities are not available on the following dates: July 4 (Fireworks)
 - Wills Park and Webb Bridge Park, July 2024, Atlanta Braves Youth Baseball Tournament. Exact dates TBD
 - Additional tournaments and events may be added after the execution of this use agreement.

FALL SEASON – July 28, 2025 – December 7, 2025:

- Monday-Friday from 4pm to 11pm
- Monday-Friday before 4pm may be available upon request.
- Saturday and Sunday from 8am to 11pm
- EXCEPTION to fall season field usage is as follows:
 - Association agrees to share field space at Webb Bridge Park baseball fields 3 and 4 as needed to accommodate the City's youth soccer program.
 - Additional tournaments and events may be added after the execution of this use agreement.

Invoicing Schedule

The Association shall be responsible for submitting rosters to designated City staff in a timely manner for residency invoicing:

Youth Athletics SEASONAL INVOICING				
SEASON	ASSOCIATION	SEASON DATES	ROSTER VERIFICATION	INVOICE SUBMISSION
Fall	AYBA, AYSA, AMBUSH, NAFL, Phoenix Rugby	Sept.-Nov.	Early November	Mid-December
Winter				
Spring	AYBA, AYSA, Ambush Travel, Phoenix Rugby	Mar.-May	Early April	Mid-May
Summer	AYBA, AYSA	June-July	Mid-July	Mid-August

Residents on rosters will be verified per the MOU for each Association:

Residents-Alpharetta & Johns Creek Recreational only; travel must adhere to percentage noted in agreement.

This fee shall be paid for each athletic season held each year (fall, winter, spring, and/or summer), and must be paid to the City no later than three (3) months after the end of the last game of the season.

- TRAVEL/SELECT/ELITE TEAMS: Each team roster must be verified by Department staff before a team can officially form. Teams that do not meet the minimum requirement will not be permitted to use City facilities for practices and games.
- To check residency: <https://alphagis.alpharetta.ga.us/AlphaGIS/>

2025 AYBA Contact

Name/Title: Matt Pringle, President/Commissioner

Email: matthew.l.pringle@gmail.com



Youth Athletic Associations



Alpharetta Youth Baseball Association



Alpharetta Youth Softball Association



Alpharetta Ambush Soccer Club



Phoenix Youth Rugby Association

Organizational Requirements and Facility Use Agreement 2025

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

YOUTH ATHLETIC ASSOCIATION FACILITY USE AGREEMENT AND ORGANIZATIONAL REQUIREMENTS

Original approved by Alpharetta Recreation Commission – January 11, 2018

Updated for changes to Milton MOU – December 2021;

John's Creek MOU- December 2022

<u>TABLE OF CONTENTS</u>	<u>PAGE</u>
Alpharetta Recreation, Parks & Cultural Services Mission Statement	3
Legal and Organizational Requirements	3
Requirements of Associations	9
Facility Guidelines and Ordinances	17
Park/Facility Regulations	18
Recreation and Parks Personnel/Contact Information	20
City of Alpharetta Accident/Incident Report Form	21
Association Checklist	22
Facility Use Agreement	23

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

MISSION STATEMENT

Alpharetta Recreation, Parks and Cultural Services strives to promote the highest quality recreation programs and park facilities to our citizens consistent with our core values of Excellence, Stewardship, Integrity, Service and Loyalty.

(Adopted: February 14, 2013, by Alpharetta Recreation Commission)

Associations and the leaders of these Associations are expected to understand and promote the mission and philosophy of the City of Alpharetta to serve the citizens of Alpharetta. Association members are ambassadors for the City as well as their affiliate Association. While serving as a volunteer for the Association, members are expected to conduct themselves in an ethical and professional manner.

LEGAL AND ORGANIZATIONAL REQUIREMENTS

In order to qualify as a Youth Athletic Association (“Association”) and to operate on City of Alpharetta (“City”) property, each Association must adhere to certain minimum legal and organizational requirements. These requirements are a part of the Facility Use Agreement which must be signed by each Association prior to the operation of any activity on City property.

These requirements are necessary in order to ensure the safety and well-being of all participating Associations.

The signing of the Facility Use Agreement indicates the Association’s assumption of the financial responsibility for the program, as well as the management of the program participants and volunteers. The City will not be held responsible for the finances or the program management. Violation of the above mentioned responsibilities constitutes cause for the revocation of the agreement. The requirements are as follows:

1. NON-PROFIT STATUS

Each Association must register with the Secretary of State’s office as a non-profit organization. Proof of current non-profit status must be on file with Alpharetta Recreation, Parks and Cultural Services (“Department”).

2. BYLAWS

Associations shall furnish a current copy of their by-laws to the Department. By-laws must be on file or submitted with the signed Facility Use Agreement.

3. ELECTION OF OFFICERS

The Board of Directors (“Board”) shall be the governing body of each Association for the operation of the affairs of the Association as documented in the bylaws. Each Association board must be comprised of a majority of Residents upon election or appointment, and each Association should strive to achieve a minimum of sixty percent (60%) Residents on the Board. The Board of Directors must be elected annually or as mandated by the Association’s by-laws, but no less than once every two years, by the Association membership. A Department employee and a member of Alpharetta

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

Recreation Commission (“Commission”) must be notified of and invited to attend all Board meetings. The Department Director will appoint the employee liaison to the Board. The Chairman of the Commission will appoint the Commission liaison(s) to the Board on an annual basis.

Open advertised election of the Board is mandatory. All members of the Association as defined by the bylaws shall have the opportunity to vote. A notice of upcoming elections must be sent to the Department and shall be posted on the Association website at least thirty (30) days prior to the elections. Associations are encouraged to email notice of elections to all participant families and to post flyers at the park. Elections should be held in an easily accessible central location within the Association’s primary park when there are normal Association activities scheduled at the park to provide the best opportunity for members to vote. Associations are also encouraged to provide a process for members to vote electronically.

To serve as a member of the Association executive committee, a candidate must have a child actively participating in the Association program at the time of the elections.

The Association shall consider any and all qualified candidates interested in running for a Board position. The Association nominating committee shall prepare a recommended slate of officers and submit to the City for review at least thirty (30) days prior to the elections. The slate of officers must be advertised along with the notice of elections. Nominees must successfully pass the City’s criminal history check before being included in the slate of officers.

The Association must furnish a list of all elected board members, addresses, email addresses, telephone numbers (home and office) to the Department no later than one (1) month after the elections. City will verify residency and notify Commission liaison of City resident percentage of newly elected board.

Board members are expected to adhere to the City’s volunteer code of conduct. Upon election to the board and no less than once every two years, board members shall review and sign the City’s volunteer code of conduct.

4. ASSOCIATION MEETINGS AND ANNUAL MEETING

Upon request, Association must provide copies of meeting minutes from Association membership and board meetings to Association members and City. It is recommended that meeting minutes be posted on the Association website.

Each Association must schedule a minimum of one (1) annual membership meeting. This meeting shall be for the purpose of electing board members, and any other necessary business. Efforts must be made to contact all members, and the Department must be notified of the meeting. Notice of said meeting must be posted at Department facilities and on the Association website two weeks prior to meeting date.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

5. CAPACITY PLAN

Each Association shall ensure that their total registration for each season does not exceed the capacity of the facilities available. Adequate time shall be allotted for each recreation team to practice and play games. Recreation teams shall have priority of field use for games and practices. Travel/select/elite teams shall be given available field time for practices and games after the recreation teams have been served.

Extra facility space is not available through the City. The Association may seek to utilize facility space at other non-City locations. The Association is financially responsible for field usage fees at non-City locations if applicable.

Field time not used by the Association reverts to the City for use as needed.

6. ASSOCIATION OPERATING BUDGET

Each Association must submit a formal budget to the City to coincide with the start of the Association's fiscal year. The submitted budget must detail revenues offsetting expenditures for the fiscal year, based on the Capacity Plan. Excess revenues should initiate an Association's review of program fees. Non-resident fees should not be included in the budget due to those fees being remitted to the City.

7. FINANCIAL REPORTS

The City assumes no responsibility for the financial well-being or outstanding debts of Associations. Each Association must provide the City with an annual Financial Statement to include a summary of operating income and expenses, capital expenditures, registration fees charged to participants, Federal and State tax returns, and profit/loss statement.

8. LIABILITY INSURANCE COVERAGE

- Each Association must provide comprehensive liability insurance coverage for all players, coaches, officials, volunteers, sub-contractors and all other association participants, minimum of \$1,000,000 coverage stated for Project use, listing names and addresses of designated City venues (to be provided)

The City should be listed as an additional insured. A copy of the current liability insurance coverage policy should be on file with the City, submitted annually.

9. PARTICIPATION REPORTS

All Associations are required to submit a list of registered players to the Department no later than one (1) month after the end of the established program registration period. The list shall be provided in an electronic format (i.e. Microsoft Excel) and shall include each player's name, street address, and zip code. The Department will use the list to verify the resident status of registered players and shall not use the list to promote Department programs, without prior consent of the Association. After the City has verified residency of participants, the City will issue an invoice to the Association for non-resident fees payable to the City.

NOTE: It is imperative that participation information be sent to the Department as soon

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

as possible for Department to verify addresses. Association may send participant information at any time during their registration period for Department to check residency status of participants.

10. REGISTRATION

Associations are encouraged to provide registration dates to the Department in time for inclusion in Department program guides or other promotions. City will notify Associations of the deadline to submit information. The City provides a link to Association websites at www.alpharetta.ga.us. Associations must notify City of any web address changes. Associations are encouraged to establish Facebook events for seasonal registration dates, and to invite the Department page as a co-host at www.Facebook.com/AlpharettaRecreation.

11. CITY RESIDENCY REQUIREMENT FOR TRAVEL/SELECT/ELITE TEAMS

The mission of the Department is to provide quality programs and services to the citizens of Alpharetta. Youth select athletic programs provide high level athletic competition and opportunities for young people. Residency requirement guidelines ensure travel/select/elite teams are formed in the best interest of the City resident participants, to ensure City residents are fairly represented on these teams, to ensure City assets and resources are utilized in the best interest of City resident participants, and to foster long-term success of the Association's competitive youth athletic program.

GUIDELINES:

- A. Open, advertised tryouts must be held prior to team formation. Players are not guaranteed positions on any teams prior to the first tryout date.
- B. For these guidelines, the word "Resident" shall only include residents of the City of Alpharetta.
- C. Each travel/select/elite team must have a minimum of 50% Residents.
- D. Each travel/select/elite team must adhere to the COA guidelines and policy on team formation of Alpharetta Ambush Academy and Select teams dated May 18, 2010.

Each team roster must be verified by Department staff before a team can officially form. Teams that do not meet the minimum requirement will not be permitted to use City facilities for practices and games.

Any team that meets the required Resident percentages as noted above when the team is formed but drops below the minimum percentage during the season due to no fault of their own (i.e., a Resident quits the team, gets injured, relocates, etc.) shall be allowed to exist and continue playing through the remainder of the season.

Any abuse of these guidelines or the intent of these guidelines may result in punitive action, up to and including immediate dissolution of a team.

12. FACILITY USE - RESTRICTIONS

Each Association is organized to provide league play for youth, including player evaluations, pre-season player and coach clinics, league practices, scrimmages, games, and post-season tournaments. All field use shall be coordinated with the Department using whatever methods are agreed to by the parties to insure proper preparation and care of the facilities. Hosting of camps and tournaments involving participants from outside the association's own program along with participants in the Association's own program

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

is allowed but requires coordination with and written consent of the Department. Field rental fees and staff fees may be applicable. Associations must seek approval from the City to host outside camps and tournaments at the parks at least ninety (90) days prior to the proposed event. Staffing fees for these kinds of events may apply. The Association is specifically not permitted to sublet facilities to any individual or organization. The Association's Facility Use Agreement is for the Association's own use.

Associations may not schedule or host any activities at Wills Park on July 4th and 5th due to the City's annual July 4th celebration and fireworks, and day-after park clean-up.

Associations may request special permission from the Department Director to schedule or host any activities at Wills Park on July 4th and/or 5th. The decision shall be made by the Department Director in his sole discretion.

The City reserves the right to restrict facility use on other dates when there are special events hosted by the City, the Department, or a non-City entity utilizing City facilities for a tournament, clinic, camp, etc. deemed appropriate and beneficial to the City. These dates, if applicable, will be included in the annual facility use agreement or will be communicated to the Association as soon as the dates are confirmed.

13. CAPITAL IMPROVEMENTS

The Department formally evaluates the condition of all park facilities and amenities twice per year. During these inspections, Department staff will determine whether or not facilities and amenities are in need of removal, repair, and/or replacement. Maintenance needs are prioritized by the Department based on safety, vandalism, functionality, aesthetics, etc.

During the City budget process (mid-year and/or fiscal year), Department staff will prepare a list of capital improvement projects to be recommended for funding. The list of projects shall include cost estimates and justification and shall be presented to the Commission for review. The Commission shall prioritize the list of projects and may add or delete any projects recommended by staff. The Commission shall approve a capital improvements project budget request to be provided to the City Budget Review Committee and/or Mayor/Council for consideration during the budget process.

Association representatives are encouraged to identify capital improvement projects respective to the facility or facilities on which they operate. The list of projects should be prioritized by the Association Board and presented to the Commission liaison and the Department Director and/or his designee no later than early December prior to the start of the budget process. The Director determines whether or not to include recommended projects in the list that is given to the Commission. Financial partnerships (50/50) between the Associations and the Department are encouraged.

14. ANNUAL PRESENTATION

The President/Commissioner of the Association will be invited to the December meeting of the Commission in order to make a brief presentation on the activities of the Association during the past year and its plans for the following year. Each Association representative will be asked to submit a written report electronically to the City at least one week prior to the meeting. Presentation at the meeting and submission of a written report are both mandatory annual requirements.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

15. CHANGES TO PROGRAM CONTENT, STRUCTURE, PHILOSOPHY, ETC.

Each Association shall communicate to the Commission liaison(s) and employee liaison(s) any and all substantial changes in their program. For this purpose, a **substantial change** shall be defined as any change in the philosophy, mission, and organization of the Association which would impact the delivery of expected service to any and all program participants, current and future.

This includes but is not limited to the following:

- Addition/elimination of any age or skill level
- Addition/elimination of any component of overall program content (i.e. cheerleading, flag football, fast pitch softball, out-of-park All Stars, Sunday select, summer or winter league play, etc.)
- Association by-laws
- Board structure and composition
- Schedule of fees for participants
- Anything that would be in direct conflict with existing City/Department policies

Association shall notify liaisons as soon as the idea for a substantial change is included on an Association meeting agenda. Upon notification by the Association, the Commission and/or employee liaison shall communicate the information to the Department Director or his/her designee. Before any action shall be taken by the Association to implement the substantial change, the Association shall prepare a written proposal outlining the planned change to include justification for the change; benefits of the change to the Association, citizens of Alpharetta, and the City; communication plan to inform the general public; timeline for implementation; financial impact to program participants (if any); legal requirements (if any); etc. It shall be at the sole discretion of the Department to determine if an in-depth written proposal shall be required. This will be determined on a case-by-case basis, depending on the nature of the proposed change.

The Department shall determine the level of approval needed for the Association to implement the substantial change. The approval levels are noted as follows:

- a. Association Board and members only
- b. Department Director or his/her designee
- c. Recreation Commission Sub-Committees
- d. Alpharetta Recreation Commission
- e. Alpharetta Mayor and City Council

18. SPONSORSHIPS/ADVERTISING

Associations are not permitted to display permanent advertising signage of any kind on fences, dugouts, concession buildings, grounds, roadways, etc.

Associations are allowed to seek sponsors to help offset expenses associated with administering their programs and to create a revenue stream for Associations to assist the City in funding capital projects benefitting the parks and facilities they use. Associations are not permitted to obtain sponsorships, including direct financial aid and/or in-kind

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

donations, from any religious organization, individuals, and businesses that compete with contractual obligations of the City. Sponsors must be in good taste and appropriate for City Park environment (i.e. alcohol and/or tobacco-related products/businesses are not allowed to advertise in City parks).

Associations must request in writing to the Department Director permission to display sponsor banners in the parks. With approval of the Department Director, sponsor banners may be displayed on fences only during games. All banners must be taken down immediately at the conclusion of the last game of the day.

Associations are encouraged to support the City's Scoreboard Sponsor Program as a fundraising opportunity for Associations. Associations are assigned certain scoreboards and may sell advertising on these scoreboards per the terms of the City's Scoreboard Sponsor Program. Contact Department Director or his/her designee for information on the City's Scoreboard Sponsor Program.

REQUIREMENTS OF ASSOCIATIONS

1. FACILITY USE AGREEMENT

Any Association operating on City property must sign a Facility Use Agreement with the City. The agreement is issued prior to the start of the calendar year and specifically identifies the facilities to be used by the Association and the terms of that use.

Adherence to all policies and procedures in this manual is considered part of the Facility Use Agreement. The City retains the right to change these guidelines and policies at any time, without advance notice, as it deems appropriate. Any changes will be communicated to the Association within five (5) business days after the change has been made and approved.

In accordance with O.C.G.A. § 36-60-13, this agreement may be renewed for one (1) successive one (1) year term if, prior to the expiration of the then existing term, the parties execute a written agreement to renew same for a one (1) year term. For any such subsequent terms, facilities, dates, times, fees, and any modifications to the agreement will be determined by written agreement of the City and Association.

With respect to renewal of this agreement, any Association currently holding a Facility Use Agreement will receive priority, unless the City has reason to revoke the agreement. Facilities not in use will be distributed on a first come first served basis.

2. COACH CERTIFICATION AND TRAINING

Association must provide coach certification and/or training for all head and assistant coaches of each team. It is the responsibility of the Association to ensure that their volunteers complete all legally mandated training programs before being permitted to coach a team. Association must provide documentation of such training to the City upon request.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

A comprehensive training program should include but not be limited to the information listed below:

- Sport Specific Training
- How to Organize Practices
- Communication with Parents
- Basic First Aid and CPR/AED
- Concussion Awareness Training
- Mandatory Child Abuse Reporting Requirement
- Severe Weather Policies and Procedures
- Heat and Hydration Guidelines
- Association Mission/Expectations
- Association Relationship with the City

3. SELECTION OF COACHES

Associations are responsible to select qualified coaches for their program. Each Association shall establish their own criteria to determine qualifications of coaches, such as coaching experience, past playing experience, etc.

4. FEES AND CHARGES

Note: Each Association will adhere to fee policies set by the City, including fees that may not yet be currently established.

Registration Fees

All registration fees shall be fair and equitable to all participants. Associations shall communicate to participants what the registration fee covers, including the number of practices and games per season. Registration fees shall be derived from predicted costs to operate the program, to fund Association operations, and to fund park capital improvements (current and future) that mutually benefit the City and Association.

Registration fees shall include the total cost of operating the association's program to include but not limited to; cost of uniforms, player awards, umpires/officials, equipment for the league/teams, first aid supplies, marketing, web administration, general maintenance of facilities, etc.

Non-Resident Fees

All program participants who reside outside the city limits of Alpharetta will be assessed a non-resident fee. Association shall pay the City non-resident fees for each Association non-resident participant in their program. This fee shall be paid for each athletic season held each year (fall, winter, spring, and/or summer), and must be paid to the City no later than three (3) months after the end of the last game of the season.

Association non-resident fees shall be calculated at 75% more than the resident registration fee.

Note: the dollar amount of the Association non-resident fee shall not exceed the highest non-resident fee charged to participants in youth athletic programs managed directly by the Department. (Department's highest recreation league non-resident fee shall be the

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

maximum for the Association's recreation league non-resident players. Department's highest travel/select league non-resident fee shall be the maximum for the Association's travel/select/division 1 league non-resident players.)

At least two (2) weeks before the advertisement/announcement of registration and non-resident fees for a particular season, the Association must submit a fee schedule to the Department. The Department will review the fee schedule and will have final approval of any and all non-resident fees.

The Association will be responsible for the determination of city residence during the registration period. Within one (1) week after receiving the Association's participation list with addresses, the Department will verify player residency and report information to the Association. The non-resident fee will be paid directly to the City of Alpharetta based on the Department's verification of player residency. The Association is responsible for remitting non-resident fees for all non-City participants, regardless of whether or not it was collected by the Association.

City of Alpharetta employees and their immediate family members, regardless of where they reside, are considered Residents and may register during the Resident registration period. Non-resident fees are waived for these participants. Associations should contact the Department to verify employee status.

Scholarships

The Association should make available a reasonable number of scholarships for participants requiring assistance. The Association shall determine the eligibility criteria for scholarship recipients and shall determine whether or not to charge non-resident fees to scholarship recipients. Regardless, the Association is responsible to pay the City non-resident fees for non-resident scholarship recipients to the City.

Admission Fees

Associations are not allowed to require an admission fee to any normal association play. Admission fees may be collected for tournament play or other special events, upon approval of the Department. The Association must submit a letter of request in order to have an admission fee request approved.

5. PROGRAM/FACILITY SCHEDULES

Associations are required to submit all master schedules to the Department *prior* to the beginning of use of any City facility. This includes tryout dates, practice schedules, opening ceremonies, game schedules, special events such as player clinics, travel team schedules, etc. These schedules should be submitted thirty (30) days prior to the beginning of any program. Facility use outside the scope of the Facility Use Agreement must be requested through the Department and is not guaranteed.

6. SAFETY/ACCIDENT PREVENTION

Associations are responsible for operating their programs in a safe and effective manner. All fields, equipment and other facilities should be inspected before each use.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

Associations should have an adequate number of adults present at each scheduled activity to supervise the participants from the outset to the close of the program. League officials are responsible for insuring that all programs are operated under safe weather conditions. Safety plans should be implemented in case hazardous situations should occur.

7. DISCRIMINATION

Associations must provide equal opportunity without regard to race, color, religion, sex, national origin, age, veteran's status, and disability. Associations must comply with the Americans with Disabilities Act (ADA) of 1990 and provide reasonable accommodations to members of the public, if so requested, unless participation would create a risk to any participant.

8. MAINTENANCE/FACILITY UPKEEP

The Department will be responsible for all field and facility preparation for all practices and games. This includes game day facility preparation, grass mowing, and lining of baseball and softball fields. Parks Services staff will prepare fields only once per day, usually in the morning. Staff is not available to prepare fields on Sundays. Staff is not responsible for lining of grass football fields.

Associations are responsible to report any and all facility maintenance issues to the Department as soon as they are noticed.

Associations are required to provide safe sports equipment for participants.

Associations are responsible for picking up litter around facilities and placing it in proper receptacles after the conclusion of a scheduled program. This includes playing areas, walkways, restrooms, press boxes, concession stands, dugouts, etc.

Associations should take proper steps to ensure that scheduled activities do not infringe on park neighbors or other park users. This includes reducing excessive noise, excessive traffic, parking problems, etc.

9. WEATHER POLICIES

The Department will determine if fields are playable. Associations will be notified as early as possible if the fields are not playable. Associations are prohibited from field use if the field has been deemed "unplayable." In the event of inclement weather after the Department's normal business hours, the Association is responsible for determining field playability. Associations are expected to exercise good judgment in determining if a field is playable, keeping the safety of the players foremost.

Associations must adhere to the **City's Severe Weather Policy**. For the safety of all, the City of Alpharetta observes the following severe weather procedures for all outdoor programs: Any flash or sound (thunder) which indicates diminishing weather conditions will result in the immediate suspension of any outdoor activities for a safe waiting period of **thirty (30) minutes**. All participants will be encouraged to seek shelter immediately.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

Department staff and/or on-site supervisors will monitor conditions during this time. Subsequent flashes or sounds will result in an extended safe waiting period until it is determined by staff or on-site supervisor either that conditions are safe to resume scheduled outdoor activities, or that conditions have deteriorated to the point of canceling the outdoor activities.

Associations that do not have their own established **Hydration and Heat Guidelines** must adhere to the Hydration and Heat Related Guidelines observed by the Department. In summary, outdoor activities must be canceled if the WBGT (Wet Bulb Globe Temperature) is over 92 degrees. Additional guidelines also apply. A copy of the guidelines in their entirety will be provided to Associations.

Associations that do not have their own established **Cold Weather Policy** must adhere to the Cold Weather Policy observed by the Department. The policy is as follows: If the official Alpharetta, GA temperature according to www.weather.com is forecasted to be 30 degrees or lower at the time of the scheduled practice or game, it is recommended that the scheduled event be cancelled. If the temperature reaches 25 degrees, it is mandatory the event be cancelled.

The Department may cancel and/or postpone all youth programs and activities whenever Fulton County Schools are closed for inclement weather. If Department cancels programs, Associations shall also cancel programs.

10. CONCESSIONS OPERATIONS

Associations must comply with Fulton County Health Department regulations for concessions operations. Associations are required to purchase their own supplies and equipment, such as microwave, popcorn machine, nacho machine, crock pot, etc.

Associations are required to comply with the terms and conditions of City contracts with food and/or beverage providers for concession operations. Failure to adhere to the terms of any City contracts with concessions providers may result in termination of the facility use agreement. Contact the Department Director or his/her designee for information on current contracts.

Each Association that utilizes the services of a contract vendor (“for-profit” business or individual) to provide concession operations is required to pay the City 15% of all gross receipts from concessions. Gross receipts will constitute any and all revenues collected from sales of concessions. This 15% must be paid directly to the City and held by the City for projects the Association requests (in escrow). Projects for future park improvements require Department Director and Recreation Commission approval. All capital improvements must be completed prior to the start of the following season unless the City agrees that it is in the best interest of the City to delay the completion of the capital improvement.

Each Association that utilizes volunteer board members and/or parents to operate the concession stand is not required to remit a percentage of revenue to the City.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

Concession facilities must be cleaned after each use and at the end of the season. Necessary building maintenance and vandalism should be reported to the City.

11. RESTROOMS

It shall be the responsibility of Associations to ensure that restrooms are inspected after each program session. The City is responsible for the supply of paper products and general maintenance that may occur.

12. SECURING OF FACILITIES

An Association Board member, Coach or Club Approved Field Marshall should be responsible for securing facilities after each use, including all practices and games. This includes closing and locking of all buildings, the turning off of all lights and scoreboards, and ensuring all necessary gates are closed and secured. Association board members and coaches are asked to turn off lights and scoreboards immediately following the last practice or game of the night, instead of waiting for the timer to take effect.

13. KEYS

Keys to all required facilities will be distributed to the Commissioner/President of the Association and may be distributed to the necessary individuals. A list of all individuals who have keys in their possession shall be submitted to the Department. The Association is responsible for returning all issued keys at the conclusion of the program. Any unreturned keys are subject to a fine at the discretion of the City. Periodically, the Department will change the locks and/or combinations to buildings, gates, and electrical boxes. The Department will notify affected Association of any changes and will supply new keys/combinations as needed.

14. PUBLICITY

Associations must provide the Department with information at least two (2) weeks prior to publicizing the information to past and potential participants and on the Association website. The purpose of this is to ensure that guidelines for registration and fee structures (resident/non-resident) are followed by each Association. The Department will review information and notify Association within five (5) business days if any changes need to be made in order to comply with established guidelines.

The Department will provide links to Association websites on the City's website, www.alpharetta.ga.us. The Association must notify the City if the web address changes. Associations may request assistance from the City to help with marketing of registration. City may send news releases to local media outlets, email notifications to Department participants, include information in the City's e-newsletter and the Department's Facebook page. The City will not pay for Association advertising, flyers, mailings, etc.

15. PUBLIC USE OF FIELDS

The Facility Use Agreement applies only to organized league play for the duration of the agreement as specified on the agreement. Unless otherwise scheduled, the facilities are available to the public on a first come first serve basis or may be rented by the Department to outside groups for activities deemed appropriate and beneficial to the City.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

The terms of any facility rental agreements between the Department and outside groups are established and agreed upon solely by the City and the group renting the City's facilities. These agreements are independent of the lease agreements with the Associations. The City will not rent facilities to teams and programs that compete with the City's partner Associations. The City may host large tournaments through the Alpharetta Convention and Visitors Bureau.

16. ACCIDENT/INCIDENT REPORTS (attached)

The Association is responsible for filing an accident/incident report to the City which documents the details of any accident, injury, or incident which occurs on City property. The report should detail what occurred, the time of the accident/incident, where it occurred, who was involved, and who witnessed the accident/incident and filed the report. A copy of the accident/incident report is included in this manual. The report shall be submitted to the Department within two (2) working days of the accident/incident. Any and all accidents/incidents must be reported!

17. PARTICIPANT EVALUATIONS

All participants in Association programs must be given an opportunity to complete a participant evaluation at the conclusion of each athletic season in which he/she participated. The evaluation should include questions pertaining to the administration and organization of the program (i.e., ease of registration, quality of the coaches, program structure, program content, etc.), and the condition and appearance of the Department facilities. The Association should ask participants for comments and suggestions to improve the program. A summary of participant evaluations should be prepared and distributed to the Association Board, the Department, and the Recreation Commission within two (2) months at the end of each season. Upon request, the Association must make completed participant evaluations available to the Department and/or Commission. The City reserves the right to conduct independent participant surveys.

18. GRIEVANCE PROCEDURE

All participants must have due process to address any grievances with the Association's Board at a scheduled meeting.

19. COMPLAINT PROCEDURE

Any written complaint regarding a coach, league official, umpire, etc., should be copied to the Department Director.

20. BACKGROUND CHECK - VOLUNTEERS

All Association board members and any individual who wants to coach a youth team shall go through the City's criminal history background check once per calendar year. All potential volunteers must complete the Request for Criminal History form and provide a copy of valid photo identification. An Association representative shall be designated to collect the documentation and shall submit this to the designated Department staff, who will coordinate with Alpharetta Department of Public Safety.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

The Recreation Services Manager confers with the Department Director on any problematic criminal history background checks. Any individual who does not meet City standards for criminal history background check will not be allowed to coach in the youth league and should not be assigned a team. Potential volunteers who refuse to provide information necessary to complete the criminal history background check shall not be allowed to volunteer.

NOTE: Associations are responsible for collecting and submitting criminal history background check documentation (forms and photo ID) at least one (1) month prior to finalizing team coaching assignments. This will allow ample time for the criminal history background check to be completed. Association will be notified of any and all potential volunteers who do not successfully pass the City's criminal history background check. It is the Association's responsibility to inform volunteers of the outcome of their criminal history background checks. The City provides a process for any denied application to request an appeal of decision. This information is available upon request. The Department strongly encourages all Associations to submit background checks for potential assistant coaches.

21. BACKGROUND CHECK – OFFICIALS AND UMPIRES

Each Association who has a contractual agreement with an outside vendor to provide officiating services for the Association shall require, as part of the written agreement, that all officials/umpires who will be scheduled to officiate at Association activities complete a criminal history background check prior to officiating any games for the Association. The criminal history background check should be performed once per calendar year. The Association shall require appropriate documentation of completion of background checks. Documentation must be maintained on file by the Association.

22. MANDATORY REPORTING LAW

Volunteers who work with children are required by law to report suspected child abuse. The mandatory reporting requirement is a provision in HB 1176, the criminal justice reform bill signed by Governor Nathan Deal on May 2, 2012. Specifically, HB 1176 changed the definition of "child service organization personnel" to include volunteers. The law defines "child service organization personnel" as follows: "Child service organization personnel" means persons employed by or volunteering at a business or an organization, whether public, private, for profit, not for profit, or voluntary, that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children."

It will be the responsibility of each Association to ensure that all volunteers and contracted vendors are notified of the law. All Association volunteers must complete a training program before being allowed to serve as a volunteer for the Association. The City will provide access to online training for volunteers as available.

23. CONCUSSION AWARENESS POLICIES AND PROCEDURES

HB 48 by the Georgia Legislature requires agencies to educate youth athletes and their parents on the dangers of concussions in youth athletic activities. The Georgia Department of Public Health is referring everyone to the “Heads Up – Concussion in Youth Sports” program offered by the CDC. The following is a link to the program: http://www.cdc.gov/concussion/HeadsUp/online_training.html.

It is the policy of the Department to educate coaches, referees, employees, instructors of at-risk activities, trainers, parents, and participants of the signs, symptoms and behaviors consistent with sports- and activity-induced concussions. Further, the Department requires that any participant, under the age of 18, suspected of a concussion or head injury must be removed from the activity and it is recommended that the participant be examined by a licensed health care provider. If a participant is deemed by a licensed health care provider to have sustained a concussion, Department personnel or other designated personnel (coaches, referees, instructors of at-risk activities, trainers, and parents) shall not permit the participant to return to play until he or she receives documented clearance from a licensed health care provider for a full or graduated return to play.

A full copy of the Department’s policies and procedures is available upon request.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

FACILITY GUIDELINES AND ORDINANCES

Associations are responsible for adherence to all City and park ordinances.

1. HOURS OF OPERATION

City facilities open at 8:00am and close at 11:00pm. Associations are not allowed to conduct a program prior to 8:00am and after 11:00pm, unless prior written approval has been given by the Department.

2. USE OF PARKS FOR GOLF PRACTICE

Parks may not be used for golf practice, with the exception of disc golf which is permitted at the disc golf course at Wills Park.

3. MOTOR VEHICLES IN PARKS

Motorized vehicle operation is restricted to prescribed paths, marked roadways, driveways and parking lots. This also applies to parking in areas other than designated parking spaces. Unauthorized vehicles are not allowed in “plaza” areas of ball fields without permission from the Department.

4. LITTER CONTROL

It is unlawful to litter. Each Association is responsible for insuring that all fields, parking lots, restrooms, dugouts, bleachers, concession areas, etc. are kept clean and litter free on a daily basis. Clean up fees may be assessed to Associations not adhering to this policy. All litter should be picked up and placed in the proper containers.

5. ALCOHOL BEVERAGES

Per City ordinance, the selling or consumption of alcoholic beverages on park property is strictly prohibited.

6. TOBACCO USE

Per City ordinance, the use of any and all tobacco products on park property is strictly prohibited.

7. ANIMALS IN PARKS

Other than service animals, it is against park regulations for any individual who possesses or is in charge of a domestic animal, restrained or unrestrained, to bring the animal onto any athletic field. It is the owner’s responsibility to remove any animal excrement deposited by their animal on park property and dispose of it in a sanitary manner. For the safety of all, pet owners are required by law to obey Fulton County leash laws while visiting city of Alpharetta park facilities.

8. NOISES AND SOUNDS PROHIBITED

It is unlawful for any person to make, continue or cause to be made any loud, unnecessary or unusual noises that annoy, disturb, injure, or endanger the safety or comfort of others in the area.

9. CLOSING OF BALLFIELDS

The Department may close to the Association and/or public any ballfield or facility for maintenance purposes. Such facilities will be posted, and it is unlawful for any person to enter a closed facility.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

PARK/FACILITY REGULATIONS

1. Associations conducting youth activities on City facilities must have at least one (1) adult present for every fifteen (15) youth participating in an activity to supervise all scheduled activities from the outset to the conclusion of the activity.
2. Participants, Spectators, Parents, Coaches, or Officials of an organization must display appropriate conduct while operating activities on City facilities and must adhere to the Department's Code of Conduct. A copy of this document is available upon request. Association is responsible to provide this information to the appropriate parties. Continuous failure to do so could result in the termination of this agreement.
3. The Association shall be responsible for any damage incurred to the facilities while in use by the Association. Persistent damage to City facilities while in use by the Association could result in agreement revocation.
4. The Association is responsible for policing the area around athletic fields, plaza areas, parking lots, rest rooms, concession stand, dugouts, and walkways. This must be completed upon the conclusion of each activity.
5. Association representatives are responsible to report any/all suspicious activity occurring on City property to the Department and/or to the City's Department of Public Safety.
6. The Department will supply locks for all required facilities and structures. Keys and/or combinations will be distributed as per Department policy.
7. The City shall be responsible for mowing the grass, moving bleachers, general maintenance, etc., unless otherwise specified in the agreement.
8. A designated Association member must make sure the facilities are secure and all lights turned off before departing the area.
9. The Department reserves the right to cancel any scheduled activities when it is believed that such use as during bad weather would damage facilities or put participants at risk.
10. Bicycles, roller blades, skateboards are prohibited on walkways or other designated areas.
11. No game shall begin after 10:00pm; every effort should be made to conclude by 11:00pm.
12. Questions, recommendations, complaints, etc. regarding park facilities and operations should be directed to the Department: 678-297-6152, athleticprograms@alpharetta.ga.us.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

DEPARTMENT PERSONNEL AND CONTACT INFORMATION

Director

Morgan Rodgers, CPRP 678-297-6103 mrogers@alpharetta.ga.us

Administrative Office Coordinator

Sarah Bausano 678-297-6104 sbausano@alpharetta.ga.us

Projects Manager

Kurt Kirby, CPRP, CPO, CPSI 770-740-1034 kkirby@alpharetta.ga.us

Wills Park Manager – Park Facilities, Equestrian Center

Matt Casey, CPRP 678-297-6122 mcasey@alpharetta.ga.us

Parks Services Manager – Park Supervisors, Greenway

Eric Milley, CPO, CPSI 678-297-6106 emilley@alpharetta.ga.us

Park Supervisor II

Barry Pike (Wills Park) 678-297-6125 bpike@alpharetta.ga.us
Chris Anderson, CPSI, CPO (North Park) 770-751-7840 canderson@alpharetta.ga.us
Nate Hand, CPSI (Webb Bridge) 770-751-7841 nhand@alpharetta.ga.us

Administrative Assistant II - Parks

Ruby Flynn 678-297-6123 rflynn@alpharetta.ga.us

Community Services Manager

Amanda Musilli 404-314-1245 amusilli@alpharetta.ga.us

Communications Manager

Deanna McKay 678-879-2568 dmckay@alpharetta.ga.us

Cultural Arts Services Manager

Kim Manning 678-297-6078 kmanning@alpharetta.ga.us
Alpharetta Arts Center 678-297-6135 arts@alpharetta.ga.us

Recreation Services Manager

Christine Young 678-297-6154 cyoung@alpharetta.ga.us

Recreation Centers/Program Areas

General Information 678-297-6100 recreation@alpharetta.ga.us
Athletics Supervisor II- Tyler Spinnenweber 678-297-6163 athleticprograms@alpharetta.ga.us
Alpharetta Community Center (Wills Park) 678-297-6100 accprograms@alpharetta.ga.us
Alpharetta Adult Activity Center (North Park) 678-297-6140 activeadults@alpharetta.ga.us
Wills Park Recreation Center (Wills Park) 678-297-6130 wprcprograms@alpharetta.ga.us
Wills Park Pool, Aquatics and Wellness 678-297-6153 aquatics@alpharetta.ga.us

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES



City of Alpharetta Accident / Incident Report Form

Date of accident/incident _____ Time of accident/incident _____

Facility where accident/incident occurred _____

Specific location of accident/incident within the facility _____

Number of persons involved _____ Police notified Y N EMS notified Y N

Information on persons involved in the accident/incident:

NAME (please print)	PHONE	Under the age of 18
	Day: Evening:	
	Day: Evening:	
	Day: Evening:	

Information on witnesses to the accident/incident

NAME (print)	SIGNATURE	PHONE
		Day: Evening:
		Day: Evening:
		Day: Evening:
		Day: Evening:

ACCIDENT/INCIDENT SUMMARY:

If applicable, who offered treatment options

Did the injured party waive treatment Y N

**Photos of accident/incident site taken Y N

Person completing form _____
(Print name) Signature Date

Person completing form _____
Day phone Evening phone

** Take photographs of the accident/incident site as soon as practical but within 24 hours of the accident/incident
Fax or email completed form to **Safety/Risk Administrator at 678-297-6065**
osutton@alpharetta.ga.us; and City at 678-297-6154 or recreation@alpharetta.ga.us.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

ASSOCIATION CHECKLIST

REQUIRED ANNUALLY AND/OR BEFORE SEASON BEGINS EACH YEAR:

<u>DESCRIPTION</u>	<u>DUE*</u>	<u>DONE</u>
Proof of Non-profit status submitted to ARPCS	On file each year	_____
Current Association by-laws to ARPCS	On file each year	_____
Copy of Certificate of Insurance naming ARPCS as a certificate holder	On file each year	_____
Open election of Board of Directors	On file each year	_____
Annual membership meeting	Annually	_____
Coach Background Check Consent Forms	Annually	_____
Signed Facility Use Agreement	Annually	_____
Financial Statements – to include the following;	Annually	_____
1. Summary of operating budget, income and expenses		
2. Summary of capital expenditures		
3. Registration fees charged to participants		
4. Federal and State tax returns		
5. Profit and Loss statement		
Slate of nominated officers and home address to ARPCS 30 days before elections		_____
List of elected officers to ARPCS	One month after elections	_____
Rosters to ARPCS	One month after end of registration period	_____
Master Schedule to ARPCS (tryouts, practices, games)	1 month before season	_____

REQUIRED AFTER THE SEASON ENDS:

<u>DESCRIPTION</u>	<u>DUE*</u>	<u>DONE</u>
Participant Evaluation Summary to ARPCS	2 months after each season	_____
Payment of Non-Resident Fees to City	3 months after each season	_____
List of Certified Coaches to ARPCS	Provide upon request	_____

REQUIRED SEASONALLY/AS NEEDED:

<u>DESCRIPTION</u>	<u>DUE*</u>	<u>DONE</u>
List of key holders to ARPCS	Update as necessary	_____
Accident/Incident Reports	As necessary	_____
Copy of Coach Complaint to ARPCS	As necessary	_____
Information for ARPCS promotions	TBD by ARPCS	_____

**Due Dates for each Association will be discussed and agreed upon with each Association Commissioner/President during the contract review process. Some Due Dates will vary per Association, based on Association fiscal year.*

Note: ARPCS = Alpharetta Recreation, Parks and Cultural Services

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

FACILITY USE AGREEMENT

This agreement made this _____ by the City of Alpharetta and _____, a non-profit organization called the “Association”.

Witnessed:

In consideration of the mutual agreements contained in this document, the City and Association agree as follows:

1. The Association agrees to provide a youth sports program (organized league play) as a service for the City in accordance with all policies and procedures for youth sports associations operating on city property previously set forth, (including the Youth Athletic Association Facility Use Agreement and Organizational Requirements) and attached in this agreement.
2. This Facility Use Agreement shall begin on the Effective Date and terminate on December 31, 2024. Thereafter, in accordance with O.C.G.A. § 36-60-13, this agreement may be renewed for one (1) successive one (1) year term if, prior to the expiration of the then existing term, the parties execute a written agreement to renew same for a one (1) year term. For any such subsequent terms, facilities, dates, times, fees, and any modifications to the agreement will be determined by written agreement of the City and Association.
3. The City agrees to authorize the Association the use of fields and facilities as listed below at _____. The agreement includes use of all support structures (dugouts, lights, press-boxes, concession stands, storage facilities, bleachers, batting cages, fencing, etc.) for approved league play unless otherwise specified. See Exhibit A for detailed information on days and times of approved use of fields and facilities.
4. The Association agrees the facilities will be used in a safe manner, and in compliance with all applicable federal and state laws and City ordinances, rules and regulations.
5. Association shall not cause or permit damage or injury to the facilities. No alteration, addition, or improvement to the facilities shall be made by the Association without prior written consent from the City. Such alterations, additions, or improvements shall become and remain City property.
6. Failure of the City to insist upon strict performance of any term or condition of this agreement shall not be a waiver of any right or remedy the City may have and shall not be a waiver of any subsequent breach of terms or conditions.
7. The City may enter the facilities at any time during the period of this agreement for inspection or supervision as deemed necessary.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

8. It is agreed and understood that the Association shall indemnify and hold the City, its agents and employees harmless from any and all liability, costs, legal fees, expenses, damage or injury to participants or property, and any claim or causes of action arising out of the performance of this agreement or negligence.
9. This agreement may be modified only by a written agreement between the City and the Association.
10. It is the understanding of the City and the Association that nothing contained in this agreement shall be interpreted to assign to the Association any status under this agreement other than that of an independent Association.
11. Nothing within this agreement shall be construed as a waiver of governmental immunity by the City, its officers or employees.
12. For the purpose of this agreement, any notices required to be sent to the parties shall be mailed to the following respective addresses:

ASSOCIATION NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

WEBSITE: _____

EMAIL: ^a _____

CITY: Alpharetta Recreation, Parks & Cultural Services
2 Park Plaza
Alpharetta, GA 30009
Attn: Athletics Supervisor
678-297-6163
athleticprograms@alpharetta.ga.us

13. It is agreed between the City and the Association that this agreement shall be executed in an original and one copy, which may be used for any purpose for which the original may be used.
14. The City has designated the Athletics Supervisor II for the City as its contact person, coordinator, and liaison person with the Association in the execution of the terms of this agreement.

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

15. The Association shall not have the right to assign the interest it holds in this agreement.
16. The facilities shall not be used for any purpose other than those designated within this agreement, without the written consent of the City.
17. The Association may not deny participation in any park or program based on race, color, national origin, religion, sex, age, or disability.
18. The Association members agree to abide by all City policies and procedures as attached in this agreement.
19. The Association will adhere to fee policies set by the City, including fees that may not yet be currently established.
20. This Agreement shall not be assigned or subcontracted in whole or in part without the prior written consent of ARPCS. This Agreement shall be construed under and governed by the laws of the State of Georgia. This Agreement is the complete understanding of the parties in respect of the subject matter of this Agreement and supersedes all prior agreements relating to the same subject matter. The parties may modify this Agreement only by written instrument signed by each of the parties hereto. Failure by either party to enforce a provision of this Agreement shall not constitute a waiver of that or any other provision of the Agreement. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement.
21. The Association acknowledges and agrees that by virtue of the fact that the fields and other facilities made available to the Association under this Facility Use Agreement were funded by the taxpayers of the City and are owned by the City, and further due to the fact that the recreation fees generated from the availability of such fields, the Association is subject to the Open Records and Open Meeting laws of the state of Georgia. The Association agrees to comply with those laws. To the extent that the Association is uncertain or needs assistance as to proper compliance with such laws, the City shall provide such assistance and guidance. The Association further agrees that all books and records of the Association shall be made available to the City of Alpharetta as and when requested for review or audit.
22. City shall have the right to terminate this Agreement upon failure of Association to perform its obligations to the satisfaction of City. Prior to exercising this right of termination, City shall provide Association with a written notice specifying Association's failure to perform and providing Association with a reasonable opportunity to cure its performance. In the event that Association fails to cure its performance, or in the event of subsequent failure to perform, City shall have the right to immediately terminate the Agreement by providing written notice of termination to Association.

Association shall have the right to terminate this Agreement upon failure of City to perform its obligations to the satisfaction of Association. Prior to exercising this right of

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

termination, Association shall provide City with a written notice specifying City's failure to perform and providing City with a reasonable opportunity to cure its performance. In the event that City fails to cure its performance, or in the event of subsequent failure to perform, Association shall have the right to immediately terminate the Agreement by providing written notice of termination to City.

Either party may terminate this Agreement at any time without cause upon ninety (90) days written notice to the other party.

I hereby acknowledge and understand that the Association of which I am authorized to represent will abide by and comply with the terms and conditions as set forth in this Facility Use Agreement as well as all of the policies, procedures, guidelines, and rules contained within the City's Youth Athletic Association Handbook. I understand that failure of the Association or any of its members to comply may result in termination of this Agreement with the City.

By: _____
Association Representative

By: _____
Mayor, City of Alpharetta

Name: _____

Date: _____

Title: _____

Phone: _____

Email: _____

By: _____
City Administrator

APPROVED AS TO FORM:

By: _____
City Attorney

Date: _____

ALPHARETTA RECREATION, PARKS & CULTURAL SERVICES

EXHIBIT A – 2024 Facility Use Agreement

Annual Association Schedule (attachment)

EXHIBIT A
2025 FACILITY USE AGREEMENT – ALPHARETTA YOUTH SOFTBALL ASSOCIATION (AYSA)

MOU WITH CITIES OF JOHNS CREEK & MILTON

The City of Alpharetta Mayor and Council Members approved a resolution to enter memorandum of understandings (MOU's) with the City of Johns Creek and the City of Milton. The "Parks without Borders" MOU provides for a mutual waiving of non-resident fees for residents of each city who participate in the partner city's recreational softball program. The MOU also allows residents of each partner city to register for the other city's recreational softball program during the second week of registration instead of during the third week of registration. This MOU shall be in effect for the 2025 seasons and shall be renewed automatically with registration through the 2026 seasons unless either City delivers written notice of non-renewal to the other City at least ninety (90) days prior to the expiration of the term or any renewal term.

FIELD SPACE ALLOCATION FOR 2025

Field space at North Park will be allocated by the city to the Association based on demonstrated need by the Association. Association shall use field space solely for the purpose of providing organized Association activities including but not limited to team practices, games, end of season tournaments, player clinics, coach clinics, umpire clinics, camps, and tournament organized solely by Association officials. The City reserves the right to use unscheduled field space for other activities, tournaments, camps, rentals, etc.

SPRING SEASON – January 1, 2025 – May 18, 2025:

- Fields 1-4: Tuesdays, Thursdays, and Fridays from 5pm to 11pm; and Saturdays from 8am to 10pm; AYSA will be given right of first refusal if fields are available Monday & Wednesday
- Fields 1-4: Sundays from 8:00am to 10pm, if needed and agreed upon by City and Association
- Fields 5-8: Monday through Friday from 5pm to 11pm; Saturdays from 8am to 10pm; and Sundays from 8am to 10pm
- EXCEPTION to spring season field usage is as follows:
 - Field 5: Association agrees to provide field space for North Metro Miracle League on Saturdays as needed for their spring program with dates/times to be coordinated through the City and NMML
 - Additional tournaments and events may be added after the execution of this use agreement.

SUMMER SEASON – May 19, 2025 – August 4, 2025:

- Fields 1-4: Fridays from 5pm to 11pm and Saturdays from 8am to 11pm; AYSA will be given right of first refusal if fields are available Monday – Thursday.
- Fields 1-4: Sundays from 8:00am to 10pm, if needed and agreed upon by City and Association
- Fields 5-8: Monday through Friday from 5pm to 11pm; Saturdays from 8am to 10pm; and Sundays from 8am to 11pm
- EXCEPTION to summer season field usage is as follows:
 - Field 5: Association agrees to provide field space for North Metro Miracle League as needed for summer camps and programs with dates/times to be coordinated through the City and NMML

- Fields 1-8: These fields are not available June 6-9, 2025, Triple Crown Zoom into June Tournament; July 10-13, 2025 Triple Crown SE Nationals
- Additional tournaments and events may be added after the execution of this use agreement.

FALL SEASON – August 5, 2025 – November 9, 2025:

- Fields 1-4: Fridays from 5pm to 11pm; and Saturdays from 8am to 10pm; AYSA will be given right of first refusal if fields are available Monday- Thursday.
- Fields 1-4: Sundays from 1pm to 6pm, if needed and agreed upon by City and Association
- Fields 5-8: Monday through Friday from 5:00pm to 11pm; Saturdays from 8am to 10pm; and Sundays from 8am to 10pm
- EXCEPTION to fall season field usage is as follows:
 - Field 5: Association agrees to provide field space for North Metro Miracle League on Saturdays as needed for their fall program with dates/times to be coordinated through the City and NMML
 - Fields 6-7: These fields may be rented by Kings Ridge Christian School softball teams August to October for practices and games; 3:00-5:00pm. Dates to be coordinated by the city in coordination with the Association.
 - Additional tournaments and events may be added after the execution of this use agreement.

Invoicing Schedule

The Association shall be responsible for submitting rosters to designated City staff in a timely manner for residency invoicing:

Youth Athletics SEASONAL INVOICING				
SEASON	ASSOCIATION	SEASON DATES	ROSTER VERIFICATION	INVOICE SUBMISSION
Fall	AYBA, AYSA, AMBUSH, NAFL, Phoenix Rugby	Sept.-Nov.	Early November	Mid-December
Winter				
Spring	AYBA, AYSA, Ambush Travel, Phoenix Rugby	Mar.-May	Early April	Mid-May
Summer	AYBA, AYSA	June-July	Mid-July	Mid-August

Residents on rosters will be verified per the MOU for each Association.

AYSA: Residents- Alpharetta & Milton; Johns Creek Recreational Only

This fee shall be paid for each athletic season held each year (fall, winter, spring, and/or summer), and must be paid to the City no later than three (3) months after the end of the last game of the season.

TRAVEL/SELECT/ELITE TEAMS: Each team roster must be verified by Department staff before a team can officially form. Teams that do not meet the minimum requirement will not be permitted to use City facilities for practices and games.

To check residency: <https://alphagis.alpharetta.ga.us/AlphaGIS/>

AYSA - 2025 Contact

Name/Title: Shannon Gill
Email: shannongill90@gmail.com
Phone: 770-655-6622



STAFF REPORT

Department: Legal
Submitted By: Lauren Shapiro
Meeting Date: January 27, 2025

AGENDA ITEM:

Agreement for Exchange of Realty: 840 and 850 Old Rucker Road

Consideration of approval of an Agreement for Exchange of Realty between the City of Alpharetta and Jonna L. Beiletti for property referred to as 840 Old Rucker Road and 850 Old Rucker Road and with authorization for the Mayor to execute all necessary documents.

STAFF RECOMMENDATION:

Approve an Agreement for Exchange of Realty between the City of Alpharetta and Jonna L. Beiletti for property referred to as 840 Old Rucker Road and 850 Old Rucker Road and authorize the Mayor to execute all necessary documents.

BUDGET & PROCUREMENT:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
-----------------------------	----------------------

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>
-----------------------------	----------------------

ITEM DESCRIPTION:

O.C.G.A. § 36-37-6(c) authorizes the City to dispose of real property by exchange without the requirement of a sealed bid or auction when the real property so acquired is of equal or greater value than the property previously belonging to the City.

If approved, this agreement would allow the City to dispose of 2,726 square feet of property located at 850 Old Rucker Road in exchange for 2,726 square feet of property located at 840 Old Rucker Road and owned by Jonna L. Beiletti.

ALTERNATIVES:

Do not approve the agreement.

ATTACHMENTS:

1. Agreement for Exchange of Realty Old Rucker Road Beiletti

AGREEMENT FOR EXCHANGE OF REALTY

THIS AGREEMENT FOR EXCHANGE OF REALTY (the “Agreement”) is made and entered into this ____ day of _____, 2025, by and between the **CITY OF ALPHARETTA, GEORGIA**, a municipal corporation of the State of Georgia, acting by and through its governing authority, the Mayor and City Council (the “City”), and **JONNA L. BEILETTI** (referred to herein as “Beiletti”) (City and Beiletti are also collectively referred to as the “Parties,” and individually as a “Party,” herein).

RECITALS

WHEREAS, Beiletti represents that she owns that certain real property located in Land Lot 1243 of the 2nd District, 2nd Section of Fulton County, Georgia, bearing situs address 840 Old Rucker Road (Alpharetta), with assigned Fulton County Tax Parcel Number (“TPN”) 22 418012430086 and which property includes an area of approximately 0.0626 acre (2,726 square feet) as more particularly depicted in that certain survey attached hereto marked Exhibit A (the “Parcel A”);

WHEREAS, the City represents that it owns that certain real property located in Land Lot 1243 of the 2nd District, 2nd Section of Fulton County, Georgia, bearing situs address 850 Old Rucker Road (Alpharetta), with assigned TPN 22 418012430508 and which property includes an area of approximately 0.0626 acre (2,726 square feet) as more particularly depicted in that certain survey attached hereto marked Exhibit A (the “Parcel B”);

WHEREAS, Beiletti desires to dispose of Parcel A in exchange for Parcel B and the City desires to dispose of Parcel B in exchange for Parcel A;

WHEREAS, O.C.G.A. § 36-37-6(c) authorizes the City to dispose of real property by exchange without the requirement of a sealed bid or auction when the real property so acquired is of equal or greater value than the property previously belonging to the City;

WHEREAS, within six (6) weeks preceding the closing of any such proposed exchange of real property, a notice of the proposed exchange of real property shall be published in the official organ of the City once a week for four (4) weeks;

WHEREAS, Parcel A was appraised on November 25, 2024, by Greg Malcom & Associates, Inc., who determined the fair market value to be \$26,606.00;

WHEREAS, Parcel B was appraised on November 25, 2024, by Greg Malcom & Associates, Inc., who determined the fair market value to be \$26,606.00;

WHEREAS, the Parties hereto have considered the appraised values of both Parcel A and Parcel B and have approved of such values;

WHEREAS, following the exchange, the City intends to incorporate Parcel A into its abutting park or recreational area;

WHEREAS, in accordance with O.C.G.A. § 36-80-18(a), before the City is authorized to accept or otherwise acquire any real property which is intended to be used for a park or recreational area, a Phase 1 Environmental Site Assessment ("Phase 1 ESA") must be performed and any dangers noted must be eliminated.

NOW, THEREFORE, for and in consideration of the mutual covenants herein, the Parties hereby agree to the above recitals and as follows:

AGREEMENT

1. The City agrees to convey Parcel B to Beiletti on or by the “Closing Date” (as defined below in Section 6) by quit claim deed substantially in the form attached hereto marked Exhibit B.

2. Beiletti agrees to convey Parcel A to the City on or by the Closing Date by quit claim deed substantially in the form attached hereto marked Exhibit C.

3. The conveyances described above shall occur simultaneously on the Closing Date (the said conveyances are referenced herein as the “Closing”), subject to the terms and conditions as herein stated.

4. Consideration. The consideration of this Agreement shall be, and is hereby limited to, the mutual exchange of real property between the Parties.

5. Due Diligence. The Parties shall have a **ninety (90) day** due diligence period commencing immediately upon execution of this Agreement (the “Due Diligence Period”). During the Due Diligence Period, the Parties may enter the respective parcels and may conduct environmental testing, including but not limited to soil borings, and may otherwise generally inspect the exchange property. It is agreed that such papers that may be legally necessary to carry out the terms of this Agreement shall be executed and delivered by the parties prior to Closing. If a Party declines or fails to accept the exchange property at or by Closing, then this Agreement shall be null and void, whereupon the Parties hereto shall have no further rights, duties, obligations, or liabilities to one another hereunder.

Specifically, during the Due Diligence Period, the City shall undertake to have a Phase 1 ESA performed on Parcel A and Beiletti acknowledges and agrees that she shall eliminate any dangers noted therein before the City may accept the conveyance of Parcel A. Further, the City

shall, within six (6) weeks preceding the Closing Date, cause a notice of the proposed exchange of real property to be published in the official organ of the City once a week for four (4) weeks.

Specifically, during the Due Diligence Period, Beiletti shall procure the full release of any security interest or any other interest, whether recorded or unrecorded, that is or may be made against Parcel A such that the said parcel will be free of any and all claims, liens or other encumbrances upon conveyance to the City. Beiletti shall provide proof that all such releases have been garnered and, if applicable, recorded, prior to the Closing Date.

6. Closing Date. The Closing shall be conducted within **ninety (90) days** of the Effective Date of this Agreement unless such date is extended or as otherwise agreed to by the Parties herein (the "Closing Date"). Title to the exchange properties shall transfer between the Parties at the time of Closing. Closing shall be accomplished upon the recording of the corresponding conveyance documents, which may occur upon confirmation that all conditions required herein to be performed by either Party have been properly and fully completed in advance of the Closing Date.

7. Taxes. All taxes, assessments, and encumbrances which are a lien against the exchange properties' corresponding tax parcels shall remain the responsibility of the corresponding Grantors. Real estate taxes which are a lien (but are not yet due and payable) will also remain the responsibility of the corresponding Grantors.

8. Risk of Loss. All risk of loss or damage to the exchange properties will pass between the Parties at Closing. In the event that loss or damage occurs to the exchange properties prior to Closing, the Parties may, without liability, refuse to accept the conveyance of title, or they alternatively may elect to accept the conveyance of title to the exchange properties "AS IS."

9. Right of Entry. The Parties may enter upon the exchange properties at reasonable times for surveying and other reasonable purposes related to this transaction beginning on the Effective Date of this Agreement, through and including the time of delivery of possession of the Closing. This right of entry granted is in addition to those Due Diligence Period rights as identified in Section 5 above. Entry upon the exchange properties in accordance with this paragraph shall be undertaken in such a manner so as to not unreasonably interfere with either Party's ongoing operations or in such a manner as would cause permanent or long-term damage to the exchange properties.

10. Preservation of Property. The Parties agree that the exchange properties shall remain in the condition as they are now (excepting, however, Beiletti's obligation to remove any dangers, if any, within/on Parcel A as described in Section 5 herein) until the delivery of possession of the exchange properties between the Parties, and both Parties will prevent and refrain from any use of the exchange properties for any purpose or in any manner which would adversely affect the other's use and enjoyment of the property in the future.

11. Binding Effect. The agreements set forth herein are to apply to and bind the heirs, executors, administrators, successors, personal representatives and assigns of the Parties.

12. Final Agreement. This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both Parties.

13. Severability. If any paragraph, subparagraph, sentence, clause, phrase, or any portion of this Agreement shall be declared invalid or unconstitutional by any court of competent jurisdiction or if the provisions of any part of this Agreement as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be

construed to affect the portions of this Agreement not held to be invalid. It is hereby declared to be the intent of the Parties to provide for separable and divisible parts, and they do hereby adopt any and all parts hereof as may not be held invalid for any reason.

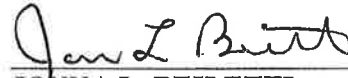
14. Governing Law. This Agreement shall be governed, construed, and interpreted by, through and under the laws of the State of Georgia, including but not limited to the Georgia Open Meetings Act (O.C.G.A. § 50-14-1 et seq.) and the Georgia Open Records Act (O.C.G.A. § 50-18-70 et seq.).

15. Public Meeting Requirement. In accordance with the Georgia Open Meetings Act, the City's decision to enter into this Agreement to exchange real property must be made in an open (i.e., public) meeting where the identity of the properties and the terms of the exchange are disclosed before the vote. See O.C.G.A. § 50-14-3(b).

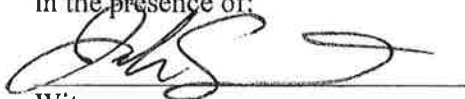
16. Broker or Agent. The Parties agree that no broker or agent has been engaged by either Party in this transaction.

(signature pages follow)

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year first written above (the "Effective Date"), which shall be the date this Agreement is approved by the City Council of Alpharetta.


JONNA L. BEILETTI

SIGNED, SEALED, AND DELIVERED
in the presence of:


Witness


Notary Public
My Commission Expires: 08-21-27



[SIGNATURES CONTINUE ON THE FOLLOWING PAGE]

[SIGNATURES CONTINUED FROM PREVIOUS PAGE]

Signed, sealed, and delivered
in the presence of:

CITY OF ALPHARETTA, GEORGIA,
by and through its City Council

Unofficial Witness

By: _____ (SEAL)
Jim Gilvin, Mayor
Mayor, City of Alpharetta

Attest:

By: _____
Lauren Shapiro, City Clerk

Notary Public
My Commission Expires: _____

[NOTARY SEAL]

Approved as to Substance:

Chris Lagerbloom, City Administrator

Approved as to form:

Molly Esswein, City Attorney

EXHIBIT A

Survey Depiction of Exchange Properties

PROPERTY EXHIBIT
FOR
CITY OF ALPHARETTA
LOCATED IN
LAND LOT 1243
2ND DISTRICT, 2ND SECTION
CITY OF ALPHARETTA, FULTON COUNTY, GEORGIA

THIS BLOCK RESERVED FOR THE CLERK OF
THE SUPERIOR COURT.

SURVEY NOTES

1. THE FIELD DATA UPON WHICH THIS SURVEY IS BASED HAD A CLOSURE OF ONE FOOT IN 40,597 FEET AND AN ANGULAR ERROR OF 2" PER ANGLE POINT AND WAS ADJUSTED USING THE COMPASS RULE.
2. EQUIPMENT USED:
A TRIMBLE "S" SERIES TOTAL STATION WAS USED TO OBTAIN ANGULAR MEASUREMENTS AND DISTANCE MEASUREMENTS.

A TRIMBLE R-10 DUAL FREQUENCY GPS UNIT WAS USED FOR ESTABLISHING CONTROL. A NETWORK ADJUSTED RTK SURVEY WAS PERFORMED AND ADJUSTED BY RELATIVE POSITIONAL ACCURACY.
3. ACCORDING TO THE "FIRM" (FLOOD INSURANCE RATE MAP) OF DEKALB COUNTY, GEORGIA (PANEL NUMBER 13121C0054F), DATED 09/18/2013; A PORTION OF THE SURVEYED AREA LIES WITHIN A SPECIAL FLOOD HAZARD AREA.
4. THE BEARINGS SHOWN ON THIS SURVEY ARE COMPUTED ANGLES BASED ON A GRID BEARING BASE (GA WEST ZONE) NAD83.
5. FIELD WORK FOR THIS PROPERTY WAS COMPLETED ON 09/15/2023.

SURVEYOR'S CERTIFICATE:

THE PROPERTY HEREON LIES COMPLETELY WITHIN A JURISDICTION WHICH DOES NOT REVIEW OR APPROVE ANY PLATS OR THIS TYPE OF PLAT PRIOR TO RECORDING. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-6-67.



WILLIAM C. WOHLFORD, JR.
GEORGIA REGISTERED LAND SURVEYOR NO. 2577

PARCEL A
AREA= 2,726 SQ. FT. OR 0.0626 AC.

PARCEL B
AREA= 2,726 SQ. FT. OR 0.0626 AC.

LOCATED IN
LAND LOT 1243
2ND DISTRICT, 2ND SECTION
CITY OF ALPHARETTA,
FULTON COUNTY, GEORGIA
DATE: 10/15/2024 SHEET NO. 1 OF 2

PROPERTY EXHIBIT
FOR
CITY OF ALPHARETTA

PROPERTY SWAP BETWEEN:
**JONNA L. BEILETTI &
THE CITY OF ALPHARETTA**
TAX PARCEL # 22 418012430086
& 22 418012430508

TerraMark Land Surveying, Inc.
1396 Bells Ferry Road
Marietta, Georgia 30066
Phone No. (770) 421-1927
www.TerraMark.com
C. O. A.# LSF000810



PATH: S:\SURVEY\2022\2022-003\DGN\EXHIBIT.DGN

EXHIBIT B

UPON RECORDING, PLEASE RETURN TO:

Joanna L. Beiletti
840 Rucker Road
Alpharetta, GA 30004

QUIT CLAIM DEED TO CONVEY BY SURVEY LEGAL

STATE OF GEORGIA
COUNTY OF FULTON

THIS INDENTURE, made this ____ day of _____, 202_, between the **City of Alpharetta, Georgia**, a municipal corporation of the State of Georgia, as party of the first part, (hereinafter "Grantor"), and **Jonna L. Beiletti**, (hereinafter "Grantee").

WITNESSETH: That Grantor, for and in consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration in hand paid, the receipt and legal sufficiency of which are hereby acknowledged, has bargained, sold, and does by these presents sell, remise, convey and forever QUIT CLAIM to Grantee, Grantee's successors and assigns, all of Grantor's interest in that certain property and improvements and/or appurtenances thereunto attached or serving, to wit:

SEE EXHIBIT A (SURVEY LEGAL DESCRIPTION)

TO HAVE AND TO HOLD the said described premises unto the Grantee so that neither the said Grantor nor Grantor's successors or assigns, nor any other person or persons claiming under Grantor shall at any time, by any means or ways, have claim or demand any right, title, or interest to the aforesaid described premises or appurtenances, or any rights thereof.

The purpose of this deed is to convey any and all interest of Grantor in and to subject property by survey description.

IN WITNESS WHEREOF, Grantor has hereunto set its hand and seal, the day and year above written.

[SIGNATURES BEGIN ON THE FOLLOWING PAGE]

Signed, sealed, and delivered
in the presence of:

CITY OF ALPHARETTA, GEORGIA,
by and through its City Council

Unofficial Witness

By: _____ (SEAL)
Jim Gilvin, Mayor
Mayor, City of Alpharetta

Attest:

By: _____
Lauren Shapiro, City Clerk

Notary Public
My Commission Expires: _____

[NOTARY SEAL]

[EXHIBIT A (SURVEY LEGAL DESCRIPTION) ON THE FOLLOWING PAGE]

EXHIBIT A (SURVEY LEGAL DESCRIPTION)

EXHIBIT "A"

PROPERTY DESCRIPTION

Being a strip or parcel of land running in, through, over and across the property now or formerly owned by the City of Alpharetta, Georgia, as described in a deed recorded among the Land Records of Fulton County, Georgia in Deed Book 57485, Page 289 and as shown as Parcel "B", on a Property Exhibit prepared by TerraMark Land Surveying, Inc. and attached hereto, said strip or parcel of land lying within Land Lot 1243, 2nd District, 2nd Section of Fulton County, Georgia and being more particularly described as follows:

To find the Point of Beginning, commence, at a rock found at the common corner of Land Lots 1243, 1244, 1277 & 1278 of the aforesaid District and Section, said point being at State Plane Coordinate (Georgia West Zone) of North: 1,483,289.20; East 2,245,589.80; thence, leaving said point and running with the easterly line of aforesaid Land Lot 1278, South 00° 48' 59" West, 57.48 feet to a ½ inch rebar found on the Northeasterly Right of Way Line of Old Rucker Road (having an apparent 40 feet wide right of way); thence, running with the said line of Old Rucker Road, North 49° 22' 53" West, 339.52 feet; thence, North 49° 14' 53" West, 392.78 feet to a ½ inch rebar found (bent); thence, leaving the aforesaid line of Old Rucker Road and running, North 10° 13' 17" East, 126.14 feet to the True Point of Beginning of the herein described strip or parcel of land; thence, leaving the said Point of Beginning and continuing with said line,

1. North 10° 13' 17" East, 132.51 feet to a ½ inch rebar found; thence,
2. South 89° 03' 43" East, 39.51 feet to a ½ inch capped rebar set (labeled LSF000810); thence,
3. South 25° 01' 57" West, 129.40 feet to a ½ inch capped rebar set (labeled LSF000810); thence,
4. South 33° 27' 31" West, 15.00 feet to the Point of Beginning, containing 2,726 square feet or 0.0626 of an Acre of land, more or less.

Property is subject to all easements and rights of way recorded and unrecorded.

PROPERTY EXHIBIT
FOR
CITY OF ALPHARETTA
LOCATED IN
LAND LOT 1243
2ND DISTRICT, 2ND SECTION
CITY OF ALPHARETTA, FULTON COUNTY, GEORGIA

THIS BLOCK RESERVED FOR THE CLERK OF
THE SUPERIOR COURT.

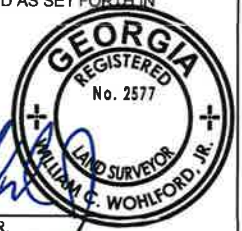
SURVEY NOTES

1. THE FIELD DATA UPON WHICH THIS SURVEY IS BASED HAD A CLOSURE OF ONE FOOT IN 40,597 FEET AND AN ANGULAR ERROR OF 2" PER ANGLE POINT AND WAS ADJUSTED USING THE COMPASS RULE.
2. EQUIPMENT USED:
A TRIMBLE "S" SERIES TOTAL STATION WAS USED TO OBTAIN ANGULAR MEASUREMENTS AND DISTANCE MEASUREMENTS.

A TRIMBLE R-10 DUAL FREQUENCY GPS UNIT WAS USED FOR ESTABLISHING CONTROL. A NETWORK ADJUSTED RTK SURVEY WAS PERFORMED AND ADJUSTED BY RELATIVE POSITIONAL ACCURACY.
3. ACCORDING TO THE "FIRM" (FLOOD INSURANCE RATE MAP) OF DEKALB COUNTY, GEORGIA (PANEL NUMBER 13121C0054F), DATED 09/18/2013; A PORTION OF THE SURVEYED AREA LIES WITHIN A SPECIAL FLOOD HAZARD AREA.
4. THE BEARINGS SHOWN ON THIS SURVEY ARE COMPUTED ANGLES BASED ON A GRID BEARING BASE (GA WEST ZONE) NAD83.
5. FIELD WORK FOR THIS PROPERTY WAS COMPLETED ON 09/15/2023.

SURVEYOR'S CERTIFICATE:

THE PROPERTY HEREON LIES COMPLETELY WITHIN A JURISDICTION WHICH DOES NOT REVIEW OR APPROVE ANY PLATS OR THIS TYPE OF PLAT PRIOR TO RECORDING. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-6-67.



WILLIAM C. WOHLFORD, JR.
GEORGIA REGISTERED LAND SURVEYOR NO. 2577

PARCEL A
AREA= 2,726 SQ. FT. OR 0.0626 AC.

PARCEL B
AREA= 2,726 SQ. FT. OR 0.0626 AC.

LOCATED IN
LAND LOT 1243
2ND DISTRICT, 2ND SECTION
CITY OF ALPHARETTA,
FULTON COUNTY, GEORGIA
DATE: 10/15/2024 SHEET NO. 1 OF 2

PROPERTY EXHIBIT
FOR
CITY OF ALPHARETTA

PROPERTY SWAP BETWEEN:
**JONNA L. BEILETTI &
THE CITY OF ALPHARETTA**
TAX PARCEL # 22 418012430086
& 22 418012430508

TerraMark Land Surveying, Inc.
1396 Belis Ferry Road
Marietta, Georgia 30066
Phone No. (770) 421-1927
www.TerraMark.com
C. O. A.# LSF000810



PATH: S:\SURVEY\2022\2022-003\DGNE\EXHIBIT.DGN

EXHIBIT C

UPON RECORDING, PLEASE RETURN TO:

Joshua F. Jones, Esq.
Jarrard & Davis, LLP
222 Webb Street
Cumming, GA 30040

QUIT CLAIM DEED TO CONVEY BY SURVEY LEGAL

STATE OF GEORGIA
COUNTY OF FULTON

THIS INDENTURE, made this ____ day of _____, 202_, between **Jonna L. Beiletti**, as party of the first part (hereinafter "Grantor"), and, the **City of Alpharetta, Georgia**, a municipal corporation of the State of Georgia, as party of the first part, (hereinafter "Grantee").

WITNESSETH: That Grantor, for and in consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration in hand paid, the receipt and legal sufficiency of which are hereby acknowledged, has bargained, sold, and does by these presents sell, remise, convey and forever QUIT CLAIM to Grantee, Grantee's successors and assigns, all of Grantor's interest in that certain property and improvements and/or appurtenances thereunto attached or serving, to wit:

SEE EXHIBIT A (SURVEY LEGAL DESCRIPTION)

TO HAVE AND TO HOLD the said described premises unto the Grantee so that neither the said Grantor nor Grantor's successors or assigns, nor any other person or persons claiming under Grantor shall at any time, by any means or ways, have claim or demand any right, title, or interest to the aforesaid described premises or appurtenances, or any rights thereof.

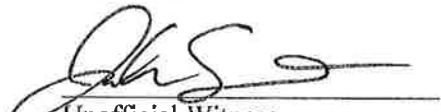
The purpose of this deed is to convey any and all interest of Grantor in and to subject property by survey description.

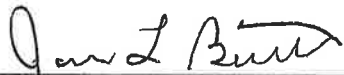
IN WITNESS WHEREOF, Grantor has hereunto set its hand and seal, the day and year above written.

[SIGNATURES BEGIN ON THE FOLLOWING PAGE]

Signed, sealed and delivered

in the presence of:


Unofficial Witness

By: 
Jonna L. Beiletti


Notary Public
My commission expires: 08-21-27



[EXHIBIT A (SURVEY LEGAL DESCRIPTION) ON THE FOLLOWING PAGE]

EXHIBIT A (SURVEY LEGAL DESCRIPTION)

EXHIBIT "A"

PROPERTY DESCRIPTION

Being a strip or parcel of land running in, through, over and across the property now or formerly owned by Jonna L. Beiletti, as described in a deed recorded among the Land Records of Fulton County, Georgia in Deed Book 53677, Page 206 and as shown as Parcel "A", on a Property Exhibit prepared by TerraMark Land Surveying, Inc. and attached hereto, said strip or parcel of land lying within Land Lot 1243, 2nd District, 2nd Section of Fulton County, Georgia and being more particularly described as follows:

To find the Point of Beginning, commence, at a rock found at the common corner of Land Lots 1243, 1244, 1277 & 1278 of the aforesaid District and Section, said point being at State Plane Coordinate (Georgia West Zone) of North: 1,483,289.20; East 2,245,589.80; thence, leaving said point and running with the easterly line of aforesaid Land Lot 1278, South 00° 48' 59" West, 57.48 feet to a ½ inch rebar found on the Northeasterly Right of Way Line of Old Rucker Road (having an apparent 40 feet wide right of way); thence, running with the said line of Old Rucker Road, North 49° 22' 53" West, 339.52 feet; thence, North 49° 14' 53" West, 392.78 feet to a ½ inch rebar found (bent) at the True Point of Beginning of the herein described strip or parcel of land; thence, leaving the said Point of Beginning and continuing with the said line of Old Rucker Road,

1. North 49° 15' 46" West, 50.17 feet to a ½ inch rebar found; thence, leaving the aforesaid line of Old Rucker Road and running,
2. North 33° 27' 31" East, 109.55 feet; thence,
3. South 10° 13' 17" West, 126.14 feet to the Point of Beginning, containing 2,726 square feet or 0.0626 of an Acre of land, more or less.

Property is subject to all easements and rights of way recorded and unrecorded.

PROPERTY EXHIBIT
FOR
CITY OF ALPHARETTA
LOCATED IN
LAND LOT 1243
2ND DISTRICT, 2ND SECTION
CITY OF ALPHARETTA, FULTON COUNTY, GEORGIA

THIS BLOCK RESERVED FOR THE CLERK OF
THE SUPERIOR COURT.

SURVEY NOTES

1. THE FIELD DATA UPON WHICH THIS SURVEY IS BASED HAD A CLOSURE OF ONE FOOT IN 40,597 FEET AND AN ANGULAR ERROR OF 2" PER ANGLE POINT AND WAS ADJUSTED USING THE COMPASS RULE.
2. EQUIPMENT USED:
A TRIMBLE "S" SERIES TOTAL STATION WAS USED TO OBTAIN ANGULAR MEASUREMENTS AND DISTANCE MEASUREMENTS.

A TRIMBLE R-10 DUAL FREQUENCY GPS UNIT WAS USED FOR ESTABLISHING CONTROL. A NETWORK ADJUSTED RTK SURVEY WAS PERFORMED AND ADJUSTED BY RELATIVE POSITIONAL ACCURACY.
3. ACCORDING TO THE "FIRM" (FLOOD INSURANCE RATE MAP) OF DEKALB COUNTY, GEORGIA (PANEL NUMBER 13121C0054F), DATED 09/18/2013; A PORTION OF THE SURVEYED AREA LIES WITHIN A SPECIAL FLOOD HAZARD AREA.
4. THE BEARINGS SHOWN ON THIS SURVEY ARE COMPUTED ANGLES BASED ON A GRID BEARING BASE (GA WEST ZONE) NAD83.
5. FIELD WORK FOR THIS PROPERTY WAS COMPLETED ON 09/15/2023.

SURVEYOR'S CERTIFICATE:

THE PROPERTY HEREON LIES COMPLETELY WITHIN A JURISDICTION WHICH DOES NOT REVIEW OR APPROVE ANY PLATS OR THIS TYPE OF PLAT PRIOR TO RECORDING. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-6-67.



WILLIAM C. WOHLFORD, JR.
GEORGIA REGISTERED LAND SURVEYOR NO. 2577

PARCEL A
AREA= 2,726 SQ. FT. OR 0.0626 AC.

PARCEL B
AREA= 2,726 SQ. FT. OR 0.0626 AC.

LOCATED IN
LAND LOT 1243
2ND DISTRICT, 2ND SECTION
CITY OF ALPHARETTA,
FULTON COUNTY, GEORGIA
DATE: 10/15/2024 SHEET NO. 1 OF 2

PROPERTY EXHIBIT
FOR
CITY OF ALPHARETTA

PROPERTY SWAP BETWEEN:
**JONNA L. BEILETTI &
THE CITY OF ALPHARETTA**

TAX PARCEL # 22 418012430086
& 22 418012430508

TerraMark Land Surveying, Inc.
1396 Bells Ferry Road
Marietta, Georgia 30066
Phone No. (770) 421-1927
www.TerraMark.com
C. O. A.# LSF000810



PATH: S:\SURVEY\2022\2022-003\DGN\EXHIBIT.DGN

