1. May 3, 2022 Agenda Material
   Documents:

   05032022 AGENDA MATERIAL.PDF

2. May 3, 2022 Meeting Agenda
   Documents:

   05032022 MEETING AGENDA.PDF
The Georgia Conflict of Interest in Zoning Action Statue (O.C.G.A. §§ 36-67A-1 et seq.) requires disclosure of certain campaign contributions made by applicants for rezoning actions and by opponents of rezoning application. A rezoning applicant or opponent of a rezoning application must disclose contributions or gifts which in aggregate total $250.00 or more if made within the last two years to a current member of Effingham County Planning Board, Board of Commissioners, or other Effingham County official who will consider the application. The campaign contribution disclosure requirement applies to an opponent of a rezoning application who publishes his or her opposition by appearance before the Planning Board or Board of Commissioners or by any other oral or written communication to a member or members of the Planning Board or Board of Commissioners. Disclosure must be reported to the Board of Commissioners by applicants within ten (10) days after the rezoning application is filed and by opponents at least five (5) days prior to the first hearing by the Planning Board. Any person knowing failing to comply with these requirements shall be guilty of a misdemeanor.

"Individuals with disabilities who require special needs to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities should contact the County Clerk at 912-754-2123 promptly to afford the County time to create reasonable accommodations for those persons."

**PLEASE TURN OFF YOUR CELL PHONE**

Agenda

Virtual Meeting Information:
Zoom link:
https://us06web.zoom.us/j/88387585556?pwd=bDhncFEvSlMwdmN2VW9NWUR5OHduQT09
Phone Number: 1-929-436-2866
Meeting ID: 883 8758 5556
Access Code: 645218

I. Call to Order
II. Roll Call
III. Invocation
IV. Pledge to the American Flag
V. Agenda Approval - Consideration of a resolution to approve the agenda.
VI. Minutes- Consideration to approve the April 19, 2022 work session and regular meeting minutes and the April 21, 2022 work session minutes
VII. Public Comments - Agenda Items ONLY
VIII. Correspondence - Documents from this meeting are located in the Clerk's Office and on the Board of Commissioner's website
IX. Consent Agenda

1. [2022-220 Agreement]
   Consideration to approve to allow the Agreement with The City of Pooler for the use of an inmate work detail to renew for an additional 12 month period

2. [2022-221 Agreement]
   Consideration to approve the renewal of an Intergovernmental Agreement for School Resource Officers between the Effingham County School District, Effingham County BOC and the Effingham County Sheriff’s Office for FY23

3. [2022-222 Agreement]
   Consideration to approve the renewal of the Intergovernmental Agreement with the Georgia Department of Public Safety for antenna/receiver space on the County tower located at the transfer site on Courthouse Road

4. [2022-223 Contract]
   Consideration to approve to allow the Contract for inmate commissary services at Effingham County Prison with McDaniel Supply Company to renew for a one-year term from July 1, 2022 to June 30, 2023

5. [2022-224 Agreement]
   Consideration to approve the renewal of Accountability Court Agreement (Mental Health/Drug Court)

6. [2022-225 Grant Award]
   Consideration to approve to accept a Grant Award from the CRC Senior Center Mini-Grant in the amount of $6000

7. [2022-226 Grant Award]
   Consideration to approve acceptance of a Grant Award from Petco Love Animal Welfare Grant Program in the amount of $7500

X. Old Business

1. [2022-189 Public Hearing] Teresa Concannon
   The Planning Board recommends denying an application by On Site Truck Maintenance, LLC as Agent for William Henry Webb for a conditional use located at 1105 Stillwell Road to allow for a diesel truck and semi-truck service business, zoned B-2 Map# 409 Parcel# 49A (Fourth District) (this item was postponed from the 04/05/2022 meeting)

2. [2022-190 Second Reading]
   Consideration to approve the Second Reading of an application by On Site Truck Maintenance, LLC as Agent for William Henry Webb for a conditional use located at 1105 Stillwell Road to allow for a diesel truck and semi-truck service business, zoned B-2 Map# 409 Parcel# 49A (Fourth District) (this item was postponed from the 04/05/2022 meeting)
   Consideration to approve the creation of a pavement management program and Contract with First Step Pavement Management to conduct an assessment of all county roads in the amount of $57,000 *(this item was postponed from the 04/19/2022 meeting)*

XI. New Business

1. [2022-227 Agreement] Pamela Melser
   Consideration to approve an On-Call Services Task Proposal from Spatial Engineering to extract utility features from scanned as-built records

2. [2022-228 Agreement] Pamela Melser
   Consideration to approve an On-Call Services Task Proposal from Spatial Engineering to scan and catalog Effingham County's hard copy drawing records library

3. [2022-229 Funds] Mark Barnes
   Consideration to approve to merge the Wastewater Treatment Plant fund into the Water & Sewer Operating fund

   Consideration to approve Resolution# 022-023 to amend the Fiscal Year 2021-2022 Budget

5. [2022-231 Purchase Order] Alison Bruton
   Consideration to approve Purchase Order #22-17-001 with scDataCom for the new camera system for the Effingham County Sheriff's Office and Jail

6. [2022-232 Agreement] Alison Bruton
   Consideration to approve an Agreement with RICOH for a new copier for the Tax Commissioners Office

7. [2022-233 Agreement] Alison Bruton
   Consideration to approve an Agreement with Enterprise Fleet Management for the collection and auction of the county's old fleet vehicles

8. [2022-234 Agreement] Alison Bruton
   Consideration to approve an updated Agreement with CoStar for Software used by the Tax Assessor's Office

   Consideration to approve Resolution# 022-024 for surplus of items

10. [2022-236 Change Order] Eric Larson
    Consideration to approve Change Order# 4 with Atlas Technical Consultants related to the Effingham Parkway Intersections

    Consideration to approve a Contract related to the realignment of Courthouse Road at McCall Road
12. [2022-238 Contract] *Eric Larson*
   Consideration to approve a Contract Amendment with Hussey, Gay & Bell for the Blue Jay Water Main Extension (Loop B)

XII. **Reports from Commissioners & Administrative Staff**
   1. Discussion on the General Fund operating reserve and General Fund Balance policy

XIII. **Executive Session** - Discussion of Personnel, Property and Pending Litigation

XIV. **Executive Session Minutes** - Consideration to approve the April 19, 2022 executive session minutes

XV. **Planning Board - 6:00 pm**
   1. [2022-239 Public Hearing] *Teresa Concannon*
      The Planning Board recommends approving an application by Dee A. Griffin to rezone 4.94 acres located at 384 Zipperer Road from AR-1 to AR-2, to allow for the separation of a home site Map# 396 Parcel# 56 in the Second District
   2. [2022-240 Second Reading]
      Consideration to approve the Second Reading of an application by Dee A. Griffin to rezone 4.94 acres located at 384 Zipperer Road from AR-1 to AR-2, to allow for the separation of a home site Map# 396 Parcel# 56 in the Second District
   3. [2022-241 Public Hearing] *Teresa Concannon*
      The Planning Board recommends approving an application by Steven Reid as Agent for Paul E. Bruner to rezone 0.8 acres located at 205 Pitts Road from AR-1 to AR-2, to allow for combination with an adjacent parcel Map# 244 Parcel# 9, in the Third District
   4. [2022-242 Second Reading]
      Consideration to approve the Second Reading of an application by Steven Reid as Agent for Paul E. Bruner to rezone 0.8 acres located at 205 Pitts Road from AR-1 to AR-2, to allow for combination with an adjacent parcel. Map# 244 Parcel# 9, in the Third District
   5. [2022-243 Public Hearing] *Teresa Concannon*
      The Planning Board recommends approving an application by Hubert T. Griner Jr. to rezone 3.21 acres located at 1360 Highway 17 South from AR-2 to AR-1 to allow for combination with an adjacent parcel Map# 296 Parcel# 49, in the Third District
   6. [2022-244 Second Reading]
      Consideration to approve the Second Reading of an application by Hubert T. Griner Jr. to rezone 3.21 acres located at 1360 Highway 17 South from AR-2 to AR-1 to allow for combination with an adjacent parcel Map# 296 Parcel# 49, in the Third District
   7. [2022-245 Public Hearing] *Teresa Concannon*
      The Planning Board recommends approving an application by James M. Carlson to rezone 3.87 acres located at 2077 Highway 119 North from AR-1 to AR-2 to allow for a 5-lot subdivision Map# 387 Parcel# 1 in the Third District
8. [2022-246 Second Reading]
Consideration to approve the Second Reading of an application by James M. Carlson to rezone 3.87 acres located at 2077 Highway 119 North from AR-1 to AR-2 to allow for a 5-lot subdivision Map# 387 Parcel# 1 in the Third District.

The Planning Board recommends approving an application by Reuben E. Jenkins III to rezone 1.05 acres located at 351 Webb Road from AR-1 to B-2 to allow for commercial use Map# 389 Parcel# 18, in the Fourth District.

10. [2022-248 Second Reading]
Consideration to approve the Second Reading of an application by Reuben E. Jenkins III to rezone 1.05 acres located at 351 Webb Road from AR-1 to B-2 to allow for commercial use Map# 389 Parcel# 18, in the Fourth District.

11. [2022-249 Public Hearing] Teresa Concannon
The Planning Board recommends approving an application by Gary Ferrell for a variance from section 3.3 to reduce required accessory building setbacks, located at 1129 Ralph Rahn Road to allow for a replacement accessory structure, zoned R-1. Map# 391B Parcel# 2 in the Fourth District.

12. [2022-250 Second Reading]
Consideration to approve the Second Reading of an application by Gary Ferrell for a variance from section 3.3 to reduce required accessory building setbacks, located at 1129 Ralph Rahn Road to allow for a replacement accessory structure, zoned R-1. Map# 391B Parcel# 2 in the Fourth District.

The Planning Board recommends approving an application by Braly Investments as Agent for the Estate of Robert North to rezone 85 (+/-) acres located on Zittrouer Road from R-1 to R-6 to allow for the future development of a residential subdivision Map# 352 Parcel# 79 in the First District.

14. [2022-252 Second Reading]
Consideration to approve the Second Reading of an application by Braly Investments as Agent for the Estate of Robert North to rezone 85 (+/-) acres located on Zittrouer Road from R-1 to R-6 to allow for the future development of a residential subdivision Map# 352 Parcel# 79 in the First District.

15. [2022-253 Sketch Plan] Teresa Concannon
The Planning Board recommends approving an application by Braly Investments as Agent for the Estate of Robert North for a sketch plan for "North Tract Subdivision", a single-family residential development located on Zittrouer Road, zoned R-1, (proposed zoning R-6) Map# 352 Parcel# 79, in the First District.

The Planning Board recommends denying an application by Catalyst Investment Partners, LLC as Agent for Ernest J. Oetgen requests a variance from section 3.4 Buffers to reduce required buffers for an industrial property, to accommodate a proposed industrial development located on Godley Road, zoned I-1. Map# 399 Parcel# 3R, in the First District

17. [2022-255 Second Reading]

Consideration to approve the Second Reading of an application by Catalyst Investment Partners, LLC as Agent for Ernest J. Oetgen requests a variance from section 3.4 Buffers to reduce required buffers for an industrial property, to accommodate a proposed industrial development located on Godley Road, zoned I-1. Map# 399 Parcel# 3R, in the First District

18. [2022-256 Sketch Plan] Teresa Concannon

The Planning Board recommends denying an application by Catalyst Investment Partners, LLC as Agent for Ernest J. Oetgen for a sketch plan for "Stagecoach Industrial Site". Located on Godley Road, zoned I-1 Map# 399 Parcel# 3R in the First District

19. [2022-257 Sketch Plan] Teresa Concannon

The Planning Board recommends approving an application by Brett Bennett as Agent for Greenland Developers, Inc. for a sketch plan for: "Goshen Ext. Apartments" located off of Goshen Commercial Park Drive, a 408-unit multifamily development on 34.6 acres, zoned B-2. Map# 465 Parcels# 2, 2A, 2B, 2C in the Fifth District

20. [2022-258 Public Hearing] Teresa Concannon

The Planning Board recommends approving an application by K&M Effingham Properties, LLC for a variance from Section 3.4 -Buffers to reduce required vegetative buffers for an industrial property located at 1204 Mill Pond Road. Map# 446 Parcel# 7C, in the Fifth District

21. [2022-259 Second Reading]

Consideration to approve the Second Reading of an application by K&M Effingham Properties, LLC for a variance from Section 3.4 -Buffers to reduce required vegetative buffers for an industrial property located at 1204 Mill Pond Road. Map# 446 Parcel# 7C, in the Fifth District

22. [2022-260 Sketch Plan] Teresa Concannon

The Planning Board recommends approving an application by Linda Sims as Agent for K&M Effingham Properties, LLC for a sketch plan for: "ACTION OVERHEAD DOOR WAREHOUSES" located at 1204 Mill Pond Road, zoned I-1. Map# 446 Parcel# 7C in the Fifth District

XVI. Adjournment
Staff Report

Subject: Consideration to allow the agreement with The City of Pooler for the use of an inmate work detail to renew for an additional 12 month period.
Author: Alison Bruton, Purchasing Agent.
Department: Purchasing and Prison
Meeting Date: 05-03-2022
Item Description: Inmate Work Detail Agreement with the City of Pooler

Summary Recommendation: Staff recommends allowing the Agreement between the City of Pooler and Effingham County for the use of an inmate work detail to renew for and additional one-year term from July 1, 2022 to June 30, 2023.

Executive Summary/Background:
- The County currently has an Agreement in place with the City of Pooler for the use of an inmate work detail. The term of the Agreement is July 1, 2017 to June 30, 2018 with additional one-year renewals at the end of each term unless otherwise cancelled.
- Effingham County provides a Correctional Supervisor to supervise the work crew. The City of Pooler will reimburse the County for the cost of employing the Correctional Supervisor.
- The City of Pooler supplies the ride vehicle and the tools required to perform the maintenance activities.
- The City of Pooler pays for fuel to run the vehicle and equipment.
- The City of Pooler pays for the maintenance of the vehicle and equipment.
- The City of Pooler provides all equipment and tools, including safety equipment.
- The cost of the agreement to the City of Pooler is $75,000.00 per year, which includes the cost of employing the Correctional Supervisor.
- The Agreement can be terminated at any time, by either party with 90 days written notice to the other party.
- The City Manager of Pooler has confirmed that the City would like to renew the Agreement for an additional one year term.

Alternatives for Commission to Consider
1. Board approval to allow the Agreement between the City of Pooler and Effingham County for the use of an inmate work detail to renew for and additional one-year term from July 1, 2022 to June 30, 2023.
2. Cancel the Agreement between the City of Pooler and Effingham County for an inmate work detail.

Recommended Alternative: 1

Other Alternatives: 2

Department Review: Purchasing & Prison

Funding Source: All costs to administer the Agreement are paid by the City of Pooler.

Attachments: Work detail Agreement.
State of Georgia  
County of Effingham

THIS AGREEMENT IS BETWEEN THE BOARD OF COMMISSIONERS OF EFFINGHAM COUNTY, GEORGIA AND THE CITY OF POOLER, GEORGIA FOR THE USE OF COUNTY INMATES ON CITY AND COUNTY PROPERTY.

WHEREAS, the EFFINGHAM COUNTY BOARD OF COMMISSIONERS, hereinafter referred to as "Effingham County" houses inmates pursuant to a contract with the Georgia Department of Corrections; and

WHEREAS, Effingham County is authorized to make inmate labor available to other governmental entities; and

WHEREAS, Effingham County's inmate labor force exceeds the County's current demands for inmate labor; and

WHEREAS, the City of Pooler, Georgia hereinafter referred to as "the City of Pooler" is desirous of hiring prison work crews to assist in the maintenance of City Property within the corporate limits of Pooler;

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

WITNESSETH:

PART A

Effingham County and the City of Pooler agree to the following:

(1) Effingham County shall supply to The City of Pooler a work detail, consisting of (1) full-time correctional supervisor employed by Effingham County as an employee of the Prison ("Correctional Supervisor") and no fewer than eight (8) and no more than twelve (12) inmates of the Effingham County Prison Public Work Camp, located in Springfield, Georgia. The correctional supervisor and assigned inmates shall be used exclusively by The City of Pooler and will not be assigned to other duties. The Warden or his designee shall have final authority concerning the number of inmates assigned to the detail taking into consideration the security required and areas that work is performed in.

(2) Under normal circumstances the work detail will work the same hours and under the same conditions as other EFFINGHAM COUNTY PRISON Public Work Camp employees (Monday through Friday, 7:30 a.m. to 3:30 p.m.) which shall include travel time. Whether or not the inmate work detail can be called out during inclement weather or other emergency conditions during other than normal working hours, is subject to the discretion of the Warden, Effingham County Prison, or their designee. Every effort shall be made to run details when it is raining, if it appears rain is scattered or rain will soon end. This will allow inmates to be near or at the assigned work site and go to work as weather conditions improve. Every effort shall be made to run details when the temperature is below twenty-eight (28) degrees Fahrenheit, if it appears that temperatures will quickly rise. Again, this will allow inmates to be near or at the assigned work site and go to work as weather conditions improve.
(3) The Prison shall be responsible for the care, custody, clothing, feeding, and hospital care of said inmates while traveling to and from or working within the City of Pooler, Georgia for work detail purposes.

(4) The Prison will be responsible for guarding and supervising said inmates at all times while working within The City of Pooler, Georgia. The City of Pooler shall provide all the equipment that is needed for the inmate detail.

(5) Effingham County shall be responsible for transportation (in a vehicle furnished by The City of Pooler, the "ride vehicle") of the work detail to and from the Effingham County Prison Public Works Camp to work sites within the incorporated limits of The City of Pooler, Georgia as well as between work sites within The City of Pooler.

(6) All fuels and oils used by the Prison for the ride vehicle or equipment for The City of Pooler work details shall be purchased using a fuel-purchasing card to be supplied to the Prison by The City of Pooler. Effingham County shall be responsible for any misuse of the card. The card is to be used for obtaining gasoline and oil only.

(7) The City of Pooler will supply vehicular insurance for City vehicles used to transport inmates and for equipment used by the inmate work detail. Effingham County shall supply a list of inmates who are authorized to operate The City of Pooler, Georgia equipment, exclusive of any motor vehicle, as defined by O.C.G.A. 40-1-1 (33). This list shall be updated as inmate assignments change. Only personnel previously approved and listed will be allowed to operate the City of Pooler equipment.

(8) The City of Pooler shall furnish all equipment and tools, safety equipment, and transportation vehicles and provide maintenance for all equipment and tools used by the work detail. Portable equipment utilized by the work detail, such as shovels, hand tools, etc., will be stored in a secured "cage" area either inside the ride vehicle or in a trailer towed by the ride vehicle, and larger equipment, such as tractors, will be stored in a City storage facility. A daily inventory of equipment will be kept by the correctional supervisor, and be kept on file at the Prison.

(9) Effingham County shall schedule and have performed all routine and other maintenance of the vehicle as it does other vehicles utilized by work details. All non-routine maintenance shall be approved by The City of Pooler's Public Works Director prior to performing the maintenance. The City of Pooler shall reimburse Effingham County for maintenance of the ride vehicle upon receipt of an invoice for such maintenance costs on a quarterly basis. Payment of necessary vehicle maintenance shall be paid within thirty (30) days of receipt.

(10) The City of Pooler shall direct and supervise the work to be performed; provided however, that no official, employee, or agent of the City of Pooler shall exercise any immediate control, direction, or supervision over any inmate. Effingham County and its officials, correctional supervisors, and employees shall have sole responsibility for guarding, directing, controlling, and supervising said inmates. Directions as to work to be performed shall be communicated to the correctional supervisor having the immediate custody and supervision of the inmates, who shall direct said inmates accordingly. The City of Pooler Public Works Superintendent or his designee shall provide this direction and communicate work assignments on a weekly basis.

(11) Upon receipt of the invoice on a quarterly basis from Effingham County, the City of Pooler will reimburse Effingham County for the cost of employing one (1) correctional supervisor as set forth herein by paragraph 1 above. Payment of the invoice shall be made within thirty (30) days.
of receipt. The total cost under this agreement is seventy-five thousand Dollars ($75,000) per year. This will be prorated for the initial term of June 6, 2017 through June 30, 2018 for a total cost of eighty thousand two hundred eight dollars and 33 cents ($80,208.33). This cost includes the correctional supervisor’s salary and employment benefits, Health Benefits, Retirement, Workers Compensation, Unemployment and Payroll Taxes and a portion of the inmate cost. Effingham County will notify the City of Pooler each year, if there is any change in the cost of the officer, i.e. cost of living raises and annual performance raises.

(12) The correctional supervisor shall meet all requirements established by Georgia Peace Officer Standard Training for supervision of outside work details. The correctional supervisor shall be assigned to Effingham County Prison and shall follow all rules and regulations that are set forth by the County, State, and Effingham County Prison.

(13) Effingham County shall not be required to provide a substitute correctional supervisor for days or for time that the correctional supervisor is on leave or calls in sick, up to a maximum of fifteen (15) days. The prison shall provide a substitute correctional officer for any time missed in excess of fifteen (15) days.

(14) This Agreement may be terminated at any time by either party, with or without cause, by providing the other at least ninety (90) calendar days’ prior written notice.

(15) This Agreement contains the entire agreement of the parties hereto with respect to the subject matter hereof, and no representation, inducements, promises or agreements, oral or otherwise, not expressly set forth herein shall be of any force and effect. This Agreement may not be modified except by written modification executed by all parties hereto.

NOW WHEREAS, This Agreement will become effective on this ___ day of June ________, 2017, upon execution by all parties and will be in effect for the duration of the year, July 1, 2017 through June 30, 2018. This agreement can be renewed for additional twelve (12) month periods after approval by the Board of Commission of Effingham County.

The foregoing is agreeable, this ___ day of May ________, 2017

EFFINGHAM COUNTY BOARD OF COMMISSIONERS

By: ____________________________

Wesley Corbitt, Chairman

Attested: _________________________

Stephanie Johnson, County Clerk

EFFINGHAM COUNTY PRISON

BY: ____________________________

Victor Walker, Warden
THE CITY OF POOLER, GEORGIA

BY:  [Signature]
    Mike Lamb, Mayor

ATTESTED BY:  [Signature]
    Maribeth Lindler, City Clerk

Agreement reviewed and approved by County Attorney,
Staff Report

Subject: Consideration to renew the intergovernmental agreement between the Effingham County School District, Effingham County BOC and the Effingham County Sheriff’s Office for FY23.
Author: Alison Bruton, Purchasing Agent
Department: Purchasing / ECSO
Meeting Date: 05-3-2022
Item Description: Consideration to renew the intergovernmental agreement between the Effingham County School District, Effingham County BOC and the Effingham County Sheriff’s Office for FY23.

Summary Recommendation: Staff recommends renewal of the intergovernmental agreement between the Effingham County School District, Effingham County BOC and the Effingham County Sheriff’s Office for FY23

Executive Summary/Background:
- Unfortunately school violence is a key issue in today’s society. There is a need for proactive planning for preventing future school violence. This agreement shows the commitment to collaboration between government entities to help protect children.
- The Agreement commenced in 2018 and allows for annual renewals from July 1 to June 30 each year unless 60 days written notice if given by either party.
- The BOE has a total of 8 school resource officers.
- The FY23 projected budget is approx. $650,000.00
  a. BOE share 75%= $487,500
  b. BOC share 25% = $162,500
- The agreement has been previously reviewed and approved by the County Attorney.

Alternatives for Commission to Consider:
1. Board approval to allow the intergovernmental agreement between the Effingham County School District, Effingham County BOC and the Effingham County Sheriff’s Office to renew for fiscal year 23.
2. Do not renew the intergovernmental agreement between the Effingham County School District, Effingham County BOC and the Effingham County Sheriff’s Office for fiscal year 23.

Recommended Alternative: 1

Other Alternatives: 2

Department Review: Purchasing / ECSO
Funding Source: Department 17.
Attachments: Agreement
INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN
THE EFFINGHAM COUNTY SCHOOL DISTRICT, EFFINGHAM
COUNTY, AND THE EFFINGHAM COUNTY SHERIFF’S OFFICE

THIS AGREEMENT made and entered into this 2nd day of October, 2018, by and between
EFFINGHAM COUNTY, a political subdivision of the State of Georgia, acting by and through its duly
elected Board of Commissioners (hereinafter “the County”), EFFINGHAM COUNTY SHERIFF’S
OFFICE, acting by and through Jimmy McDuffie in his official capacity as Sheriff of Effingham County,
Georgia (hereinafter “the Sheriff’s Office”), and EFFINGHAM COUNTY SCHOOL DISTRICT, acting
by and through its duly elected Board of Education (hereinafter the “School District”),

WITNESSETH:

WHEREAS, Article IX, Section III, Paragraph I of the Constitution of the State of Georgia provides, in
pertinent part, that a county, school district, or other political subdivision of the State of Georgia, may
contract with one another for the provision of services, and for the use of facilities which the county,
school district, or other political subdivision is authorized by law to provide; and

WHEREAS, the Sheriff, through the Sheriff’s Office and in coordination with the School District, has
instituted and established a School Resource Deputy Program (“the SRD Program”) that provides for the
placement of Sheriff’s Office certified law enforcement officers (“SRDs”) within the School District; and

WHEREAS, the School District agrees to implement the SRD Program in certain School District schools;
and

WHEREAS, the County, the Sheriff, and the School District desire to establish the guidelines of the SRD
Program and have a mutual understanding of the particular roles of each entity in relation to the SRD
Program.

NOW THEREFORE, for good and valuable consideration described herein, the receipt and sufficiency of
which are hereby acknowledged and the mutual covenants and agreements contained in this Agreement,
the parties do hereby agree as follows:

ARTICLE 1 - PURPOSE

The School District, the Sheriff’s Office, and the County agree that the purpose of the SRD
Program is to provide resources and support for School District students, teachers, and staff in law
enforcement related matters. These resources and support include: allowing students to build positive
relationships with law enforcement officers, in the form of SRDs, in a non-confrontational setting;
protecting persons and property on School District grounds; gathering information concerning criminal
activity involving School District grounds; and generally enforcing the laws of the State of Georgia as
well as agreed upon county ordinances on and around School District grounds. For the purposes of this
Agreement, the term "Regular Academic Session" shall mean each period beginning the week prior to the
first day of class and ending one week after the last day of class in regular session at the end of the
school calendar, each such period being comprised of 190 School District business days.

ARTICLE 2 - POLICY

It is the policy of the Sheriff’s Office to maintain a minimum of eight (8) SRDs for the
School District. One SRD each shall be assigned to the three middle schools. One SRD each shall be
assigned to the two high schools. One SRD shall be assigned to the Effingham College & Career Academy. One SRD each shall be assigned to Effingham County High School/Effingham County Middle School and South Effingham High School/South Effingham Middle School, as well as assisting with any other school in the School District as needed. All eight SRDs shall assist with the elementary schools as needed.

ARTICLE 3- CHAIN OF COMMAND

The SRD Program is part of the Sheriff's Office, and all SRDs shall follow the chain of command of the Sheriff's Office. Each SRD shall coordinate activities with the school's administration. All school related activity must be coordinated by each SRD with the principal's office. When an SRD perceives that law enforcement action is required at a school, he/she shall take such action and then notify the principal of the actions taken as soon as reasonably possible thereafter. The SRDs are first and foremost law enforcement officers and employees of the Sheriff's Office and, while performing duties as SRDs, will remain employees of the Sheriff's Office with all rights, benefits, and privileges attaching thereto. At any time during which the School District is not in Regular Academic Session, each SRD will report to the Sheriff's Office and perform duties as assigned by and through the Patrol Division chain of command and receive law enforcement and SRD training. Upon request by the School District, scheduling and time permitting, the SRD shall be available for additional School District related duties at extracurricular activities as designated by school officials during the period when the School District is not in Regular Academic Session including sporting events, school registration, and summer school. SRD duties for extracurricular events and compensation therefor shall be governed by a separate School Function Security Agreement agreed upon and executed by the Sheriff's Office and School District.

ARTICLE 4- SELECTION OF PERSONNEL AND MINIMUM REQUIREMENTS

The Sheriff, based upon criteria to be mutually established by the Sheriff's Office and the School District, shall appoint SRDs. SRDs will be sworn and certified law enforcement officers and will possess, at a minimum, these qualifications:

$ Peace Officers Standards and Training (POST) Certification
$ Demonstrated ability to work well with young people and educators
$ Demonstrated maturity and no history of conduct unbecoming a deputy
$ Skills in interpersonal relationships
$ Skills in de-escalation of conflict and in conflict resolution
$ Must adhere to the Sheriff's Office principle that a balanced approach be taken between law enforcement activity and maintaining healthy community relations with citizens

ARTICLE 5- DISMISSAL OF SRDs

In the event that a principal of a school to which an SRD is assigned believes that the assigned SRD is not effectively performing his/her duties and responsibilities, the superintendent of schools shall notify the SRD Supervisor, as designed by the Sheriff. Within a reasonable amount of time after receiving such notification from the superintendent, the SRD Supervisor shall advise the Sheriff of the superintendent's concerns. If the Sheriff so desires, the superintendent and the Sheriff, or their designees, may meet with the SRD to mediate or resolve any problems they may determine exist. Additionally, the SRD assigned to the school may immediately be re-assigned to another post by the Sheriff.

[Signature]
ARTICLE 6 - SRD DUTIES AND RESPONSIBILITIES

Each SRD shall have the following duties and responsibilities, in addition to those described elsewhere in this Agreement:

$ Provide School District students, faculty, staff, and visitors with the opportunity to meet and interact with a law enforcement officer in a non-confrontational setting.
$ Act as a deterrent to crime in school buildings, on school grounds, and in communities surrounding schools, not only through their uniformed presence, but also by developing positive relationships with School District students, faculty, and staff, and the communities surrounding the schools.
$ Provide classroom instruction and act as a resource for information for School District students, faculty, and staff concerning law enforcement topics.
$ Provide for the safety and security of School District students, faculty, staff, and visitors, including sporting events and extracurricular activities.
$ Make himself/herself available, as time permits, for conferencing with students, parents, and faculty members in order to assist them with issues of a law enforcement and crime prevention nature.
$ Respond to emergency situations that arise on School District grounds and take whatever appropriate law enforcement action is reasonable to resolve such situations.
$ Assist the Sheriff's Office in the investigation of any crimes which occur on School District grounds; the SRD will contact additional law enforcement personnel to assist him/her as determined to be needed by the SRD.
$ Enforce the law of the State of Georgia.
$ Communicate with school administrators about law enforcement concerns on School District grounds.
$ Be present on school grounds during the hours of 8:00 am to 4:00 pm during the Regular Academic Session when classes are in session, unless away on school-related business or when a situation occurs where law enforcement must respond.
$ As needed, conduct formal interviews of School District students in accordance with Sheriff’s Office policies.
$ Assist all local, state, and federal law enforcement agencies conducting interviews, arrests, or other actions related to the School District in accordance with Sheriff’s Office policies.
$ Maintain a “zero tolerance” policy on all criminal gang activities, illegal drug activities, and weapons on School District grounds. Criminal charges will be filed by the SRD regarding such activities as appropriate and case files sent to the courts of proper jurisdiction.
$ It is acknowledged that a SRD may be called on as a witness or to participate in the School District’s disciplinary or truancy processes. However, the disciplining of students for violations of School District policies is solely the responsibility of the School District. A School principal may contact the SRD if he/she believes that an incident involves a violation of Georgia law, after which the SRD shall determine whether a law enforcement response is appropriate. SRDs are not to be utilized by the School District for enforcing School District policies or monitoring the duties of School District employees. Violations of School District policies observed by the SRD shall be brought to the attention of the appropriate School District administrator.
$ Each SRD shall be responsible for the scheduling of off duty assignments for his/her school.
$ Attend pre-planning meetings with administration and instruction staff of the SRD's assigned schools for a complete orientation of the SRD Program as needed or when
requested.

ARTICLE 7- SCHOOL DISTRICT DUTIES AND RESPONSIBILITIES

The School District shall provide to each SRD the following materials, training, and facilities, which are deemed essential to the performance of the SRD's duties:

$ A reasonable work space at the school
$ A copy of relevant School District policies and procedures
$ School operations training

ARTICLE 8- SHERIFF'S OFFICE AND COUNTY'S DUTIES AND RESPONSIBILITIES

$ Provide the SRD with the usual and customary office supplies and forms required for the performance of the SRD's duties
$ Provide uniforms and equipment required of law enforcement personnel
$ Provide a vehicle, fuel, and maintenance
$ Provide law enforcement and SRD training
$ Provide Liability and Workers' Compensation Insurance coverage for the SRDs

ARTICLE 9- REVIEW OF SRD PROGRAM

SRD evaluations will occur in June of each year. A SRD supervisor will perform all evaluations.

ARTICLE 10- COMPENSATION

Unless otherwise provided in a separate School Function Security Agreement, all compensation including overtime pay due to SRDs for work performed pursuant to this Agreement, as well as insurance and other benefits, if any, shall be paid to the SRDs by the Sheriff's Office in accordance with the Sheriff's Office payroll procedures. The School District shall pay seventy-five percent (75%) and the County shall pay twenty-five percent (25%) of the total cost described in this paragraph. The County will invoice the School District twice per year for its share of all compensation paid to the SRD for his or her work related to the School District. The School District shall pay each invoice within thirty (30) days of receipt.

Extracurricular activities for which the SRD is requested by school administrators to perform additional work outside the SRD's regular duty day during the Regular Academic Session will be solely at the option of the SRD and is governed by a separate School Function Security Agreement. SRDs performing work outside the SRD’s regular duty day for the School District will be expected to comply at all times with the standard operating procedures (SOPs) and other applicable employment policies of the Sheriff’s Office, and the SRD may be disciplined for violating any SOPs or other applicable policies while performing work outside the SRD’s regular duty day for the School District. Since the SRD will be in uniform and using equipment and vehicles of the Sheriff’s Office while performing work outside the SRD’s regular duty day for the School District, the SRD will be considered to be engaged in law enforcement activity and will be covered by the County's liability and workers' compensation insurance while performing such work. SRDs utilized by the Sheriff's Office outside of schools and the Regular Academic Session will be paid by the County.
ARTICLE 11-TERM

This agreement will automatically renew for successive one-year terms commencing on July 1st and ending on June 30th each year unless any party provides a notice of non-renewal to the other parties at least sixty (60) days prior to the end of the then-current term.

ARTICLE 12- INDEMNIFICATION

Each party does hereby agree, to the extent, if any, allowed by law, to indemnify and hold harmless the other parties, their officers, agents, servants, and employees from any and all injuries, claims, actions, lawsuits, damages, judgments, or liabilities of any kind whatsoever arising out of the performance of this Agreement, except as would relate to any injury, claim, action, lawsuit, damage, judgment, or liability caused by or contributed to by a negligent, reckless, or intentional act of the complaining party, its officers, agents, servants, or employees to the extent of such negligent, reckless, or intentional act.

ARTICLE 13- ASSIGNMENT OR TRANSFER

The rights, privileges, and obligations under this Agreement shall not be assigned or transferred by any party provided, however, that this Agreement shall be binding upon and shall inure to the benefit of the successors of the parties hereto.

ARTICLE 14- NOTICES

Any notices required or permitted pursuant to this Agreement shall be in writing and may be affected by U.S. mail or by facsimile. Mailed notices shall be deemed to have been received on the date of acknowledgment on any return receipt or three days after deposit in the U.S. mail with proper postage affixed, whichever date is earlier. Notices by facsimile shall be deemed to have been received on the date on the sending party's facsimile confirmation sheet.

$ To the School District:

Dr. Randy Shearouse, Superintendent
Effingham County School District
405 N. Ash Street
Springfield, Georgia 31329
Facsimile: (912) 754-7033

With a copy to:

James D. Kreyenbuhl, Esq.
Brennan, Harris & Rominger LLP
P.O. Box 2784
Savannah, Georgia 31402
Facsimile: (912) 236-4558

$ To Effingham County:

[Signature]
County Administrator
601 N. Laurel Street
Springfield, Georgia 31329
Facsimile: (912) 754-4157

With a copy to:

Edward L. Newberry, Jr., Esq.
The Newberry Law Firm, P.C.
P.O. Box 790
Springfield, Georgia 31329
Facsimile: (912) 407-0379

To the Sheriff’s Office:

Sheriff Jimmy McDuffie
130 E. 1st Street
Springfield, Georgia 31329
Facsimile:

With a copy to:

Edward L. Newberry, Jr., Esq.
The Newberry Law Firm, P.C.
P.O. Box 790
Springfield, Georgia 31329
Facsimile: (912) 407-0379

ARTICLE 15- GENERAL PROVISIONS OF THIS AGREEMENT

The brief capitalized and underlined headings or titles preceding each paragraph are for purposes of identification, convenience, and ease of reference, and shall be disregarded in the construction of this Agreement.

No failure of any party hereto to exercise any right or power granted under this Agreement, or to insist upon strict compliance by another party with this Agreement, and no custom or practice of any party at variance with the terms and conditions of this Agreement, shall constitute a waiver of any such party’s right to demand exact and strict compliance by the other parties hereto with the terms and conditions of this Agreement.

This Agreement shall be governed by, construed under, performed, and enforced in accordance with the laws of Georgia.

Should any provision of this Agreement require judicial interpretation, it is agreed and stipulated by and among the parties that the court interpreting or construing the same shall not apply a presumption that the terms, conditions, and provisions hereof shall be more strictly construed against one party by reason of the rule of construction that an instrument is to be construed more strictly against the party who prepared the same.

This Agreement may be executed in multiple counterparts, each of which is deemed an original of equal dignity with the others and which is deemed one and the same instrument as the others.
ARTICLE 16 - ENTIRE AGREEMENT

This Agreement shall constitute the entire Agreement between the parties, and no modification thereof shall be binding unless evidenced by a subsequent signed written agreement.

ARTICLE 17 - SEVERABILITY OF TERMS

In the event that any part or provision of this Agreement is held to be invalid, the remainder of this Agreement shall not be affected thereby and shall remain in full force and effect.

ARTICLE 18 - IMMUNITY

Nothing contained in this Agreement shall be deemed to be a waiver of any immunity to which the parties, their officials, or employees are legally entitled.

In conclusion: The SRDs work for the Sheriff in conjunction with the School District Board of Education. The SRDs enforce Georgia State Laws and County Ordinances. The SRD does not enforce School District policies.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals.

EFFINGHAM COUNTY SHERIFF'S OFFICE

By: Jimmy McDuffie, Sheriff

EFFINGHAM COUNTY BOARD OF COMMISSIONERS

By: Reginald L. Fox

EFFINGHAM COUNTY SCHOOL DISTRICT

By: Dr. Randy Shearouse, Superintendent
Staff Report

Subject: Consideration to renew the intergovernmental agreement with the Georgia Department of Public Safety for antenna/receiver space on the County tower located at the transfer site on Courthouse Road.

Author: Alison Bruton, Purchasing Agent & Clint Hodges, Fire Chief / EEMA Director
Department: EEMA

Meeting Date: 05-3-2022

Item Description: Renewal of the Intergovernmental Agreement with GA Dept. of Public Safety for antenna/receiver space on the County tower.

Summary Recommendation: Staff recommends Renewal of the Intergovernmental Agreement with GA Dept. of Public Safety for antenna/receiver space on the County tower.

Executive Summary/Background:
- The County has an intergovernmental agreement in place with the Georgia Department of Public Safety for antenna/receiver space on the County tower. The term of the intergovernmental agreement is July 1 2018 to June 30 2019 with eight (8) additional one-year renewals at the end of each term unless otherwise cancelled. This is for the fourth renewal from July 1, 2022 to June 30, 2023.
- The fee for the space is $1.00 per year.
- The County provides standard utility power and back-up generator.

Alternatives for Commission to Consider:
1. Board approval to renew the intergovernmental agreement with the Georgia Department of Public Safety for antenna/receiver space for the period July 1 2022 through June 30 2023.
2. Do not approve the agreement

Recommended Alternative: 1

Other Alternatives: 2
Department Review: Purchasing / EEMA

Funding Source: The cost incurred by the County is for standard utility power, upkeep of the tower and upkeep of the back-up generator.

Attachments:
1. Intergovernmental agreement with the Georgia Department of Public Safety
2. Renewal Request Letter from the Department of Public Safety Administrative Services
INTERGOVERNMENTAL AGREEMENT

This INTERGOVERNMENTAL AGREEMENT (hereinafter “Agreement”) is made and entered into this _____ day of ______, 2019, by and between Effingham County (hereinafter "Landlord") and the Georgia Department of Public Safety, a department of the executive branch of the State of Georgia whose address for purposes of this Agreement is 959 United Avenue SE, Atlanta Georgia 30316 (hereinafter "Tenant").

WHEREAS, Landlord is the custodial agent of certain land located at 181 Recycle Way, Guyton Effingham County, Georgia 31312, Latitude 32 16 56.9 North, Longitude 081 21 41.2 West as shown on Exhibit “A”, attached hereto and incorporated herein by reference, improved with a radio communications tower and equipment building (said radio communications tower and equipment building are hereinafter collectively referred to as the “Premises”); and

WHEREAS, Landlord desires to lease space to Tenant at said Premises, and Tenant desires to lease the “Premises Space” on the terms and conditions stated herein; and

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, the parties, intending to be legally bound, agree as follows:

1. USE OF RADIO COMMUNICATIONS TOWER

Landlord does hereby agree to lease the Premises Space to the Tenant for the purposes of placing upon the Premises radio equipment (hereinafter referred to as “Equipment”). Said Equipment is inventoried and listed on Exhibit “B” attached hereto and incorporated herein by reference.

2. TERM

This Agreement shall commence on the 1 July 2018 (the “Commencement Date”). This Agreement shall end at 11:59 p.m. on the 30 June 2019 (the “Expiration Date”) unless this Agreement shall be sooner terminated as hereinafter provided. The Commencement Date and the Expiration Date are hereinafter collectively referred to as the “Term.”

3. LANDLORD’S FAILURE TO DELIVER PREMISES

Should the Landlord, for any reason whatever, be unable to deliver possession of the Premises Space to the Tenant on the Commencement Date, this Agreement may be immediately canceled, terminated and declared null and void at the option of the Tenant by giving the Landlord notice thereof. Should the Tenant elect not to exercise the option to terminate based upon the Landlord’s failure to deliver the Premises Space then there shall be a total abatement of rent during the period between the date of commencement

[DPS Tenant IGA form 4.24.19]
and the time the Landlord delivers possession of the Premises to the Tenant.

4. RENT

For the rights herein granted by Landlord to Tenant, for and during the Term of this Agreement, Tenant shall pay to Landlord the amount of One Dollar and 00/100 ($1.00) per year (hereinafter referred to as "Rent"). All monthly rentals due hereunder shall be paid in advance on or before the 1st day of each calendar month during the Term of this Agreement.

5. RENEWAL OPTIONS

Tenant shall have no option to renew or extend the Term of this Agreement.

Landlord hereby grants Tenant the exclusive right, privilege and option of renewing or extending the Term of this Agreement, at the expiration of the aforementioned Term, for eight (8) additional periods of one (1) year each (hereinafter referred to as "Renewal Option(s)"). Said Renewal Option(s) shall be upon the same Provisions as set forth herein, and the monthly rental rate for said Renewal Option shall be as provided in the Section below. Notice of Tenant’s desire to exercise the Renewal Option shall be given to Landlord either forty-five (45) days prior to the Expiration Date of the original Term of this Agreement or of any renewal or extension Term thereof, or five (5) days after the Governor signs the annual appropriations bill, whichever occurs later, but in no case shall Tenant’s Notice be provided to Landlord later than June 30th of the Term, or the then current Renewal Option. It is further provided that this Renewal Option may be exercised by Tenant only in the event that all rents have been fully paid and all Provisions of this Agreement on the part of Tenant have been fully and faithfully performed, kept and observed by Tenant. Unless otherwise specified, the initial Term as provided above and any and all effective Renewal Option(s) are hereinafter collectively referred to as the "Term."

6. RENEWAL RENTAL RATE

Should Tenant renew this Agreement as provided as provided above, the following rates shall apply:

a. State Fiscal Year 2020 (beginning July 1, 2019 and ending June 30, 2020) $1.00 per year.
b. State Fiscal Year 2021 (beginning July 1, 2020 and ending June 30, 2021) $1.00 per year.
c. State Fiscal Year 2022 (beginning July 1, 2021 and ending June 30, 2022) $1.00 per year.
d. State Fiscal Year 2023 (beginning July 1, 2022 and ending June 30, 2023) $1.00 per year.
e. State Fiscal Year 2024 (beginning July 1, 2023 and ending June 30, 2024) $1.00 per year.
f. State Fiscal Year 2025 (beginning July 1, 2024 and ending June 30, 2025) $1.00 per year.
g. State Fiscal Year 2026 (beginning July 1, 2025 and ending June 30, 2026) $1.00 per year.
h. State Fiscal Year 2027 (beginning July 1, 2026 and ending June 30, 2027) $1.00 per year.
7. **TENANT'S RIGHT OF ACCESS**

Landlord agrees that Tenant shall have free access to the Premises for the purpose of installing the radio equipment and during the Term of the Agreement. Free ingress and egress to said Premises is hereby granted to Tenant for the purpose of maintenance and repair. It is agreed, however, that only authorized engineers of Tenant or persons under their direct supervision will be permitted to enter the Premises. At no time shall the Tenant move equipment belonging to Landlord or other third-party tenants from its original locations, add additional equipment to other equipment belonging to Landlord or other third-party tenants, or remove equipment belonging to Landlord or other third-party tenants from said Premises without the expressed written permission of the Landlord.

8. **OPERATION OF EQUIPMENT**

Tenant shall install, operate and maintain its Equipment located upon the Premises in accordance with all applicable laws and regulations. Tenant agrees to install radio equipment of types and frequencies which would not cause interference to the equipment or transmissions of Landlord, or other tenants on the leased premises who are operating within their FCC licenses, or to equipment or transmissions of Landlord, other tenants or other parties, not located on the leased premises, who are operating within their FCC licenses. In the event Tenant’s Equipment causes such interference, Landlord shall notify the Tenant and, at its sole cost and expense, Tenant shall take all steps necessary to correct and eliminate such interference. The Landlord will cooperate with Tenant in the resolution of harmful interference. If said interference cannot be eliminated within a reasonable length of time (not to exceed forty-eight (48) hours), Tenant agrees to then immediately cease using the Equipment which is creating the interference (except for short tests necessary for the elimination of the interference). In the event Tenant cannot eliminate such interference after using its best efforts to do so, this Agreement shall then immediately terminate without further obligation by either party, except for Tenant’s obligation to pay all Rent owed to Landlord under this Agreement up to the date of such termination. If Tenant fails to cease using or operating the Equipment causing such interference beyond the prescribed time-frame of forty-eight (48) hours, Landlord has the right to disconnect the equipment causing such interference. If termination is necessary due to interference, Tenant has the right to access the Premises within the thirty (30) days following the termination date for the purposes of removing its Equipment from the Premises. In the event that the equipment or transmissions of Landlord or a third-party tenant of Landlord should cause harmful radio interference to the equipment or transmissions of Tenant, and upon written notice by Tenant to Landlord of such interference, Landlord shall attempt to coordinate with Tenant, the third party tenant and the Federal Communications Commission (“FCC”) to take steps necessary to correct and eliminate such harmful radio interference. In the event Landlord cannot eliminate such interference after using its best efforts to do so within a reasonable length of time (not to exceed forty-eight (48) hours from receipt of Tenant’s written notice), Landlord and Tenant
hereby agree that Tenant shall have the right to then immediately terminate this Agreement without further obligation by Tenant.

9. **EQUIPMENT STIPULATIONS**

(a) All Equipment maintained on the Premises by Tenant as of the date of this Agreement shall remain in the locations currently designated for such Equipment and shall be relocated on the Premises only upon the mutual written consent of the parties hereto.

(b) Landlord, or his designated representative, shall have the sole right initially and during the Term of this Agreement to:

1. determine the location of the Equipment,
2. approve the size, type, and quality of the Equipment (including any and all electrical connections thereof),
3. require Tenant to take whatever action is necessary to eliminate objectionable interference by Tenant's Equipment with equipment or transmissions of Landlord or any other tenant of the Premises who are operating within their FCC licenses. All transmitters must be equipped with any transmitter isolator devices necessary to minimize spurious radiations, as determined by Landlord.

10. **UTILITIES**

Landlord agrees to pay all utilities associated with the use of the Premises under this Agreement.

11. **END OF TERM**

At the expiration or termination of this Lease, Tenant shall remove all Equipment from the Premises, which was placed there by Tenant and shall restore the Premises to that condition as existed upon the commencement of this Agreement, normal wear and tear excepted.

12. **MAINTENANCE, DAMAGE OR DESTRUCTION**

Landlord shall be responsible for the repair and maintenance of its radio communications tower and equipment building. Additionally, Landlord shall maintain the trees, woods, and brush on its property within the immediate vicinity of the radio communications tower and equipment building so as to reasonably prevent damage to the Landlord's improvements and the Premises caused by falling trees, limbs, woods or brush. If the Premises or any portions thereof in which the Equipment is located is damaged by fire or any other casualty and if such damage has rendered the Premises untenantable, this Agreement may terminate at the option of either party. Tenant shall be responsible for the payment of all Rent due to Landlord through the date of termination. Nothing contained in this Agreement shall be construed as requiring Landlord or Tenant to rebuild all or any portion of the Premises.

13. **LIABILITY**

[DPS Tenant IGA form 4.24.19]
In connection with Tenant's use of Premises, Landlord shall not be liable to Tenant for any loss or damage, regardless of cause, except damage caused by Landlord's negligence.

14. INSURANCE

The State of Georgia is self-insured and can provide evidence of such upon written request.

15. LIENS

Tenant shall not permit any mechanics, materialman's or other liens to stand against the Premises for any labor or material furnished by the Tenant in connection with work of any character performed on the Premises by or at the direction of the Tenant.

16. EMINENT DOMAIN

If the radio communications tower, equipment building, or any portions thereof, in which the Premises are located, is taken by eminent domain, this Agreement shall terminate upon the date of such taking, and the Rent shall be apportioned to the date upon which the property is taken. The rights of the Landlord shall in no way prejudice or interfere with any claim or defense which the Tenant may have against the governmental entity, or condemning authority exercising the power of eminent domain or condemnation.

17. DEFAULT

The following events shall constitute events of default by Tenant under this Agreement: (i) if Tenant shall fail to pay when due any Rent and shall not cure such failure within thirty (30) days after Landlord gives Tenant written notice thereof, or (ii) if Tenant shall violate or breach, or shall fail fully and completely to observe, keep, satisfy, perform and comply with, any reasonable material term, covenant, condition, requirement, restriction or provision of this Agreement (other than the payment of Rent), and shall not cure such failure within thirty (30) days after Landlord gives Tenant written notice thereof, or, if such failure shall be incapable of cure within thirty (30) days, if Tenant shall not commence to cure such failure within such thirty (30) day period and continuously prosecute the performance of the same to completion with due diligence. Upon the occurrence of any event of default by Tenant, Landlord may immediately initiate legal proceedings to evict Tenant and Tenant's effects from Premises.

18. NOTICES

All notices, demands and requests required or permitted to be given under the provisions of this Lease shall be deemed duly given if sent by registered or certified United States mail, postage prepaid, addressed as follows:
If to Landlord: Effingham County Board of Commissioners
Attn: Stephanie Johnson
601 North Laurel Street
Springfield, Georgia 31329-6816
(912) 754-2123

If to Tenant: Georgia Department of Public Safety
Attn: Communications Director
959 United Avenue, SE
Atlanta, Georgia 30316
Telephone Number: (404) 430-8235
Alternative: (404) 624-7080

With copy to: State Properties Commission
Attn: Leasing Division
270 Washington Street, Suite 2-129
Atlanta, GA 30334
Telephone Number: (404) 656-2355

Or any such other address as the parties may from time to time designate in writing.

19. **ASSIGNMENT**

Except to another entity within the State Government of Georgia, Tenant shall not assign this Agreement or sublet the Premises Space or any part thereof without prior written consent of the Landlord, which shall not be unreasonably withheld. An assignee or sublessee shall be bound by the same conditions of this Agreement as Tenant. Assignment of or subleasing in no way relieves Tenant of all the terms and conditions of this Agreement.

20. **WAIVER**

Failure or delay on the part of the parties hereto to exercise any right, power or privilege hereunder, shall not operate as a waiver thereof.

21. **BINDING EFFECT**

This Agreement and each and every provision hereof shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

22. **GEORGIA AGREEMENT**

This Agreement shall be governed, construed and enforced in accordance with the laws of the State of Georgia.

23. **SEVERABILITY**

[DPS Tenant IGA form 4.24.19]
Should any provision of this Agreement be deemed invalid or unenforceable by any court of competent jurisdiction, such invalidity shall not be construed to render any other provision invalid or unenforceable.

24. ENTIRE AGREEMENT

This Agreement represents the entire understanding and agreement between the parties hereto with respect to the subject matter hereof, and supersedes all prior negotiations between such parties and can be amended, supplemented or changed only by agreement in writing which makes specific reference to this Agreement and which is signed by each party hereto.

(Signatures begin on next page and remainder of page is intentionally blank)
IN WITNESS WHEREOF, the Landlord and Tenant have hereunto signed, sealed and delivered this Agreement in duplicate original on the day, month and year first above written, each of the parties keeping one of the duplicate originals.

Signed, sealed and delivered as to Landlord in the presence of:

Unofficial Witness

Notary Public
My Commission Expires: 8/12/22

(Affix and Imprest
Notary Public Seal Here)

LANDLORD:
Effingham County, Georgia

By: Wesley M. Carbiitt
Name: Wesley M. Carbiitt
Title: Chairman

Attest: S. Johnson
Name: Stephanie Johnson
Title: County Clerk

TENANT:
The Georgia Department of Public Safety

By: 
Name: 
Title: 

Attest: 
Name: Joan G. Crumpler
Title: Deputy Legal Director, DPS
Item IX. 3.
EXHIBIT B

[Inventory of Equipment]

1. 1- Base Radio

2. 1- Comprod 870-F2 VHF antenna

3. 1- 7/8” Coax
April 1, 2022

Effingham County
601 North Laurel Street
Springfield, Georgia 31329-6816

RE: Intergovernmental Agreement Number 000010

Dear Ms. Stephanie Johnson

The Intergovernmental Agreement dated June 10, 2019 by and between Effingham County ("Landlord") and the Department of Public Safety ("Tenant") is up for renewal. This IGA provides that Tenant may lease space on Landlord’s premises, as shown on Exhibit “A” to the agreement, including space on Landlord’s radio communications tower and in Landlord’s equipment building.

The IGA includes the following language in Section 5, Renewal Options:

Landlord hereby grants Tenant the exclusive right, privilege and option of renewing or extending the Term of this Agreement, at the expiration of the aforementioned Term, for eight (8) additional periods of one (1) year each (hereinafter referred to as “Renewal Option(s)”). Said Renewal Option(s) shall be upon the same Provisions as set forth herein, and the monthly rental rate for said Renewal Option shall be as provided in the Section below. Notice of Tenant’s desire to exercise the Renewal Option shall be given to Landlord either forty-five (45) days prior to the Expiration Date of the original Term of this Agreement or of any renewal or extension Term thereof, or five (5) days after the Governor signs the annual appropriations bill, whichever occurs later, but in no case shall Tenant’s Notice be provided to Landlord later than June 30th of the Term, or the then current Renewal Option.

The Department of Public Safety hereby notifies you of its desire, as Tenant, to exercise its option to extend the Term for a 12-month period beginning July 1, 2022 and ending June 30, 2023 under the same terms, conditions, and provisions of the IGA, including the rental rate of One Dollar and 00/100 ($1.00) per year.

If you have any questions, you are welcome to contact me at 404-624-7800.

Sincerely,

Tommy Crafton, Director of Facilities, DPS

TC:amf
Staff Report

Subject: Consideration to allow the contract for inmate commissary services at Effingham County Prison with McDaniel Supply Company to renew for a one-year term from July 1, 2022 to June 30, 2023.
Author: Alison Bruton, Purchasing Agent
Department: Purchasing
Meeting Date: 05-03-2022
Item Description: Prison Commissary Contract Renewal

Summary Recommendation: Approval to renew

Executive Summary/Background:
• The County has an agreement in place for prison inmate commissary services with McDaniel Supply Company. The term of the agreement is from July 1, 2016 until June 30, 2019, with annual automatic renewals unless terminated.
• McDaniel Supply Company have been the commissary provider since 2016.
• The County receives 41.2% commission on gross sales less tax.
• $103,267 was received last fiscal year.

Alternatives for Commission to Consider
1. Board approval to allow the contract for inmate commissary services at Effingham County Prison with McDaniel Supply Company to renew for a one-year term from July 1, 2022 to June 30, 2023.
2. Do not approve the contract for inmate commissary services at Effingham County Prison with McDaniel Supply Company to renew for a one-year term from July 1, 2022 to June 30, 2023

Recommended Alternative: 1

Other Alternatives: 2

Department Review: Purchasing and Prison

Funding Source: None required – system is ‘turn-key’ with all costs being the responsibility of McDaniel Supply Company.

Attachments: Commissary Contract with McDaniel Supply Company
MCDANIEL SUPPLY COMPANY
COMMISSARY SERVICE AGREEMENT

THIS COMMISSARY SERVICE AGREEMENT (the “Agreement”), is dated effective as of the 17th day of May, 2016 (the “Effective Date”), by and between Effingham County Board of Commissioners, a political subdivision of the State of Georgia (the “Principal”), for the Effingham County Prison, located at 321 Hwy 119 South, Springfield, Georgia 31329 (the “Facility”), and McDaniel Supply Company, Inc., a Georgia corporation with a principal office located at 1275 East Cherry Street, Jesup, Georgia, 31546 (“MSC”). Each of the Principal and MSC is a “Party” to this Agreement and shall collectively be the “Parties.”

WHEREAS, MSC is in the business of providing commissary services and technologies to inmates on behalf of, and as an agent to, city, county, and state correctional facilities; and

WHEREAS, the Principal desires to avail itself of the commissary services offered by MSC for the purpose of providing materials and supplies to state or county inmates in accordance with the “Legal Authority” as applicable to the Facility provided in Section 13 below;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, and for the mutual benefits to be derived from this Agreement, the Parties, each intending to be legally bound, hereby agree as follows.

1. Appointment. The Principal hereby appoints MSC as its exclusive supplier of commissary products and services for inmates of the Facility and MSC accepts and assumes such appointment.

2. Scope of Service. MSC hereby agrees to perform all services (collectively, the “Services”) in accordance with the terms stated in the Request for Proposals No. 16-16-002 dated March 1, 2016 set forth in Exhibit A, attached hereto, and incorporated herein by reference (the “Solicitation”).

3. Premises. The Principal hereby grants to MSC an exclusive, royalty-free, nonsublicensable license, which is irrevocable for the Term of this Agreement, to such space within the Facility necessary to allow MSC to provide Services in accordance with the Solicitation (the “Premises”). The Principal shall ensure that the Premises meet all applicable federal, state, and local laws, codes, and ordinances applicable to occupation of the Premises by a commercial operation including maintenance and repair of all structural elements thereof. The Principal covenants and agrees with MSC that so long as MSC keeps and performs all the covenants and conditions to be kept and performed by MSC under this Agreement, MSC shall have quiet, undisturbed, and continued possession of the Premises, free from all claims of any kind, nature,
or description. The Principal shall provide MSC with sufficient and reliable security services for the Premises and utility services (including water, sewage, electricity, gas (as necessary), HVAC, and telephone within the Premises) (collectively, the “Utilities”), and shall maintain the Premises in good repair. The Principal shall reimburse MSC for any costs or expenses incurred by MSC to maintain or repair the Premises.

4. **Equipment.**

   A. **MSC Obligations.** During the Term of this Agreement and in accordance with the Solicitation, MSC agrees:

   (i) to install all necessary equipment, materials, supplies, tools, labor, insurance, accessories and services necessary to provide the Services as well as any software to support such equipment (the “Equipment”);

   (ii) to provide standard maintenance, repair, or replacement of the Equipment, including on-site support during business hours, 24/7 telephone support, custom enhancements, and periodic updates as necessary to provide the Services, but not including custom programming services, training, or troubleshooting for any hardware or equipment not owned by MSC; and

   (iii) to maintain insurance in accordance with the guidelines provided in the Solicitation or, if none, in customary, commercially reasonable amounts.

   B. **Principal Obligations.** During the Term of this Agreement and in accordance with the Solicitation, the Principal agrees:

   (i) to maintain reasonable security against unauthorized use of or damage to the Equipment and to discontinue use and notify MSC promptly in the event of any irregularities in the functioning of the Equipment. In the event that the Equipment suffers damage caused by an inmate of the Facility, said inmate’s account shall be charged for all expenses related to its repair; and

   (ii) to implement and maintain security measures with respect to any software installed by MSC (the “Software”) that effectively restricts access to the Software only to authorized users, and protects the Software from unauthorized use, alteration, access, publication, and distribution. In no event shall such security measures be less restrictive than those the Principal employs to safeguard its most confidential information. In the event of an actual or suspected breach of such security measures, the Principal shall notify MSC within 24 hours.
C. **Proprietary Rights.** MSC retains all rights, title, and interest in the Equipment, including but not limited to, copyrights, database rights, and other neighboring rights, patents, trade secrets, trademarks, service marks, design rights, proprietary information rights and other intellectual property rights as may currently exist or may be developed by MSC anywhere in the world. The Principal shall not (i) copy (other than for back-up purposes), distribute, rent, lease or sublicense all or any portion of the Equipment; (ii) modify or prepare derivative works of any portion of the Equipment; (iii) use the Equipment in a computer-based services business or publicly display visual output of the Equipment, (iv) transmit any portion of the Equipment over a network, by telephone, or electronically using any means; or (v) reverse engineer, decompile or disassemble the Equipment. The Principal shall not change or remove any insignia or lettering on the Equipment and shall conspicuously identify each item of the Equipment by suitable lettering thereon to indicate MSC’s ownership. The Principal shall keep the Equipment free from any and all liens and claims, and shall do or permit no act or thing whereby MSC’s title or rights may be encumbered or impaired.

D. **Warranties; Damage.** MSC makes no representation, warranties, or conditions, express or implied, statutory or otherwise, other than those herein contained. Upon expiration or termination of the Agreement, the Equipment shall be returned unencumbered to MSC in the same condition as when received by the Principal, reasonable wear and tear resulting from proper use thereof alone excepted. To the extent permitted by state or local law, the Principal shall indemnify and hold MSC harmless against and from all loss, damage, expense or penalty arising from any claim or action on account of personal injury or damage to property occasioned by the unauthorized operation, use, handling, or transportation of the Equipment during the Term of the Agreement, but shall be credited with any amounts received by MSC from insurance.

5. **Commissions and Payments.**

A. **Payments.**

i. **Commissions.** MSC agrees to pay the Principal a commission rate of 41.2% on gross sales less sales tax (“Commissions”). Commissions will not be paid on non-commissionable sales, including but not limited to, postage stamps, stamped envelopes, etc. Commissions will not be paid on any item the Principal wishes to sell below, at, or near cost. Commissions paid to the Principal shall be paid weekly or otherwise stated by the Principal and shall be delivered to the Principal by the 10th of the following month in which services were rendered.

ii. **Taxes.** MSC agrees to pay all taxes, fees, and other assessments imposed by federal, state, local, and other governmental taxing authorities related to the sales and profits of MSC under this Agreement, except for any taxes based on MSC’s net income.
B. Inventory. Subject to Section 18 below, all commissary inventory required to be provided by MSC pursuant to the Services shall be delivered by MSC to the Facility once a week with the weekday of such deliveries to be determined in good faith by both Parties.

C. Records; Audits. MSC will maintain and keep on file all records of the Principal’s sales for a period of 3 years from the Effective Date of this Agreement. MSC will provide the Principal with records of the Principals’ annual sales for the Principal’s previous fiscal year each July, and/or upon request. MSC will give the Principal or the Principal’s authorized agent the opportunity to inspect such records which are directly relevant to the Principal’s purchases. The cost of such audit or inspection will be at the expense of the Principal. The examination of records shall be conducted at the location where such records are maintained by MSC.

6. Term. This Agreement shall commence on the Effective Date and shall continue for an initial term of 36 months unless otherwise extended or terminated as provided herein. This Agreement shall automatically renew for successive terms of 1 year each, unless either Party notifies the other in writing, at least 60 days before the end of any term year of its election not to renew this Agreement. The initial 36-month term together with any 1-year renewal term shall compose the “Term” of this Agreement.

7. Termination

A. Without Cause. Notwithstanding anything to the contrary herein above or hereinafter set forth, this Agreement may be terminated by either Party at any time without cause or legal excuse by providing the other Party with 60 days’ prior written notice of such termination or by mutual written agreement of the Parties.

B. For Cause. Notwithstanding anything to the contrary herein above or hereinafter set forth, this Agreement may be terminated immediately by either Party at any time upon written notice to the other in any of the following events:

i. if the other Party shall commit any breach of the terms of this Agreement and shall not (in the case of a breach capable of being remedied) remedy such breach within 30 days after notice has been served on the breaching Party requiring the same to be remedied; or

ii. if the other Party shall discontinue its business or have any license or permit required of the Party for the normal operation of its business or for the provision of the Services revoked or suspended for 31 days or more; or

iii. if the other Party becomes insolvent or shall be made the subject of an administration order or a receiver of its assets shall be appointed or it shall go into liquidation (whether voluntary or otherwise) other than a voluntary


liquidation for the purposes of reconstruction and such status is not cured, discharged, or withdrawn within 90 days; or

iv. if the other Party has court-established criminal or fraudulent conduct on the part of: (a) in the case of MSC, its officers, directors, or controlling shareholder(s); or (b) in the case of the Principal, its elected or appointed officials (including any officers or shareholders) in such a manner as to either directly or indirectly affect the operations of the Facility.

C. Such remedy of Termination is in addition to such other remedies as may be available by law or as otherwise stated in this Agreement.

8. **Representations and Warranties.**

A. **Both Parties.** Each Party represents and warrants that it: (i) has the full authority and the legal right to enter into this Agreement and perform its obligations hereunder, (ii) has taken all necessary action required to authorize the execution and delivery of this Agreement and the performance of its obligations, and (iii) will comply with all applicable laws, regulations, governmental requirements and standards related to the Services, including, without limitation, product safety laws.

B. **MSC.** MSC warrants that the commissary price list attached hereto as Exhibit B is subject to ordinary price increases due to market factors beyond the control of MSC.

C. **Principal.** The Principal represents and warrants that (i) the Facility is owned and/or exclusively operated by the Principal, (ii) the Principal is authorized to enter into this Agreement with respect to the Facility, and (iii) the undersigned is authorized to bind the Facility to this Agreement.

9. **Indemnification.**

A. **By MSC.**

i. MSC shall indemnify the Principal against any loss, damage, injury or death caused by MSC’s negligent acts or omissions or the negligent acts or omissions of MSC’s agents or employees, or losses, damages, injuries or death caused by MSC’s negligence and arising out of the consumption or use of the products and services sold or provided pursuant to the Solicitation; provided, however, that nothing contained herein shall require MSC to defend or indemnify the Principal for losses, damages, injuries or death arising out of the negligence of the Principal, its agents or employees.
ii. MSC’s obligation to hold the Principal harmless pursuant to the Agreement shall be dependent upon the Principal promptly notifying MSC in writing of any such claims or lawsuits against either MSC or the Principal, but in no event not no later than 30 days after the date the Principal first received notice of such claim or lawsuit, and, forwarded to MSC the summons, complaint and all other documents which relate to said claim or lawsuit no later than 30 days after the date the Principal was served with such documents. Failure of the Principal to notify MSC of any such claim or lawsuit within said 30 day period shall relieve MSC of any and all responsibility and liability under the Agreement to indemnify and hold the Principal harmless.

B. By the Principal.

i. To the extent permitted by state or local law, the Principal shall indemnify MSC against any loss, damage, injury or death caused by the Principal’s negligent acts or omissions or the negligent acts or omissions of the Principal’s agents or employees, or losses, damages, injuries or death caused by the Principal’s negligence and arising out of (a) the provision or maintenance or repair of the Premises or the Utilities; (b) the Principal’s actual breach of this Agreement; or (c) negligent acts or omissions of or by the Principal; provided, however, that nothing contained herein shall require the Principal to defend or indemnify MSC for losses, damages, injuries or death arising out of the negligence of MSC, its agents or employees.

ii. The Principal’s obligation to hold the MSC harmless pursuant to the Agreement shall be dependent upon MSC promptly notifying Principal in writing of any such claims or lawsuits against either the Principal or MSC, but in no event not no later than 30 days after the date the MSC first received notice of such claim or lawsuit, and, forwarded to the Principal the summons, complaint and all other documents which relate to said claim or lawsuit no later than 30 days after the date the MSC was served with such documents. Failure of MSC to notify the Principal of any such claim or lawsuit within said 30 day period shall relieve the Principal of any and all responsibility and liability under the Agreement to indemnify and hold MSC harmless.

C. Neither Party shall be liable to the other Party whether by reason of breach of contract, negligence or otherwise for any loss of profit, loss of business, liability to third Parties or for any indirect or consequential losses, even if the Party is informed of such potential losses in advance.
10. **Independent Contractor Status.** It is mutually understood and agreed that MSC is engaged as an independent contractor and neither MSC nor the Principal are authorized to oblige the other Party or act in the name of the other Party other than as stated in this agreement and it is the intent of the Parties that (i) an independent contractor relationship be and is hereby established under the terms and conditions of the agreement, (ii) the employees of MSC are not nor shall they be deemed to be employees of the Principal, and (iii) the employees of the Principal are not nor shall they be deemed to be employees of MSC. Notwithstanding the foregoing, it is mutually understood and agreed that the establishment and/or management of lobby and booking kiosks and inmate commissary accounts, and the receipt of cash deposits thereto, is a service provided by MSC on behalf of the county for the purpose of providing materials and supplies to state or county inmates pursuant to the Legal Authority as applicable to the Principal provided in Section 13 below.

11. **Notices; Invoices.** Any notice, invoice, or other communication under this Agreement required hereunder shall be delivered in writing and shall be deemed to have been received: (a) when delivered by hand (with written confirmation of receipt); (b) when received by the addressee if sent by a nationally recognized overnight courier (receipt requested); (c) on the date sent by facsimile or e-mail of a PDF document (with confirmation of transmission) if sent during normal business hours of the recipient, or on the next Business Day if sent after normal business hours of the recipient; or (d) on the third day after the date mailed, by certified or registered mail, return receipt requested, postage prepaid. Such communications must be sent to the following addresses:

   **To MSC:**
   
   McDaniel Supply Company  
   1275 East Cherry Street  
   Jesup, Georgia 31546

   **To the Principal:**
   
   Effingham Board of Commissioners  
   601 North Laurel Street  
   Springfield, Georgia 31329

12. **Governing Law.** The laws of the State of Georgia (without giving effect to its conflicts of law principles) govern all matters, including tort claims, arising out of or relating to this Agreement, including, without limitation, its validity, interpretation, construction, performance, and enforcement. Notwithstanding any other provision of this Agreement, any disputes concerning any question of fact or law arising under this Agreement or any litigation or arbitration arising out of this Agreement, shall be tried in Effingham County, unless the Parties agree otherwise, or are otherwise required by law.
13. **Legal Authority.** The following legal authorities apply to this Agreement, as applicable to the Principal:

A. Georgia Code § 42-5-6, as amended from time to time;

14. **Breach of Contract: Remedies.** Upon breach of this Agreement by either Party, both Parties shall have all remedies available to them in equity and/or at law.

15. **Assignment.** This Agreement or any interest herein shall not be assigned, transferred, or otherwise encumbered, under any circumstances, by the Parties, without the prior consent of the other Party. However, the Agreement shall run with the Principal and its successors.

16. **Modification of the Agreement.** Notwithstanding any of the provisions of this Agreement, the Parties may agree to amend this Agreement. No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the Parties hereto. No oral understanding or agreement not incorporated herein shall be binding on any of the Parties hereto.

17. **Waiver.** Failure by either Party to enforce at any time or for any period of time the provisions of this Agreement shall not be construed as a waiver of such provisions, and shall in no way affect such Party’s right to later enforce such provisions.

18. **Force Majeure.** If the performance of any obligation under this Agreement is prevented, restricted or interfered with by reason of war, revolution, civil commotion, act of terrorism, blockade, embargo, strike, law, order, proclamation, regulation, ordinance, demand, requirement, fire, flood, storm or other natural or man-made disaster or occurrence which is beyond the reasonable control of the affected Party, the affected Party will, upon giving reasonable notice to the other Party, be excused from performance under this Agreement for the duration of the force majeure condition; provided, however, that the affected Party will use commercially reasonable efforts to avoid or remove the cause of nonperformance and resume full performance under this Agreement.

19. **Severability.** Any provision of this Agreement that is prohibited or unenforceable in any jurisdiction will, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof, and any such prohibition or unenforceability in any jurisdiction will not invalidate or render unenforceable such provision in any other jurisdiction. To the fullest extent permitted by applicable law, the Parties hereby waive any provision of law which renders any provisions hereof prohibited or unenforceable in any respect. If it is ever held that any restriction hereunder is too broad to permit enforcement of such restriction to its fullest extent, such restriction will be enforced to the maximum extent permitted by applicable law.
20. **Headings; Counterparts.** The section headings contained in this Agreement are solely for the purpose of reference, are not part of the Agreement of the Parties, and will not in any way affect the meaning or interpretation of this Agreement. This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. This Agreement may also be executed with signatures sent via facsimile or email (in PDF format only), each of which will be deemed an original.

21. **Entire Agreement.** This Agreement, together with its Recitals and Exhibits, which are incorporated herein by reference, is the entire agreement between the Parties and supersedes all prior discussions, oral or written agreements, understandings and representations, whether verbal or written, with regard to its subject matter. The Parties acknowledge that they have not relied upon any statement, representation, prior or contemporaneous written or oral promises, agreements or warranties, except such as are expressed herein.

*{Signatures appear on following page}*
IN WITNESS WHEREOF, the Parties by their duly authorized representatives have entered into this Agreement effective as of the Effective Date hereof.

PRINCIPAL: EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Signature

By: Wendall A. Kessler
Printed Name

Its: Chairman
Title

Notary Public:

Signed this 17th day of May, 2016

MSC DANIEL SUPPLY COMPANY, INC.

Signature

By: Jerry D. McDaniel
Printed Name

Its: President/CEO
Title

Notary Public:

Signed this 20th day of May, 2015
Staff Report

Subject: Annual renewal of Accountability Court Agreement (Mental Health/Drug Court).
Author: Alison Bruton, Purchasing Agent
Department: Purchasing
Meeting Date: 05-03-2022
Item Description: Accountability Court Renewal

Summary Recommendation: Approval to renew

Executive Summary/Background:
• The Board has an Intergovernmental Agreement in place with the Ogeechee Judicial Circuit Accountability Court. The Accountability Court is a combined Drug and Mental Health Treatment Court. Ogeechee Judicial Circuit Superior Court Judge Michael T. Muldrew has previously stated that the Accountability Court is growing rapidly and lives are being positively impacted through the support of the Board of Commissioners through this agreement.
• The County has a considerable amount of criminal offenders that have drug and mental health issues.
• This court is attempting to achieve a reduction in recidivism as well as offering real help to mentally ill offenders in criminal cases, which should increase the likelihood of successful rehabilitation of drug addicted criminals through early, continuous, and intense judicially supervised treatment options.
• This option and last chance court is not only good policy but good community service that can change lives.
• The cost to Effingham County for FY21 was $10,663.85, and year to date for FY22 is $5,232. We have received two of four quarterly requests for reimbursement.
• The County attorney has previously reviewed and approved to form the intergovernmental agreement.

Alternatives for Commission to Consider
1. Approve renewal of agreement for FY23.
2. Do not approve renewal of agreement for FY23.

Recommended Alternative: 1

Other Alternatives: 2

Department Review: Purchasing
Funding Source: Included in current budget
Attachments: Accountability Court Agreement
INTERGOVERNMENTAL AGREEMENT FOR THE MENTAL HEALTH/DRUG COURT FOR THE OGEECHEE JUDICIAL CIRCUIT

This INTERGOVERNMENTAL AGREEMENT ("Agreement") is made and entered into as of the 11th day of December, 2018, by and between BULLOCH COUNTY, a political subdivision of the State of Georgia, acting by and through its governing authority, the BOARD OF COMMISSIONERS OF BULLOCH COUNTY, GEORGIA (hereinafter referred to as "Bulloch County"); EFFINGHAM COUNTY, a political subdivision of the State of Georgia, acting by and through its governing authority, the BOARD OF COMMISSIONERS OF EFFINGHAM COUNTY, GEORGIA (hereinafter referred to as "Effingham County"); JENKINS COUNTY, a political subdivision of the State of Georgia, acting by and through its governing authority, the BOARD OF COMMISSIONERS OF JENKINS COUNTY, GEORGIA (hereinafter referred to as "Jenkins County"); SCREVEN COUNTY, a political subdivision of the State of Georgia, acting by and through its governing authority, the BOARD OF COMMISSIONERS OF SCREVEN COUNTY, GEORGIA (hereinafter referred to as "Screven County"); and the SUPERIOR COURTS OF THE OGEECHEE JUDICIAL CIRCUIT (hereinafter collectively referred to as the "Court").

WITNESSETH:

WHEREAS, all of the above parties are concerned about the impact of mental health in the criminal justice system and the frequency of illegal drug use and the related criminal activity which is occurring in our local communities; and

WHEREAS, all of the above parties have declared that pro-active intervention is an appropriate recognized means of curtailing the problem of related mental health impacts and drug abuse in our local communities and criminal justice systems; and

WHEREAS, O.C.G.A. § 15-1-15 provides that any court that has jurisdiction over any criminal case which arises from the use, sale, possession, delivery, distribution, purchase, or manufacture of a controlled substance, noncontrolled substance, dangerous drug, or other drug may establish a drug court division to provide an alternative to the traditional judicial system for disposition of such cases; and

WHEREAS, O.C.G.A. § 15-1-16 provides that to achieve a reduction in recidivism and symptoms of mental illness among mentally ill offenders in criminal cases and to increase their likelihood of successful rehabilitation through early, continuous, and intense judicially supervised treatment, any court that has jurisdiction over a criminal case in which a defendant has a mental illness or developmental disability, or a co-occurring mental illness and substance abuse disorder, may establish a mental health court division to provide an alternative to the traditional judicial system for disposition of such cases; and

WHEREAS, pursuant to O.C.G.A. §§ 15-1-15 and 15-1-16 the Court has established a Drug and Mental Health Court Division (hereinafter referred to as the "Drug/Mental Health Court") for the Superior Courts in the Ogeechee Judicial Circuit; and
WHEREAS, Bulloch County, as subgrantee, has requested and received One Hundred Sixty-Six Thousand Six Hundred and Forty-Seven and 00/100 Dollars ($166,647.00) in State Fiscal Year (hereinafter referred to as “SFY”) 2019 for the operation of the Drug/Mental Health Court pursuant to Grant Number #J-19-8-057 from the Georgia Criminal Justice Coordinating Council; and

WHEREAS, Grant Number #J-19-8-057 from the Georgia Criminal Justice Coordinating Council requires a cash match of ten percent (10%) in the amount of Eighteen Thousand Five Hundred Sixteen and 00/100 Dollars ($18,516.00) out of a cumulative grant budget of One Hundred Eighty-Five Thousand One Hundred Sixty-Three and 00/100 Dollars ($185,163.00); and

WHEREAS, Bulloch County as subgrantee has requested supplemental grant funding in the amount of Forty Thousand Three Hundred Twenty-Six and 00/100 Dollars ($40,326.00) in SFY 2019 for expanding the operation of the Drug/Mental Health Court to Effingham County, Jenkins County and Screven County, with the award yet to be determined by the Georgia Criminal Justice Coordinating Council; and

WHEREAS, the yet-to-be determined grant award from the Georgia Criminal Justice Coordinating Council requires a cash match of ten percent (10%) in the amount of Four Thousand Four Hundred Eighty and 00/100 Dollars ($4,480.00) out of a cumulative grant budget of Forty-Four Thousand Eight Hundred Six and 00/100 Dollars ($44,806.00); and

WHEREAS, all of the parties desire to participate in the funding and operation of the Drug/Mental Health Court on the terms and conditions set forth herein; and

WHEREAS, all of the parties are authorized to enter into this Agreement in accordance with the provisions of Article IX, Section III, Paragraph 1 of the Constitution of the State of Georgia;

NOW, THEREFORE, for and in consideration of the mutual promises, covenants, and obligations set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Bulloch County, Effingham County, Jenkins County, and Screven County hereby agree as follows:

ARTICLE I
DEFINITIONS

1.1 “Council of Accountability Court Judges” (hereinafter referred to as “CACJ”) means the council established pursuant to O.C.G.A. § 15-1-18.

1.2 “Criminal Justice Coordinating Council” (hereinafter referred to as “CJCC”) means the council established pursuant to O.C.G.A. § 35-6A-1 et seq.

1.3 “Drug/Mental Health Court Coordinator” means the person funded by the CJCC grant and employed by Bulloch County to provide non-judicial program oversight for the Drug/Mental Health Court and to adhere to CJCC/CACJ policies and procedures.
1.4 "Drug/Mental Health Court Judge" means the person responsible for the Drug/Mental Health Court.

1.5 "Fiscal Quarter" means each three-month period beginning on July 1, October 1, January 1 and April 1.

1.6 Ogeechee Judicial Circuit Mental Health/Drug Court (hereinafter referred to as "Drug/Mental Health Court") means that certain Drug/Mental Health Court division established pursuant to O.C.G.A. §§ 15-1-15 and 15-1-16 to provide an alternative sentencing program for eligible participants who have criminal charges relating to either drug use or possession or mental health issues under the jurisdiction of the Superior Courts of the Ogeechee Judicial Circuit operating in Bulloch County, Effingham County, Jenkins County, and Screven County, Georgia.

1.7 "Participant" means clients who are eligible to receive services from the Drug/Mental Health Court.

1.8 "Participant Agreement" means an agreement between a Participant and the Drug/Mental Health Court that requires the Participant to abide by certain terms and conditions to complete the program successfully.

1.9 "Service Provider" means entities who are qualified to provide services that are relevant and useful to Participants to successfully complete the Drug/Mental Health Court program.

1.10 "State Fiscal Year" means July 1 through June 30 on a recurrent basis.

ARTICLE II
SCOPE AND AUTHORITY

2.1 Court's Duties and Obligations. Without in any way limiting the inherent authority of the Court over judicial proceedings and functions, the Court's duties and obligations under this Agreement shall be as follows.


2.1.2 Assigning, as appropriate and at its discretion, judges to preside over cases involving the Drug/Mental Health Court, and serving as the final authority for adjudication and management of the Drug/Mental Health Court.

2.1.3 Determining the venue for adjudication of cases involving Participants in the Drug/Mental Health Court.
2.1.4. As appropriate or necessary, entering into contracts or memoranda of understanding with qualified Service Providers for Participant counseling, treatment or care.

2.2 **Bulloch County’s Duties and Obligations as Fiscal Agent.** Bulloch County shall act as the fiscal agent for the Drug/Mental Health Court and shall have the following duties and obligations with regard thereto.

2.2.1 Bulloch County shall be responsible for ongoing fiscal oversight and financial reporting of the Drug/Mental Health Court.

2.2.2 Bulloch County shall receive and be responsible for proper accounting, management, and expenditure of any funds received for operation of the Drug/Mental Health Court. Such funds may include but are not necessarily limited to: (i) any grant funds received from the Criminal Justice Coordinating Council; (ii) any funds received from Effingham County, Jenkins County, or Screven County pursuant to this Agreement; (iii) Participant fees; and (iv) funds from any other federal, state, local, or private sources that are restricted to or intended for operation of the Drug/Mental Health Court. Disbursement and allocation of funds shall be at the direction of the Drug/Mental Health Court Coordinator and/or Judge, and in accordance with CJCC and CACJ policies and procedures and the annual budget adopted by the governing authority of Bulloch County.

2.2.3 The Drug/Mental Health Court Coordinator and any other personnel serving under his or her supervision shall be employees of Bulloch County and shall be eligible for the same benefits and subject to the same personnel and other policies as all other Bulloch County employees. The Drug/Mental Health Court Coordinator shall be supervised, evaluated, disciplined, and/or terminated by the Drug/Mental Health Court Judge.

2.2.4 Bulloch County shall ensure that the Drug/Mental Health Court Coordinator prepares and submits all proposed annual plans, grant applications, requests for financial reimbursement, budget proposals, and amendments or modifications thereof for approval and authorization by the Court, Bulloch County, Effingham County, Jenkins County, Screven County, the Criminal Justice Coordinating Council, the Council of Accountability Court Judges, and/or other appropriate agencies.

2.2.5 Bulloch County shall develop and maintain financial accounts and records for the Drug/Mental Health Court according to the Uniform Chart of Accounts as administered by the Georgia Department of Community Affairs.

2.2.6 Bulloch County shall authorize and execute such contracts, expenditure authorizations, purchase orders and/or other financial documents as are necessary for the operation of the Drug/Mental Health Court, consistent with federal and
state laws, regulations or guidelines and with Bulloch County’s personnel, financial and administrative policies and procedures.

2.2.7 Title to all equipment and other personal property purchased, operated, and/or maintained with funds from grants, cash matches or other sources shall vest in Bulloch County and be used for Drug/Mental Health Court related purposes. If the Drug/Mental Health Court ceases operation, or if any such equipment or other personal property can no longer be used for its grant-funded purpose, the CJCC and CACJ will be informed of the available equipment and determine its future use to assure it is utilized in furtherance of the goals and objectives of the grant program and the State of Georgia. Bulloch County will execute a bill of sale or any other necessary documentation to convey title as directed by CJCC and/or CACJ. In the event that CJCC and/or CACJ has no use for the available equipment, Bulloch County may dispose of the equipment in accordance with its policies.

ARTICLE III
FUNDING AND COST REIMBURSEMENT

3.1 Duties and Obligations of Bulloch County, Effingham County, Jenkins County, and Screven County for Funding and Cost Reimbursement. Bulloch County, Effingham County, Jenkins County, and Screven County (the “Counties”) hereby agree to the following terms and conditions for funding and cost reimbursement for the Drug/Mental Health Court.

3.1.1 Matching cost requirements for grants awarded by the CJCC for the Drug/Mental Health Court, or any other grantor agency with similar requirements, shall be apportioned among the Counties by the population distribution of the most recent official decennial enumeration by the United States Census Bureau for Bulloch County, Effingham County, Jenkins County, and Screven County.

3.1.2 Direct expenses that are paid for by Bulloch County that support the Drug/Mental Health Court, but are not reimbursed by grant funds, including but not limited to personnel, liability insurance, utilities, office space, cell phones or allowances, information technology services and maintenance, and/or furniture, fixtures or equipment as identified in Bulloch County’s annual General Appropriations Budget, shall be apportioned among the Counties by the population distribution of the most recent official decennial enumeration by the United States Census Bureau for Bulloch County, Effingham County, Jenkins County, and Screven County.

3.1.3 While the percentage distribution may change in the future, the parties acknowledge that for the fiscal year ending June 30, 2019, the population distribution of the most recent official decennial enumeration by the United States Census Bureau results in the following percentages for the financial obligations in
Sections 3.1.1 and 3.1.2: Bulloch County – 47%; Effingham County – 38%; Jenkins County – 6%; and Screven County – 9%.

3.1.4. Any Participant fees assessed by the Court for participation in the Drug/Mental Health Court shall be transmitted to Bulloch County and deposited into a restricted fund, and shall only be expended for non-personnel costs for the sole use and benefit of the Participants, including but not necessarily limited to educational and training materials, care and treatment, transportation to receive services, drug testing expenses, and counseling services. Participant Agreements shall include a certification that such fees are for a legitimate expense for the use and/or benefit of the Participants. Bulloch County shall not be obligated to reduce or credit such expenses toward matching cost requirements for grants, referenced in Section 3.1.1, or for other direct expenses referenced in Section 3.1.2 of this Article.

3.1.5. Bulloch County shall submit requests for reimbursement pursuant to Sections 3.1.1 and 3.1.2 to Effingham County, Jenkins County, and Screven County on a quarterly basis within twenty (20) calendar days of the close of each Fiscal Quarter. Such requests for reimbursement will include the amount due from each county with supporting documentation including revenue and expense reports with cash balances for fees from Participants.

3.1.6. Effingham County, Jenkins County and Screven County shall then have twenty-five (25) calendar days upon the receipt of the reimbursement request to tender appropriate funds to Bulloch County.

ARTICLE IV
TERM AND TERMINATION

4.1 **Initial Term and Automatic Renewal.** The initial term of this Agreement shall be for one year commencing on July 1, 2018 and ending on June 30, 2019. Thereafter, this Agreement shall automatically renew for additional one-year terms commencing each July 1 unless any of the parties notifies the other parties of its intention not to renew at least ninety (90) days prior to the expiration of the then-current term.

4.2 **Termination.** Notwithstanding the provisions of Section 4.1, any party may terminate this Agreement at any time upon providing at least ninety (90) days’ notice to the other parties.

4.3 **Survival of Accrued Financial Obligations.** Any financial obligations of the parties pursuant to this Agreement that have accrued upon termination or nonrenewal of this Agreement shall survive such termination or nonrenewal and shall be promptly paid.

ARTICLE V
MISCELLANEOUS PROVISIONS
5.1 Default or Breach; Dispute Resolution; Remedies.

5.1.1 In the event that any party to this Agreement alleges that any other party is in default or breach of any of the terms, conditions or covenants of this Agreement, the party alleging default or breach may give the other party written notice that specifies the alleged default or breach. The party alleging default or breach shall also send a copy of such notice to the other parties that are not alleged to be in default or breach. The party allegedly in default or breach shall have thirty (30) days to cure the alleged default or breach before the other party may pursue dispute resolution as set forth herein.

5.1.2 In the event the party allegedly in default or breach of this Agreement fails to cure the alleged default or breach within thirty (30) days after receiving written notice of same, the party alleging default or breach may send a written demand for mediation to the party allegedly in default or breach. The party alleging default or breach shall also send a copy of such written demand to the other parties that are not alleged to be in default or breach. The parties agree that in the event one party makes a written demand for mediation upon another party in accordance with the provisions of this Agreement, all parties shall participate in good faith in such mediation in an attempt to resolve their dispute or disputes. The parties further agree to share equally the cost of such mediation. Participation in such mediation shall be a condition precedent to the initiation of litigation pursuant to Section 5.1.3.

5.1.3 In the event the parties cannot resolve their dispute or disputes through mediation, any party alleging a default or breach of this Agreement by any other party may pursue litigation against the other party, and the other parties shall join the litigation if they are deemed necessary parties. The parties agree that jurisdiction and venue for any litigation initiated pursuant to this Agreement shall exclusively be in the Superior Court of Bulloch County, Georgia. The parties also consent to the assignment of a judge from outside the Ogeechee Judicial Circuit for such litigation to avoid any real or perceived conflict of interest. The parties further agree that, in addition to any other legal or equitable remedies, the prevailing party or parties may recover attorneys’ fees and court costs from the non-prevailing party or parties.

5.1.4 The rights and remedies provided in this Agreement are cumulative and not exclusive and are in addition to any other rights and remedies the parties may have at law or equity.

5.2 Entire Agreement. This Agreement contains the entire agreement of the parties hereto and all understandings, representations, and agreements between them. Each party warrants to the other that no agent, officer, employee, attorney or other representative of any party has made any representation or statement, nor are there any other agreements or understandings between or among any of the parties or their representatives, upon which any party relies that are not expressed and set forth in writing herein. Any prior
agreements between the parties involving the subject matter of this Agreement are superseded in their entirety by this Agreement.

5.3 **Notices; Other Documents.**

5.3.1 Except as otherwise specifically provided herein, any notices, demands, approvals, consents, requests or other communications hereunder shall be in writing and shall be deemed as given (i) when the writing is delivered in person; (ii) one business day after being sent by reputable overnight registered delivery service, charges prepaid; or (iii) three business days after being sent by certified mail with sufficient postage affixed thereon, to any of the parties at the addresses shown below, or at such other addresses as may be furnished by the parties from time to time:

If to Bulloch County:

Thomas M. Couch, County Manager (or the then-current County Manager)  
115 North Main Street  
Statesboro, Georgia 30458  
Phone: (912) 764-6245

If to Effingham County:  
Chris Hutchings, Interim County Administrator (or then the current County Administrator)  
601 North Laurel Street  
Springfield, Georgia 31329  
(912) 754-2123

If to Jenkins County:  
Grady Saxon, County Manager (or then the current County Manager)  
Post Office Box 797  
Millen, Georgia 30442  
(478) 982-2563

If to Screven County:  
Rick Jordan, County Manager (or then the current County Manager)  
Post Office Box 159  
Sylvania, Georgia 30467  
(912) 564-7535

If to The Ogeechee Judicial Circuit:  
Michael T. Muldrew, Judge (or then the current Accountability Court Judge)  
20 Siebald Street  
Statesboro, Georgia 30458  
(912) 764-9607
5.3.2 The parties shall execute such other and further documents as may be deemed necessary by either party to fulfill the intent of the parties to this Agreement.

5.4 **Time of the Essence.** Time is of the essence of each and every term, provision and covenant of this Agreement.

5.5 **Governing Law.** This Agreement is made and shall be construed under and in accordance with the laws of the State of Georgia.

5.6 **Counterparts.** This Agreement may be executed in several counterparts, each of which shall be deemed an original.

5.7 **Amendments.** This Agreement may only be amended, supplemented or otherwise modified by a document in writing duly executed and delivered with the same formality of this Agreement by all of the parties. No waiver, release or similar modification of this Agreement shall be established by conduct, custom, or course of dealing.

5.8 **Severability.** This Agreement is intended to be performed in accordance with, and only to the extent permitted by, all applicable laws, ordinances, rules and regulations. If any provision of this Agreement, or the application thereof to any person or circumstance, shall be held invalid or unenforceable by a court of competent jurisdiction, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby but rather shall be enforced to the greatest extent permitted by law.

**IN WITNESS WHEREOF,** the parties hereto, acting by and through their duly authorized officers, have caused this Agreement to be executed under their respective seals as of the day and year first above written.

[SIGNATURES BEGIN ON NEXT PAGE]
Item IX. 5.

I affirm that this Agreement was duly authorized by the Governing Body at a public meeting with such approval placed on the public record.

By: Roy Thompson, Chairman

By: Wesley Corbitt, Chairman

By: Hiller Spann, Chairman

Attest: Olympia Gaines, Clerk of the Board

Attest: Stephanie Johnson, Clerk of the Board

Attest: Brittany Shaw, Clerk of the Board

I affirm that this Agreement was duly authorized by the Governing Body at a public meeting with such approval placed on the public record.
by the Governing Body at a public meeting with such approval placed on the public record.

BOARD OF COMMISSIONERS
OF SCREVEN COUNTY,
GEORGIA

Approved as to form:

Hubert Reeves, County Attorney

SUPERIOR COURTS OF THE
OGEECHEE JUDICIAL
CIRCUIT

By: ____________________________
Will Boyd, Chairman

Attest: __________________________
Lori Boulineau, Clerk of the Board
[SEAL]

By: ____________________________
F. Gates Peel, Chief Judge

By: ____________________________
Michael T. Maidrew, Judge

By: ____________________________
Lovett Bennett, Jr., Judge
Staff Report

Subject: Coastal Regional Commission Mini Grant
Author: Mark W. Barnes, Finance Director
Department: Finance Department
Meeting Date: 5/3/22
Item Description: Consideration to accept a grant award from the Coastal Regional Commission Area Agency on Aging (CRC AAA)

Summary Recommendation:
Staff is requesting approval to accept a grant award from the Coastal Regional Commission Area Agency on Aging (CRC AAA).

Executive Summary:
In continued support of Nutrition Services and Adult Day Care Programs, the Coastal Regional Commission Area Agency on Aging (CRC AAA) is providing mini grants for Senior Centers and Adult Day Care sites. The grant funding is intended for program development and improvements that promote healthy aging and should only be used on materials, training and equipment that enhance nutrition and day care programs.

Background:
1. The awarded funding amount is $6,000.
2. There is no cost share requirement.

Alternatives for Commission to Consider:
1. Approve the CRC AAA grant award
2. Do not approve the CRC AAA grant award
3. Provide Staff with Direction

Recommended Alternative:
Staff recommends Alternative number 1 – Approve the CRC AAA grant award

Other Alternatives:
N/A

Department Review: (list departments)
Effingham County Senior Citizens Center
**Funding Source:**
No cost share requirement

**Attachments:**
- CRC AAA  Award Letter
MEMORANDUM

TO:  
    Kelly Ledbetter   Imani Poole   Deidre Light  
    Buck Johnsen   Darlene Bell   Sally Shuman  
    Patrick Zoucks   Linda Drake   Azania Butler  
    Tres Hamilton   Patti Lyons   Theresa Johnson  
    Regina McDuffie   Darlene Wymes   Diana Rogers  
    Amy Hewitt   Alex Smith   Kelli Mock

FROM:  Rhett Davis, Contracts Administrator

DATE:  April 18, 2022

RE:  Additional Funding

In continued support of our Nutrition Services and Adult Day Care Programs, the Coastal Regional Commission Area Agency on Aging (CRC AAA) is providing mini grants in the amount of $6,000 for Senior Centers and Adult Day Care sites, and $3,000 for Mobile ADC sites. The grant funding is intended for program development and improvements that promote healthy aging and should only be used on materials, training and equipment that enhance your nutrition and day care programs. This would include, but is not limited to, items such as paper goods, craft supplies, exercise equipment, learning aides, tables, chairs, computers and software. The funding should not be used for facility or structural modifications.

This letter serves as your official notice of this grant award. Please encumber the funds granted by the CRC AAA by June 30, 2022. If you are unable to expend the entire amount, we need to know immediately so that the funding can be used elsewhere. The CRC AAA will need a copy of invoices/receipts for all purchases made under this grant award before reimbursement can be made. We further request a brief summary report detailing the benefits of this additional funding. The summary report and receipts should be submitted to the CRC AAA by July 31, 2022. Invoices and receipts dated after June 30 will not be reimbursed.

If you have questions regarding allowable expenses under this grant award, please contact me at 912-514-1616 or by email at rdavis@crc.ga.gov. The Coastal AAA appreciates the quality services you provide to older adults throughout the Coastal region. We support your efforts and applaud your hard work!

CC:  Pamela Rogers, Aging Services Director  
       Dionne Lovett, Assistant Executive Director  
       Marsha Johnson, Aging Fiscal Analyst  
       Senior Center & Adult Day Care Managers
<table>
<thead>
<tr>
<th>Organization</th>
<th>Facility Details</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bryan County Commission</td>
<td>Pembroke Senior Center, Richmond Hill Senior Center</td>
<td>$12,000</td>
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<tr>
<td>City of Brunswick</td>
<td>Brunswick MPC Senior Center, Brunswick MPC Adult Day Care</td>
<td>$12,000</td>
</tr>
<tr>
<td>Camden County Commission</td>
<td>Ralph Bunch Senior Center</td>
<td>$6,000</td>
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<td>McIntosh County Commission</td>
<td>Eulonia Senior Center</td>
<td>$6,000</td>
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<tr>
<td>City of Savannah</td>
<td>Adult Leisure Services ADC, PARC - Eastside Golden Age Center, Mary Flournoy Golden Age Center, Moses Jackson Golden Age Center</td>
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<td>Action Pact.</td>
<td>Bulloch County Senior Center, Long County Senior Center</td>
<td>$12,000</td>
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<tr>
<td>Effingham County Commission</td>
<td>Effingham County Senior Center</td>
<td>$6,000</td>
</tr>
<tr>
<td>Senior Citizens, Inc.</td>
<td>Port Wentworth Senior Center, Thunderbolt Senior Center, Ruth Byck ADC, Liberty County Senior Center, Liberty Mobile ADC</td>
<td>$27,000</td>
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Staff Report

Subject: Petco Love Animal Welfare Grant
Author: Mark W. Barnes, Finance Director
Department: Finance Department
Meeting Date: 5/3/22
Item Description: Consideration to accept a grant award from Petco Love Animal Welfare Grant Program

Summary Recommendation:
Staff is requesting approval to accept a grant award from Petco Love Animal Welfare Grant Program.

Executive Summary:
The Petco Foundation uses the Animal Welfare grant funds to invest in lifesaving efforts for sheltering and adoptions, and supports organizations that continually endeavor to achieve a high standard of doing more and are determined to save as many lives as possible. Effingham County Animal Shelter is one of those organizations. The funds will be used for necessary medical treatment for sheltered animals and for trap-neuter-return cats. This grant will enable Effingham County Animal Shelter to continue its mission of promoting responsible animal ownership, preventing the spread of animal disease, protecting the public from dangerous animals, and protecting animals from dangerous humans.

Background:
1. The grant award amount is $7,500.
2. There is no cost share requirement.

Alternatives for Commission to Consider:
1. Approve to accept the Petco Love grant award
2. Do not approve to accept the Petco Love grant award
3. Provide Staff with Direction

Recommended Alternative:
Staff recommends Alternative number 1 – Approve to accept the Petco Love grant award.

Other Alternatives:
N/A
Department Review: (list departments)
Effingham County Animal Shelter

Funding Source:
No cost share requirement

Attachments:
Petco Love Award Letter
April 6, 2022

Dear Petco Love partner,

On behalf of everyone at Petco Love, we are pleased to provide you with the enclosed grant award in response to your application for our 2021 Animal Sheltering & Adoptions grant cycle. These funds may be used for any lifesaving purpose. Please see your grant approval email for instructions on how to properly acknowledge Petco Love as well as the link to the digital toolkit to help you celebrate your award.

We're honored to partner with your organization and invest in your lifesaving efforts. We celebrate your commitment to animals and thank you for all that you do on behalf of pets and the people who love and need them.

All of us at Petco Love thank you for your lifesaving work that makes a difference everyday for animals in need.

Susanne Kogut  
President  
Petco Love

P.S. Petco Love (formerly Petco Foundation) desires that all funds and efforts be prioritized for lifesaving, and seeks to reduce our environmental footprint. Therefore, we respectfully request that no items are mailed to Petco Love and that any thank you letters be sent by email only to partners@petcolove.org. We welcome and appreciate recognition on social media, on your website, or in other print and digital communications. We ask that this recognition thank Petco Love, Petco and/or our Petco store partners collectively rather than individual employees of Petco or Petco Love.

Petco Foundation aka Petco Love is a 501(c)(3) nonprofit, tax exempt corporation. Tax I.D. 33-0845930
Staff Report

Subject: Conditional Use (Fourth District)
Author: Teresa Concannon, AICP, Planning & Zoning Manager
Department: Development Services
Meeting Date: May 3, 2022

Item Description: On Site Truck Maintenance, LLC as Agent for William Henry Webb requests a conditional use to allow for a diesel truck and semi-truck service business located on a 7-acre tract zoned B-2. Located at 1105 Stillwell Road. Map# 409 Parcel# 49A

Summary Recommendation
Staff has reviewed the application, and recommends denial of a conditional use to allow for a semi-truck service business in B-2.

Executive Summary/Background
- The request for conditional use is a requirement of Article V - Uses Permitted in Districts, Sec. 5.1.2 Conditional Uses.
- The parcel was rezoned to B-2 in 2006, with a condition to “allow tractor and equipment sales and service only”.
- The applicant has a business in Port Wentworth, but has to relocate. He currently operates a mobile repair business providing general maintenance repairs on diesel trucks/semi-trucks.
- The B-2 zoning district does not include diesel truck/semi-truck service or repair as either a permitted or a conditional use. B-2 conditional uses include “Commercial Parking Areas” and “Automobile Service”. The applicant’s other option was to apply for B-3 zoning, where “Automobile Sales, Service, and Service” is a permitted use, and “Automotive Paint and Body Shops” is a conditional use.
- There are two farm supply-related businesses on Stillwell Road, which generate truck traffic and include onsite storage of trucks and containers. Stillwell Road is not a designated truck route.
- The applicant plans to use the existing structure, and eventually add a mobile office. He estimates that 8-10 trucks will be present at any time, with no vehicle on site for more than three days. Business hours will be 8am-6pm, Monday-Friday, and 8am-2pm on Saturday.
- A 30’ vegetative buffer is required between commercial and AR uses. The sketch plan must include information on water and sewer service, access management, and any planned improvements.
- The property is in the Springfield service delivery area.
- At the March 21 Planning Board meeting, Brad Smith made a motion to deny the request for a conditional use to allow for a semi-truck service business in B-2,
- The motion was seconded by Alan Zipperer, and carried unanimously.
- At the April 5 meeting, the Board postponed this item to the May 3 meeting.

Alternatives
1. Approve the request for a conditional use to allow for a semi-truck service business.
2. Deny the request for a conditional use to allow for a semi-truck service business.

Recommended Alternative: 2
Other Alternatives: 1
Department Review: Development Services
FUNDING: N/A
Attachments: 1. Conditional Use application
2. Deed
3. Aerial photograph
ATTACHMENT A - CONDITIONAL USE APPLICATION

Application Date: 2.14.19

Applicant/Agent: ONSITE TUCK MAINTENANCE LLC

Applicant Email Address: 100 Eagle Drive Springfield 64 31329

OSTHL_SAUL@OUTLOOK.COM

Phone #: 4173767710

Applicant Mailing Address: 100 Eagle Drive Springfield 64 31329

Property Owner, if different from above: William Henry Week

Include Signed & Notarized Authorization of Property Owner

Owner’s Email Address (if known): 

Phone #: 1-912-682-6010

Owner’s Mailing Address: 1045 Stillwell Rd. Springfield 64 31329

Property Location: 1045 Stillwell Rd. Springfield 64 31329

Present Zoning of Property: RS Tax Map-Parcel #: 0409004900 Total Acres: 7

CONDITIONAL USE REQUESTED:

_____ Section 3.15A - RESIDENTIAL BUSINESS
See Section 3.15A for requirements

_____ Section 3.15B - RURAL BUSINESS
See Section 3.15B for requirements

✓ OTHER (provide relevant section of code):

Reason: Semi truck/diesel repair is higher intensity use than permitted in B-2 zoned right.

Applicant Signature: _______________________________ Date _______________________________

Rev 05052021
AUTHORIZATION OF PROPERTY OWNER

I, William Henry Webb, being duly sworn upon his/her oath, being of sound mind and legal age deposes and states; That he/she is the owner of the property which is subject matter of the attached application, as is shown in the records of Effingham County, Georgia.

I authorize the person named below to act as applicant in the pursuit of a Conditional Use application. I acknowledge and accept that I will be bound by the decision of the board of commissioners, including any conditions, if the application is approved.

Name of Applicant/Agent: Danny Joseph Flores Zoldivar

Applicant/Agent Address: 100 Eggle Dr.

City: Springfield State: GA Zip Code: 31339

Phone: 911-376-7710 Email: OSYM-SAU@OUTLOOK.COM

Owner's signature: William Henry Webb

Print Name: William Henry Webb

Personally appeared before me William Henry Webb (Owner print)

Who swears before that the information contained in this authorization is true and correct to the best of his/her knowledge and belief.

Sworn and subscribed before me this 14th day of February, 2022.

Kathleen Erin Dunnigan
Notary Public, State of Georgia
ATTACHMENT B - OWNERSHIP CERTIFICATION

I, (we) the undersigned, do hereby certify that I (we) own the property affected by the proposed Amendment to the Effingham County Zoning Ordinance by virtue of a deed date March 2, 2005, on file in the office of the Clerk of the Superior Court of Effingham County, in Deed Book 1246 page 143.

I hereby certify that I am the owner of the property being proposed for Conditional Use approval, and I have answered all of the questions contained herein and know the same to be true and correct. I hereby acknowledge that I have reviewed the application checklist, and further acknowledge that any omission of the items above will cause a delay in the review of my request.

Owner’s signature __________________________
Print Name __________________________

Owner’s signature __________________________
Print Name __________________________

Owner’s signature __________________________
Print Name __________________________

Sworn and subscribed before me this 14th day of February, 2022.

[Signature]
Notary Public, State of Georgia
RETURN TO:
REDDICK & EXLEY
ATTORNEYS AT LAW
P. O. BOX 385
SPRINGFIELD, GA 31329

STATE OF GEORGIA
COUNTY OF EFFINGHAM

THIS INDENTURE, Made the 2nd day of MARCH, 2005, between EMILY E. WEBB of the FIRST PART, and WILLIAM H. WEBB of the SECOND PART,

WITNESSETH, That the said party of the FIRST PART, for and in consideration of the natural love and affection she has for her son, the said SECOND PARTY herein, has granted, given, conveyed and confirmed and by these presents does grant, give, convey and confirm unto the said party of the SECOND PART, his heirs and assigns, all of the following described property, to-wit:

ALL that certain tract or parcel of land situate, lying and being in the 11th G.M. District of Effingham County, Georgia, containing Twenty-Five and Eighty-Nine Hundredths (25.89) acres, more or less, and being bounded on the north by lands of Helmy; on the east by lands of Emily H. Webb (shown as Henry Webb); on the south by the Stillwell Road, known as County Road #308; on the west by lands of William H. Webb (shown as William Henry Webb); also or the south by lands of William Henry Webb; and on the west (again) by lands of James Zitrouer.

Express reference hereby made to the plat of said lands made by Neel B. Ackerman, R.L.S. #1128, dated December 12, 2004 and recorded in the office of the Clerk of the Superior Court of Effingham County, Georgia, in Plat Cabinet “C”, slide 150-2, for better determining the metes and bounds of said lands herein conveyed.

SUBJECT to restrictive covenants and easements of record.

TO HAVE AND TO HOLD the said above granted and described property, with all and singular the rights, members and appurtenances thereunto appertaining to the only proper use, benefit and behoof of the said party of the SECOND PART, his heirs, executors, administrators and assigns, in FEE-SIMPLE.

IN WITNESS WHEREOF, the said party of the FIRST PART has hereunto set his hand, affixed his seal, and delivered these presents, the day and year first above written.

EMILY E. WEBB
(SEAL)

Signed, sealed and delivered in the presence of:

Dorothy Jackson
Unofficial Witness

Official Witness - Notary Public
My commission expires: 9-2-06

67
NOTE: BASED UPON REVIEW OF THE
F.E.M.A. FLOOD INSURANCE RATE MAP,
EFFINGHAM CO., GA. COMMUNITY PANEL
NO. 130076 0030A. THIS PROPERTY
IS LOCATED IN : ZONE X. (OUTSIDE
THE 500 YEAR FLOODPLAIN).
FIELD EOC < 1:20,000
PLAT NOT ADJUSTED
NIKON TOTAL STATION NTD-4

WILLIAM HENRY WEBB
30.49 ACRES

SCALE 1" = 300'

FILE: WEBB092.DWG
NEEL B. ACKERMAN, RLS
P. O. BOX 95,
SPRINGFIELD, GA 31329

(912) 754 - 7926

SURVEY OF:
25.89 ACRES OF LAND
LOCATED IN THE 11th GMD,
EFFINGHAM CO., GEORGIA
TO BE ADDED TO AND MADE
A PART OF THE ADJOINING
30.49 ACRE TRACT IN THE
SAME OWNERSHIP.
SURVEY FOR:
WILLIAM HENRY WEBB
DATE: DEC. 12, 2004
Item X. 1.

BUILDING IS SERVED BY EXISTING WELL AND SEPTIC SYSTEM

ZONING=B-2 TYPE=COMMERCIAL/INDUSTRIAL RURAL

FLOOD NOTE:
THIS PROPERTY APPEARS TO BE LOCATED IN FLOOD ZONE "A"
PER F.E.M.A. FLOOD INSURANCE RATE MAP.
SEE COMMUNITY MAP 131030, PANEL 257E.
NOT A SPECIAL FLOOD HAZARD AREA.
MAP EFFECTIVE 03/16/2015.

MATTHEW D. CLARK, PLS
65 WAYSIDE DR
ELLABELL, GA 31308
CELL: (843) 247-0995
DATE: FEBRUARY 15, 2022
JOB No. 18000
DRAWN BY: MDC

PREPARED FOR: WILLIAM WEBB

SITE PLAN OF 7.0 ACRES
FOR WILLIAM WEBB

SITE PLAN
EFFINGHAM COUNTY, GA
STATE OF GEORGIA
EFFINGHAM COUNTY

AN AMENDMENT TO THE EFFINGHAM COUNTY ZONING ORDINANCE, MAP AND PARCEL NO. 409-49

AN ORDINANCE TO AMEND THE EFFINGHAM COUNTY ZONING ORDINANCE, MAP AND PARCEL NO. 409-49 AND TO REPEAL ALL OTHER ORDINANCES IN CONFLICT HEREWITHE.

BE IT ORDAINED by the Effingham County Board of Commissioners in regular meeting assembled and pursuant to lawful authority thereof:

WHEREAS, WILLIAM H. WEBB has filed an application to rezone 7 acres, map and parcel number 409-49 consisting of 25.89 acres, shown on the attached map and plat, located in the 4th commissioner district, from AR-1 to B-2; and

WHEREAS, notice of this hearing was published in the Effingham County Herald on 03/10/06; and

WHEREAS, a public hearing was held before the Effingham County Planning Board, notice of said hearing having been published in the Effingham County Herald on 03/10/06; and

WHEREAS, signs giving notice of all public hearings were placed on the property by the Zoning Administrator on 03/10/06;

IT IS HEREBY ORDAINED THAT 7 acres map and parcel number 409-49, consisting of 25.89 acres, located in the 4th commissioner district, is rezoned from AR-1 to B-2;

IT IS FURTHER ORDAINED that the following special conditions shall attach to this rezoning decision:

1. The subject property is rezoned to B-2 to allow tractor and equipment sales and service only.

All ordinances or part of ordinances in conflict herewith are hereby repealed.

BOARD OF COMMISSIONERS
EFFINGHAM COUNTY, GEORGIA

BY: [Signature]

FIRST READING: 4/18/06
SECOND READING: 5/2/06

ATTEST:
PATRICE MORRIS
COUNTY CLERK

ERNIE H. PHILLIPS, CHAIRPERSON
BUILDING IS SERVED BY EXISTING WELL AND SEPTIC SYSTEM

ZONING=B-2
TYPE=COMMERCIAL/INDUSTRIAL RURAL

FLOOD NOTE:
THIS PROPERTY APPEARS TO BE LOCATED IN FLOOD ZONE "Z" PER F.E.M.A. FLOOD INSURANCE RATE MAP. SEE COMMUNITY MAP 13103C, PANEL 257E NOT A SPECIAL FLOOD HAZARD AREA. MAP EFFECTIVE 03/16/2013.

MATTHEW D. CLARK, PLS

65 WAYSIDE DR ELLABELL, GA 31308
CELL: (843) 247-0996
DATE: FEBRUARY 15, 2022
JOB No. 18000
DRAWN BY: MDC

PREPARED FOR: WILLIAM WEBB

SITE PLAN OF 7.0 ACRES FOR WILLIAM WEBB

SITE PLAN

EFFINGHAM COUNTY, GA

72
Staff Report

Subject: 2nd Reading Zoning Map Amendment
Author: Teresa Concannon, AICP, Planning & Zoning Manager
Department: Development Services
Meeting Date: May 3, 2022
Item Description: On Site Truck Maintenance, LLC as Agent for William Henry Webb requests a conditional use to allow for a diesel truck and semi-truck service business located on a 7-acre tract zoned B-2. Located at 1105 Stillwell Road. Map# 409 Parcel# 49A

Summary Recommendation
Staff has reviewed the application, and recommends denial of a conditional use to allow for a semi-truck service business in B-2.

Executive Summary/Background
- The request for conditional use is a requirement of Article V - Uses Permitted in Districts, Sec. 5.1.2 Conditional Uses.
- The parcel was rezoned to B-2 in 2006, with a condition to "allow tractor and equipment sales and service only".
- The applicant has a business in Port Wentworth, but has to relocate. He currently operates a mobile repair business providing general maintenance repairs on diesel trucks/semi-trucks.
- The B-2 zoning district does not include diesel truck/semi-truck service or repair as either a permitted or a conditional use. B-2 conditional uses include “Commercial Parking Areas” and “Automobile Service”. The applicant’s other option was to apply for B-3 zoning, where “Automobile Sales, Service, and Service” is a permitted use, and “Automotive Paint and Body Shops” is a conditional use.
- There are two farm supply-related businesses on Stillwell Road, which generate truck traffic and include onsite storage of trucks and containers. Stillwell Road is not a designated truck route.
- The applicant plans to use the existing structure, and eventually add a mobile office. He estimates that 8-10 trucks will be present at any time, with no vehicle on site for more than three days. Business hours will be 8am-6pm, Monday-Friday, and 8am-2pm on Saturday.
- A 30’ vegetative buffer is required between commercial and AR uses. The sketch plan must include information on water and sewer service, access management, and any planned improvements.
- The property is in the Springfield service delivery area.
- At the March 21 Planning Board meeting, Brad Smith made a motion to deny the request for a conditional use to allow for a semi-truck service business in B-2.
- The motion was seconded by Alan Zipperer, and carried unanimously.
- At the April 5 meeting, the Board postponed this item to the May 3 meeting.

Alternatives
1. Approve the request for a conditional use to allow for a semi-truck service business.
2. Deny the request for a conditional use to allow for a semi-truck service business.

Recommended Alternative: 2  Other Alternatives: 1
Department Review: Development Services  FUNDING: N/A
Attachments: 1. Zoning Map Amendment
AN AMENDMENT TO THE EFFINGHAM COUNTY ZONING ORDINANCE, MAP AND PARCEL NO.
409-49A
AN ORDINANCE TO AMEND THE EFFINGHAM COUNTY ZONING ORDINANCE, MAP AND PARCEL NO. 409-49A

AND TO REPEAL ALL OTHER ORDINANCES IN CONFLICT HEREWITH.

BE IT ORDAINED by the Effingham County Board of Commissioners in regular meeting assembled and pursuant to lawful authority thereof:

WHEREAS, ON SITE TRUCK MAINTENANCE, LLC AS AGENT FOR WILLIAM HENRY WEBB has filed an application for a conditional use to allow for a semi-truck service business; map and parcel number 409-49A, located in the 4th commissioner district, and

WHEREAS, a public hearing was held on April 5, 2022 and notice of said hearing having been published in the Effingham County Herald on March 9, 2022; and

WHEREAS, a public hearing was held before the Effingham County Planning Board, notice of said hearing having been published in the Effingham County Herald on March 2, 2022; and

IT IS HEREBY ORDAINED THAT a conditional use for a semi-truck service business; map and parcel number 409-49A, located in the 4th commissioner district, is approved.

All ordinances or part of ordinances in conflict herewith are hereby repealed.

This _____ day of ______________, 20____

BOARD OF COMMISSIONERS
EFFINGHAM COUNTY, GEORGIA

BY: ____________________________
    WESLEY CORBITT, CHAIRMAN

ATTEST: ____________________________
         FIRST/SECOND READING: ____________

___________________________
STEPHANIE JOHNSON
COUNTY CLERK
Subject: Pavement Condition Assessment Project
Author: Eric Larson, Asst. County Manager
Department: Engineering
Meeting Date: May 3, 2022
Item Description: Presentation of a pavement management system and recommendation to create a pavement condition assessment program for all County maintained roads.

Summary Recommendation:
The County Engineer is recommending beginning a pavement management program to routinely assess road condition, rehabilitation costs, and create a data-driven decision making process for prioritization and allocation of limited funding to improve roads. The platform is a software package and assessment consultation from First Step Pavement Management. The process includes a filed inventory of road lengths, widths, and conditions, a video log of the assessment, and an evaluation of numerous pavement rehabilitation processes. The deliverable product is a multi-year recommendation of priority roads for repair and cost estimates. This process is recommended to be done every two years to catalog degradation over time and keep the assessment and allocation of funds current.

Executive Summary/Background:
- County has 651 miles of roads, including asphalt paved, chip seal surface, gravel, and dirt.
- In a recent road condition report from Public Works, staff determined an estimated $27.2 million in current rehabilitation needs that do not have funding.
- 2022 LMIG grant allocation from the State of Georgia is $988,409.52.
- 2021 TSPLOST allocated $12.7 million for repaving and rehabilitation of existing roads, averaging approx. $2.5 million per year.
- Trends in cost and materials availability are far out pacing our ability to keep up. Limited funds and overwhelming needs require the County to come up with a more cost effective and efficient system.
- The cost of the First Step program is $57,000 for 2 years, or $28,500 annually.
- The recently awarded grant from ACCG Civic Affairs Foundation will be used to utilize an intern student to assist with data collection.

Alternatives for Commission to Consider
1 - Approve the creation of a pavement management program and contracting with First Step Pavement Management to conduct a assessment of all county roads in the amount of $57,000.
2 – Take no action / Deny

Recommended Alternative: Alternative 1
Other Alternatives: N/A
Department Review: Engineering

Funding Source: SPLOST.
Attachments: 1. First Step Proposal.
Staff Report

Subject: Extract Utility Data – Spatial Engineering – PID: 21010 OCS-03
Author: Pamela Melser, GIS Coordinator
Department: GIS
Meeting Date: 05-03-2022
Item Description: Consideration to approve proposal by Spatial Engineering to extract utility features from scanned as-built records

Summary Recommendation:

Effingham County began scanning its record archives in 2021 through a contract with Spatial Engineering. As a result of the first round of records scanning the County was able to identify 142 as-built records. Of these 142 as-built records, a subset of 90 records have been identified for utility data extraction. Utility data extraction will involve creating a GIS dataset created for the following utilities; water, sewer, reuse, stormwater, and easement. This project will increase the completeness of the County’s mapped utility infrastructure. Utility extraction will be an integral factor in the creation of the Effingham County Stormwater Masterplan and Water/Sewer Masterplan. The creation and maintenance of a comprehensive and accurate utility infrastructure will aid the County in future plans focused on stable growth as it impacts utilities and the residents of Effingham County. The data extraction will be executed under Spatial Engineering’s current contract with the County; PID 21010, On-Call Support. Per the current contract with Spatial Engineering, On-Call Services (OCS) provides the County the ability to request data updates, analysis, maps, field collection, application development, etc. on an as needed basis.

Executive Summary/Background:

- The following deliverables are expected
  - Updated RightSpot Projects data layer
  - Updated water, sewer, reuse, stormwater, and easement GIS data layers
  - Monthly updates for water, sewer, reuse, storm water, and easement GIS data layers
  - 90-day turnaround from data extraction to final deliverables

Alternatives for Commission to Consider:


2. Take no action.

3. Do not approve of the proposal by Spatial Engineering to extract utility features from scanned as-built records.

Recommended Alternative:
Staff recommends Alternative number 1

Other Alternatives: N/A

Department Review: Asst. County Manager/Director of Development Services
**Funding Source:** 100-7403-225-52-1202 using a budget amendment for $50,630.36 for FY22. The balance in the amount of $50,630.35 will be funded by 100-7403-225-52-1202 in FY23.

**Attachments:** Spatial Engineering Proposal
OCS-03: Extract Utility Data

04/20/2022

1 Introduction:

1.1 Point of Contacts:

**Spatial Engineering, Inc.**
- Richard Truluck, P.E.
- Project Manager
- rtruluck@spateng.com
- O: 912-826-6688

**Effingham County, Georgia**
- Eric Larson, P.E.
- Asst. County Manager
- elarson@effinghamcounty.org
- O: 912-754-8061

1.2 Description

On April 5, 2022, Spatial Engineering, Inc (SPATIAL) met with Effingham County to review the findings and recommendations presented in the *Scan Drawing Archive Assessment, Project ID: 20017-OCS-01* in the findings document section 4 Recommendations, paragraph 4.1. It recommends updating the Scanning Projects layer to the 718 useable scanned projects (14,240 drawing sheets), migrate useable scanned projects to the Projects data layer, update Projects layer to track data extraction, and extract the utility data into the GIS database. During the meeting, it was decided to focus utility extraction on the Priority 1 (as-built) identified in the assessment. The intent is to hold Priority 2 (construction) and Priority 3 (other) data as this data may be replaced during a second scanning effort.

SPATIAL proposes to extract the utility and easement data from as-built projects executed under SPATIAL’s current contract with the County, PID: 21010, On-Call Support.

1.3 Reference:

1. 03/30/2022 *Scan Drawing Archive Assessment, PID: 20017-OCS01.pdf.*
2. 04/05/2022 record of communication for review of Scan Drawing Archive Assessment report.

2 Scope of Work:

SPATIAL proposes to 1) add as-built projects identified in assessment report to the RightSpot™ Projects data layer and 2) extract water, sewer, storm, reuse water, and easements data into GIS.

2.1 Projects Layer:

1. Schema Definition: SPATIAL will modify the Projects layer database schema to add attributes to track the source of the data and whether or not data has been extracted. The UTIL_EXTRACT attribute will be used to track the process using the standard traffic
light approach (Yes = Green, Partial = Amber, No = Red). Projects with no utility data will be gray. Reference Appendix A – Project Layer Attributes.

2. **Layer Update**: SPATIAL will add the as-built projects to the Projects data layer as follows:

   a. Create a simple (~10’x10’ square) polygon feature at the project location. This will serve as the project’s extents and serve as the geospatial link to the project as-buils.
   b. Attribute the project data.
   c. Link the project PDF to the project feature.

### 2.2 Data Extraction

1. **Available Data**: Extraction is only required on those as-built projects with water, sewer, storm, reuse water, and easement data. A review of the as-buils identified in the assessment report reveals several as-buils do not have the desired data or can be combined to reduce the number of projects resulting in 90 unique projects to extract. Of the 90 unique project, three projects are located north of GA119 and 87 projects are located south of GA119. The following table summarized the number of drawing sheets available for each utility.

<table>
<thead>
<tr>
<th>Type</th>
<th>Water</th>
<th>Sewer</th>
<th>Stormwater</th>
<th>Reuse Water</th>
<th>Easements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheets</td>
<td>227</td>
<td>216</td>
<td>214</td>
<td>98</td>
<td>225</td>
</tr>
</tbody>
</table>

2. **Extraction**: Extraction is the process of digitizing specific scanned elements to vector features in GIS and attributing those features with the available non-graphic data (size, material, invert elevation). The purpose of this effort is to incorporate the utility data from the project as-built PDF files into the GIS to support various planning and analysis initiatives (done by others). The following data will be extracted from each as-built where available.

   a. **General Rules**:
      i. Do not snap line vertices where lines cross; do not connect lines.
      ii. Elements shall snap at vertices producing no overshoots and no gaps.
      iii. Lines will break at valve centroid, manhole centroid, and junction points.
      iv. Create network topology for each utility.
b. Feature Group: Water System:

c. Feature Group: Sewer System:

d. Feature Group: Stormwater System:
   i. Feature Classes: DLINES_L, DPOINTS_P, DSTORAGERESERVOIR_A, DSTORAGERESERVOIR_P

e. Feature Group: Reuse Water:

f. Feature Group: Easement:
   i. Feature Classes: OUTGRANT_A

3 Deliverables:

1. Updated Projects data layer with simple boundary, attributes, and PDF link for as-builts. Data available via RightSpot Project layer.
2. Updated water, sewer, stormwater, reuse water, and easement GIS data layers based on extracted data. Data available via RightSpot Project layer. Extraction progress tracked via RightSpot. Anticipate 90 as-built projects with utility data to extract.
3. Monthly updates for water, sewer, stormwater, reuse water, and easement in GIS data layers in accordance with the current data share agreement.

4 Cost Estimate:

<table>
<thead>
<tr>
<th>Item</th>
<th>Task</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0</td>
<td>Update Projects data layer and extract water, sewer, stormwater, reuse water, and easement to GIS</td>
<td>$101,260.71</td>
</tr>
</tbody>
</table>

Total $101,260.71

Notes:
1. This is a Firm Fixed Price (FFP) quote based on SPATIAL’s contract rate schedule.
2. The cost quote is valid for 60 days.

5 Schedule:

The total project duration 90 calendar days. Reference the following schedule.

<table>
<thead>
<tr>
<th>Item</th>
<th>Milestone</th>
<th>Start</th>
<th>End (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Notice to Proceed (NTP)</td>
<td>NTP</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>Kickoff Meeting</td>
<td>NTP</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Update Projects data layer</td>
<td>NTP</td>
<td>15</td>
</tr>
<tr>
<td>3</td>
<td>Extract Water, Sewer, Stormwater, Reuse Water, and Easements</td>
<td>NTP</td>
<td>80</td>
</tr>
<tr>
<td>4</td>
<td>County review</td>
<td>Item 3</td>
<td>Item 3 + 5</td>
</tr>
<tr>
<td>5</td>
<td>Final delivery</td>
<td>Item 4</td>
<td>Item 4 + 5</td>
</tr>
<tr>
<td></td>
<td><strong>Total Project Duration</strong></td>
<td>NTP</td>
<td>90</td>
</tr>
</tbody>
</table>

Notes:
(1) Duration presented in calendar days.

6 Assumptions:

1. This task is for digitizing/extracting data from scanned as-built images listed in Appendix B.
2. Extracted data will be uploaded monthly in accordance with current data agreement.

7 Task Acceptance

If the tasks, schedule, and cost are acceptable, please sign, date, and return a copy to Spatial Engineering.

For: Spatial Engineering, Inc.  
For: Effingham County, GA

<table>
<thead>
<tr>
<th>Rebecca F. Truluck</th>
<th>______________________</th>
</tr>
</thead>
</table>

Date: 4/20/2022  
Date: ______________________

Rebecca F. Truluck  
President  
O: 912-826-6688  
btruluck@spateng.com

Name: ______________________  
Title: ______________________
8 Appendix A – Project Layer Attributes

Add the following attributes to the Project Layer.

<table>
<thead>
<tr>
<th>Attribute Name</th>
<th>Type</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source_Type</td>
<td>Domain</td>
<td>Allowable values:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• As-Built = Record drawings representing actual construction.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Construction = Drawings ready for construction. Includes design drawings, site development, and demolition as these may represent a stage of construction.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Other = Concept, topo, etc.</td>
</tr>
<tr>
<td>Project_Source</td>
<td>Domain</td>
<td>Allowable values:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• ScanProject = The scan project contract number. The 718 useable projects from task order 20017-OCS01 will be attributed “20017-OCS01”.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• PDF = The drawing set was provided in PDF format initially. Scanning was not required.</td>
</tr>
<tr>
<td>Water_Avail</td>
<td>Boolean</td>
<td>Allowable values: {Yes, No}</td>
</tr>
<tr>
<td>Sewer_Avail</td>
<td>Boolean</td>
<td>Allowable values: {Yes, No}</td>
</tr>
<tr>
<td>Storm_Avail</td>
<td>Boolean</td>
<td>Allowable values: {Yes, No}</td>
</tr>
<tr>
<td>Reuse_Avail</td>
<td>Boolean</td>
<td>Allowable values: {Yes, No}</td>
</tr>
<tr>
<td>Ease_Avail</td>
<td>Boolean</td>
<td>Allowable values: {Yes, No}</td>
</tr>
<tr>
<td>Util_Extract</td>
<td>Domain</td>
<td>Allowable values: {Yes, Partial, No}</td>
</tr>
</tbody>
</table>

Layer Update: Update Projects data layer attributes as follows.

1. Update attributes for exiting project records.
   a. Set Util_Extract = appropriate value.
   b. Set ScanProject = NA

2. As-builts from assessment report; and all as-builts going forward.
   a. Create a polygon for the project extents of each project added.
   b. Set Util_Extract = FALSE.
   c. Set ScanProject = Scanning project number. Set to 20017-OCS01 for this effort.
   d. Set utility availability based on the scan report.
9 Appendix B – As-Built Project/File Name

Projects with utility and easement data.

1. Abbey Lane Phase 1
2. Andrews Subdivision
3. Archer Place Subdivision
4. Ardmore Oaky Road Fire Station
5. Auriga Farms 2 Phase 8
6. Auriga Farms 2 Phase 9
7. Autumn Woods Subdivision
8. Azalea Point Subdivision
9. Azalea Point Subdivision Phase 2 and 3
10. Barrister Crossing Subdivision
11. Blandford Crossing Subdivision
12. Bluejay Estates (Across from Emerald Plantation)
13. Bluejay Road From Hodgeville to the end of Greystone Drive
14. Bridgewood Subdivision
15. Brookstone Subdivision
16. Buckfield Plantation
17. Cameron Oaks
18. Candleberry Subdivision
19. Caribbean Village Phase 1
20. Casey's Crossing Subdivision
21. Castle Wood Subdivision
22. Cedar Ridge Subdivision
23. Cobbleton Subdivision
24. Coldbrook Heights Subdivision
25. Cornerstone Subdivision
26. Covered Bridge Subdivision
27. Cypress Cove
28. Cypress Lakes Subdivision Phase 3
29. Division B Hwy 30 Reclaimed Water Main and Force Main
30. Division B Marlow Gravity Sewer
31. Division B Pump Station 3
32. Division B Pump Station 4
33. Division B Wastewater Reclaimed Water Main and Force Main
34. Division C Waste Water Collection and Reclaimed Water Distribution
35. Drake Landing
36. Eagle Point Subdivision Phase 1 and 2
37. Eagle Point Subdivision Phase 4
38. Eagles Landing Subdivision
39. Ebenezer Subdivision/Brookstone
40. Effingham County Industrial Park
41. Effingham County Industrial Park Cold Storage
42. Effingham County Middle School
43. Fairhaven Subdivision
44. Fetzer Place
45. Georgia Plantation
46. Glenwood Subdivision
47. Goshen Commercial Park
48. Goshen Road Utilities Phase 2
49. Gracewood Subdivision
50. Groover Branch Subdivision
51. Guyton Elementary School
52. Hickory Knob Subdivision
53. Honey Ridge Road Bridge Replacement
54. Honey Ridge Subdivision
55. Hwy 21 Water Main
56. I-16 Industrial Tract
57. Jamestown Subdivision
58. Kates Cove Phase 3
59. Kensington Forest
60. Kingsley Plantation Phase 1
61. Kingsley Plantation Phase 2
62. Laurel Grove Development Phase 1
63. Lonesome Oak Subdivision Phase 1, 2, 3 (1, 2 as-built)
64. Long Acres Road Subdivision
65. Lowground Farms Subdivision
66. Megans Bay Subdivision
67. Moon River Movie Studio Entrance Road
68. Park West Subdivision Phase 2
69. Rabun Estates Phase 1 and 2
70. Rahn Station Road
71. Rebel Estates Phase 2
72. Ridgecrest Subdivision
73. River Road Farms Phase 2
74. River Road Farms Phase 3
75. Runs Crossing Subdivision
76. Saddleclub at Belmont Glen Subdivision Phase 1
77. Saddleclub at Belmont Glen Subdivision Phase 2
78. Savannah Cold Storage Port Fresh Logistics Water Main
79. Settler's Point Subdivision
80. Shadowbrook Subdivision Phase 4
81. Shadowbrook Subdivision Phase 5
82. South Bend Subdivision
83. South Effingham Plantation
84. Southbrook Subdivision Phase 1
85. Southern Hills Plantation
86. Staffordshire Estates
87. Staffordshire Estates Phase 3
88. Stonegate Subdivision
89. Wildwood Subdivision
90. Winsor Forest Subdivision Phase 1 and 2
Staff Report

Subject: Scan Drawing Archive – Phase 2 - Spatial Engineering – PID: 21010 OCS-04
Author: Pamela Melser, GIS Coordinator
Department: GIS
Meeting Date: May 3, 2022
Item Description: Consideration to approve proposal by Spatial Engineering to scan and catalog Effingham County’s hard copy drawing records library.

Summary Recommendation:

On April 14, 2022 Spatial Engineering submitted an On-Call Services Task Proposal to scan and catalog Effingham County’s hard copy drawing records library. This is a continuation of the effort to scan and catalog the County’s record archives. This phase will follow the same process to create a digital .pdf record to be used in future utility data extraction. This task is for scanning, cataloging, and loading the scans into RightSpot. It does not include utility data extraction from the scanned images. The scanning and cataloging will be executed under Spatial Engineering’s current contract with the County; PID 21010, On-Call Support. Per the current contract with Spatial Engineering, On-Call Services (OCS) provides the County the ability to request data updates, analysis, maps, field collection, application development, etc. on an as needed basis.

Executive Summary/Background:
- The following deliverables are expected
  - Scanned image of each drawing set
  - Original drawing sets in sealable containers suitable for long term storage
  - Catalog of scanned drawing sets
  - Drawings added to RightSpot Project Layer
  - Assessment of County Scan data

Alternatives for Commission to Consider
1. Approve Scan Drawing Archive – Phase 2 - Spatial Engineering – PID: 21010 OCS-04 in the amount of $50,360.00.

2. Take no action

3. Do not approve Scan Drawing Archive – Phase 2 - Spatial Engineering OCS-04.

Recommended Alternative: Staff recommends Alternative number 1
Other Alternatives: N/A

Department Review: Asst. County Manager/Director of Development Services

Funding Source: 100-7403-225-52-1202 using a budget amendment for $25,180.00 for FY22. The balance in the amount of $25,180.00 will be funded by 100-7403-225-52-1202 in FY23.

Attachments: 1. Spatial Engineering Proposal
OCS-04: Scan Drawing Archive – Phase 2

1 Introduction:

1.1 Point of Contacts:

Spatial Engineering, Inc.
Richard Truluck, P.E.
Project Manager
rtruluck@spateng.com
O: 912-826-6688

Effingham County, Georgia
Eric Larson, P.E.
Asst. County Manager
elarson@effinghamcounty.org
O: 912-754-8061

1.2 Description

On April 5, 2022, Spatial Engineering, Inc (SPATIAL) met with Effingham County to review the findings and recommendations presented in the Scan Drawing Archive Assessment, Project ID: 20017-0CS-01. Section 4.2 recommends continuing the effort to scan the hardcopy drawing archives. The benefits include:

✓ Inventory and catalog of hardcopy drawing archive added to the current digital catalog (DC).
✓ New scans accessible via RightSpot™.
✓ Identifying the best available data for records retention (long term storage).
✓ Possibly replace unusable records with useable records. For example, replacing an existing project design with a project as-built.
✓ Identify excess hardcopy drawing sets.
✓ Identify possible historic drawing sets.

The current DC contains 718 projects with 14,240 drawing sheets. The preceding task order revealed the total number of drawings to be scanned was unknown. As a result, it was decided during the April 5th meeting to implement a second phase of the scanning effort. This effort will target an additional 12,000 sheets. The additional drawings will be scanned, cataloged, prepared for long term storage, and made available to County users via RightSpot.

The work will be executed under SPATIAL’s current contract with the County, PID: 21010, On-Call Support. SPATIAL proposes to team with Clayton Digital Reprographics. This team has experience working together from the previous scanning task order.

NOTE: THIS PROPOSAL DOES NOT INCLUDE DIGITIZING OR EXTRACTING DATA FROM SCANNED IMAGES.

1.3 Reference:

1. 03/30/2022 Scan Drawing Archive Assessment, PID: 20017-OCS01.
2. 04/05/2022 record of communication for review of Scan Drawing Archive Assessment report.
2 Scope of Work:

The purpose of this effort is to 1) convert the hardcopy archive to digital for easy manageable access and 2) identify additional useable sources of utility infrastructure data. SPATIAL proposes to 1) update the Scan Data layer (Scanning Projects) layer, 2) scan hardcopy drawing sets, and 3) catalog scanned drawing sets.

2.1 Update Scan Data Layer

The Scan Data Layer (Scanning Projects) will include the projects identified in the digital catalog (DC) as presented in the assessment report. SPATIAL will update the scan data layer to include the 718 useable projects identified in the report. SPATIAL will add the following attribute to the data layer to track data processed between multiple scanning efforts.

1. SCANPROJECT (Char20) = The scanning project contract number. The 718 useable projects from the March 30, 2022 project will be attributed “20017-OCS01”. Future scanning efforts will be attributed the respective contract number.

Populating the ScanProject attribute prepares the DC for tracking future scanning records.

2.2 Scan Hardcopy Archives:

A Chain of Custody (CC) will be used to 1) track original hardcopy data removed from County storage and 2) returned original hardcopy data to the County storage. In general, SPATIAL will follow the process used during the last task order modified as follows: (adjustments in bold)

Step 1: Collect drawing sets:
1. The County will:
   1.1. Identify drawing sets for processing.
   1.2. Initiate the CC with the drawing set name, the number of sheets per set, media type per set, and any special comments relative to the project. There will be one CC per drawing set.
2. SPATIAL will:
   2.1. Coordinate a pick-up schedule with the County tentatively every other week.
   2.2. Assign the CC a unique number (CCID); and confirm the drawing set name, the number of sheets per set, media type per set, and any special comments relative to the project.
   2.3. Label the cover sheet of each drawing set with the CCID, format “CCID_0000###”. The unique number shall start with the last CCID plus 1.
   2.4. Photograph the title block/cover page. The photo will include the CCID.
   2.5. Verify each released set of drawings has a CCID prior to removing from County storage.
3. The County will authorize the CC release.
4. The original CC will remain with the released drawing set. SPATIAL will provide the County a copy of the CC.

5. **SPATIAL will return released drawing sets within two release dates.**

**Step 2: Scanning:**
1. SPATIAL will perform the scanning process at the team facilities. SPATIAL will scan each drawing to produce clear, clean, legible images up to the quality of source drawing. Scans will be 300 dpi, minimum. Sheet protectors will be used, as necessary, to minimize damage to original media.
2. The original drawing media may be paper, vellum, sepia, blueline, etc.
3. Individual drawings within a set will be combine into a single PDF. For example: 35 sheets for Blue Moon subdivision will be delivered as a single PDF.
4. The combined PDF will be labeled NAME_DATE_CCID as defined below.
   a. NAME = Project name of set. For example, “Blue Moon” subdivision or project.
   b. DATE = Date of the drawings. Generally, the date is on cover sheet or title block. The date format will be YYYYMMDD.
   c. CCID = Unique chain of custody number assigned when the drawing set was picked up at the County.
5. **SPATIAL will conduct a 25% eyes-on quality check for clarity, readability, rotation, and coverage.** Unacceptable images will be rescanned or documented as to why they cannot produce a quality scan.

**Step 3: Return drawing sets:**
1. SPATIAL will return original drawing sets in resealable containers suitable for permanent storage. Drawing containers will be permanently labeled with the CCID.
2. A CC CANNOT be closed until the drawing set is returned and accepted by the County.
3. If the drawing set is acceptable, the County will sign the CC and approve closing the CC.
4. SPATIAL will provide the County the original CC and retain a copy.
5. SPATIAL will deliver one copy of the scanned PDF images on CD/DVD.

### 2.3 Catalog Scanned Images

SPATIAL will catalog the scanned PDF drawing sets and import the images and data into RightSpot as follows:

1. SPATIAL will capture attributes listed in Appendix A for each drawing set and populate SCANPROJECT = ‘21010-OCS04’.
2. If the project name, number, firm, date, status, and number of sheets match a record in the DC, the PDF will be flagged as a duplicate.
   a. If the quality of the duplicate PDF is equal to or less than the existing record:
      (1) The duplicate CC will be annotated a “DUPLICATE, TO BE DISPOSED”.
      (2) The duplicate will be returned to the County for final disposition.
   b. If the quality of the duplicate is better than the existing record:
      (1) The existing record will be flagged as a duplicate, removed from the DC, and reported to the County.
      (2) The County will make the final determination for disposition of the hardcopy archive.
      (3) The new PDF will remain in the DC as the best available data for that project.
3. SPATIAL will upload each scanned PDF drawing set into RightSpot > Scanning Project layer as a point feature in the project area.
4. If a set of hardcopy drawings appear to have historic value, SPATIAL will annotate on the CC “POSSIBLE HISTORIC VALUE”. The determination of historic value will be based on drawing date (pre-1980), hand drawn, and media type (vellum, acetate, linen, etc.). The County will make the final determination of historic value.

3 Deliverables:
1. Scanned image of each drawing set.
2. Original drawing sets in sealable containers suitable for long term storage.
3. Updated digital catalog of scanned drawing sets.
4. Projects added to RightSpot Scanned Project layer.
5. Access to scanned drawings via RightSpot.

4 Cost Estimate:

<table>
<thead>
<tr>
<th>Item</th>
<th>Task</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2</td>
<td>Scan Hardcopy Archives</td>
<td>$28,879.00</td>
</tr>
<tr>
<td>2.3</td>
<td>Catalog Scanned Images</td>
<td>$21,481.00</td>
</tr>
<tr>
<td></td>
<td><strong>SubTotal (2)</strong></td>
<td><strong>$50,360.00</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

Notes:
1. The total cost to complete this task is $50,360.00.
2. The cost is based on 12,000 drawing sheets.
3. This is a firm fixed price quote based on SPATIAL’s contract rate schedule.
4. The cost quote is valid for 60 days.

5 **Schedule:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Milestone</th>
<th>Start</th>
<th>Duration (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Notice to Proceed (NTP)</td>
<td>NTP</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>Kickoff Meeting</td>
<td>NTP + 5d</td>
<td>1</td>
</tr>
<tr>
<td>2.2</td>
<td>Scan Hardcopy Archives</td>
<td>Item 1</td>
<td>180</td>
</tr>
<tr>
<td>2.3</td>
<td>Catalog Scanned Images</td>
<td>Item 1</td>
<td>210</td>
</tr>
<tr>
<td></td>
<td>Total Project Duration</td>
<td>NTP</td>
<td>210</td>
</tr>
</tbody>
</table>

Notes:
(1) Duration presented in calendar days.

6 **Assumptions:**

1. THIS TASK IS FOR SCANNING, CATALOGING, AND LOADING SCANNED DATA INTO THE RIGHTSPOT SCANNING PROJECT DATA LAYER. IT DOES NOT INCLUDE DIGITIZING/EXTRACTING DATA FROM SCANNED IMAGES.
2. The County is responsible for permanent storage of original drawings.
3. The County will provide access to the hardcopy drawing archive.
4. The County will provide personnel authorized to release drawings and accept returned drawing.

7 **Task Acceptance**

If the tasks, schedule, and cost are acceptable, please sign, date, and return a copy to Spatial Engineering.

---

**For: Spatial Engineering, Inc.**

Rebecca F. Truluck  
President  
O: 912-826-6688  
btruluck@spateng.com

**For: Effingham County, GA**

Date: April 14, 2022

Name: ____________________  
Title: ____________________

---
Appendix A – Scan Drawing Set Attributes (layer = Scanning Project)

<table>
<thead>
<tr>
<th>ID</th>
<th>Attribute Name</th>
<th>Type</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>CCID</td>
<td>NVARCHAR2 (20)</td>
<td>Unique Chain of Custody ID</td>
</tr>
<tr>
<td>2.</td>
<td>PROJ_NAME</td>
<td>NVARCHAR2 (300)</td>
<td>Project name as shown on cover sheet</td>
</tr>
<tr>
<td>3.</td>
<td>PROJ_NUM</td>
<td>NVARCHAR2 (40)</td>
<td>Project number</td>
</tr>
<tr>
<td>4.</td>
<td>PROJ_FIRM</td>
<td>NVARCHAR2 (80)</td>
<td>Engineering firm who created the drawing set</td>
</tr>
<tr>
<td>5.</td>
<td>PROJ_DATE</td>
<td>NVARCHAR2</td>
<td>Drawing set date as shown on the cover sheet/title block. Format YYYYMMDD</td>
</tr>
<tr>
<td>6.</td>
<td>PROJ_STATUS</td>
<td>NVARCHAR2 (100)</td>
<td>{As-built, Construction, Design, Concept}</td>
</tr>
<tr>
<td>7.</td>
<td>SHEETS</td>
<td>NUMBER (22 5 0)</td>
<td>Total number of sheets in drawing set</td>
</tr>
<tr>
<td>8.</td>
<td>SCANPROJECT</td>
<td>NVARCHAR2 (20)</td>
<td>Scan project contract number.</td>
</tr>
<tr>
<td>9.</td>
<td>DATERLEASED</td>
<td>TIMESTAMP ((6) 11 6)</td>
<td>Date County released to SPATIAL</td>
</tr>
<tr>
<td>10.</td>
<td>DATESCANNED</td>
<td>TIMESTAMP ((6) 11 6)</td>
<td>Date drawing set scanned</td>
</tr>
<tr>
<td>11.</td>
<td>DATEUPLOADED</td>
<td>TIMESTAMP ((6) 11 6)</td>
<td>Date scan PDF uploaded for QC</td>
</tr>
<tr>
<td>12.</td>
<td>DATECATALOGUED</td>
<td>TIMESTAMP ((6) 11 6)</td>
<td>Date scan PDF QC’d and cataloged</td>
</tr>
<tr>
<td>13.</td>
<td>DATERETURNED</td>
<td>TIMESTAMP ((6) 11 6)</td>
<td>Date drawing set returned to County</td>
</tr>
<tr>
<td>14.</td>
<td>STATUSPCT</td>
<td>NUMBER (22 5 0)</td>
<td>Percent complete – Release = 20%, Scanned = 40%, Uploaded = 60%, Cataloged = 80%, Returned = 100%</td>
</tr>
<tr>
<td>15.</td>
<td>SEWER</td>
<td>NVARCHAR2 (6)</td>
<td>True/False available data</td>
</tr>
<tr>
<td>16.</td>
<td>STORM</td>
<td>NVARCHAR2 (6)</td>
<td>True/False available data</td>
</tr>
<tr>
<td>17.</td>
<td>WATER</td>
<td>NVARCHAR2 (6)</td>
<td>True/False available data</td>
</tr>
<tr>
<td>18.</td>
<td>REUSE</td>
<td>NVARCHAR2 (6)</td>
<td>True/False available data</td>
</tr>
<tr>
<td>19.</td>
<td>EASEMENT</td>
<td>NVARCHAR2 (6)</td>
<td>True/False available data</td>
</tr>
<tr>
<td>20.</td>
<td>UTIL_SOURCE</td>
<td>NVARCHAR2 (100)</td>
<td>{County, Private}</td>
</tr>
<tr>
<td>21.</td>
<td>POTENTIALDUPE</td>
<td>NVARCHAR2 (40)</td>
<td>True/False</td>
</tr>
<tr>
<td>22.</td>
<td>NOTES</td>
<td>NVARCHAR2 (510)</td>
<td>Free form notes, comments</td>
</tr>
<tr>
<td>23.</td>
<td>EDITOR</td>
<td>NVARCHAR2 (100)</td>
<td>User ID of last person editing record (auto populated)</td>
</tr>
<tr>
<td>24.</td>
<td>DATEDEEDITED</td>
<td>TIMESTAMP ((6) 11 6)</td>
<td>Date record was last edited (auto populated)</td>
</tr>
<tr>
<td>25.</td>
<td>CREATOR</td>
<td>NVARCHAR2 (100)</td>
<td>User ID of individual creating record (auto populated)</td>
</tr>
<tr>
<td>26.</td>
<td>CREATEDATE</td>
<td>TIMESTAMP ((6) 11 6)</td>
<td>Date record created (auto populated)</td>
</tr>
</tbody>
</table>
Staff Report

Subject: Merge the WWTP fund into the Water & Sewer fund
Author: Mark W. Barnes, Finance Director
Department: Finance Department
Meeting Date: 5/3/22
Item Description: Consideration to merge the Wastewater Treatment Plant fund into the Water & Sewer Operating fund

Summary Recommendation:
Staff is requesting approval to merge the Wastewater Treatment Plant (WWTP) fund into the existing Water & Sewer Operating fund beginning July 1, 2022, and to transfer all WWTP account and fund balances as of June 30, 2022 into the Water & Sewer Operating fund. For the fiscal year beginning July 1, 2022 there will be a single Water & Sewer Operating fund with two budgetary departments: the Water & Sewer department, and the WWTP department.

Executive Summary:
Currently, the County’s water system is divided between two accounting funds: the Water & Sewer Operating fund and the WWTP fund. The Water & Sewer Operating fund contains one budgetary department: department 105 Water & Sewer. The WWTP fund contains one budgetary department: department 61 WWTP.

The WWTP fund contains those revenues, expenses, assets, and liabilities that are more directly tied to the plant itself, while the Water & Sewer Operating fund contains the bulk of all other water system items. Each of these two funds is a crucial part of the County’s water system – both are essential for service delivery. As of June 30th, 2021 the Water & Sewer Operating fund had more than double the total assets of the WWTP fund.

Since both funds are a necessary component of the overall water system, both must be analyzed simultaneously when stakeholders assess the financial operations of the system. To more clearly represent that reality in our financial statements, staff is requesting that these two funds be combined into one accounting fund and the two departments that already exist will then both be accounted for in that one accounting fund, and remain two distinct departments. If approved, our annual budget document would still continue to show the two departments.

On the bookkeeping side, if approved the finance department would essentially add the WWTP fund’s balance sheet into the Water & Sewer Operating fund’s balance sheet on July 1, 2022. The WWTP fund bank account balances would be transferred to the Water & Sewer Operating fund bank account, leaving only enough for any checks that are outstanding as of June 30th, 2022 to clear.
**Background:**
1. The Water & Sewer Operating fund and WWTP fund were both created in 2003.
2. The funds have remained separate and distinct since that time.
3. Recent annual financial statements show operating income for the Water & Sewer Operating fund, but the WWTP fund has operating losses that are larger.

**Alternatives for Commission to Consider:**
1. Approve to merge the WWTP fund into the Water & Sewer Operating fund effective July 1, 2022 and transfer all June 30, 2022 year-end account balances from the WWTP fund to the Water & Sewer Operating fund
2. Do not approve to merge the WWTP fund into the Water & Sewer Operating fund
3. Approve a combining of these two funds but with a different structure – such as creating an entirely new fund to combine them into
4. Provide Staff with Direction

**Recommended Alternative:**
Staff recommends Alternative number 1 – Approve to merge the WWTP fund into the Water & Sewer Operating fund, effective July 1, 2022.

**Other Alternatives:**
N/A

**Department Review:** *(list departments)*
County Manager, Finance

**Funding Source:**
No funding required

**Attachments:**
Example combined Statement of Net Position
Example combined Statement of Revenues, Expenses and Changes in Net Position
Example Statement of Net Position

This is not an actual financial statement, it is an example. See page 24 of annual report for actual

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>Water &amp; Sewer Operating</th>
<th>Wastewater Treatment Plant</th>
<th>Combined water system fund (example)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current assets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>1,247,036</td>
<td>2,248,125</td>
<td>3,495,161</td>
</tr>
<tr>
<td>Investments</td>
<td>4,854,753</td>
<td>-</td>
<td>4,854,753</td>
</tr>
<tr>
<td>Receivables:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts</td>
<td>688,009</td>
<td>8,442</td>
<td>696,451</td>
</tr>
<tr>
<td>Intergovernmental</td>
<td>17,759</td>
<td>-</td>
<td>17,759</td>
</tr>
<tr>
<td>Interfund</td>
<td>3,251,246</td>
<td>-</td>
<td>3,251,246</td>
</tr>
<tr>
<td>Inventory</td>
<td>34,954</td>
<td>-</td>
<td>34,954</td>
</tr>
<tr>
<td>Prepaid items</td>
<td>2,916</td>
<td>-</td>
<td>2,916</td>
</tr>
<tr>
<td>Total Current Assets</td>
<td>10,096,673</td>
<td>2,256,567</td>
<td>12,353,240</td>
</tr>
<tr>
<td>Capital Assets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land</td>
<td>-</td>
<td>1,086,706</td>
<td>1,086,706</td>
</tr>
<tr>
<td>Easements</td>
<td>152,358</td>
<td>-</td>
<td>152,358</td>
</tr>
<tr>
<td>Construction in progress</td>
<td>1,656,590</td>
<td>-</td>
<td>1,656,590</td>
</tr>
<tr>
<td>Systems and equipment (net of depreciation)</td>
<td>18,099,899</td>
<td>10,632,664</td>
<td>28,732,563</td>
</tr>
<tr>
<td>Total Capital Assets</td>
<td>19,908,847</td>
<td>11,719,370</td>
<td>31,628,217</td>
</tr>
<tr>
<td>Total Assets</td>
<td>30,005,520</td>
<td>13,975,937</td>
<td>43,981,457</td>
</tr>
</tbody>
</table>

| LIABILITIES |                           |                           |                                     |
| Current Liabilities |                           |                           |                                     |
| Accounts payable | 672,003 | 89,964 | 761,967 |
| Compensated absences payable | - | - | - |
| Accrued interest payable | 31,909 | 20,738 | 52,647 |
| Customer deposits | 293,150 | 1,875 | 295,025 |
| Unearned revenue | 1,898,021 | 14,000 | 1,912,021 |
| Interfund payable | - | 3,200,426 | 3,200,426 |
| Bonds payable | 818,100 | 531,900 | 1,350,000 |
| Total Current Liabilities | 3,713,183 | 3,858,903 | 7,572,086 |

Long-Term Liabilities

| Compensated absences payable (net of current portion) | - | - | - |
| Bonds payable (net of current portion) | 13,616,077 | 8,848,923 | 22,465,000 |
| Total Long-Term Liabilities | 13,616,077 | 8,848,923 | 22,465,000 |
| Total Liabilities | 17,329,260 | 12,707,826 | 30,037,086 |

| NET POSITION |                           |                           |                                     |
| Net invested in capital assets | 10,474,260 | 2,338,547 | 12,812,807 |
| Unrestricted | 2,202,000 | (1,070,436) | 1,131,564 |
| Total Net Position | 12,676,260 | 1,268,111 | 13,944,371 |
# Example Statement of Revenues, Expenses and Changes in Net Position

*This is not an actual financial statement, it is an example. See page 25 of annual report for actual*

<table>
<thead>
<tr>
<th></th>
<th>Water &amp; Sewer Operating</th>
<th>Wastewater Treatment Plant</th>
<th>Combined water system fund (example)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charges for services</td>
<td>4,065,176</td>
<td>116,082</td>
<td>4,181,258</td>
</tr>
<tr>
<td><strong>OPERATING EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and employee benefits</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>2,716,914</td>
<td>470,753</td>
<td>584,609</td>
</tr>
<tr>
<td>Materials and supplies</td>
<td>277,054</td>
<td>307,555</td>
<td>1,050,084</td>
</tr>
<tr>
<td>Depreciation</td>
<td>604,498</td>
<td>445,586</td>
<td>1,050,084</td>
</tr>
<tr>
<td>Claims</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total operating expenses</td>
<td>3,598,466</td>
<td>1,223,894</td>
<td>4,822,360</td>
</tr>
<tr>
<td><strong>OPERATING INCOME (LOSS)</strong></td>
<td>466,710</td>
<td>(1,107,812)</td>
<td>(641,102)</td>
</tr>
<tr>
<td><strong>NON-OPERATING REVENUES (EXPENSES)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intergovernmental revenues</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Investment earnings</td>
<td>4,000</td>
<td>157</td>
<td>4,157</td>
</tr>
<tr>
<td>Interest expense</td>
<td>(423,188)</td>
<td>(275,032)</td>
<td>(698,220)</td>
</tr>
<tr>
<td>Total non-operating revenues (expenses)</td>
<td>(419,188)</td>
<td>(274,875)</td>
<td>(694,063)</td>
</tr>
<tr>
<td><strong>INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</strong></td>
<td>47,522</td>
<td>(1,382,687)</td>
<td>(1,335,165)</td>
</tr>
<tr>
<td>Capital contributions and recovery fees</td>
<td>678,739</td>
<td>930,754</td>
<td>1,609,493</td>
</tr>
<tr>
<td>Transfers in</td>
<td>524,769</td>
<td>740,135</td>
<td>1,264,904</td>
</tr>
<tr>
<td><strong>CHANGE IN NET POSITION</strong></td>
<td>1,251,030</td>
<td>288,202</td>
<td>1,539,232</td>
</tr>
<tr>
<td><strong>NET POSITION, BEGINNING OF YEAR</strong></td>
<td>11,425,230</td>
<td>979,909</td>
<td>12,405,139</td>
</tr>
<tr>
<td><strong>NET POSITION, END OF YEAR</strong></td>
<td>12,676,260</td>
<td>1,268,111</td>
<td>13,944,371</td>
</tr>
</tbody>
</table>
Staff Report

Subject: FY 2022 Budget Amendment
Author: Mark W. Barnes, Finance Director
Department: Finance Department
Meeting Date: 5/3/22
Item Description: Consideration to approve an amendment to the FY 2021-2022 Budget.

Summary Recommendation:
Staff is requesting approval of an amendment to the FY 2021-2022 Budget.

Executive Summary:
Each year the Board of Commissioners proposes a tentative budget. During the year, the Board receives requests from agencies and department heads to adjust the budget. Additionally, other factors, such as revenue, may fluctuate thereby allowing the Board to direct that additional expenditures be made. Therefore, a formal budget resolution incorporating these factors is made to adjust the budget accordingly.

Background:
Georgia Law 6-81-3. Requires the establishment of fiscal year; requirement of annual balanced budget; adoption of budget ordinances or resolutions generally; budget amendments; uniform chart of accounts. Section (b)(1) notes that each unit of local government shall adopt and operate under an annual balanced budget for the general fund, each special revenue fund, and each debt service fund in use by the local government. The annual balanced budget shall be adopted by ordinance or resolution and administered in accordance with this article.

The budget amendment attached reflects the following changes:
1. The general fund portion of the $20,450,661.40 Effingham Parkway payment to Georgia Department of Transportation. The SPLOST fund was contributing $1,062,610.00 and the TSPLOST fund was contributing $5,000,000.00. The general fund's contribution is $14,388,051.40, from general fund balance.

Alternatives for Commission to Consider:
1. Approve the Resolution to amend the budget for FY 2021-2022.
2. Provide Staff with Direction
Recommended Alternative:
Staff recommends Alternative number 1 – Approve the Resolution to amend the budget for FY 2021-2022.

Other Alternatives:
N/A

Department Review:
Finance

Funding Source:
General fund balance

Attachments:
FY 2021-2022 Budget Amendment Resolution
Resolution# ____________

State of Georgia
County of Effingham

RESOLUTION TO AMEND THE FY2021-2022 BUDGET

WHEREAS, the FY 2021-2022 budget of Effingham County was adopted on June 15th, 2021 and; WHEREAS, it is necessary to further amend said budget to reflect desired changes and;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County Effingham, Georgia that the following amendment be made:

<table>
<thead>
<tr>
<th>DEPT</th>
<th>DEPT NAME</th>
<th>ACCT NAME</th>
<th>ACCT NO.</th>
<th>AMOUNT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>025</td>
<td>Public Works (general fund)</td>
<td>ROAD PROJECTS</td>
<td>100-4205-025-54-1401</td>
<td>14388051.40</td>
<td>Effingham Parkway payment to GDOT</td>
</tr>
<tr>
<td>025</td>
<td>Public Works (general fund)</td>
<td>CASH CARRY FORWARD</td>
<td>100-38-9015</td>
<td>-14388051.40</td>
<td>to allocate fund balance for GODT pmt</td>
</tr>
</tbody>
</table>

0.00 net entries

This amendment utilizes general fund balance to cover a portion of the Effingham Parkway payment that was paid to the Georgia Department of Transportation.

Approved this _____ day of _____________ 2022.

Attest:

Stephanie D. Johnson, County Clerk                  Wesley M. Corbitt, Chairman
Staff Report

Subject: Approval of PO #22-17-001 with scDataCom for the new Camera System for the ECSO and Jail

Author: Alison Bruton, Purchasing Agent

Department: ECSO/Jail

Meeting Date: May 3, 2022

Item Description: PO #22-17-001 with scDataCom for the new Camera System for the ECSO and Jail

Summary Recommendation: Staff recommends Approval of PO #22-17-001 with scDataCom for the new Camera System for the ECSO and Jail

Executive Summary/Background:
- In February, Staff posted an RFP requesting proposals to replace the camera system at the ECSO and Jail. Sixteen (16) different vendors attended the mandatory pre-proposal/site visit meeting.
- Submittals were received from the following:
  - A3 Communications, Inc. - $184,718.17
  - Accurate Controls Inc. - $243,400.00
  - AIIS, LLC - $181,716.08
  - AISG - $388,442.49
  - ComTech Communications of GA, Inc. - $401,241.43
  - NetPlanner Systems, Inc. - $387,562.81
  - scDataCom, LLC - $214,415.51
- ECSO staff reviewed the proposals and recommends scDataCom. While all of the vendors were qualified, AIIS did not have centralized storage or a VMS system, and A3 Communications cameras were 2 megapixels, which would seem like a downgrade.

Alternatives for Commission to Consider
1. Approval of PO #22-17-001 with scDataCom for the new Camera System for the ECSO and Jail in the amount of $214,415.51
2. Award the PO to Accurate Controls, Inc. in the amount of $243,400.00
3. Take no action

Recommended Alternative: 1

Other Alternatives: 2

Department Review: ECSO, Purchasing, Finance

Funding Source:

Attachments:
1. PO 22-17-001 for scDataCom, LLC
2. PO 22-17-001 for Accurate Controls, Inc.
scDataCom agrees to provide the camera system for the ECSO/Jail as described in the County’s RFP 22-17-001 and related addendums. The County references the terms, conditions and specifications contained in the County’s RFP No. 22-17-001 and related addendums as superseding any and all other contracts, Purchase Orders or Agreements.
scDataCom
2700 Gregory Street
Suite 180
Savannah Georgia 31404
U.S.A.

Estimate # : QTE-2952
Issue Date : 11 Apr 2022
Expiry Date : 11 May 2022

Sales Person : Matt Martin

Bill To
Effingham County Sheriff’s Office
804 S Laurel St
Springfield
31329 Georgia
U.S.A.

Ship To
130 E 1st St.
Springfield
31329 GA
United States

Subject:
Avigilon Upgrade

<table>
<thead>
<tr>
<th>#</th>
<th>Item &amp; Description</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Line Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3x 8 MP Camera Only (24C-H4A-3MH-270)</td>
<td>5.00</td>
<td>ea.</td>
<td>1,607.23</td>
</tr>
<tr>
<td></td>
<td>SKU : 24C-H4A-3MH-270 3x 8 MP, WDR, LightCatcher, 2.8mm, Camera Only</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Avigilon Corner Mount Adapter</td>
<td>9.00</td>
<td>ea.</td>
<td>78.71</td>
</tr>
<tr>
<td></td>
<td>SKU : H4-MT-CRMR1 Corner mount adapter for use with H4A-MT-Wall1; H4-BO-JBOX1; H4SL; H4F; H4 PTZ; H4 IR PTZ and H4 Multisensor cameras.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Outdoor Dome Cover for H4 Multisensor</td>
<td>8.00</td>
<td>ea.</td>
<td>139.94</td>
</tr>
<tr>
<td></td>
<td>Outdoor Dome Cover for H4 Multisensor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>24C-H4A-3MH-180 3x BMP H4 Multisensor Camera Module with 5.2mm Lens</td>
<td>2.00</td>
<td>ea.</td>
<td>1,607.23</td>
</tr>
<tr>
<td></td>
<td>SKU : 24C-H4A-3MH-180 3x BMP H4 Multisensor Camera Module with 5.2mm Lens</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>IR Illuminator Ring for H4 Multisensor</td>
<td>8.00</td>
<td>ea.</td>
<td>252.56</td>
</tr>
<tr>
<td></td>
<td>SKU : H4AMH-AD-IRRL1 Optional IR illuminator ring: up to 30m (100ft); for use with H4AMH-DO-COV1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Wall Arm for H4 IR PTZ or H4 Multisensor</td>
<td>9.00</td>
<td>ea.</td>
<td>83.10</td>
</tr>
<tr>
<td></td>
<td>SKU : IRPTZ_MNT-WALL1 Pedestal w/video mount adapter. For use with H4 IR PTZ or H4A-MH-AD-PEND1 on H4 Multisensor.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>(Avigilon - 6.0C-H5DH-D01-IR)</td>
<td>1.00</td>
<td>ea.</td>
<td>1,012.22</td>
</tr>
<tr>
<td></td>
<td>2x 3MP H5A Dual Head Camera. Outdoor camera with built-in IR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>2.0C-H5A-PTZ-DP36 H5A; 2MP 36x Pendant PTZ Dome</td>
<td>1.00</td>
<td>ea.</td>
<td>2,036.41</td>
</tr>
<tr>
<td></td>
<td>SKU : 2.0C-H5A-PTZ-DP36 H5A; 2MP 36x Pendant PTZ Dome</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>2MP H5SL Indoor IR Dome Camera with 3-9mm Lens</td>
<td>85.00</td>
<td>ea.</td>
<td>340.87</td>
</tr>
<tr>
<td></td>
<td>SKU : 2.0C-H5SL-D1-IR 2.0 MP; WDR; LightCatcher; Day/Night; Indoor Dome; 3-9mm f/1.4; Integrated IR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>3MP H5SL Indoor IR Dome Camera with 3-9mm Lens</td>
<td>4.00</td>
<td>ea.</td>
<td>378.85</td>
</tr>
<tr>
<td></td>
<td>SKU : 3.0C-H5SL-D1-IR 3.0 MP; WDR; LightCatcher; Day/Night; Indoor Dome; 3-9mm f/1.4; Integrated IR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>4.0C-H5A-BO1-IR (Corrected)</td>
<td>1.00</td>
<td>ea.</td>
<td>874.14</td>
</tr>
<tr>
<td></td>
<td>SKU : 4.0C-H5A-BO1-IR (Corrected)        4MP H5A Bullet Camera with 3.3-9mm Lens</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>2MP H5A Indoor IR Dome Camera with 3.3-9mm Lens</td>
<td>21.00</td>
<td>ea.</td>
<td>650.54</td>
</tr>
<tr>
<td></td>
<td>SKU : 2.0C-H5A-D1-IR 2.0 MP (1080p) WDR; LightCatcher; Day/Night; Indoor Dome; 3.3-9mm f/1.3 P-iris lens; Integrated IR; Next-Generation Analytics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>ACC 7 Enterprise camera channel Model # ACC7-ENT ACC 7 Enterprise camera channel</td>
<td>120.00</td>
<td>ea.</td>
<td>217.60</td>
</tr>
<tr>
<td></td>
<td>SKU : Model # ACC7-ENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#</td>
<td>Item &amp; Description</td>
<td>Qty</td>
<td>Unit Price</td>
<td>Line Price</td>
</tr>
<tr>
<td>----</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----</td>
<td>------------</td>
<td>------------</td>
</tr>
<tr>
<td>14</td>
<td>NVR Premium 217TB (NVR4X-PRM-217TB-NA) SKU: NVR4X-PRM-217TB-NA NVR4X Premium 217TB 2U Rack Mount, Windows Server 2016, NA</td>
<td>1.00 ea.</td>
<td>53,229.00</td>
<td>53,229.00</td>
</tr>
<tr>
<td>15</td>
<td>Avigilon - CM-AC-AVID41 3.5mm audio and video I/O jack with 1.8m fly wire 3.5mm audio and video I/O jack with 1.8m fly wire</td>
<td>21.00 ea.</td>
<td>12.00</td>
<td>252.00</td>
</tr>
<tr>
<td>16</td>
<td>Louroo LE-070 SKU: LE-070 Louroo LE-070 Verifcat A Omni-Directional Ceiling or Wall Mount Microphone</td>
<td>21.00 ea.</td>
<td>166.24</td>
<td>3,491.04</td>
</tr>
<tr>
<td>17</td>
<td>(DITEK DTK-MRPOES) Data and Signal Protection, 60 V, 20 ka Max Current, 144 W, Surge Protection, 3.0 x 1.7 x 1.2 in, 1.5 A SKU: GRABBAR 25888976 Data and Signal Protection, 60 V, 20 ka Max Current, 144 W, Surge Protection, 3.0 x 1.7 x 1.2 in, 1.5 A</td>
<td>8.00 ea.</td>
<td>81.13</td>
<td>649.04</td>
</tr>
<tr>
<td>18</td>
<td>Labor - Low Voltage Technician SKU: Labor - Low Voltage Technician Un-install existing interior camera and install new camera</td>
<td>170.00 ea.</td>
<td>105.00</td>
<td>17,850.00</td>
</tr>
<tr>
<td>19</td>
<td>Labor - Low Voltage Technician SKU: Labor - Low Voltage Technician Un-install existing exterior camera and install new camera</td>
<td>30.00 ea.</td>
<td>105.00</td>
<td>3,150.00</td>
</tr>
<tr>
<td>20</td>
<td>Labor - Low Voltage Technician SKU: Labor - Low Voltage Technician Programming cameras</td>
<td>30.00 ea.</td>
<td>105.00</td>
<td>3,150.00</td>
</tr>
<tr>
<td>21</td>
<td>Labor - Low Voltage Technician SKU: Labor - Low Voltage Technician Setup &amp; program server</td>
<td>8.00 ea.</td>
<td>105.00</td>
<td>840.00</td>
</tr>
<tr>
<td>22</td>
<td>MISC MATERIALS SKU: Misc 2021</td>
<td>1.00 ea.</td>
<td>3,000.00</td>
<td>3,000.00</td>
</tr>
<tr>
<td>23</td>
<td>Indoor Single Port Gigabit PoE++ 60W (POE-INJ2-60W-NA) SKU: POE-INJ2-60W-NA Indoor Single Port Gigabit PoE++ 60W</td>
<td>9.00 ea.</td>
<td>131.20</td>
<td>1,180.80</td>
</tr>
<tr>
<td>24</td>
<td>Labor - Low Voltage Technician SKU: Labor - Low Voltage Technician Install speakers</td>
<td>63.00 ea.</td>
<td>105.00</td>
<td>6,615.00</td>
</tr>
<tr>
<td>25</td>
<td>AvigilonRemote Monitoring Workstation, 2 Monitor SKU: RMI6-WKS-2MN-NA AvigilonRemote Monitoring Workstation, 2 Monitor</td>
<td>7.00 ea.</td>
<td>1,715.06</td>
<td>12,005.42</td>
</tr>
<tr>
<td>26</td>
<td>Monitor, 27'' SKU: 27BK430H-B 27'' class IPS FHD Monitor</td>
<td>7.00 ea.</td>
<td>298.70</td>
<td>2,090.90</td>
</tr>
<tr>
<td>27</td>
<td>Labor - Low Voltage Technician SKU: Labor - Low Voltage Technician Training</td>
<td>8.00 ea.</td>
<td>105.00</td>
<td>840.00</td>
</tr>
<tr>
<td>28</td>
<td>(Synex - 4399201) NETGEAR : ProSAFE M4300-52G-PoE+ Stackable L3 Managed Switch with 4 ports 10G and 550W PSU. SKU : GSM4352PA-100NCS NETGEAR : ProSAFE M4300-52G-PoE+ Stackable L3 Managed Switch with 4 ports 10G and 550W PSU.</td>
<td>5.00 ea.</td>
<td>3,207.99</td>
<td>16,039.95</td>
</tr>
</tbody>
</table>

Thank you for choosing scDataCom, we look forward to exceeding your expectations!

Terms & Conditions
Full terms & conditions available here: https://www.scdatap.com/terms-and-conditions

Sub Total                                                                                           214,415.51
Total                                                                                               $214,415.51
2. Project Management Philosophy

Pre-Installation Deliverables: After receipt of order and prior to beginning work on site, scDataCom will complete the following tasks:
- Kick Off Meeting: schedule a kick-off meeting within 10 days ARO. The purpose of the kick-off meeting is to review the project plan in order to develop a detailed Work Breakdown (WBD) and project schedule and to review the scope of work.
- Detailed Work Plan: Deliver a detailed Project Plan and Work Breakdown Schedule within 30 days ARO for customer review and acceptance.

Post-Installation Deliverables: After installation is complete, scDataCom will inspect and test the system with the ECSO POC. Additional deliverables include the following:
- O&M manuals: (2) sets of O&M manuals will be left on site at the conclusion of the project.
- Site Diagrams: showing all installed equipment locations will be delivered within 2 weeks of final acceptance.
- Training: (8) hours of end user training

Project Manager: For the duration of the project, scDataCom will designate a single Project Manager who will schedule and coordinate all project activities with customer designated personnel. Project Manager will generate Weekly Installation Progress Reports for submission to ECSO. Project Manager will establish and maintain all records and oversee quality control activities. Project Manager will be responsible for all scheduled activities and for conducting stakeholder meetings as required.

Site Supervisor: scDataCom will provide a Site Supervisor to be on site during the installation, who will serve as the Lead Technician and be responsible for daily task completion, quality control, and daily project progress. Site Supervisor will perform daily inspections on project work, equipment, and compliance. Site Supervisor will be OSHA-10 certified with at least 5 years of industry experience. Safety Logs will be completed and compiled electronically for records at company repository.

Quality Management: scDataCom fully integrates its quality management system into the organizational structure and performance management systems for each project. We:
- Maintain a documented quality system consisting of a quality manual with policies and procedures.
- Tightly control exceptions to the quality system so company standards are applied uniformly to every project.
- Systematically maintains quality system documents and records.
Safety Management: scDataCom will provide a Site Supervisor that will perform daily inspections on project work, equipment, and compliance. Site supervisor will be minimally OSHA-10 certified with at least 5 years of industry experience. Safety Logs will be completed and compiled electronically for records at company repository.

3. Support Plan

Service Personnel & Locations: We are headquartered locally in Savannah and have a fully staffed, in-house Service Response Team to swiftly respond and resolve all client support issues. We have an online portal for helpdesk ticket submission as well as phone support and resolve 91% of service calls within 24 hrs of ticket activation.

Our Service Department is led by Service Manager Leany Wood, who is based out of our Savannah, Georgia office. He has been with the company for 4 years and is engaged full time in the service and support of local customers. He has (1) full time service technician permanently assigned and utilizes our other local project technicians on an as needed basis.

PH: (912) 777-5721
Email: helpdesk@scdatacom.net

24/7 Help Desk Support: scDataCom will provide remote Help Desk support to assist with timely resolution of issues with ESCO Camera System. Remote help desk support is available daily during normal duty hours, and service reporting is available 24/7/365 through our Service Portal.

Tech Support Terms & Fees: scDataCom provides on-site service and maintenance 24/7/365 days per year in accordance with priority matrix below:

<table>
<thead>
<tr>
<th>PRIORITY</th>
<th>NAME</th>
<th>DESCRIPTION</th>
<th>RESPONSE</th>
<th>PRICE/HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1</td>
<td>Critical</td>
<td>Interruption making a critical functionality inaccessible or a complete system interruption causing a severe impact on services. There is no possible alternative.</td>
<td>4 hrs</td>
<td>$150</td>
</tr>
<tr>
<td>P2</td>
<td>Important</td>
<td>Critical functionality or system access interrupted, degraded or unusable, having a severe impact on services availability.</td>
<td>24 hrs</td>
<td>$150</td>
</tr>
<tr>
<td>P3</td>
<td>Normal</td>
<td>Non-critical function or procedure, unusable or hard to determine.</td>
<td>3 days</td>
<td>$125</td>
</tr>
</tbody>
</table>
use having an operational impact but with no direct impact on services availability. A workaround is available.

| P4 | Low | Application or personnel procedure un-useable, where a workaround is available or a repair is possible. | 5 days | $125 |

**Optional Three Year Maintenance Agreement:** scDataCom recommends and can provide annual Preventative Maintenance Services. This service is optional and not included in our fee proposal. scDataCom recommends this service be performed a minimum of once annually to ensure lasting value and functionality of the video surveillance system.

<table>
<thead>
<tr>
<th>CONTRACT TYPE</th>
<th>INCLUSIONS</th>
<th>ANNUAL PRICE</th>
<th>TERM</th>
</tr>
</thead>
</table>
| Annual Preventative Maintenance | Physical inspection of new and existing video surveillance system components to ensure functionality and report/repair any defects or damage, 11 months after install and one year afterwards for a total of (3) years. Includes:  
- annual cleaning of cameras and housings  
- confirmation FOV of cameras  
- check wiring, surge protectors, NVR for system health  
- update firmware of cameras  
- update NVR firmware  
- test UPS's. | $10,725.00/Year | 3 Year |

4. **Warranty**
   
a. **scDataCom Warranty**
   
scDataCom provides a minimum warranty period of twelve months from the date of final acceptance for all contractor provided and installed equipment. This warranty covers both materials and workmanship under normal use and service, when used for the purpose for which the unit was designed. scDataCom will honor standard Manufacturer warranties of greater than 12 months.

b. **Manufacturer Warranties**
<table>
<thead>
<tr>
<th>MANUFACTURER</th>
<th>ITEM DESCRIPTION</th>
<th>WARRANTY TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avigilon</td>
<td>H5A &amp; HSSL cameras</td>
<td>5 year</td>
</tr>
<tr>
<td>Avigilon</td>
<td>H4 Multi Sensor Camera</td>
<td>3 year</td>
</tr>
<tr>
<td>Avigilon</td>
<td>H5A PTZ</td>
<td>Limited 5 year</td>
</tr>
<tr>
<td>Avigilon</td>
<td>NVR4X server</td>
<td>5 year (next biz day)</td>
</tr>
<tr>
<td>Avigilon Workst</td>
<td>Workstation</td>
<td>3 year</td>
</tr>
<tr>
<td>Netgear</td>
<td>S3300 Switch</td>
<td>Limited lifetime</td>
</tr>
<tr>
<td>Louroe</td>
<td>Microphones</td>
<td>5 years</td>
</tr>
<tr>
<td>LG</td>
<td>Monitors</td>
<td>Limited 3 year</td>
</tr>
<tr>
<td>Ditek</td>
<td>Surge Suppressor</td>
<td>Limited 10 year</td>
</tr>
</tbody>
</table>

5. Delivery Terms
Period of Performance will begin after Receipt of Order (ARO) and Project Kickoff will be scheduled by scDataCom Project Manager within (5) days. Project Deliverables are anticipated to conclude within 90 days of award. Any schedule delays due to manufacturer supply chain issues will be communicated swiftly by PM to ECSO stakeholders.

6. Payment Terms
Quote is valid for (60) days from issue. Payment terms 1%NET30.
Effingham County Board of Commissioners

VENDOR
Accurate Controls, Inc.
420 E. Oshkosh St.
Ripon, WI 54971
(920) 748 - 6603
ATTN : Jeromy Dahlke

SHIP TO
Effingham County Board of Commissioners
804 S. Laurel Street
Springfield, GA 31329
ATTN : Alison Bruton
912-754-2159

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>See Attachment A for Full Breakdown and Warranty Information</td>
<td>TOTAL</td>
<td>$243,400.00</td>
<td>$243,400.00</td>
</tr>
</tbody>
</table>

SUBTOTAL $243,400.00
TAX RATE $ -
TAX $ -
S & H $ -
OTHER $ -
TOTAL $243,400.00

ECBOC is a tax exempt entity. Tax ID# is 58-6000821

Accurate Controls, Inc. agrees to provide the camera system for the ECSO/Jail as described in the County’s RFP 22-17-001 and related addendums. The County references the terms, conditions and specifications contained in the County’s RFP No. 22-17-001 and related addendums as superseding any and all other contracts, Purchase Orders or Agreements.
March 29th, 2022

RE: Price Quotation for the Effingham County Sheriff’s Office
VMS system upgrade base proposal
Springfield, GA

VMS Systems Upgrade

Summary of Scope:

This quotation is the base bid proposal to update the VMS (camera) system which will include new headend equipment, and new IP cameras.

Upon the project being awarded and the contract is completed, Accurate Controls will order all equipment and have it built and tested at Accurate Controls office located in Ripon, WI. The new VMS equipment will be tested to ensure the facilities current camera callup functionality remains intact and functional. Once testing has completed, all equipment will be sent to the facility for installation by Accurate Controls. Accurate Controls technicians will come to site for an initial test of the system to document the current status of the systems in its entirety. Once that test has completed, a list will be generated and given to the facility for review. Once the facility and Accurate Controls have agreed to the items on the list, Accurate Controls will begin to install the new equipment. The facility will have live video down time while the VMS system is being changed out. Accurate Controls will have a scheduling meeting with the facility on how to help minimize the down time. Note: all demolition and installation of the systems will be done during normal business hours. Once the new system is in place, Accurate Controls technicians will test the systems for functionality. At that time Accurate Controls will go over any items that are not functional and compare it to the list created before demolition of the existing systems.

At that time an action plan will be put together between the facility and Accurate Controls to handle anything outstanding. The intent of this project is to keep all field wiring in place and reuse the headend equipment racks to help reduce overall costs.

NOTE: There is no wire included in this proposal.

<table>
<thead>
<tr>
<th>This proposal includes adding the following new security electronics equipment</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>(8) Hanwha Multi-Imager cameras</td>
<td>$2,571.06</td>
<td>$20,568.48</td>
</tr>
<tr>
<td>(123) Hanwha Interior/Exterior dome cameras</td>
<td>$341.07</td>
<td>$41,951.61</td>
</tr>
<tr>
<td>(5) Officer workstations</td>
<td>$2,460.75</td>
<td>$12,303.75</td>
</tr>
<tr>
<td>(2) Administrative workstations</td>
<td>$2,460.75</td>
<td>$4,921.50</td>
</tr>
<tr>
<td>(14) 24&quot; monitors</td>
<td>$416.25</td>
<td>$5,827.50</td>
</tr>
<tr>
<td>(5) HP JL266A Aruba PoE switches</td>
<td>$7,800.00</td>
<td>$39,000.00</td>
</tr>
<tr>
<td>(2) Application/ Storage servers</td>
<td>$16,326.38</td>
<td>$32,652.75</td>
</tr>
<tr>
<td>(2) WAVE Professional License. (48) IP stream recording</td>
<td>$5,049.00</td>
<td>$10,098.00</td>
</tr>
<tr>
<td>(1) WAVE Professional License. (24) IP stream recording</td>
<td>$2,524.50</td>
<td>$5,049.00</td>
</tr>
<tr>
<td>(1) WAVE Professional License. (08) IP stream recording</td>
<td>$841.50</td>
<td>$841.50</td>
</tr>
<tr>
<td>(3) WAVE Professional License. (01) IP stream recording</td>
<td>$105.20</td>
<td>$315.59</td>
</tr>
<tr>
<td>(16) Training onsite cost</td>
<td>$51.84</td>
<td>$829.44</td>
</tr>
<tr>
<td>(1) Lot cost for Training team member travel &amp; per diem</td>
<td>$2,916.00</td>
<td>$2,916.00</td>
</tr>
<tr>
<td>(352) Field technician onsite labor</td>
<td>$51.84</td>
<td>$18,247.68</td>
</tr>
<tr>
<td>(1) Lot cost for onsite field technicians travel &amp; per diem</td>
<td>$17,160.00</td>
<td>$17,160.00</td>
</tr>
<tr>
<td>(80) Programming Department labor</td>
<td>$60.68</td>
<td>$4,854.00</td>
</tr>
<tr>
<td>(120) Project Coordination labor</td>
<td>$72.44</td>
<td>$8,692.20</td>
</tr>
<tr>
<td>(240) Auto CAD/ Engineering labor</td>
<td>$58.26</td>
<td>$13,982.40</td>
</tr>
<tr>
<td>(1) Estimated shipping cost</td>
<td>$3,188.60</td>
<td>$3,188.60</td>
</tr>
</tbody>
</table>
Inclusions:
- System engineering
- System programming
- Project management
- Head end equipment installation in existing racks and final terminations
- Onsite system startup, testing and certification
- Quotation includes (2) Accurate Controls technicians on site for 4 weeks for installation
- Quotation includes (2) days of professional Owner operator, administrative and maintenance training
- Freight from our facility to the project site included in our quotation
- As-built drawings

Exceptions:
- Spare equipment
- All work to be completed on 1st shift Monday thru Friday 7:00 am to 4:30 pm
- Some work will require the disruption of normal operations
- Sales tax on materials
- All existing wire to remain. Any bad wire, conduit, back boxes, complete raceway is not included in this proposal

Assumptions/Clarifications:
- Prevailing wages do not apply.
- ACI will send one of our professional training team members to train staff for two full days.

As a result of the SARS-CoV-2 coronavirus pandemic, Accurate Controls shall add the following clauses:
- Accurate Controls, Inc. shall add a "force majeure" contract provision that relieves Accurate Controls, Inc. from performing our contractual obligations when certain unexpected, unanticipated circumstances beyond our control arise, making performance unavoidable, commercially impracticable, illegal, or impossible. Accurate Controls, Inc. wishes to negotiate clear, comprehensive and appropriate language to protect Accurate Controls, Inc. from a widespread epidemic, pandemic and/or public health emergency considering the threat posed by the current coronavirus outbreak.
- Accurate Controls, Inc. may adjust the contract price to reflect the revised actual cost of the labor and materials. Accurate Controls, Inc. shall provide to prime contractor or Owner documentation supporting our claim for additional compensation. If there is an increase in the actual cost of labor or materials charged to Accurate Controls, Inc. in excess of 5% subsequent to signing contract or purchase order, the price set forth in said contract or purchase order shall be increased accordingly with a written change order or amendment.
- Accurate Controls, Inc. shall submit production and labor schedule extensions to contractor or Owner in a timely fashion that result from changes to global supply chain and construction manufacturing that are out of our control.

Quotation: Base Bid Total = $243,400.00
Add 1.25% to the above referenced proposal if payment and performance bond is required.
Warranty:
Accurate Controls, Inc. shall guarantee our labor and materials to be free from defects for a period of one (1) year from final acceptance of installation. We shall replace defective materials in a timely fashion after diagnosis. Accurate Controls, Inc. will not replace or warrant hardware which is damaged due to negligence, acts of god or vandalism.

Summary:

Quotation valid for 60 days and subject to change thereafter.

Accurate Controls, Inc. is a national UL508A integrator of the preceding equipment with all of our project coordinators, technicians, and engineers being factory authorized. For more information about Accurate Controls, Inc. please visit our website at www.accuratecontrols.com. If you have any questions, comments or suggestions, please feel free to call me at 920-748-6603 ext. 240.

Respectfully,

Jeromy Dahlke
Director of Customer Service
jdahlke@accuratecontrols.com
**Staff Report**

**Subject:** Approval for the order of a new copier for the Tax Commissioners Office to allow color printing  
**Author:** Alison Bruton, Purchasing Agent  
**Department:** Tax Commissioner  
**Meeting Date:** May 3, 2022  
**Item Description:** Approval for the order of a new copier for the Tax Commissioners Office to allow color printing

**Summary Recommendation:** Staff recommends Approval for the order of a new copier for the Tax Commissioners Office to allow color printing

**Executive Summary/Background:**
- Currently the Tax Commissioners office has a B/W machine for their office, and during their budget meeting requested a Color copier for their office.
- This would require the lease of a new machine, upgrading from a MP30555p to an IMC2500. This machine would also include a stapler and hold punch attachment, which their current machine also has.
- To keep this lease in line with the other departments, it would be a 12-month term with a cost of $511.11 per month. This has been discussed and reviewed with the Tax Commissioner, County Manager and Finance Director.

**Alternatives for Commission to Consider**
1. Approval for the order of a new copier for the Tax Commissioners Office  
2. Take no action

**Recommended Alternative:** 1  
**Other Alternatives:** 2  
**Department Review:** County Manager, Purchasing, Finance, Tax Commissioner  
**Funding Source:** Operating Budget  
**Attachments:**
1. Ricoh Agreement for the IMC2500 copier
This Equipment Sale and Maintenance Agreement (“Maintenance Agreement”) sets forth the terms pursuant to which Customer may acquire equipment, software, and/or hardware products and maintenance services identified on an Order (defined below) from Ricoh USA, Inc. (“Ricoh”). This Maintenance Agreement is executed pursuant to the contract by and between Ricoh USA, Inc. (successor-in-interest to Ricoh Americas Corporation) and Fairfax County (the “County”) on behalf of the U.S. Communities Government Purchasing Alliance and all public agencies, non-profits and higher education entities (“Participating Public Agencies”), having a Contract ID number of 4400003732 and the contract period is from February 11, 2013 to June 30, 2022 (the “Contract Period”), including any and all exercised renewal periods, (the “Contract”). Notwithstanding the foregoing, any Maintenance Agreement and Order entered into during the Contract Period shall continue in full force and effect for the entire term set forth in the Order. To the extent that Customer purchases or leases Equipment from Ricoh under the Contract and also desires for Ricoh to provide maintenance services for such Equipment under the order (the “Order”), then the terms and conditions of this Maintenance Agreement shall apply. This Maintenance Agreement shall consist of the terms and conditions of the Contract and this Maintenance Agreement. As it pertains to this Maintenance Agreement, the order of precedence of the component parts of the Maintenance Agreement shall be as follows: (a) the terms and conditions of this Maintenance Agreement and (b) the terms and conditions of the Contract. The foregoing order of precedence shall govern the interpretation of this Maintenance Agreement in cases of conflict or inconsistency therein.

1. MAINTENANCE SERVICES COVERAGE. Ricoh shall provide to Customer maintenance services under an Order, during Ricoh business hours, 8:00am to 5:00pm Monday through Friday excluding holidays ((i) New Year’s Day; (ii) Memorial Day; (iii) 4th of July; (iv) Labor Day; (v) Thanksgiving; (vi) Day after Thanksgiving; and (vii) Christmas Day) (“Normal Business Hours”), as follows (collectively, the “Maintenance Services”):
   (a) During the term of the Order, Ricoh will provide the Maintenance Services necessary to keep the covered Equipment in, or restore the covered Equipment to, good working order. Maintenance Services will include lubrication, cleaning, adjustments and replacement of maintenance parts deemed necessary by Ricoh due to normal usage (other than consumable parts). In the event the Equipment becomes unserviceable as a result of normal usage, replacement parts will be furnished and installed on an exchange basis and will be new OEM; provided, however, if such OEM part is not available and in order to restore the functionality of the Equipment, Ricoh shall be permitted to use a reconditioned or used part until such time as the new OEM part becomes available and is installed in the Equipment. All parts removed due to replacement will become the property of Ricoh. The provision of Maintenance Services does not assure uninterrupted operation of the covered Equipment.
   (b) If available, Maintenance Services requested and performed outside Normal Business Hours will be charged to Customer at applicable time and material rates set forth in the Contract.
   (c) The Maintenance Services provided by Ricoh will not include the following: (i) Repairs resulting from misuse (including without limitation to improper voltage or the use of supplies that do not conform to Ricoh's specifications); (ii) Repairs made necessary by service performed by persons other than authorized Ricoh representatives; (iii) Replacement of consumable parts which are consumed in normal Equipment operation, unless specifically included in the Order; (iv) Removable cassette, copy cabinet, exit trays, or any item not related to the mechanical or electrical operation of the Equipment; (v) Unless otherwise agreed, consumable supplies such as toner, developer, paper or supplies that are consumed in the normal operation.
of the Equipment; (vi) Repairs and/or service calls resulting from attachments or accessories not acquired from Ricoh; (vii) Any Software, system support or related connectivity unless otherwise agreed in the Order; (viii) Electrical work external to the Equipment, including problems resulting from overloaded or improper circuits; (ix) Charges for installation of the Equipment or de-installation and/or movement of the Equipment from one location to another; or (x) Repair of damage or increase in service time caused by: accident, disaster (which shall include but not be limited to fire, flood, water, wind and lightning), transportation, neglect, power transients, abuse or misuse, failure of the Customer to follow Ricoh's published operating instructions, and unauthorized modifications or repair of Equipment by persons other than authorized representatives of Ricoh.

(d) In the absence of a separate maintenance agreement for any software, if Ricoh is engaged to provide software support under an Order, during Normal Business Hours, Ricoh will provide advice by telephone, email or via the Ricoh or developer’s website following receipt of a request from Customer to diagnose faults in the software and advice to rectify such faults. Such support may be provided remotely.

(e) Damage to the Equipment or its parts arising out of, or other causes beyond, the control of Ricoh are not covered by an Order and may subject Customer to a surcharge or to cancellation of the Maintenance Services by Ricoh. In addition, Ricoh may terminate an Order if the Equipment is modified, damaged, altered or serviced by personnel other than those employed by Ricoh or are authorized by Ricoh to provide service and maintenance for the Equipment.

(f) Service necessitated as a result of inadequate key operator involvement, operator caused damage, lack of recommended service, or use of inadequate or incompatible supplies may result in service being rendered on a time-and-material basis in addition to the Maintenance Charges (as defined in Section 5).

2. MAINTENANCE SERVICE CALLS. Maintenance service calls under an Order will be made during Normal Business Hours at the installation address shown on the Order. Travel and labor-time for the service calls after Normal Business Hours, on weekends and on holidays, if and when available, will be charged at overtime rates in effect at the time the service call is made. Ricoh representatives will not handle, disconnect or repair unauthorized attachments or components. Customer is responsible for disconnecting and re-connecting unauthorized attachments or components. Customer hereby indemnifies and holds Ricoh and its employees and representatives harmless for claims for damages to any unauthorized parts, components or accessories arising from service performed on Equipment covered by an Order.

3. RECONDITIONING. Rebuilding, reconditioning or major overhauls necessitated by usage not in accordance with manufacturer’s published specifications, which shall be provided upon Customer’s request, are not covered by an Order. In addition, if Ricoh determines that a reconditioning is necessary as a result of normal wear and tear of materials and age factors caused by normal usage in order to keep the Equipment in working condition, Ricoh will submit to Customer an estimate of the needed repairs and the cost for such repairs (which costs will be in addition to the charges payable under this Maintenance Agreement). If the Customer does not authorize such reconditioning, Ricoh may, at its option: (a) discontinue service of the Equipment under an Order and refund any unused portion of the Maintenance Charges, or (b) refuse to renew an Order upon its expiration. After any such termination, Ricoh will make service available on a “Time and Material Rate” basis at Ricoh’s then prevailing rates at the time of service.

4. TERM. Each Order shall become effective on the delivery and Customer acceptance of the Equipment and/or solution and shall continue for the term specified therein (the “Initial Term”) so long as an ongoing default exists on Customer’s part. At the expiration of the Initial Term or any renewal term, unless Customer provides written notice of its intention not to renew within thirty (30) days of the expiration of the Initial Term or any renewal term, the Order shall automatically renew on a month-to-month basis. In addition to any other rights or remedies which either party may have under this Maintenance Agreement or at law or equity, either party shall have the right to cancel the Services provided under this Maintenance Agreement immediately: (i) if the other party fails to pay any fees or charges or any other payments required under this Maintenance Agreement when due and payable, and such failure continues for a period of thirty (30) days after being notified in writing of such failure; or (ii) if the other party fails to perform or observe any other material covenant or condition of this Maintenance Agreement, and such failure or breach shall continue un-remedied for a period of thirty (30) days after such party is notified in writing of such failure or breach.

5. MAINTENANCE CHARGES.
(a) Maintenance service charges (“Maintenance Charges”) will be payable by the Customer in accordance with the terms set forth in the Order.

(b) Customer acknowledges and agrees that: (i) the transfer of the Equipment from the location indicated on the face hereof may result in an increase of Maintenance Charges or the termination of an Order; (ii) if an Order includes toner, toner usage is based on manufacturer supply consumption rates. Ricoh will determine and deliver supplies in accordance with agreed upon usage. Consumption of covered supply products varying significantly from expected usage may result in additional charges for supplies, or as otherwise agreed to by the parties. Maintenance Charges are based on standard 8.5x11 images. Ricoh reserves the right to assess additional images charges for non-standard images, including 11x17 images.

6. USE OF RICOH RECOMMENDED SUPPLIES. Ricoh products are designed to give excellent performance with Ricoh recommended supplies, including paper, developer, toner, and fuser oil. If the Customer uses other than Ricoh recommended supplies, and if such supplies are defective or not acceptable for use with the Equipment and cause abnormally frequent service calls or service problems, then Ricoh may, at its option, assess a surcharge or terminate an Order. If so terminated, Customer will be offered service on a time and materials basis at Ricoh’s then prevailing rates. It is not a condition of an Order that the Customer use only Ricoh brand supplies.

7. METER READINGS. As part of its Services, Ricoh may, at its discretion and dependent upon device capabilities, provide remote meter reading and equipment monitoring services using its @Remote solution. If @Remote is not selected by the Customer, Customer shall be responsible and agrees to provide Ricoh true and accurate meter readings monthly and in any reasonable manner requested by Ricoh. If accurate meter readings are not provided, Ricoh reserves the right to estimate the meter readings from previous meter readings.

8. CUSTOMER OBLIGATIONS. Customer agrees to provide a proper place for the use of the Equipment, including electric service as specified by the manufacturer. Customer will provide adequate facilities (at no charge) for use by Ricoh representatives in connection with the maintenance of the Equipment hereunder within a reasonable distance of the Equipment. Customer agrees to provide “360 degree” service access to the Equipment, subject to Customer’s usual security procedures. Customer will provide a key operator for the Equipment and will make operators available for instruction in use and care of the Equipment. All supplies for use with the Equipment will be provided by the Customer and will meet manufacturer specifications. It is the responsibility of the Customer to have the supplies available “on site” for servicing. Customer agrees that any systems utilizing similar supplies must be covered under similar inclusive maintenance programs. If any software, system support or related connectivity services are included as part of the Order as determined by Ricoh, Ricoh shall provide any such services at Customer’s location set forth in the Order as applicable, or on a remote basis. Customer shall provide Ricoh with such access to Customer’s facilities, networks and systems as may be reasonably necessary for Ricoh to perform such services.

9. WARRANTY DISCLAIMER. OTHER THAN THE OBLIGATIONS SET FORTH EXPRESSLY IN THIS MAINTENANCE AGREEMENT, RICOH DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR USE, OR FITNESS FOR A PARTICULAR PURPOSE. RICOH SHALL NOT BE RESPONSIBLE FOR ANY INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, DAMAGES ARISING OUT OF THE USE OR PERFORMANCE OF THE EQUIPMENT OR THE LOSS OF USE OF THE EQUIPMENT. RICOH’S TOTAL AGGREGATE LIABILITY TO CUSTOMER UNDER THE MAINTENANCE AGREEMENT, IF ANY, SHALL IN NO EVENT EXCEED THE TOTAL OF THE FEES PAID TO RICOH IN CONNECTION WITH THE MAINTENANCE SERVICES.

10. SERVICE LEVELS.

(a) Response Time. Ricoh will provide a one hour (1) phone response to service calls measured from receipt of the Customer’s call. Ricoh service technicians will meet a four (4) business hour response time for all Customer service calls located within a major metropolitan area and eight (8) hour average response time for all Customer service calls located fifty (50) miles or greater from a Ricoh service center. Response
time is measured in aggregate for all Equipment covered by the Order.

(b) **Uptime.** Ricoh will service the Equipment provided under an Order to be operational with a quarterly uptime average of 95% (based on manufacturer’s performance standards and an 8-hour day, during Normal Business Hours), excluding preventative and interim maintenance time. Downtime will begin at the time Customer places a service call to Ricoh. Customer agrees to make the Equipment available to Ricoh for scheduled preventative and interim maintenance. Customer further agrees to give Ricoh advance notice of any critical and specific uptime needs Customer may have so that Ricoh can schedule with Customer interim and preventative maintenance in advance of such needs.

(c) **Replacement of Equipment.** Should a unit of Equipment or an accessory not be able to be maintained in conformance with manufacturer’s specifications, Ricoh shall, at its own expense, replace such Equipment with another unit of the same product designation as that Equipment and Ricoh shall bear all installation, transportation, removal and rigging charges in connection with the installation of such replacement unit; provided, however that (a) the replacement unit may be a reconditioned or otherwise used unit rather than a new unit; and (b) if a replacement unit of the same product designation as the unit of Equipment it replaces is not available, the replacement unit may be a product of substantially similar or greater capabilities.

11. **DATA MANAGEMENT SERVICES.** The parties acknowledge and agree that Ricoh shall have no obligation to remove, delete, preserve, maintain or otherwise safeguard any information, images or content retained by or resident in any Equipment serviced and maintained by Ricoh, whether through a digital storage device, hard drive or other electronic medium (“Data Management Services”). If desired, Customer may engage Ricoh to perform Data Management Services at then-prevailing Contract rates. Customer acknowledges that Customer is responsible for ensuring its own compliance with legal requirements in connection with data retention and protection and that Ricoh does not provide legal advice or represent that the Equipment and Services will guarantee compliance with such requirements. The selection, use and design of any Data Management Services, and any decisions arising with respect to the deletion or storage of data, as well as the loss of any data resulting therefrom, shall be the sole and exclusive responsibility of Customer. If desired, Customer may engage Ricoh to perform the following Data Management Services, and the parties shall enter into a written work order setting the details of any such engagement:

- **Hard Drive Surrender Service.** Under this option, a Ricoh service technician can remove the hard drive from the applicable equipment (set forth on a work order) and provide Customer with custody of the hard drive before the equipment is removed from the Customer’s location, moved to another department or any other disposition of the equipment. The cost for the Hard Drive Surrender Services shall be as set forth in the Contract.

- **DataOverwriteSecurity System (DOSS).** DOSS is a Ricoh product designed to overwrite the sector of the hard drive used for data processing to prevent recovery. Additionally, DOSS also offers the option of overwriting the entire hard drive up to nine (9) times.

12. **PURCHASES OF EQUIPMENT FOR CASH.** In the event that Customer desires to purchase equipment or products from Ricoh from time to time, it may do so by issuing a Purchase Order/Sales Order to Ricoh for that purpose. In connection with any equipment purchase from Ricoh, Ricoh shall transfer to Customer any equipment warranties made by the equipment manufacturer, to the extent transferable and without recourse. Customer agrees to confirm delivery and acceptance of all equipment purchased under this Agreement within ten (10) business days after any equipment is delivered and installed (if installation has been agreed to by the parties) by signing a delivery and acceptance certificate (in a form to be provided by Ricoh) or written delivery acknowledgement. Ricoh reserves the right to make equipment deliveries in installments. All claims for damaged equipment shall be deemed waived unless made in writing, delivered to Ricoh within ten (10) business days after delivery of equipment to Customer; provided, however, Ricoh shall not be responsible for damage to equipment caused by the Customer, its employees, agents or contractors. Ricoh warrants to Customer that at the time of delivery and for a period of ninety (90) days thereafter the Ricoh-manufactured equipment will be free from any defects in material and workmanship; provided, however, the foregoing warranty shall not apply in the event (i) the Ricoh-manufactured
equipment is installed, wired, modified, altered, moved or serviced by anyone other than Ricoh, (ii) the Ricoh-manufactured equipment is installed, stored and utilized and/or maintained in a manner not consistent with Ricoh specifications, (iii) a defective or improper non-Ricoh accessory or supply or part is attached to or used in the Ricoh-manufactured equipment. Except to the extent of any applicable and validated exemption, Customer agrees to pay any applicable taxes that are levied on or payable as a result of the use, sale, possession or ownership of the equipment purchased hereunder, other than income taxes of Ricoh.

13. MISCELLANEOUS. This Maintenance Agreement shall be governed by the laws of the State where the Customer’s principal place of business or residence is located both as to interpretation and performance, without regard to its choice of law requirements. This Maintenance Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original. In order to expedite the ordering and delivery process, and for the convenience of the Customer, this Maintenance Agreement establishes the terms and conditions between the parties governing all services. Any documents issued by Customer to procure services at any time for any reason, even if they do not expressly reference or incorporate this Maintenance Agreement, will not modify or affect this Maintenance Agreement notwithstanding the inclusion of any additional or different terms or conditions in any such ordering document and shall serve only the purpose of identifying the services ordered and shall be subject to the terms and conditions of this Maintenance Agreement.

IN WITNESS WHEREOF, the parties have executed this Maintenance Agreement as of the date first written above.

CUSTOMER
By: ____________________________
Name: Alison Bruton
Title: ____________________________
Date: ____________________________

RICOH USA, INC.
By: ____________________________
Name: ____________________________
Title: ____________________________
Date: ____________________________
ORDER AGREEMENT

ORDER AGREEMENT CONSISTS OF THIS PAGE AND THE TERMS AND CONDITIONS ATTACHED

Sales Type: LEASE

EQUIPMENT BILL TO INFORMATION

| Customer Legal Name: EFFINGHAM COUNTY BOARD OF COMMISSIONERS |
| Address Line 1: 804 S LAUREL ST | Contact: MARK BARNES |
| Address Line 2: | Phone: (912)754-2143 |
| City: SPRINGFIELD | E-mail: mbarnes@effinghamcounty.org |
| ST/Zip: GA/31329-9235 | County: EFFINGHAM |

Check all that apply:

☐ PO Included PO#
☐ PS Service (Subject to and governed by additional Terms and Conditions)
☐ TS PO# (if applicable)
☐ IT Service (Subject to and governed by additional Terms and Conditions)
☒ Sales Tax Exempt (Attach Valid Exemption Certificate)
☒ Fixed Rate Service Term 60 Months
☐ Syndication
☐ Add to Existing Service Contract #

SERVICE INFORMATION

SERVICE BILL TO INFORMATION

| Customer Legal Name: EFFINGHAM COUNTY BOARD OF COMMISSIONERS |
| Address Line 1: 804 S LAUREL ST | Contact: MARK BARNES |
| Address Line 2: | Phone: (912)754-2143 |
| City: SPRINGFIELD | E-mail: mbarnes@effinghamcounty.org |
| ST/Zip: GA/31329-9235 | County: EFFINGHAM |

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<thead>
<tr>
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SHIP TO INFORMATION

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<tr>
<td>EFFINGHAM COUNTY SUPERIOR COURT</td>
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<td>SPRINGFIELD GA/31329-4520</td>
<td>EFFINGHAM</td>
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<tr>
<td></td>
<td></td>
<td>MARK BARNES</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(912)754-2143</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:mbarnes@effinghamcounty.org">mbarnes@effinghamcounty.org</a></td>
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PRODUCT INFORMATION

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4/18/2022
Version#1.1

Page 1 of 2 31115063
### BASIC CONNECTIVITY / PS / IT SERVICES INFORMATION

<table>
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<tr>
<th>BASIC CONNECTIVITY / PS / IT Services Description</th>
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<td>TS NETWORK &amp; SCAN CONNECT - SEG BC2</td>
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#### ORDER TOTALS

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<th>Service Type Offerings</th>
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<td>Silver: Includes all supplies. Excludes paper and staples.</td>
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<td>Bronze: Parts and labor only. Excludes paper, staples and supplies.</td>
<td><strong>Grand Total</strong>: (Excludes Tax)</td>
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**Additional Provisions:** Insert ANY additional provisions here

Per US Communities Contract 4400003732

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### Accepted by Customer

<table>
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<tr>
<th>Accepted by Customer</th>
<th>Accepted: Ricoh USA, Inc.</th>
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<tbody>
<tr>
<td>Authorized Signature:</td>
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<table>
<thead>
<tr>
<th>Printed Name:</th>
<th>Printed Name:</th>
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<tbody>
<tr>
<td>Alison Bruton</td>
<td></td>
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<table>
<thead>
<tr>
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<table>
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<tr>
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Initials

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4/18/2022

Version#1.1
U.S. Communities Product Schedule

Product Schedule Number: 1038113
Master Lease Agreement Number: 1038113

This U.S. Communities Product Schedule (this “Schedule”) is between Ricoh USA, Inc. (“we” or “us”) and EFFINGHAM COUNTY BOARD OF COMMISSIONERS, as customer or lessee (“Customer” or “you”). This Schedule constitutes a “Schedule,” “Product Schedule,” or “Order Agreement,” as applicable, under the U.S. Communities Master Lease Agreement (together with any amendments, attachments and addenda thereto, the “Lease Agreement”) identified above, between you and ________________________________________________________________________________________________. All terms and conditions of the Lease Agreement are incorporated into this Schedule and made a part hereof. If we are not the lessor under the Lease Agreement, then, solely for purposes of this Schedule, we shall be deemed to be the lessor under the Lease Agreement. It is the intent of the parties that this Schedule be separately enforceable as a complete and independent agreement, independent of all other Schedules to the Lease Agreement.

CUSTOMER INFORMATION

| EFFINGHAM COUNTY BOARD OF COMMISSIONERS | MARK BARNES |
| Customer (Bill To) | Billing Contact Name |
| 901 N PINE ST | 804 S LAUREL ST |
| Product Location Address | Billing Address (if different from location address) |
| SPRINGFIELD EFFINGHAM GA 31329-4520 | SPRINGFIELD EFFINGHAM GA 31329-9235 |

<table>
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<tr>
<th>City</th>
<th>County</th>
<th>State</th>
<th>Zip</th>
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<tbody>
<tr>
<td>SPRINGFIELD</td>
<td>EFFINGHAM</td>
<td>GA</td>
<td>31329-4520</td>
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<td>GA</td>
<td>31329-9235</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Billing Contact Telephone Number</th>
<th>Billing Contact Facsimile Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>(912)754-2143</td>
<td><a href="mailto:mbarnes@effinghamcounty.org">mbarnes@effinghamcounty.org</a></td>
</tr>
</tbody>
</table>

PRODUCT/EQUIPMENT DESCRIPTION (“Product”)

<table>
<thead>
<tr>
<th>Qty</th>
<th>Product Description: Make&amp; Model</th>
<th>Street Address/City/State/Zip</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>RICOH IMC2500 CONFIGURABLE PTO MODEL</td>
<td>901 N PINE ST, SPRINGFIELD, GA, 31329-4520, US</td>
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<th>Minimum Term (months)</th>
<th>Minimum Payment (Without Tax)</th>
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<td>12</td>
<td>$511.11</td>
<td>☑ Monthly ☑ Quarterly ☑ Other:</td>
<td>☑ 1st Payment ☑ 1st &amp; Last Payment ☑ Other:</td>
</tr>
</tbody>
</table>

Sales Tax Exempt: ☑ YES (Attach Exemption Certificate) Customer Billing Reference Number (P.O. #, etc.)

Addendum(s) attached: ☑ YES (check if yes and indicate total number of pages: )

TERMS AND CONDITIONS

1. The first Payment will be due on the Effective Date. If the Lease Agreement uses the terms “Lease Payment” and “Commencement Date” rather than “Payment” and “Effective Date,” then, for purposes of this Schedule, the term “Payment” shall have the same meaning as “Lease Payment,” and the term “Effective Date” shall have the same meaning as “Commencement Date.”

2. You, the undersigned Customer, have applied to us to rent the above-described Product for lawful commercial (non-consumer) purposes. THIS IS AN UNCONDITIONAL, NON-CANCELABLE AGREEMENT FOR THE MINIMUM TERM INDICATED ABOVE, except as otherwise expressly provided in any provision of the Lease Agreement. If we accept this Schedule, you agree to rent the above Product from us, and we agree to rent such Product to you, on all the terms hereof, including the terms and conditions of the Lease Agreement. THIS WILL ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THIS SCHEDULE AND THE LEASE AGREEMENT AND HAVE RECEIVED A COPY OF THIS SCHEDULE AND THE LEASE AGREEMENT.
3. Additional Provisions (if any) are: Per US Communities Contract 4400003732

THE PERSON SIGNING THIS SCHEDULE ON BEHALF OF THE CUSTOMER REPRESENTS THAT HE/SHE HAS THE AUTHORITY TO DO SO.

<table>
<thead>
<tr>
<th>CUSTOMER</th>
<th>Accepted by: RICOH USA, INC.</th>
</tr>
</thead>
<tbody>
<tr>
<td>By:</td>
<td>By:</td>
</tr>
<tr>
<td></td>
<td>Authorization Signature</td>
</tr>
<tr>
<td>Printed Name: Alison Bruton</td>
<td>Authorized Signer Signature</td>
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<tr>
<td>Title:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Authorized Signer Signature

Printed Name: ____________________________ Date: _____________

Title: ____________________________ Date: _____________
**EQUIPMENT REMOVAL/BUYOUT AUTHORIZATION**

<table>
<thead>
<tr>
<th>Customer Name:</th>
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<tr>
<td>Contact Name:</td>
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</tr>
<tr>
<td>Phone:</td>
<td>(912)754-2143</td>
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<td>Address:</td>
<td>901 N PINE ST</td>
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<td><a href="mailto:mbarnes@effinghamcounty.org">mbarnes@effinghamcounty.org</a></td>
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**Make** | **Model** | **Serial Number** |
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**Equipment Removal (Leased by Customer)**

This Authorization applies to the equipment identified above and to the following Removal/Buy Out Option:

This Authorization will confirm that Customer desires to engage Ricoh USA, Inc. ("Ricoh") to pick-up and remove certain items of equipment that are currently (i) owned by Customer or (ii) leased from Ricoh or other third party (as specified below), and that you intend to issue written or electronic removal requests (whether such equipment is identified in this Authorization, in a purchase order, in a letter or other written form) to Ricoh from time to time for such purpose. Such removal request will set forth the location, make, model and serial number of the equipment to be removed by Ricoh. By signing below, you confirm that, with respect to every removal request issued by Customer (1) Ricoh may rely on the request, (2) the request shall be governed by this Authorization, and (3) Ricoh may accept this Authorization by either its signature or by commencing performance (e.g. equipment removal, initiating Services, etc.). Each party agrees that electronic signatures of the parties on this Authorization will have the same force and effect as manual signature. Notwithstanding the foregoing, the parties acknowledge and agree that Ricoh shall have no obligation to remove, delete, preserve, maintain or otherwise safeguard any information, images or content retained by, in or on any item of equipment serviced by Ricoh, whether through a digital storage device, hard drive or similar electronic medium ("Data Management Services"). If desired, Customer may engage Ricoh to perform such Data Management Services at its then-current rates. Notwithstanding anything in this Authorization to the contrary, (i) Customer is responsible for ensuring its own compliance with legal requirements pertaining to data retention and protection, (ii) it is the Customer’s sole responsibility to obtain advice of competent legal counsel as to the identification and interpretation of any relevant laws and regulatory requirements that may affect the customer’s business or data retention, and any actions required to comply with such laws, (iii) Ricoh does not provide legal advice or represent or warrant that its services or products will guarantee or ensure compliance with any law, regulation or requirement, and (iv) the selection, use and design of any Data Management Services, and any and all decisions arising with respect to the deletion or storage of any data, as well as any loss of data resulting therefrom, shall be the sole responsibility of Customer, and Customer shall indemnify and hold harmless Ricoh and its subsidiaries, directors, officers, employees and agents from and against any and all costs, expenses, liabilities, claims, damages, losses, judgments or fees (including reasonable attorneys’ fees) (collectively, “Losses”) arising therefrom or related thereto.

☐ Equipment Removal (Leased by Customer)

In addition to the terms and conditions set forth above, the following terms and conditions shall apply for equipment removals of equipment leased by Customer: Except for the obligations of Ricoh to pick up and remove the identified equipment, Ricoh does not assume any obligation, payment or otherwise, under any lease agreement, which shall remain Customer’s sole responsibility. As a material condition to the performance by Ricoh, Customer hereby releases Ricoh from, and shall indemnify, defend and hold Ricoh harmless from and against, any and all claims, liabilities, costs, expenses and fees arising from or relating to any breach of Customer’s representations or obligations in this Authorization or of any obligation owing by Customer under its lease agreement.

**CUSTOMER**

<table>
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**RICOH USA, INC.**

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Initials
Certificate Of Completion

Envelope Id: 98CE7AA4B69E40489E11672B71A2640E Status: Delivered
Subject: Ricoh Docs for EFFINGHAM COUNTY BOARD OF COMMISSIONERS to Review & Sign (Quote 31115063)

Source Envelope:
- Document Pages: 10
- Certificate Pages: 3
- AutoNav: Enabled
- Envelope Stamping: Enabled
- Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Record Tracking
- Status: Original
- Holder: Ricoh DocuSign
- Location: DocuSign

Signer Events
- Alison Bruton
  - Signature: ABruton@EffinghamCounty.org
  - Security Level: Email, Account Authentication (None)
  - Electronic Record and Signature Disclosure:
    - Accepted: 4/19/2022 5:17:44 AM
    - ID: 94e336c2-279c-4667-aa75-4d00b2238277

In Person Signer Events

Editor Delivery Events

Agent Delivery Events

Intermediary Delivery Events

Certified Delivery Events

Carbon Copy Events
- Tolmie Heather Holcombe
  - Security Level: Email, Account Authentication (None)
  - Electronic Record and Signature Disclosure:
    - Accepted: 12/9/2021 5:01:18 AM
    - ID: 86f48f7f-21ae-4f40-a424-a8bafc7de7ba

Witness Events

Notary Events

Envelope Summary Events
- Envelope Sent: Hashed/Encrypted
- Certified Delivered: Security Checked

Payment Events

Electronic Record and Signature Disclosure
CONSUMER DISCLOSURE
From time to time, RICOH USA Inc. (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the ‘I agree’ button at the bottom of this document.

Getting paper copies
At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you.

Withdrawing your consent
If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind
If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign ‘Withdraw Consent’ form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically
Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact RICOH USA Inc.
Please contact your Ricoh Sales Executive directly for any questions or to change your preferred contact method.

**To withdraw your consent with RICOH USA Inc.**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent.

**Required hardware and software**

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**These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.**

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the ‘I agree’ button below.

By checking the ‘I agree’ box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify RICOH USA Inc.as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by RICOH USA Inc. during the course of my relationship with you.
Staff Report

Subject: Approval of the Enterprise Agreement to Sell Customer Vehicles
Author: Alison Bruton, Purchasing Agent
Department:
Meeting Date: May 3, 2022
Item Description: Agreement to Sell Customer Vehicles

Summary Recommendation: Staff recommends Approval of the Enterprise Agreement to Sell Customer Vehicles

Executive Summary/Background:

- As new vehicles are received through the Enterprise lease program, they will collect our old fleet vehicles and auction them. This agreement is a new requirement from Enterprise and is needed in order to continue this process.

Alternatives for Commission to Consider

1. Approval of the Enterprise Agreement to Sell Customer Vehicles
2. Take no action

Recommended Alternative: 1
Other Alternatives: 2
Department Review: Purchasing, County Manager
Funding Source:
Attachments:

1. Enterprise Agreement to Sell Customer Vehicles
AGREEMENT TO SELL CUSTOMER VEHICLES

THIS AGREEMENT is entered into by and among the entities set forth on the attached Schedule 1 (hereinafter each an “Enterprise Entity” and collectively the “Enterprise Entities”) and Enterprise Fleet Management, Inc. (hereinafter referred to as “EFM”) (the “Enterprise Entities” and “EFM” shall collectively be referred to as “Enterprise”) on the one hand and (hereinafter referred to as “CUSTOMER”), on the other hand on this ___ day of April, 2022 (hereinafter referred to as the “Execution Date”).

RECITALS

A. Enterprise FM Trust and CUSTOMER have entered into an agreement whereby Customer has agreed to lease certain vehicles set forth in the agreement between Customer and Enterprise FM Trust;

B. EFM is the servicer of the lease agreement between Enterprise FM Trust and Customer;

C. Enterprise, from time to time, sells vehicles at wholesale auctions and other outlets; and

D. The CUSTOMER and Enterprise wish to enter into an agreement whereby Enterprise will sell at wholesale, CUSTOMER's vehicles set forth on Exhibit A, attached hereto and incorporated herein, as supplemented from time to time (collectively, the “Vehicles”).

NOW, THEREFORE, for and in consideration of the mutual promises and covenants hereinafter set forth, the parties agree as follows:

TERMS AND CONDITIONS

1. Right to Sell: Enterprise shall have the non-exclusive right to sell any Vehicles assigned to Enterprise by CUSTOMER, or under consignment from Customer to Enterprise, as the case may be dependent upon applicable law in the jurisdiction in which the Vehicle is to be sold. For Vehicles to be sold under assignment, Customer shall assign the title to Enterprise and deliver the assigned title to Enterprise with the Vehicle. For Vehicles to be sold under consignment, Customer shall execute a consignment agreement granting Enterprise power in any and all matters pertaining to the transfer of Vehicle titles and any papers necessary thereto on behalf of CUSTOMER.

2. Additional Documentation: Where necessary, CUSTOMER shall execute any and all additional documentation, required to effectuate the sale of Vehicle(s).

3. Service Fee: For each Vehicle sold, the CUSTOMER shall pay Enterprise an administrative fee of the lesser of $400 or the maximum permitted by law (“Service Fee”).

4. Sales Process: Enterprise shall use reasonable efforts in its sole discretion to sell each Vehicle. CUSTOMER may, at its discretion, place a Minimum Bid or Bid to be Approved (BTBA) on any Vehicle by providing prior written notification to Enterprise. Enterprise shall have full discretion to accept any bid at or above the designated minimum bid or BTBA. Absent any such minimum bid or BTBA, Enterprise shall have full discretion to accept any bid on a Vehicle.

5. Time for Payment:

(a) No later than twenty-one (21) business days after the collection of funds by Enterprise for the sale of a Vehicle, Enterprise will remit to the CUSTOMER an amount equal to the Vehicle sale price minus any seller fees, auction fees, Service Fees, towing costs, title service fees, enhancement fees and any expenses incurred by Enterprise while selling Vehicle, regardless of whether the purchaser pays for the Vehicle.

(b) Enterprise’s obligations pursuant to Section 6(a) shall not apply to Vehicle sales involving mistakes or inadvertences in the sales process where Enterprise reasonably believes in its sole discretion that fairness to the buyer or seller justifies the cancellation or reversal of the sale. If Enterprise has already remitted payment to CUSTOMER pursuant to Section 6(a) prior to the sale being reversed or cancelled, CUSTOMER agrees to reimburse Enterprise said payment in full. Enterprise will then re-list the Vehicle and pay CUSTOMER in accordance with this Section 6. Examples of mistakes or inadvertences include, but are not limited, to Vehicles sold using inaccurate incomplete vehicle or title descriptions and bids entered erroneously.
6. **Indemnification and Hold Harmless**: Except as otherwise provided herein, CUSTOMER agrees to indemnify, defend and hold EFM and each Enterprise Entity and their parents and affiliated entities, employees and agents harmless to the extent any loss, damage, or liability arises from EFM or any Enterprise Entity’s use or operation of a vehicle and for the negligence or willful misconduct of Customer, its agents or employees, and for its breach of any term of this Agreement. The parties’ obligations under this section shall survive termination of this Agreement.

7. **Risk of Loss**: Notwithstanding anything to the contrary hereunder, CUSTOMER shall assume all risk of loss for damage to or loss of any Vehicle or any part or accessory regardless of fault or negligence of CUSTOMER, Enterprise, EFM or any other person or entity or act of God.

8. **Liens, Judgments, Titles and Defects**: CUSTOMER represents and warrants it holds full legal title to each such Vehicle, title to each such Vehicle is clean and not subject to being branded for any reason, or requires any form of additional disclosure to a purchaser and that there are no open recalls on each such Vehicle. CUSTOMER shall defend, indemnify and hold Enterprise, EFM, their parents, employees and agents harmless from and against any and all claims, expenses (including reasonable attorney's fees), suits and demands arising out of, based upon, or resulting from any judgments, liens or citations that were placed on the Vehicle, defects in the Vehicle’s title, or mechanical or design defects in the Vehicle.

9. **Odometer**: Neither EFM nor Enterprise assume responsibility for the correctness of the odometer reading on any Vehicle and the CUSTOMER shall defend, indemnify and hold EFM, Enterprise, their parents, employees and agents harmless from and against any and all claims, expenses (including reasonable attorney’s fees), suits and demands arising out of, based upon or resulting from inaccuracy of the odometer reading on any Vehicle or any odometer statement prepared in connection with the sale of any Vehicle, unless such inaccuracy is caused by EFM, Enterprise, their employees or officers.

10. **Bankruptcy**: Subject to applicable law, in the event of the filing by CUSTOMER of a petition in bankruptcy or an involuntary assignment of its assets for the benefit of creditors, EFM or Enterprise may accumulate sales proceeds from the sale of all Vehicles and deduct seller fees, auction fees, Service Fees, towing costs, title service fees, enhancement fees and any expenses incurred by EFM or Enterprise while selling Vehicle from said funds. EFM or Enterprise will thereafter remit to CUSTOMER the net proceeds of said accumulated sales proceeds, if any.

11. **Compliance with Laws**: EFM, Enterprise and CUSTOMER shall comply with all federal, state, and local laws, regulations, ordinances, and statutes, including those of any state motor vehicle departments, department of insurance, and the Federal Odometer Act.

12. **Insurance**: CUSTOMER shall maintain and provide proof of Automobile Liability Insurance until the later of title transfer to purchaser of Vehicle or transfer of sales proceeds to Customer covering liability arising out of maintenance, use or operation of any Vehicle (owned, hired and non-owned) under this Agreement, with limits of not less than one million dollars ($1,000,000) per occurrence for bodily injury and property damage. EFM, Enterprise, and their subsidiaries and affiliates are to be named as Additional Insureds. This insurance shall be written as a primary policy and not contributing with any insurance coverage or self-insurance or other means of owner’s financial responsibility applicable to EFM or Enterprise. CUSTOMER must waive and must require that its insurer waive its right of subrogation against EFM and Enterprise and their affiliates, employees, successors and permitted assigns on account of any and all claims CUSTOMER may have against EFM or Enterprise with respect to insurance actually carried or required to be carried pursuant to this Agreement.

13. **Term**: This agreement is effective on the Execution Date and shall continue until such time as either party shall notify the other party with thirty (30) days prior written notice to terminate the Agreement with or without cause.

14. **Modification**: No modification, amendment or waiver of this Agreement or any of its provisions shall be binding unless in writing and duly signed by the parties hereto.

15. **Entire Agreement**: This Agreement constitutes the entire Agreement between the parties and supersedes all previous agreements, promises, representations, understandings, and negotiations, whether written or oral, with respect to the subject matter hereto.

16. **Liability Limit**: EXCEPT TO THE EXTENT A PARTY HERETO BECOMES LIABLE FOR ANY DAMAGES OF THE TYPES DESCRIBED BELOW TO A THIRD PARTY AS A RESULT OF A THIRD PARTY CLAIM AND SUCH PARTY IS ENTITLED TO INDEMNIFICATION WITH RESPECT THERETO UNDER THE PROVISIONS OF THIS AGREEMENT, IN NO EVENT SHALL EITHER PARTY HERUNDER BE LIABLE TO OTHER PARTY FOR ANY SPECIAL, INCIDENTAL, CONSEQUENTIAL, PUNITIVE, EXEMPLARY, OR INDIRECT DAMAGES (INCLUDING WITHOUT LIMITATION, LOSS OF GOODWILL, LOSS OF PROFITS OR REVENUES, LOSS OF SAVINGS AND/OR INTERRUPTIONS OF BUSINESS), EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

17. **Attorney's Fees**: In the event that a party hereto institutes any action or proceeding to enforce the provisions of this Agreement, the prevailing party shall be entitled to receive from the losing party reasonable attorney’s fees and costs for legal services rendered to the prevailing party.
18. **Authorization**: Each party represents and warrants to the other party that the person signing this Agreement on behalf of such party is duly authorized to bind such party.

19. **Independent Contractor**: EFM and Enterprise shall perform the services hereunder as an independent contractor of Customer and no term of this Agreement shall be deemed or construed to render CUSTOMER and EFM or Enterprise as joint venturers or partners.

20. **Unsold Vehicles**: Should such Vehicle not sell, Customer shall pick up Vehicle within five (5) business days of being provided notice that the Vehicle has not been sold and, for Vehicles assigned to Enterprise by Customer, Enterprise shall assign title back to CUSTOMER.

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**Schedule 1**

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Enterprise Leasing Company of STL, LLC      Enterprise Rent-A-Car Company of Sacramento, LLC
Enterprise Leasing Company of Georgia, LLC  Enterprise Rent-A-Car Company of Los Angeles, LLC
Enterprise Leasing Company of Florida, LLC  Enterprise RAC Company of Cincinnati, LLC
Enterprise Leasing Company of KS LLC        CLERAC, LLC
EAN Holdings, LLC                          Enterprise Rent-A-Car Company of Pittsburgh, LLC
Enterprise Leasing Company of Orlando, LLC  Enterprise Rent-A-Car Company of Wisconsin, LLC
Enterprise Leasing Company of Indianapolis, LLC  Enterprise Rent-A-Car Company of UT, LLC
Enterprise Rent-A-Car Company of Boston, LLC  CAMRAC, LLC
Enterprise Leasing Company of Denver, LLC  Enterprise Rent-A-Car Company of Rhode Island, LLC
Enterprise Leasing Company of Chicago, LLC  Enterprise Leasing Company of Phoenix, LLC
Enterprise RAC Company of Maryland, LLC     Enterprise Leasing Company- Southeast, LLC
Enterprise Leasing Company of Philadelphia, LLC  Enterprise Leasing Company- West, LLC
Enterprise RAC Company of Baltimore, LLC    Enterprise Leasing Company- South Central, LLC
Enterprise Leasing Company of Minnesota, LLC  PENRAC, LLC
Enterprise Leasing Company of Detroit, LLC  Enterprise Rent-A-Car Company of KY, LLC
Enterprise Leasing Co of Norfolk/ Richmond, LLC  Enterprise Rent-A-Car Company - Midwest, LLC
Enterprise Rent-A-Car Co of San Francisco, LLC  Enterprise RAC Company of Montana/Wyoming, LLC
ELRAC, LLC
SNORAC, LLC
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Staff Report

Subject: Approval of Updated Agreement with CoStar for Software used by the Tax Assessor’s Office
Author: Alison Bruton, Purchasing Agent
Department: Tax Assessor
Meeting Date: May 3, 2022
Item Description: Updated Agreement with CoStar for Software used by the Tax Assessor’s Office

Summary Recommendation: Staff recommends Approval of the Updated Agreement with CoStar for Software used by the Tax Assessor’s Office

Executive Summary/Background:
- The Tax Assessor’s Office currently has an agreement in place with CoStar which they use to value buildings that have leases on them for the Income Approach appraising method. They have requested an additional feature which will allow them to do searches outside of the Savannah market, which is their current limit.
- The current agreement is $720.00 per month, and the additional feature will add $150.00, bringing the total to $870.00 per month.

Alternatives for Commission to Consider
1. Approval of the Updated Agreement with CoStar for Software used by the Tax Assessor’s Office.
2. Take no action.

Recommended Alternative: 1
Other Alternatives: 2
Department Review: Finance, Tax Assessor, Purchasing
Funding Source: Tax Assessor's Operating Budget
Attachments:
1. Updated Agreement with CoStar
Sole Source Justification (SSJ)

SECTION I: Introduction and Agency and Contracting Activity
This Sole Source Justification (SSJ) is prepared pursuant to the requirements section 4202 of the Clinger-Cohen Act of 1996 or the Services Acquisition Reform Act of 2003 (41 U.S.C. 428a) as implemented by Federal Acquisition Regulation (FAR) Subpart 13.501 and consistent with the content requirements of FAR 6.303-2.

The Transportation Security Administration (TSA), Office of the Chief Administrative Officer (CAO), Office of Field Real Estate Services (FRBS) and Office of Acquisition propose to solicit and issue a Purchase Order to one source on the basis of only one source is reasonably available (FAR 13.501(a)(1)(ii)).

The procurement request number is 211420HRES029 and the Office of Acquisition’s tracking number is JA-2014-1-1086.

This acquisition is conducted under FAR Part 13.5, Test Program for Certain Commercial Items.

TSA intends to post the requirement pursuant to FAR 13.501(a)(1)(i)

SECTION III: Description of Action Being Approved
This SSJ Justifies and approves TSA's acquisition approach to award a sole source contract to CoStar Inc. ("CoStar") using Commercial Test procedures without seeking competition for a market research tool that provides verified, commercial real estate information on a comprehensive, nationwide scale. This action is being taken pursuant to FAR 13.501. CoStar is the only company that provides a solution that meets FRBS’s commercial market research needs.

SECTION III: Description of Supplies or Services
The requirement is to provide a market research tool that provides verified information on commercial real estate available for leasing on a nationwide scale. This tool is needed for 8 TSA employees for the base year, and between 8-11 employees for option years. TSA requires this tool because it has requirements for leasing offices for TSA workspace across the U.S. (currently, TSA leases space around 450 federalized airports) and requires a tool that will provide TSA with commercial real estate market research when TSA has a requirement for future leased space.

CoStar is the only provider of the required research tool. CoStar's entry-level product, CoStar Property Express, meets TSA's requirement, and therefore is the item being approved by this SSJ. TSA also requires that four users have mobile access to the tool, which CoStar accomplishes with their Key Token product, which is a security device that has built-in authentication mechanisms that allows users to access the CoStar tool anywhere.

A summary of this requirement is as follows:
1) 8 license subscriptions to the CoStar Property Express product (five years, including option years).
2) 4 FOB Key Tokens
3) Up to three additional subscriptions to the CoStar Property Express product for Option Years 1-4.

IGCE Summary

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SECTION IV: Identification of the Single Source Solicitation Authority

This action is being taken under the authority of the Test Program for Commercial Items, 4202 of the Clinger-Cohen Act of 1996 or the Services Acquisition Reform Act of 2003 (41 U.S.C. 428a) (see FAR 13.501(a)(1)(ii)).

SECTION V: Demonstration that the proposed contractor's unique qualifications or the nature of the acquisition requires use of the authority cited.

SECTION VI: Description of efforts made to ensure that offers are solicited from as many potential sources as is practicable

On January 15, 2014, TSA posted a Special Notice on the Government Point of Entry that highlighted TSA intention to contract with CoStar on a sole source basis, and the notice requested that interested vendors in meeting this requirement submit their information outlining their capabilities to TSA. TSA did not receive any submission from vendors prior to the response deadline, January 21, 2014; therefore, no other potential sources, other than CoStar Inc., have been identified that can meet this requirement.

SECTION VII: Determination by the contracting officer that the anticipated cost to the Government will be fair and reasonable

Award to CoStar is contingent upon the Contracting Officer's determination of price reasonableness. The Contracting Officer anticipates evaluating the price for fair and reasonableness by comparing offered pricing with pricing found in current Government contracts.
Market research was conducted through a search of the Internet for various sources providing dominion real estate data that might provide the details TSA PMRS requires for market research needs. Also, two federal agencies that recently produced a dominion real estate data provider were contacted to discuss their procurement/approach and solicited a proposal. A firm in the industry (CoStar) was contacted for Market Research pricing and information regarding their official subscriptions.

CoStar is the entity that has expressed an interest in this requirement.

TSA will monitor the industry and identify products that can meet TSA's future requirements for commercial market research information.

I certify that the data supporting the recommended use of other than full and open competition is accurate and complete to the best of my knowledge and belief.

[Signature]
1/22/2014

I certify that the requirement meets the Government's minimum need and that the supporting data, which forms a basis for this justification, is complete and accurate.

[Signature]
1/24/14

I have reviewed this justification and approval and I concur that, based on the representations contained within, this justification is legally sufficient.

[Signature]
1/23/2014

The required levels of concurrence and approval of this Limited Source Justification depend on the estimated total value of the procurement. Concurrence and approval must be obtained for that level and each previous level.

Program Manager:

[Signature]
1/24/14
Item XI. 8.
CoStar
Information
Subscription Form

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<td>912-754-2125</td>
<td><a href="mailto:ngroover@effinghamcounty.org">ngroover@effinghamcounty.org</a></td>
</tr>
<tr>
<td>Jennifer Keyes</td>
<td>User</td>
<td>912-754-2125</td>
<td><a href="mailto:jkeyes@effinghamcounty.org">jkeyes@effinghamcounty.org</a></td>
</tr>
</tbody>
</table>
CoStar
Information
Subscription Form

BILL TO:
Licensee: Effingham County Assessor Office Location ID: 38105980
Address: 901 N Pine St City/State/Zip: Springfield, GA 31329
Telephone: (912) 754-2125
Bill-To Contact: Neal Groover

USE:
Total No. Listings: 0
Total No. Sites: 1
Total No. Authorized Users (All Sites): 2

TERM:
One Year Initial Term

INVOICE TYPE/BILLING PREFERRED: Single Invoice
START DATE: Immediate Start

SERVICES

<table>
<thead>
<tr>
<th>Site</th>
<th>Market</th>
<th>Product Description</th>
<th>Monthly License Fees (Before Tax)</th>
</tr>
</thead>
<tbody>
<tr>
<td>38105980</td>
<td>All Data</td>
<td>CoStar Suite</td>
<td>$870.00</td>
</tr>
</tbody>
</table>

Total Monthly License Fees: $870.00
Discounted Monthly License Fees: 

Notes: This Agreement supersedes the agreement between the above-named Customer/Licensee and CoStar/Licensee dated 06/02/2019 relating to the provision of CoStar services, except for those terms that survive termination and any outstanding license fees.

This agreement includes the applicable Terms and Conditions for the services identified above, available at https://www.apartments.com/advertise/disclaimers/internet-advertising-terms-and-conditions, https://www.apartments.com/advertiser/cps-terms-conditions and https://www.costar.com/CoStarTerms-and-Conditions, and any addenda attached hereto between CoStar Realty Information, Inc. ("CoStar") and the above-named Customer/Licensee (collectively, the "Agreement"), and establishes the terms and conditions under which CoStar will license the products set forth in this Agreement. The Terms and Conditions are an integral part of the Agreement being formed hereby. In addition, this Agreement incorporates by reference the website Terms of Service/Use (the "Website Terms of Use") available online for each applicable service provided under this Agreement (e.g., www.costar.com, www.apartments.com, www.apartmentfinder.com, etc.). Customer/Licensee agrees to comply with the Website Terms of Use and to regularly review such terms for updates and changes. To the extent a conflict exists, the Subscription Form and the Terms and Conditions shall govern over the Website Terms of Service. Terms used on this Subscription Form and not otherwise defined shall have the meanings set forth in the applicable Terms and Conditions.

In the event Licensee does not execute this Agreement by the following date 4/30/2022, the terms of this Agreement shall become null and void; however, if both parties execute and commence performance of their duties and obligations under this Agreement after such date, this Agreement shall continue in full force and effect and be binding on the parties. Licensee may not make any changes to this Agreement unless agreed to by CoStar in writing. The person executing this Agreement on behalf of Licensee represents and warrants that he or she has been authorized to do so and that all necessary actions required for the execution have been taken. CoStar hereby provides notice that only an authorized officer of CoStar or its parent company can execute this Agreement on behalf of CoStar. The parties hereby acknowledge that this Agreement may be executed and delivered by facsimile and such facsimile shall constitute a legal and binding agreement on the parties.

CoStar Realty Information, Inc.

By: ____________________________
Name: Scott Wheeler
Title: Chief Financial Officer
Date: April 19, 2022
Address: 1331 L St NW
Address: Washington, DC 20005-1401
Licensee

Signature: ____________________________
Print Name: ____________________________
Title: ____________________________
Date: ____________________________
Address: 901 N Pine St
Address: Springfield, GA 31329
CoStar
Information
Subscription Form

<table>
<thead>
<tr>
<th>AUTHORIZED SITE &amp; USERS LIST</th>
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</thead>
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<tr>
<td>Licensee: Effingham County Assessor Office</td>
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<tr>
<td>Address: 901 N Pine St</td>
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<tr>
<td>Total Number of Authorized Users at Site: 2</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>USERS AT ABOVE LISTED SITE</th>
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<tbody>
<tr>
<td>Contact Name: Neal Groover</td>
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<tr>
<td>Email: <a href="mailto:ngroover@effinghamcounty.org">ngroover@effinghamcounty.org</a></td>
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<tr>
<td>Contact Name: Jennifer Keyes</td>
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<tr>
<td>Email: <a href="mailto:jkeyes@effinghamcounty.org">jkeyes@effinghamcounty.org</a></td>
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</tbody>
</table>
Staff Report

Subject: Consideration to Approve a Resolution of Surplus
Author: Alison Bruton, Purchasing Agent
Department: Various
Meeting Date: May 3, 2022
Item Description: Surplus

Summary Recommendation: Staff recommends approval of the Resolution

Executive Summary/Background:
- From time to time the County has broken, unused, damaged or extra inventory. In order for the county to properly dispose of these items they must be declared surplus in accordance with O.C.G. A § 36-9-2 which states that the county “…may, by order entered onto its minutes, direct the disposal of any real property which may be lawfully disposed of and make and execute good and sufficient title thereof on behalf of the County.”
- This resolution consists of various items which have either been replaced or are no longer in use.
- This is a list of vehicles to surplus due to receipt of Enterprise vehicles.

Alternatives for Commission to Consider:
1. Board’s approval of the Resolution of Surplus.
2. Do not approve the Resolution of Surplus

Recommended Alternative: 1

Other Alternatives: 2

Department Review: Various

Funding Source: NA

Attachments: Resolution of Surplus
NOTICE OF SALE

Notice is hereby given that the Board of Commissioners of Effingham County Georgia, in regular session assembled on May 3, 2022 by this resolution declare the following described property surplus and authorize the public sale, or disposal thereof:

<table>
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<tr>
<th>Description</th>
<th>Department</th>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Serial Number / Identifying Number</th>
<th>Amount</th>
<th>UOM</th>
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<td>ECSO</td>
<td>2014</td>
<td>Dodge</td>
<td>Charger</td>
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<tr>
<td>Vehicle</td>
<td>Recreation</td>
<td>2010</td>
<td>Ford</td>
<td>Explorer</td>
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</table>

Pursuant to said resolution the above described surplus property will be demolished, offered for sale by auction or by sealed bid; will be traded for newer or alternate equipment or will be donated to non-profit.

This ______________ day of May 2022

Effingham County Board of Commissioners

ATTEST:

Stephanie Johnson, County Clerk
Staff Report

Subject: Effingham Parkway Intersections – Design Change Order #4 under Work Order #6
Author: Eric Larson, Asst. County Manager
Department: County Engineering
Meeting Date: May 3, 2022
Item Description: Approve a change order to Atlas Technical Consultants to add roundabout intersections on Effingham Parkway at Goshen Road and proposed Gateway Parkway.

Summary Recommendation:
Recent discussions with traffic management in the County has raised the question of the need to consider the design of the Goshen Road intersection with Effingham Parkway. It is currently designed as a 2-Way stop. Recent study of traffic warrants suggests a roundabout is the preferred intersection solution. Likewise, a roundabout intersection with the proposed Gateway Parkway within the Omni-Trax development will facilitate a higher level of service at the intersection. The County received a proposal from the Effingham Parkway designer, Atlas Technical Consultants, to design both intersections and submit them to GDOT for approval. GDOT will add the changes to the construction contract.

Executive Summary/Background:
- Moreland Altolbelli (now Atlas) was contracted for Effingham Parkway design.
- Design will be concurrent with the construction project and added by change order by the GDOT to Balfour Beatty so that the work can be done as part of the current construction project.
- Omni-Trax will cost share in the design and construction of the Gateway Parkway intersection. Those terms have not been defined at this time and will be agreed to once budget estimates are available.
- The County and GDOT have agreed that the County will pay for the re-design of the Goshen Road intersection and GDOT will pay for the construction.

Alternatives for Commission to Consider
1 - Approve the supplemental funding request #4 with Atlas Technical Consultants in the amount of $398,270.
2 – Take no action and request more information.
3 - Deny. The Goshen Road intersection will be constructed as is. The Gateway Intersection will be built by the developer via encroachment permit after construction is complete.

Recommended Alternative: Alternative 1
Other Alternatives: Alternative 2
Department Review: County Engineering; County Attorney
Funding Source: TSPLOST
Attachments: Supplemental Funding Request #4 under Work Order #6
April 6, 2022

Mr. Wesley Corbitt
Chairman
Effingham County Board of Commissioners
601 N. Laurel Street
Springfield, GA 31329

Re: Supplemental Funding Request for Work under EFF008 Work Order # 06
Effingham Parkway, Effingham County, P.I. 0006700
Use on Construction plans for two roundabouts

Dear Chairman Corbitt-

Please consider this letter as Atlas Technical Consultants (Atlas) request for supplemental funding related to the Preliminary Engineering (PE) phase for the Effingham Parkway project in Effingham County under the EFF008 Work Order # 06. These costs will be considered as reimbursable under the existing Project Framework Agreement for PE costs between the Georgia Department of Transportation (GDOT) and Effingham County. This request is due to the additional work related to the addition of two roundabouts – one at Goshen Road and Effingham Parkway and other one at Gateway Connector Road and Effingham Parkway.

The work to be performed in the areas of roadway, survey, environmental, and lighting will be utilized in the preparation of Use On Construction (UOC) mainline plan changes so GDOT’s contractor can build the Effingham Parkway to be consistent with these plan changes. Atlas will work with Effingham County and GDOT to handle these plan changes and the necessary documentation to obtain GDOT approval of plans.

The additional tasks are listed below with a brief explanation:

**Additional work to prepare UOC Plans ($398,270)**
1. Roadway plan changes issued as UOC plans for the contractor: $205,490
2. Additional Survey and updates: $29,580
3. Environmental work for Archaeology, History, Ecology, and management of study updates: $45,600
4. Right-of-way appraisal, negotiation, and closing documents for four parcels: $40,000
5. Lighting at two roundabouts per GDOT requirements: $50,000
6. Additional Project Management services for two roundabouts: $27,600

**Assumptions and/or Exclusions:**

Atlas assumed the following for this fee estimate to prepare the UOC plans for Effingham County and GDOT:

✓ Peer review process for the roundabouts is expected to be handled by GDOT per the initial discussion with GDOT D5 and Effingham County.
Ecology work related to the updated Assessment of Effects (AOE) addendum covers any newly added species to be included in the report. No species surveys are anticipated to be required. AOE addendum will be prepared in GDOT’s latest template to capture all the changes.

No delineations, delineation updates, or updating previous wetland/stream forms are required outside of the survey needed strictly for the roundabouts.

A full Ecology addendum is assumed for these roundabout additions and do not anticipate the need for a new EPD buffer variance.

Negative findings are expected for the new shovel tests related to archaeology.

No new additional resources for history are expected due to the roundabouts.

Anticipate preparing one set of documents including permit modification for both roundabouts going through GDOT with archaeology report being an ASR.

Preliminary title certificates, closing and final title certificates to be provided by Effingham County.

We have enjoyed working for Effingham County and look forward to the successful completion of these time sensitive Use on Construction Plans with the approval of this supplemental funding request in the amount of $398,270. If there are any questions concerning this information, or if any additional information is needed, please do not hesitate to contact me at 678-728-9064 or on my cell at 404-931-3792.

Sincerely,

L. N. Manchi, P.E., PMP
Project Manager

cc: Tim Callanan, Effingham County Manager
Eric Larson, Effingham County Assistant County Manager
## Effingham County
**Effingham Pkwy / Goshen and Gateway Connector Roundabouts**

### Detailed Description of Estimated Project Costs

**Phase:** POST  
**Phase No.:** N/A  
**6-Apr-22**

**Atlas Technical Consultants**

#### 1. Direct Labor (Specify)

<table>
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<tr>
<th>Personnel</th>
<th>Est Hours</th>
<th>Rate/HR</th>
<th>Est. Cost ($)</th>
<th>Totals</th>
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<td>Project Manager</td>
<td>8</td>
<td>$230.00</td>
<td>$1,840.00</td>
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<td>Survey Crew (2 Man)</td>
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<td>$120.00</td>
<td>$20,880.00</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>238</strong></td>
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<td><strong>$28,000.00</strong></td>
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</table>

| ROADWAY DESIGN                   |           |         |               |          |
| Project Manager                  | 102       | $230.00 | $23,460.00    |          |
| Highway Group Manager            | 78        | $230.00 | $17,940.00    |          |
| Sr. Roadway Engineer             | 702       | $125.00 | $87,750.00    |          |
| Roadway Engineer                 | 870       | $100.00 | $87,000.00    |          |
| Roadway Technician / CAD         | 104       | $75.00  | $7,800.00     |          |
| Sr. Environmental Planner        | 40        | $135.00 | $5,400.00     |          |
| Environmental Planner            | 430       | $90.00  | $38,700.00    |          |
| **TOTAL**                        | **2326**  |         | **$268,050.00**|          |

| R/W PLANS                        |           |         |               |          |
| Project Manager                  | 10        | $230.00 | $2,300.00     |          |
| Highway Group Manager            |           | $230.00 |               |          |
| Sr. Roadway Engineer             | 8         | $125.00 | $1,000.00     |          |
| Roadway Engineer                 | 40        | $100.00 | $4,000.00     |          |
| **TOTAL**                        | **58**    |         | **$7,300.00** |          |

**Total Direct Labor**

$303,350.00

#### 2. Other Direct Costs (Specify)

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<td>Travel/Mileage</td>
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<td>Lodging/Meals</td>
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<td>Lighting for two roundabouts - Wi Skies (sub-consultant)</td>
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<tr>
<td>Right-of-way services for four parcels</td>
<td>$40,000.00</td>
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**Total Other Direct Costs**

$94,920.00

#### 3. Maximum Amount of Contract Proposal (1) + (2)

$398,270.00
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<th>ROADWAY</th>
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<td>Principal Admin Assistant</td>
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<td>Highway Group Mgr</td>
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<td>Sr. Roadway Engineer</td>
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<tr>
<td>Survey Crew (2 Man)</td>
<td></td>
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**SURVEY UPDATE**

| Field Surveys                          | 8     | 8       | 48            | 174       |
| Survey Data Reduction                  |       |         |               |           |
| Update CAiCE DTM                       | 4     |         |               |           |
| Update Microstation Topography Files   | 24    |         |               |           |
| R/W Staking                            | 24    |         |               |           |
| Property Resolution                    | 84    |         |               |           |

**TOTALS**

|                      | 8     | 8       | 48            | 174       |

**ROADWAY DESIGN**

**Project Management**

| Project Management / Administration  | 44    | 8       |               |           |
| Coordination Meetings (3)            | 12    | 6       | 6             |           |
| Coord. with Gateway Conn. Project    | 16    | 4       | 16            |           |
| Utility Coordination                 | 4     | 4       | 36            |           |

**Road Design**

| Fastest Path Analysis                | 4     | 4       | 80            | 16        |
| Typical Sections                     |       | 4       |               | 16        |
| Geometric Design (Plan, Prof, Xsec)  | 6     | 24      | 200           | 400       |
### MAN-HOUR ESTIMATE

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<th>Admin Assistant</th>
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<th>Sr. Roadway Engineer</th>
<th>Roadway Engineer</th>
<th>Roadway Tech. / CAD</th>
<th>Sr. Env. Planner</th>
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Effingham County
Effingham Pkwy / Goshen and Gateway Connector Roundabouts

6-Apr-22

Item XI. 10.
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Effingham County
Effingham Pkwy / Goshen and Gateway Connector Roundabouts

6-Apr-22
Staff Report

Subject: Courthouse Road realignment at McCall Road – Design contract
Author: Eric Larson, Asst. County Manager
Department: County Engineering
Meeting Date: May 3, 2022
Item Description: Approve a design contract to realign Courthouse Road at the northern end of McCall Road per recommendations in the 2021 TSPLOST referendum and 2020 Transportation Masterplan

Summary Recommendation:
The County identified a need to realign the terminus of Courthouse Road with McCall Road near State Hwy 21 in Springfield to improve performance and safety of the intersection. The proposed scope of work for design is to consider two or more design alternatives and prepare construction drawings of the selected design. The consultant will also provide assistance with bidding and oversee construction.

Executive Summary/Background:
- TSPLOST referendum recommended alternate 1 with a design and construction estimate of $640,950. Design cost was estimated at $45,000.
- The 2020 Transportation Masterplan recommended alternate 2 with a design and construction cost of $7,598,000. Design cost estimated at $844,000.
- The County solicited proposals on February 11, 2022 from the pre-qualified consultants on the 2021 Indefinite Delivery Contract (IDC)
- On March 22, 2022, the County received four proposals for services.
- The low cost most responsive proposal was from Alliance Consulting Engineers for $405,000. They estimate the project would be ready for construction in 17 weeks.
- The best proposed work plan was from Atlas Technical Consultants for $496,180. They estimate the project would be ready for construction in 18 weeks.
- Staff review of the proposals summarizes that all four proposals are responsive and capable of performing the scope of work. The best combination of cost and approach was from Atlas, who demonstrated knowledge of GDOT procedures and provided a very detailed work plan. Alliance had the lowest price but the scope of work lacked detail.
- All four cost proposals exceeded TSPLOST funding available. Staff recommends moving forward with design and seeking additional funding.

Alternatives for Commission to Consider
1 - Approve design contract with Atlas Technical Consultants in the amount of $496,180.
2 – Approve design contract with Alliance Consulting Engineers in the amount of $405,000.
3 - Take no action and request more information from the top two firms.
4 – Take no action. Delay project until additional funding for right-of-way acquisition and construction can be obtained.

Recommended Alternative: Alternative 1
Other Alternatives: Alternative 2
Department Review: County Engineering; County Attorney
Funding Source: TSPLOST.

Attachments: 1. Bid Tab  2. Project map
## Courthouse Road Realignment Design Proposals

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NOTICE TO PROCEED

TO: Atlas
RE: NOTICE TO PROCEED

Task Order 22-25-009 - Courthouse Road Realignment

Please consider this your NOTICE TO PROCEED on the above referenced project. In accordance with the terms of the contract, work is to commence within 24 hours receipt of the Notice to Proceed unless otherwise agreed and to be completed within ____ calendar days from that time.

Dated this ____ day of __________, 2022

Effingham County Board of Commissioners

______________________________
Wesley Corbitt, Chairman

ACCEPTANCE OF NOTICE:

Receipt of the above Notice to Proceed is acknowledged.

Contractor: ________________________________
By: ________________________________
Title: ________________________________
Date of Acceptance: ________________________________
March 22, 2022

Effingham County Board of Commissioners
ATTN: Purchasing Office
804 South Laurel Street
Springfield, Georgia 31329

Re: Request for Proposal
RFP 22-25-009
Courthouse Road Realignment Concept Plans, Final Design, and Construction Management Services

To whom it may concern:

Atlas Technical Consultants LLC (Atlas) is pleased to submit this proposal to the Effingham County Board of Commissioners for the subject project. Our experience on similar projects throughout the state has enabled us to quickly evaluate project needs and develop an efficient plan of action. With the leadership of Project Manager Alan Smith, supported by a staff of engineers, environmental specialists, and right-of-way acquisition professionals, we are poised to provide complete satisfaction to the County. I will provide project oversight and be available to you at all times if the need arises.

Please accept this proposal in response to the Request for Proposal. If you have any questions, please do not hesitate to contact me at 770.530.9194.

Sincerely,

[Signature]

Todd L. Long, PE, PTOE
Principal in Charge
17) **QUESTION:** Will the County require CADD files to be submitted in a specific format?

**ANSWER:** See Answer #16

All other terms and conditions in RFP 22-25-009 remain unchanged.

Effingham County reserves the right to reject any and all proposals, to waive any technicalities or irregularities and to award the offer based upon the most responsive, responsible submission.

Please sign receipt of this Addendum No. 1 below:

______________________________  ________________________________  _____________
Print Name                  Signature                  Date

**END OF ADDENDUM NO. 1**
PROJECT UNDERSTANDING

The work outlined in Effingham County RFP No 22-25-009 is to provide engineering design, bidding assistance, and construction management services for a project to realign Courthouse Road as shown in the graphic below. The project and general scope of work are identified in the County’s Transportation Master Plan. Funding for the project will be 100% local 2020 TSPLOST money, allowing the project to follow a plan development process defined by the County. One alternate under consideration involves work on State Route 21 and requires that GDOT encroachment permit guidelines and protocols be followed. We expect the schedule for the overall contract to last approximately 30 months if Alternate #2 is selected. If Alternate #1 is selected, the schedule will be approximately 15 months. The schedule included herein includes time for concept studies, design, right-of-way acquisition, and construction.

Alan Smith, who has over 30 years of experience in the transportation engineering field, will serve as the Project Manager and the County’s single point of contact. He has worked on countless projects in middle Georgia and has worked on several projects in Effingham County. He is a hands-on project manager, a great communicator, and able to effectively lead a multi-disciplined team of engineers and environmental specialists. Todd Long will act as Principal-in-Charge and be responsible for project oversight and ensuring that Alan has access to the right personnel in the time frame he needs them.

There are two alternates that will be evaluated and those are shown here for reference purposes. Alternate 1 is shown in green and Alternate 2 is shown in yellow. During concept development another option may surface for consideration. This proposal, however, focuses on the two alternates presented in the RFQ. Our approach to the work is provided in the following pages.
PROJECT APPROACH

Phase 1 Engineering

Phase 1 will consist of validating the concepts for Alternates 1 and 2 and the selection by the County of the preferred alternate. Our approach and scope for this Phase will consist of the following tasks:

Traffic Analysis – Atlas engineers will evaluate the proposed realignment of Courthouse Road for both alternates from a traffic perspective. According to the County’s Transportation Master Plan the intersection of McCall Road at Courthouse Road is expected to operate at Level of Service F by the year 2045 under no-build conditions. The proposed realignment was identified as a high priority project and selected for implementation. The study will analyze expected traffic conditions for the two alternates and recommend a preferred alternative. Alternate 1 will realign Courthouse Road to intersect McCall Road at Dasher Drive and install a single lane roundabout. Alternate 2 will realign Courthouse Road to intersect with Webb Road and install a single lane roundabout and continue on to intersect SR 21. The following tasks will be performed:

1. Assimilate traffic data and develop an existing traffic model.
2. Determine growth rate and project future traffic volumes.
3. Conduct a trip distribution/trip assignment for each alternate.
4. Conduct a capacity analysis of the existing year (2022), and for the no build/build scenarios in open year (2025) and design year (2045).
5. Prepare a memorandum describing the findings of the study.
6. Prepare a GDOT Intersection Control Evaluation (ICE) for the intersection of SR 21 at Webb Road (Alternate 2).

Environmental Screening – Atlas environmental specialists will conduct detailed due diligence study via desktop research to identify potential waters of the U.S., protected species habitat, historic and archaeological sites for both alternatives. We will then conduct field surveys to delineate wetlands using the three-parameter approach (hydrophytic vegetation, hydric soils, and hydrology) as described in the 1987 U.S. Army Corps of Engineers (USACE) Wetland Delineation Manual and utilized in the 2010 Atlantic and Gulf Coastal Plain Regional Supplement. Delineation boundaries will then be provided to the design team to aid in the selection of the alternate to pursue for Phase 2 Engineering. The Atlas team understands the important role that environmental permitting plays in the delivery process for projects such as this and will work hard to address concerns and problems early so changes can be made to avoid, minimize, mitigate any impacts. If wetlands are identified, our environmental team will also assist with the cost-benefit analysis by estimating wetland impacts and costs of compensatory mitigation for both alternatives.

Conceptual Roadway Plans – Conceptual roadway plans will be developed from available County GIS data. Our roadway engineers will coordinate the findings of the traffic and environmental studies with proposed layouts for both Alternate 1 and 2. We will prepare a GDOT-style concept report for both alternates. While not required for locally funded projects, following the general GDOT framework has the advantage of ensuring the analysis is robust and thorough. It reduces the chance of an issue appearing up late in the design that impacts the schedule or right-of-way acquisition. In addition, in cases such as this where the alternates vary widely in scope and scale, a standard format will provide a common template from which to evaluate the pros/cons and costs of each alternate. The concept reports will confirm the proposed alignments, specify the intersection types, outline impacts to the traveling public, provide standardized cost estimates, and include a discussion on...
Phase 2 Engineering

Phase 2 will consist of developing final construction plans for the County-selected alternate. Our approach for this Phase will follow the same pattern regardless of which alternate is chosen.

Survey and Utility Identification - Field surveys and utility identification will be completed by TR Long Engineering and commence within a week of receiving notice-to-proceed. The field surveys will be performed in Phase 2 to save engineering cost and avoid surveying areas not needed during the design process - we will only survey the selected alternate. Subsurface utility location will be determined by Quality Level B (QLB) location techniques. QLB level of accuracy requires that visible utilities be surveyed and that underground utilities be located horizontally. TR Long is a well-known and respected firm and Atlas has completed a number of projects with them over the years, including most recently the Louisville Road pipe culvert replacement. They know what we need, are familiar with the project area, and will be responsible for merging all currently available survey data and GIS information with the new field data to produce a digital terrain model our engineers can use in design. Survey work will be according to industry standards.

Environmental Permitting - Atlas ecologists will review the Phase 2 final plans and assess impacts to ecological resources. For design cost purposes, we have assumed no streams or buffered waters are present within the site (project is not anticipated to encroach upon the 25-foot buffer of Baker Lake). Our cost also assumes that the project will require authorization from the USACE for the use of Nationwide Permit 14 for impacts to one wetland area. A Pre-Construction Notification (PCN) will be prepared by Atlas ecologists and submitted to USACE requesting this authorization. Additional background research and field surveys would be performed by Atlas personnel. Cultural resources documentation would be prepared in support of the permitting of the selected alternate.

Geotechnical Investigation - Geotechnical scope will consist of an industry standard “soil survey” to establish the types and location of the soils within the project area. It will also determine the usability of excavated soil to be used as fill in another area of the project, if groundwater will be a problem, and the corrosive nature of the soils. To avoid delays, no borings will occur in the railroad right-of-way and no access permit will be required. If soft soils are found at the bottom of cuts or on existing grade where fills will be placed, the field crews will take Shelby tubes in these locations for settlement tests. Other tests will include: USCS, triaxial, consolidation, natural moisture, organic content, CBR tests, and general corrosivity.

Construction and Right-of-Way Plans - After the concept report and layout are approved for the selected alternate, we will begin work on the actual design. The project team will follow a general framework approximating the GDOT Plan Development Process (PDP) but it will be streamlined and abbreviated to the maximum extent possible. For locally funded projects, many of the time-consuming steps in the PDP can be either eliminated or significantly reduced, saving valuable time and design cost without impacting quality. We will apply our knowledge and experience from similar local government projects to create a project development plan that meets the needs of the project and the County. This process will be used as a framework to ensure that we uncover potential problems early, maintain the schedule, and have your project constructed in the shortest time possible. Our final construction plans and documents will include all elements traditionally found in a
B | PROPOSED WORK PLAN

set of plans – bid quantities, general notes, construction plan and profile, drainage, driveway profiles, signing and marking plans, utility plans, cross sections, maintenance of traffic, and erosion control plans. Once we are comfortable the grading limits will not change, we will finalize right-of-way plans allowing acquisition negotiations to proceed. Right-of-way acquisition will be key because there is a good chance of relocations being required for both alternates. The earlier in the plan development process that we can identify right-of-way takes and easements, the better chance we will have to maintain the schedule.

GDOT Encroachment Permit - If Alternate 2 is selected to proceed, we will obtain the required GDOT encroachment permit at the intersection of State Route 21. Atlas staff has a thorough understanding of the encroachment permit process and the specific requirements of GDOT District 5. Our experience will enable us to move forward with confidence as quickly as possible.

Railroad Coordination - Alternate 2 utilizes the Norfolk Southern Railway (NS) passive warning device 620042X at the Webb Road grade crossing, requiring railroad coordination. The Webb Road crossing would need installation of gates, flashing lights and bell crossing signals based on increased highway traffic and over 12 trains per day at 49 mph maximum train speed using the crossing. Atlas has extensive experience in arranging for crossing signal installations by railroads, railroad easement acquisition, government-railroad agreements, railroad-related elements required in contract documents, and the arrangements required for Contractor work on railroad property. The $300,000 crossing signal installation element may qualify for GDOT Section 130 Program funding.

Utility Coordination - Utility coordination will be handled by our project manager Alan Smith or one of our utility coordination specialists located in District 5. We expect to encounter both public and private utilities within the project corridor including Comcast, Georgia Power, Planters Rural Telephone Company, the City of Springfield Water & Sewer, and Windstream.

Quality Assurance - Atlas maintains a firm-wide quality assurance program designed to set forth policies and procedures to be observed in implementing any project. The plan includes designation of a quality assurance engineer responsibility for ensuring the established plan is implemented, and that any observed deficiencies are corrected, including remedial measures to prevent recurrence. After we are selected and prior to design NTP we will develop a project QA/QC plan detailing how and when independent reviews are to occur. All reviews will be completed by Alan Smith or by a designated subject matter expert not involved with the project. Adherence to the QA/QC plan will ensure that both design and construction stay on schedule.

Lighting - If a roundabout is used at an intersection, it needs to have lighting that complies with current AASHTO roundabout lighting policies although the design and construction can comply with local regulations and custom. We will evaluate ambient lighting in the area and the presence of pedestrian traffic to determine the proper design classification to be used to light the roundabout properly. Design will be with a practical focus on any crosswalk areas and the need for approach lighting along each of the legs. Leg lighting can potentially be eliminated along some or all of the legs if there is adequate sight distance of the upcoming cross street. Lighting installation will be accomplished through agreements between the County and Georgia Power.
Right-of-Way Acquisition

All acquisition and relocation activities will be in accordance with Effingham County local guidelines. Acquisition and relocation activities will not follow guidelines pursuant to the Real Properties Acquisition and Relocation Act of 1970. The proposed project schedule, although realistic, will pose some challenges in terms of right-of-way acquisition. Atlas has experience acquiring right-of-way in Effingham County with turn-key acquisition services provided for the Effingham Parkway project currently under construction. Both Courthouse Road alternates have the potential to impact existing mobile homes and cause a displacement of the occupants. Using local guidelines, Atlas suggests we identify and contact the property owners and tenants early in the acquisition process to allow the time needed to successfully negotiate and relocate the individuals as required. Acquisition will begin at the soonest practical point and include:

Pre-Acquisition/Project Management/Appraisal

- Review of right-of-way and construction plans for inconsistencies with proposed construction limits, acquisition areas, or recent changes to the plans.
- Compare ownership verification reports with property owner names listed on plans.
- Coordinate project inspection with Atlas review appraiser detailing type, level, and number of appraisals needed along with any specialty reports.
- Determine which parcels can be valued using tax value data as a “fast track” method.

Legal

- Meet and review right-of-way plans with the project attorney.
- Establish deadlines for preliminary title opinion submissions and/or ownership verification reports with project attorney.
- Provide preliminary titles for distribution to appraisers and right of way agents.
- Prepare closing documents for use by the Effingham County attorney.

Acquisition/Negotiations

- Prepare offer packages with pre-approved forms including offer letter, summary basis of just compensation, availability of incidental payments, option agreement along with hi-lighted right-of-way plans with cross sections, driveway profiles, signing and marking plans.
- Meet with property ownership and any tenant interests for presentation of offer and explanation of proposed project and features of the parcel acquisition.
- Provide detailed account of the parcel transaction in negotiation log
- Secure written agreement with property owner and/or any tenant interests
- Attend parcel closings as directed by the project attorney

Bidding and Contracting Assistance

Our contract administrator, Mr. John Solomon, will work directly with Effingham County staff to develop the contract documents and include any needed special provisions. When all applicable permit approvals have been obtained, we will submit the appropriate documents to the County’s Purchasing Department, incorporating standard County Terms and Conditions and other standard
documents. Prior to submittal, we will insert the project specific information and review these frontend documents for accuracy, completeness and conformance with the County's bidding requirements. Upon approval of the bid documents by the County, bids will be advertised and received through the County's Purchasing Department. Atlas will provide the following services:

- Prepare the final construction cost estimate based on the plans and final engineers' estimate.
- Attend the pre-bid conference and describe the scope of the project to attendees.
- Ensure questions from bidders are correctly answered and addenda are issued.
- Prepare a bid tabulation and distribute to County staff.
- Review all bids and check references.
- Make recommendation of award.

Construction Management and Inspection

Prior to construction, construction project manager Will Murphy will work with County staff to schedule a preconstruction kick-off meeting. The meeting will include Effingham County contract administration staff, contractor representatives, and the construction inspection and testing team. If any requests for information (RFIs) arise, our team will work promptly to address all questions. For any issues arising during construction, Will Murphy can be on site in short order to assist as needed. The fee included in our cost proposal is based on a 9-month construction schedule and includes part-time field inspection base on an average of two days per week. Staff assignments and the level of inspection will vary depending upon the contractors work schedule, the type of work, and the County's preference on inspection frequency.

Will's staff consists of qualified and experienced construction inspectors who monitor the work in progress. They will observe progress of the work to determine conformity with contract plans and specifications, permits, County standards, and principles of good workmanship. Services provided by the inspectors may include but are not limited to the following:

- Keep daily diaries and accurate records of contractor's operations.
- Prepare daily inspection reports including date stamped photos.
- Document any items that are not in compliance with project plans and specifications.
- Document changes to the plans that are made in the field.
- Verify contractor pay quantities.
- Observe traffic control procedures and report problems immediately.
- Coordinate location of utilities and provide liaison with owners.
- Monitor the erosion control activity

Erosion Control - Atlas will provide certified inspectors who are qualified to inspect storm water management practices to ensure compliance with all permits. These individuals will monitor the contractor's erosion and sedimentation control procedures. We will perform inspections constantly and ensure that the contractor is performing inspections as required. Any deficiencies observed will be brought to the attention of the contractor.

Project Close-Out

Project closeout activities will consist of:

- Resolving all items on the final punch list
- Approving final quantities and payment to the Contractor
- Closing out any lingering project paperwork or reports
- Preparing a set of as-built plans
Task Order 22-25-009

Item XI. 11.

164


NOTICE TO PROCEED

TO: Alliance Consulting Engineers

RE: NOTICE TO PROCEED

Task Order 22-25-009 - Courthouse Road Realignment

Please consider this your NOTICE TO PROCEED on the above referenced project. In accordance with the terms of the contract, work is to commence within 24 hours receipt of the Notice to Proceed unless otherwise agreed and to be completed within ____ calendar days from that time.

Dated this ____ day of __________, 2022

Effingham County Board of Commissioners

________________________________________
Wesley Corbitt, Chairman

ACCEPTANCE OF NOTICE:

Receipt of the above Notice to Proceed is acknowledged.

Contractor: ________________________________

By: ________________________________

Title: ________________________________

Date of Acceptance: ________________________________
Ms. Alison Bruton, Purchasing Agent  
Effingham County Board of Commissioners  
804 South Laurel Street  
Springfield, Georgia 31329

RE: Professional Engineering Services to provide  
Road Realignment Conceptual Plans, Design,  
and Construction Management for  
Courthouse Road in the City of Springfield,  
Effingham County, Georgia  
RFP No. 22-25-009  
Proposal No.: P22033-D

Dear Ms. Bruton,

Thank you for giving Alliance Consulting Engineers, Inc. the opportunity to provide this proposal for Professional Engineering Services for Conceptual Plans, Design and Construction Services for Realignment of Courthouse Road in Effingham County.

 Alliance Consulting Engineers, Inc. has completed over 2,000 projects during 18 years in business, including Conceptual Planning, Roadway Design, Traffic Studies, Land Planning and Site Development, Stormwater Management, Construction Administration and Construction Observation Services, and other civil engineering services. Alliance Consulting Engineers, Inc. has completed over 100 roadway projects and is including Coastline Consulting, Inc. of the City of Pooler as an exclusive team member for the Effingham County Project Team to add extensive local Georgia Department of Transportation (GADOT) experience to Alliance Consulting Engineers, Inc.’s project team.

 Alliance Consulting Engineers, Inc. appreciates the opportunity to submit this Proposal for Professional Engineering Services for the Courthouse Road Realignment Project for Effingham County. Should you have any questions or comments, please do not hesitate to contact us at (843) 757-5959.

Very truly yours,

ALLIANCE CONSULTING ENGINEERS, INC.

Frank I. Turano  
Regional Manager

cc: Mr. Deepal S. Eliatamby, PE, Alliance Consulting Engineers, Inc.  
Mr. Kyle M. Clampitt, PE, Alliance Consulting Engineers, Inc.  
Mr. William B. Godwin, PE, Alliance Consulting Engineers, Inc.
1. WORK PLAN
Based on the Effingham County Board of Commissioners Request for Proposal No. 22-25-009 and Alliance Consulting Engineers Inc.’s understanding of the Project, Alliance Consulting Engineers, Inc. will provide road realignment concepts, final design, and construction services for Courthouse Road creating a new intersection and abandoning an existing intersection with McCall Road with retention of access to Baker Lake Park taken into account.

1. Conceptual Drawings
Consult with Effingham County to prepare Conceptual Plans and Alternatives for the Courthouse Road Realignment as follows:

Alternate 1: Shown as Green in Effingham County Study Area (VIC) photo.

Alternate 2: Shown as Orange in Effingham County Study Area (VIC) photo.

Alternate 3: Suggest consideration of one (1) or more creative Roundabout designs as shown in Exhibit A excerpt from GDOT Design Guide for Courthouse, McCall, Webb, and possibly Zettler Roads.

2. Preliminary Engineering Services
Upon Effingham County’s approval of one (1) Conceptual Alternative, Alliance Consulting Engineers, Inc. will provide Preliminary Engineering Services necessary for the Design and Construction Phases. These services will include Right-of-Way and Topographic Survey, Wetlands Delineation, Traffic Impact Analysis Study and Geotechnical Subsurface Exploration within the selected Alternative’s project boundaries.

3. Preliminary Design
Upon Effingham County’s approval of one (1) Conceptual Alternative, Alliance Consulting Engineers, Inc. will conduct up to three (3) site visits for review of existing project conditions and provide preliminary design and cost estimate to be reviewed by Effingham County.

4. Final Design
Upon Effingham County’s approval of the Preliminary Design, Alliance Consulting Engineers, Inc. will complete Final Design that includes a complete set of Construction Plans to include Dimensions, Right-of-Way and Property Lines along with Design Details and Technical Specifications. The Technical Specifications will be in the Construction Specifications Institute (CSI) format. Alliance Consulting Engineers, Inc. will prepare up to one (1) Construction Cost Opinion based on the quantities and materials included in the Final Design and Construction Plans.
5. **Right-of-Way Acquisitions**
   The Alliance Consulting Engineers, Inc. Design team will include professionals to conduct Right-of-Way and Easement Acquisition, including title search, appraisal, negotiation and closing.

6. **Permitting Services**
   Alliance Consulting Engineers, Inc. will identify and prepare necessary permits and applications to satisfy Local, State, Federal and Railroad Company requirements for design and construction of the project. Required documents will be prepared and submitted to Effingham County for execution, with Effingham County paying cost of permits.

7. **Bidding Phase**
   Alliance Consulting Engineers, Inc. will prepare Construction Documents, including plans and specifications necessary for contractor bidding of the project and assist in preparing a project advertisement and the distribution of Bid Documents. The Bid Documents will be prepared in CSI format. Alliance Consulting Engineers, Inc. will schedule and attend a Pre-Bid Meeting (if required by Effingham County) and prepare addenda to respond to bidder questions, attend the Bid Opening Meeting, compare and certify Bids received, and recommend award of the project.

8. **Construction Administration and Construction Observation Services**
   Alliance Consulting Engineers, Inc. will arrange and attend a Pre-Construction Meeting, review and maintain log of all submittals, respond to requests for information or change order items, maintain a change order log, and accept and respond to verbal communication from contractor and Effingham County for coordination. Alliance Consulting Engineers, Inc. will provide weekly field observation services, review and certify pay requests, and develop deficiency lists along with two (2) follow up visits, one (1) final inspection, and receive and review close out documents.

9. **Project Close-Out and Record Drawings**
   Alliance Consulting Engineers, Inc. will prepare close-out documentation and Record drawings for Effingham County’s use. Alliance Consulting Engineers, Inc. will prepare Record Drawings based on As-Built Surveys provided by the Contractor. One (1) Paper copy and electronic files in AutoCad (.dwg) and PDF format be provided.

II. **SCHEDULE**
   Alliance Consulting Engineers, Inc. can begin the Professional Engineering Services within three (3) weeks of receipt of an executed Notice to Proceed and coordinate with Effingham County an agreed upon schedule for the Project Scope based on timing needs estimated as follows:
III. NOT TO EXCEED FEES
The Fees presented below have been prepared from the man-hour rates agreed upon in Indefinite Delivery Contract dated April 23, 2021 between Effingham County Board of Commissioners and Alliance Consulting Engineers, Inc.

<table>
<thead>
<tr>
<th>Scope of Services</th>
<th>Fee</th>
<th>Man-hour Estimates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Conceptual Drawings</td>
<td>$ 19,500</td>
<td>110</td>
</tr>
<tr>
<td>2. Preliminary Engineering Services</td>
<td>$ 93,000</td>
<td>500</td>
</tr>
<tr>
<td>o Topographic Survey</td>
<td></td>
<td></td>
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<tr>
<td>o Wetlands Delineation</td>
<td></td>
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<tr>
<td>o Geotechnical Subsurface Exploration</td>
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<tr>
<td>o Traffic Impact Analysis Study</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Preliminary Design</td>
<td>$ 65,000</td>
<td>400</td>
</tr>
<tr>
<td>4. Final Engineering Design</td>
<td>$ 50,000</td>
<td>280</td>
</tr>
<tr>
<td>5. Permitting Services</td>
<td>$ 19,500</td>
<td>110</td>
</tr>
<tr>
<td>6. Right-of-Way Acquisition (assume up to 5 parcels)</td>
<td>$ 53,000</td>
<td>290</td>
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<tr>
<td>7. Bidding and Award Phase</td>
<td>$ 15,000</td>
<td>80</td>
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<tr>
<td>8. Construction Phase (Assumes up to 9 months)</td>
<td>$ 75,000</td>
<td>420</td>
</tr>
<tr>
<td>9. Project Closeout and Record Drawings</td>
<td>$ 15,000</td>
<td>80</td>
</tr>
</tbody>
</table>

Expenses associated with Travel, Printing and Postage are included in the fees above. Costs associated with Permitting, Impact and Application fees will be the responsibility of Effingham County, but will be coordinated by Alliance Consulting Engineers, Inc.
Staff Report

Subject: Blue Jay Water Main Extension (Loop B) – Design contract Amendment #1 Update

Author: Eric Larson, Asst. County Manager

Department: County Engineering

Meeting Date: May 3, 2022

Item Description: Approve an update to change order to add re-use water line extension to the project, additional work required to receive GDOT approvals, and to authorize easement acquisition.

Summary Recommendation:
The County has elected to add re-use water main extension from its current termini on Blue Jay Road to Hwy 17 to facilitate plans for re-use expansion and potential surface water discharge. In order to obtain GDOT encroachment approval to install water line along Hwy 17, several plan revisions were required that were not anticipated. In addition, several easements will be required for the project. The design consultant, Hussey, Gay, and Bell, have submitted a contract addition to perform the acquisition.

Executive Summary/Background:
• Hussey Gay and Bell was contracted for Loop B design on April 10, 2020.
• Change Order 1 was originally approved by the Board of Commissioners on March 1, 2022; however, upon further review, the totals included on the Change Order were incorrect.
  • Original contract amount = $98,770
  • Contract Amendment #1 corrected total = $111,500
  • Revised contract amount = $210,270
  • No additional time was requested.

Alternatives for Commission to Consider
1 - Approve the updated contract change order #1 with Hussey Gay Bell in the amount of $111,500.
2 – Take no action and request more information.

Recommended Alternative: Alternative 1

Other Alternatives: Alternative 2

Department Review: County Engineering; County Attorney

Funding Source: Water Sewer Bonds, SPLOST, and/or ARPA.

Attachments: 1. Amended Change Order #1
Amended Change Order # 1

Project: 20-105-002 – Blue Jay Road Water Main Ext. B - Design

Contract Date: _____________

Change Order Effective Date: _____________

Change Order Issued to: Hussey, Gay, Bell
329 Commercial Drive
Savannah, GA 31406

You are directed to make the following changes to this Contract.

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>UNIT S</th>
<th>BID QTY</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
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<td>Design Modification #1</td>
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<td>$13,000.00</td>
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<tr>
<td>2</td>
<td>Design Modification #2</td>
<td>Survey</td>
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<td>Construction Admin/Observation</td>
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<td>$6,000.00</td>
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<td>Record Drawings/Closeout</td>
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<td>Permitting Modification #1</td>
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<td>$6,000.00</td>
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<tr>
<td>4</td>
<td>Easement Plats</td>
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<td></td>
<td>$2,500.00</td>
<td>$15,000.00</td>
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<tr>
<td>5</td>
<td>Easement Acquisition</td>
<td>6</td>
<td></td>
<td>$3,500.00</td>
<td>$21,000.00</td>
</tr>
</tbody>
</table>

The original Contract Sum was ...........................................................................................................$ 98,770.00

Net change by previously authorized Change Orders ..............................................................................$ 0

The Contract Sum prior to this Change Order was ..............................................................................$ 98,770.00

The Contract Sum will be increased by this Change Order ........................................................................$ 111,500.00

The new Contract Sum including this Change Order will be ......................................................................$ 210,270.00

The Contract Time will be increased by ____ days

The Time allowed for completion is therefore ..............................................................................

Owner
Effingham County Board of Commissioners
804 S. Laurel Street
Springfield, GA 31329

By: ____________________________________________
Date: __________________________________________

Contractor
Hussey, Gay, Bell
329 Commercial Drive
Savannah, GA 31406

By: ____________________________________________
Date: __________________________________________
Change Order # 1

Project: 20-105-002 – Blue Jay Road Water Main Ext. B - Design

Contract Date: April 10, 2020

Change Order Effective Date: March 1, 2022

Change Order Issued to: Hussey, Gay, Bell  
329 Commercial Drive  
Savannah, GA 31406

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<td></td>
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<td>$15,000.00</td>
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<td>5</td>
<td>Easement Acquisition</td>
<td>6</td>
<td></td>
<td>$3,500.00</td>
<td>$21,000.00</td>
</tr>
</tbody>
</table>

The original Contract Sum was: $98,770.00

Net change by previously authorized Change Orders: $0

The Contract Sum prior to this Change Order was: $98,770.00

The Contract Sum will be increased by this Change Order: $95,500.00

The new Contract Sum including this Change Order will be: $194,270.00

The Contract Time will be increased by: 0 days

Owner
Effingham County Board of Commissioners  
804 S. Laurel Street  
Springfield, GA 31329

By: [Signature]

Date: 03/01/2022

Contractor
Hussey, Gay, Bell  
329 Commercial Drive  
Savannah, GA 31406

By: [Signature]

Date: 3/30/22
Staff Report

Subject: General fund operating reserve and general fund balance policy
Author: Mark W. Barnes, Finance Director
Department: Finance Department
Meeting Date: 5/3/22
Item Description: Discuss the general fund operating reserve and general fund balance policy

Executive Summary:
Staff is requesting discussion on two items related to general fund balance:

1. Operating reserves mechanism
Because the County maintains an operating reserve (rainy day fund) of $6 million via formal Board resolution, that portion of general fund balance is classified as ‘committed’ in our financial statements. The funds would otherwise be classified as ‘unassigned’. The County could use formal financial policy to achieve similar reserves, without the ‘committed’ classification. A policy requiring a minimum general fund balance of 20% of annual expenditures would have created an operating reserve of approximately $6.3 million, based on FY 2021 operating expenditures.

2. Capital funding
Staff would like to discuss the creation of a financial policy that would require the general fund balance that was above the operating reserves threshold to be transferred to a capital projects fund. This fund balance could potentially be transferred to SPLOST or TSPLOST funds to assist with those projects. A capital projects fund could also be established and then funded by this.

Background:
1. The rainy day fund resolution was modified upwards in 2007 and again in 2019.
2. County financial policies currently state that a minimum of 5% of expenditures be maintained in fund balance, which would be approximately $1.6 million in FY 2021 for the general fund.
3. Current financial policies on fund balance do not differentiate between the general fund and other funds.

Alternatives for Commission to Consider:
1. Direct staff to draft a proposed amendment to County financial policies
2. Direct staff to not draft a proposed amendment to County financial policies
3. Provide staff with direction
Recommended Alternative:
   1. Staff recommends Alternative number 1 – Direct staff to draft a proposed amendment to County financial policies.

Other Alternatives:
N/A

Department Review: (list departments)
Finance, County Manager

Funding Source:
No funding required

Attachments:
N/A
Staff Report

Subject: Rezoning (Second District)
Author: Teresa Concannon, AICP, Planning & Zoning Manager
Department: Development Services
Meeting Date: May 3, 2022

Item Description: Dee A. Griffin requests to rezone 4.94 acres from AR-1 to AR-2, to allow for the separation of a home site. Located at 384 Zipperer Road. Map# 396 Parcel# 56

Summary Recommendation
Staff has reviewed the application, and recommends approval of the request to rezone 4.94 acres from AR-1 to AR-2, to allow for the creation of a home site, with conditions.

Executive Summary/Background
- The request for rezoning is a requirement of Appendix C, Article IX-Amendments to Map or Text, Section 9. Zoning districts are described in Appendix C, Article V-Uses Permitted in Districts. AR-1 requires a minimum lot size of 5 acres. AR-2 allows lots of one acre or more.
- The applicant wishes to subdivide a parcel to create a home site for a family member. The subdivision will create a 2.18-acre and a 2.76-acre lot and, therefore, the entire 4.94 acres must be rezoned to AR-2.
- At the April 18 Planning Board meeting, Alan Zipperer made a motion to approve the request to rezone 4.94 acres from AR-1 to AR-2, with the following conditions:
  1. The lots shall meet the requirements of the AR-2 zoning district.
  2. Minor subdivision plat must be approved by Development Services and Environmental Health, and be recorded, before the rezoning can take effect.
- The motion was seconded by Peter Higgins, and carried unanimously.

Alternatives
1. Approve the request to rezone 4.94 acres from AR-1 to AR-2, to allow for the creation of a home site, with the following conditions:
   1. The lots shall meet the requirements of the AR-2 zoning district.
   2. Minor subdivision plat must be approved by Development Services and Environmental Health, and be recorded, before the rezoning can take effect.

2. Deny the request to rezone 4.94 acres from AR-1 to AR-2.

Recommended Alternative: 1
Other Alternatives: 2

Department Review: Development Services
FUNDING: N/A

Attachments: 1. Rezoning application 3. Deed
2. Ownership certificate 4. Aerial photograph
ATTACHMENT A – REZONING AMENDMENT APPLICATION

Application Date: 3/14/2023

Applicant/Agent: Dee A. Griffin
Applicant Email Address: decanagrif@aol.com
Phone #: 912-658-0712
Applicant Mailing Address: 384 Zipperer Rd
City: Guyton State: GA Zip Code: 31312

Property Owner, if different from above: Include Signed & Notarized Authorization of Property Owner

Owner’s Email Address (if known):
Phone #

Owner’s Mailing Address:

City: State: Zip Code:

Property Location: 384 Zipperer Rd Guyton 31312

Proposed Road Access:

Present Zoning of Property: AR1 Proposed Zoning: AR2

Tax Map-Parcel #: 03960056 Total Acres: 4.94 Acres to be Rezoned: 4.94

Lot Characteristics: Residence

WATER

☑ Private Well

☐ Public Water System

SEWER

☐ Private Septic System

☐ Public Sewer System

If public, name of supplier:

Justification for Rezoning Amendment:

List the zoning of the other property in the vicinity of the property you wish to rezone:

North South East West

Rev 05052021
1. Describe the current use of the property you wish to rezone.

   Residential

2. Does the property you wish to rezone have a reasonable economic use as it is currently zoned?

   Yes

3. Describe the use that you propose to make of the land after rezoning.

   Build new construction home / create home site for child

4. Describe the uses of the other property in the vicinity of the property you wish to rezone?

   Residential

5. Describe how your rezoning proposal will allow a use that is suitable in view of the uses and development of adjacent and nearby property?

   No change in use

6. Will the proposed zoning change result in a use of the property, which could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools?

   No

Applicant Signature: [Signature]

Date: 3/11/22
ATTACHMENT B - OWNERSHIP CERTIFICATION

I, (we) the undersigned, do hereby certify that I (we) own the property affected by the proposed Amendment to the Effingham County Zoning Ordinance by virtue of a deed date 3/7/2022, on file in the office of the Clerk of the Superior Court of Effingham County, in Deed Book 2768 page 172.

I hereby certify that I am the owner of the property being proposed for Rezoning Amendment Approval, and I have answered all of the questions contained herein and know the same to be true and correct. I hereby acknowledge that I have reviewed the application checklist, and further acknowledge that any omission of the items above will cause a delay in the review of my request.

Owner's signature ________________________________

Print Name ________________________________

Owner's signature ________________________________

Print Name ________________________________

Owner's signature ________________________________

Print Name ________________________________

Sworn and subscribed before me this 11th day of March, 2022.

Notary Public, State of Georgia

Rev 05052021
STATE OF GEORGIA
COUNTY OF CHATHAM

WARRANTY DEED

360

RETURN TO:
J.H. GNANN, JR., ESQUIRE
PO BOX 1063
SAVANNAH, GA 31402

THIS INDENTURE, made July 29, 1997, by and between
RANTZ McKinley ZIPPERER, DONNA J. ZIPPERER and ANGELA Z. KITCHINGS
of the County of Effingham and the State of Georgia of the First Part, and
DEANNA A. GRIFFIN
of the County of Effingham and the State of Georgia of the Second Part,

WITNESSETH:

THAT First Parties, for and in consideration of payment of the sum of TEN DOLLARS ($10.00)
and other good and valuable considerations, in hand paid at and before the sealing and delivery of these
presents, the receipt whereof is hereby acknowledged, hereby conveys unto the said Party of the Second
Part, and her heirs, successors and assigns, the following described property, to wit:

SEE ATTACHED EXHIBIT 'A' FOR LEGAL DESCRIPTION.

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 anywise appertaining to the only
proper use, benefit and behoof of the said Party of the Second Part, and her heirs, successors and assigns
forever IN Fee SIMPLE.

The Parties of the First Part expressly covenant to be seized and possessed of fee simple title and
that they have the full right, power and authority to convey said property and the Grantors hereof are free
and clear of any liens, claims or incumbrances whatsoever by which said property may in anywise be
charged, changed, impaired or defeased and the said Parties of the First Part, and for said Parties' heirs,
executors, administrators, successors and assigns will WARRANT and forever DEFEND the right and title
to the above-described property unto the said Party of the Second Part, and her heirs, successors and assigns,
against the lawful claims of all persons whatsoever.

IN WITNESS WHEREOF, the said Parties of the First Part have hereunto set their hand and
affixed their seals, the day and year first above written.

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:

RANTZ McKinley ZIPPERER

DONNA J. ZIPPERER

ANGELA Z. KITCHINGS

Notary Public

CASTELIANA

CASTELIANA

CASTELIANA

Notary Public

CASTELIANA

Notary Public

CASTELIANA

Notary Public

CASTELIANA

GANNAM & GNANN, ATTORNEYS AT LAW
130 West Bay Street, Savannah, Georgia 31401

Effingham County, Georgia

Real Estate Warranty Deed

DEED

7-31-97

Notary Public

Effingham County, Georgia

Court of Common Pleas

179
EXHIBIT "A"

ALL that certain lot, tract or parcel of land situate, lying and being in the 1550th G.M.D. of Effingham County, Georgia containing five (5) acres, more or less, being a portion of the Luther Zipperer Tract as described on that certain property survey for Dee A. Griffin, dated June 26, 1997 by Warren E. Poythress, R.L.S. No. 1953, incorporated into this description by reference thereto, and being more fully described as follows: beginning at a marked point on the Southern right-of-way of Zipperer County Road No. 169; proceeding thence South 52°32'10" East a distance of 937.45 feet to a concrete monument; proceeding thence South 45°01'03" West a distance of 238.74 feet to a concrete monument; proceeding thence North 52°32'10" West a distance of 902.69 feet to a concrete monument located on the South side of said Zipperer County Road No. 169; proceeding thence along said Southern right-of-way North 36°44'32" East a distance of 236.69 feet to the point and place of beginning.
April 5, 2022

Effingham County Zoning Board  
Springfield, GA 31329

Re: Rezoning Amendment
   Dee A. Griffin
   384 Zipperer Road, Guyton, GA 31312
   Pin: 396-56
   Total Acres: 4.94 Acres to be rezoned: 4.94

To Whom It May Concern:

The Effingham County Health Department, Division of Environmental Health, has reviewed the request to rezone the above referenced tract of land from AR-1 to AR-2. The proposed rezoning request is preliminarily approved based on the following supporting documents and does not meet the requirements for a proposed subdivision as defined by Rules of the Department of Public Health, Chapter 511-3-1.

- Completed Effingham County Rezoning Request Packet.

The following items must be submitted.

1. Completed Subdivision Application.
2. Completed Plat Review Application.
3. Level III soils overlay signed and stamped by the soil classifier on the Final Plat with Soil Suitability Description.
4. The following signature block should be used on all plats that require Health Department approval
   Based upon the representations of the engineer/surveyor whose seal is affixed hereto and supplementary information provided, a review of the plat as represented by the said engineer/surveyor finds that this plat complies with the OSSMS regulations for a typical size residence of 3 or 4 bedrooms with basic appurtenances. Each lot must be reviewed and approved for On-Site Sewage Management System placement prior to the issuance of a construction permit. Modifications or changes in site designation may void this approval.
This letter does not constitute a final approval, any matters overlooked or matters which arise after the date of this letter may result in additional conditions being applied or the proposed division of land being denied. The review is valid for one year from the date of this letter. If the survey plan has not been approved within this time, application must be made for an extension of the Preliminary Approval.

If you have any additional questions, please contact the Effingham County Health Department, Environmental Health Division, at (912) 754-6850.

Sincerely,

Darrell M. O'Neal, MPA
Environmental Health County Manager
Effingham County Health Department
EFFINGHAM COUNTY REZONING CHECKLIST

Applicants requesting a Zoning change shall supply to the Planning Board information describing the proposed change plus supporting data relating to the change to assist the Planning Board in making their determination. The supporting documentation shall include a format substantially the same as the checklist/criteria used by the Planning Board in evaluating the requested zoning change.

After receiving all information presented as to each zoning proposal at any public hearing provided for in this Article, and prior to making any recommendation thereon, the Planning Board shall consider each of the eight questions contained in the following checklist in written form and forward a copy of the same to the Board of Commissioners together with any additional material deemed appropriate:

CHECK LIST:

The Effingham County Planning Commission recommends:

APPROVAL:_________________________ DISAPPROVAL:_________________________

Of the rezoning request by applicant Dee A. Griffin – (Map # 396 Parcel # 56) from AR-1 to AR-2 zoning.

Yes No? 1. Is this proposal inconsistent with the county’s master plan?

Yes Yes No? 2. Could the proposed zoning allow use that overload either existing or proposed public facilities such as street, utilities or schools?

Yes No? 3. Could traffic created by the proposed use, or other uses permissible under the zoning sought, traverse established single-family neighborhoods on minor streets, leading to congestion, noise, and traffic hazards?

Yes No? 4. Does the property which is proposed to be rezoned have a reasonable economic use under existing zoning?

Yes No? 5. Does the proposed change constitute “spot zoning” which would permit a use which would be unsuitable, considering the existing use and development of adjacent and nearby property?

Yes No? 6. Would the proposed change in zoning adversely affect existing use or usability of adjacent or nearby property?

Yes No? 7. Are nearby residents opposed to the proposed zoning change?

Yes No? 8. Do other conditions affect the property so as to support a decision against the proposal?
EFFINGHAM COUNTY REZONING CHECKLIST

Applicants requesting a Zoning change shall supply to the Planning Board information describing the proposed change plus supporting data relating to the change to assist the Planning Board in making their determination. The supporting documentation shall include a format substantially the same as the checklist/criteria used by the Planning Board in evaluating the requested zoning change.

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CHECK LIST:

The Effingham County Planning Commission recommends:

APPROVAL ✓ DISAPPROVAL

Of the rezoning request by applicant Dee A. Griffin – (Map # 396 Parcel # 56) from AR-1 to AR-2 zoning.

Yes ☐ No ☑ 1. Is this proposal inconsistent with the county’s master plan?

Yes ☐ No ☑ 2. Could the proposed zoning allow use that overload either existing or proposed public facilities such as street, utilities or schools?

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APPROVAL: ________

DISAPPROVAL: ________

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APPROVAL X DISAPPROVAL

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Planning Board Meeting – April 18, 2022
AN AMENDMENT TO THE EFFINGHAM COUNTY ZONING ORDINANCE, MAP AND PARCEL NO. 396-56
AN ORDINANCE TO AMEND THE EFFINGHAM COUNTY ZONING ORDINANCE, MAP AND PARCEL NO. 396-56

AND TO REPEAL ALL OTHER ORDINANCES IN CONFLICT HEREWITH.

BE IT ORDAINED by the Effingham County Board of Commissioners in regular meeting assembled and pursuant to lawful authority thereof:

WHEREAS DEE A. GRIFFIN has filed an application to rezone four and ninety-four hundredth (4.94) +/- acres; from AR-1 to AR-2 to allow for the creation of a home site; map and parcel number 396-56, located in the 2nd commissioner district, and

WHEREAS, a public hearing was held on May 3, 2022 and notice of said hearing having been published in the Effingham County Herald on April 6, 2022; and

WHEREAS, a public hearing was held before the Effingham County Planning Board, notice of said hearing having been published in the Effingham County Herald on March 30, 2022; and

IT IS HEREBY ORDAINED THAT four and ninety-four hundredth (4.94) +/- acres; map and parcel number 396-56, located in the 2nd commissioner district is rezoned from AR-1 to AR-2, with the following conditions:

1. The lots shall meet the requirements of the AR-2 zoning district.
2. Minor subdivision plat must be approved by Development Services and Environmental Health, and be recorded, before the rezoning can take effect.

All ordinances or part of ordinances in conflict herewith are hereby repealed.

This _____ day of ________________, 20____

BOARD OF COMMISSIONERS
EFFINGHAM COUNTY, GEORGIA

BY: ____________________________
WESLEY CORBITT, CHAIRMAN

ATTEST: ____________________________
FIRST/SECOND READING: ____________

___________________________
STEPHANIE JOHNSON
COUNTY CLERK
Staff Report

Subject: 2nd Reading Zoning Map Amendment
Author: Teresa Concannon, AICP, Planning & Zoning Manager
Department: Development Services
Meeting Date: May 3, 2022
Item Description: Dee A. Griffin requests to rezone 4.94 acres from AR-1 to AR-2, to allow for the separation of a home site. Located at 384 Zipperer Road. Map# 396 Parcel# 56

Summary Recommendation
Staff has reviewed the application, and recommends approval of the request to rezone 4.94 acres from AR-1 to AR-2, to allow for the creation of a home site, with conditions.

Executive Summary/Background
- The request for rezoning is a requirement of Appendix C, Article IX-Amendments to Map or Text, Section 9. Zoning districts are described in Appendix C, Article V-Uses Permitted in Districts. AR-1 requires a minimum lot size of 5 acres. AR-2 allows lots of one acre or more.
- The applicant wishes to subdivide a parcel to create a home site for a family member. The subdivision will create a 2.18-acre and a 2.76-acre lot and, therefore, the entire 4.94 acres must be rezoned to AR-2.
- At the April 18 Planning Board meeting, Alan Zipperer made a motion to approve the request to rezone 4.94 acres from AR-1 to AR-2, with the following conditions:
  1. The lots shall meet the requirements of the AR-2 zoning district.
  2. Minor subdivision plat must be approved by Development Services and Environmental Health, and be recorded, before the rezoning can take effect.
- The motion was seconded by Peter Higgins, and carried unanimously.

Alternatives
1. Approve the request to rezone 4.94 acres from AR-1 to AR-2, to allow for the creation of a home site, with the following conditions:
   1. The lots shall meet the requirements of the AR-2 zoning district.
   2. Minor subdivision plat must be approved by Development Services and Environmental Health, and be recorded, before the rezoning can take effect.
2. Deny the request to rezone 4.94 acres from AR-1 to AR-2.

Recommended Alternative: 1 Other Alternatives: 2

Department Review: Development Services FUNDING: N/A
Attachments: 1. Zoning Map Amendment
Staff Report

Subject: Rezoning (Third District)
Author: Teresa Concannon, AICP, Planning & Zoning Manager
Department: Development Services
Meeting Date: May 3, 2022

Item Description: Steven Reid as Agent for Paul E. Bruner requests to rezone 0.8 acres from AR-1 to AR-2, to allow for combination with an adjacent parcel. Located at 205 Pitts Road. Map# 244 Parcel# 9

Summary Recommendation
Staff has reviewed the application, and recommends approval of the request to rezone 0.8 acres from AR-1 to AR-2, to allow for combination with an adjacent parcel, with conditions.

Executive Summary/Background
- The request for rezoning is a requirement of Appendix C, Article IX-Amendments to Map or Text, Section 9. Zoning districts are described in Appendix C, Article V-Uses Permitted in Districts. AR-1 requires a minimum lot size of 5 acres. AR-2 allows lots of one acre or more.
- The applicant wishes to combine 0.8 acres zoned AR-1 with an adjacent parcel (244-11), which is zoned AR-2. Zoning must be compatible to allow for combination, therefore the 0.8 acres must be rezoned to AR-2.
- At the April 18 Planning Board meeting, Alan Zipperer made a motion to approve the request to rezone 0.8 acres from AR-1 to AR-2, with the following conditions:
  1. The lot shall meet the requirements of the AR-2 zoning district.
  2. Subdivision/recombination plat must be approved by Development Services, and be recorded, before the rezoning can take effect.
- The motion was seconded by Ryan Thompson, and carried unanimously.

Alternatives
1. Approve the request to rezone 0.8 acres from AR-1 to AR-2, to allow for combination with an adjacent parcel, with the following conditions:
   1. The lot shall meet the requirements of the AR-2 zoning district.
   2. Subdivision/recombination plat must be approved by Development Services, and be recorded, before the rezoning can take effect.
2. Deny the request to rezone 0.8 acres from AR-1 to AR-2.

Recommended Alternative: 1
Other Alternatives: 2

Department Review: Development Services
FUNDING: N/A

Attachments: 1. Rezoning application
2. Ownership certificate
3. Deed
4. Aerial photograph
# ATTACHMENT A – REZONING AMENDMENT APPLICATION

**Application Date:** 1/30/22

**Applicant/Agent:** Steven Reid

**Applicant Email Address:** areid1525@gmail.com

**Phone #:** 912-413-0408

**Applicant Mailing Address:** 131 Buckskin Ct.

**City:** Guyton  
**State:** GA  
**Zip Code:** 31317

**Property Owner, if different from above:** Paul E. Bruner (Signature)

Include Signed & Notarized Authorization of Property Owner

**Owner’s Email Address (if known):** pbruner1@windstream.net

**Owner’s Mailing Address:** 205 Pitts Rd.

**City:** Newington  
**State:** GA  
**Zip Code:** 30446

**Property Location:** 205 Pitts Rd.

**Proposed Road Access:** Pitts Rd.

**Present Zoning of Property:** AR-1  
**Proposed Zoning:** AR-2

**Tax Map-Parcel #:** 244-9  
**Total Acres:** 10.25  
**Acres to be Rezoned:** .3

**Lot Characteristics:** Vacant

### WATER

- [ ] Private Well
- [x] Public Water System

If public, name of supplier: ______________________________

### SEWER

- [x] Private Septic System
- [ ] Public Sewer System

### Justification for Rezoning Amendment:

Expand existing property

List the zoning of the other property in the vicinity of the property you wish to rezone:

- North: AR-2
- South: AR-2
- East: ✓  
- West: AR-1
1. Describe the current use of the property you wish to rezone.
   Property is unused

2. Does the property you wish to rezone have a reasonable economic use as it is currently zoned?
   No

3. Describe the use that you propose to make of the land after rezoning.
   Pasture for horses (combination with 244-11)

4. Describe the uses of the other property in the vicinity of the property you wish to rezone?
   Other property will have a house with utilities on it.
   Residential

5. Describe how your rezoning proposal will allow a use that is suitable in view of the uses and development of adjacent and nearby property?
   No change

6. Will the proposed zoning change result in a use of the property, which could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools?
   No

Applicant Signature: [Signature]  Date: 1/30/22
AUTHORIZATION OF PROPERTY OWNER

I, Paul E. Bruner, being duly sworn upon his/her oath, being of sound mind and legal age deposes and states; That he/she is the owner of the property which is subject matter of the attached application, as is shown in the records of Effingham County, Georgia.

I authorize the person named below to act as applicant in the pursuit of a Rezoning Amendment Approval. I acknowledge and accept that I will be bound by the decision of the Board of Commissioners, including any conditions, if the application is approved.

Name of Applicant/Agent: Steven Reid

Applicant/Agent Address: 131 Buckskin Ct.

City: Guyton State: GA Zip Code: 31312

Phone: 912-433-0408 Email:

Owner's signature: __________________________

Print Name: Steven Reid

Personally appeared before me Paul E. Bruner (Owner print)

Who swears before that the information contained in this authorization is true and correct to the best of his/her knowledge and belief.

Sworn and subscribed before me this 16th day of March, 2020.

Kathleen Erin Dunnigan
Notary Public, State of Georgia
ATTACHMENT B - OWNERSHIP CERTIFICATION

I, (we) the undersigned, do hereby certify that I (we) own the property affected by the proposed Amendment to the Effingham County Zoning Ordinance by virtue of a deed date November 22, 2021 on file in the office of the Clerk of the Superior Court of Effingham County, in Deed Book 2753 page 632-633

I hereby certify that I am the owner of the property being proposed for Rezoning Amendment Approval, and I have answered all of the questions contained herein and know the same to be true and correct. I hereby acknowledge that I have reviewed the application checklist, and further acknowledge that any omission of the items above will cause a delay in the review of my request.

Owner’s signature: ____________________________

Print Name: ____________________

Owner’s signature: ____________________________

Print Name: ____________________

Owner’s signature: ____________________________

Print Name: ____________________

Sworn and subscribed before me this 16th day of March, 2022.

Notary Public, State of Georgia

Rev 05052021
STATE OF GEORGIA,  
COUNTY OF EFFINGHAM

JOINT TENANCY WITH SURVIVORSHIP  
GIFT DEED

This Indenture made this 22 day of November, 2021 between PAUL E. BRUNER, of  
the County of Effingham, State of Georgia, as party of the first part, hereinafter called “Grantor”,  
and SUE ANNE BRUNER and PAUL E. BRUNER, as joint tenants with survivorship and not  
as tenants in common as parties of the second part, hereinafter called “Grantees” (the words  
"Grantor" and "Grantees" to include their respective heirs, successors and assigns where the  
context requires or permits).

WITNESSETH that: Grantor, for and in consideration of the love and affection they have for Grantees and other good and valuable considerations in hand paid at and before the sealing and delivery of these presents, the receipts whereof is hereby acknowledged, have granted, given, conveyed and confirmed, and by these presents do grant, give, convey and confirm unto the  
said Grantees, as joint tenants and not as tenants in common, for and during their joint lives, and upon the death of either of them, then to the survivor of them, in fee simple, together with every  
contingent remainder and right of reversion, and to the heirs and assigns of said survivor, the  
following described property:

All that certain lot, tract, or parcel of land to situate, lying and being in the 12th  
G.M. District, Effingham County, Georgia, containing Nine and Ninety-Five  
Hundredths (9.95) acres, more or less, known and designated as Parcel 1, that is  
shown and more particularly described by a plat of survey made by Paul D.  
Wilder, R. L. S. 1559, dated August 17, 1982 recorded in the Office of the Clerk  
of the Superior Court of Effingham County, Georgia and Plat Record Book 15,  
page 206, which is incorporated into this description by specific reference thereto.  

This being the same property conveyed by ROC Enterprises, Inc. to Paul E.  
Bruner, as evidenced by that certain Warranty Deed dated April 5, 2004, recorded  
in Deed Book 1102, page 82, aforesaid records.

Said parcel being more commonly known as 205 Pitts Rd, Newington, GA 30446,  
and having Parcel Number 02440009, as recognized by the Effingham County  
Tax Assessor.
Subject However to all restrictive covenants, easements and rights of way of record.

***TITLE NOT EXAMINED BY SCRIVENER***

THIS CONVEYANCE is made subject to all zoning ordinances, easements and restrictions of record affecting said bargained premises and all indebtedness secured by said property.

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoove of the said Grantees, as joint tenants and not as tenants in common, for and during their joint lives, and upon the death of either of them, then to the survivor of them in FEE SIMPLE, together with every contingent remainder and right of reversion, and to the heirs and assigns of said survivor.

AND THE SAID Grantor will warrant and forever defend the right and title to the above-described property unto the said Grantees against the claims of all persons whomsoever.

IN WITNESS WHEREOF, the Grantor has hereunto set Grantor's hand and seal this day and year first above written.

[Signature]
PAUL E. BRUNER
(Seal)

Signed, Sealed, and Delivered
this 22 day of November, 2021
in the presence of:

[Signature]
Unofficial Witness

AIMEE ECKER
Notary Public
My commission expires

(Notary Public Seal Affixed)
April 5, 2022

Effingham County Zoning Board
Springfield, GA 31329

Re: Rezoning Amendment
    Steven Reid
    205 Pitts Road, Newington GA 30446
    Pin: 244-9
    Total Acres: 10.75 Acres to be rezoned: 10.75

To Whom It May Concern:

The Effingham County Health Department, Division of Environmental Health, has reviewed the request to rezone the above referenced tract of land from AR-1 to AR-2. The proposed rezoning request is preliminarily approved based on the following supporting documents and does not meet the requirements for a proposed subdivision as defined by Rules of the Department of Public Health, Chapter 511-3-1.

- Completed Effingham County Rezoning Request Packet.

The following items must be submitted.

1. Completed Subdivision Application.
2. Completed Plat Review Application.
3. Level III soils overlay signed and stamped by the soil classifier on the Final Plat with Soil Suitability Description.
4. The following signature block should be used on all plats that require Health Department approval

   Based upon the representations of the engineer/surveyor whose seal is affixed hereto and supplementary information provided, a review of the plat as represented by the said engineer/surveyor finds that this plat complies with the OSSMS regulations for a typical size residence of 3 or 4 bedrooms with basic appurtenances. Each lot must be reviewed and approved for On-Site Sewage Management System placement prior to the issuance of a construction permit. Modifications or changes in site designation may void this approval.
This letter does not constitute a final approval, any matters overlooked or matters which arise after the date of this letter may result in additional conditions being applied or the proposed division of land being denied. The review is valid for one year from the date of this letter. If the survey plan has not been approved within this time, application must be made for an extension of the Preliminary Approval.

If you have any additional questions, please contact the Effingham County Health Department, Environmental Health Division, at (912) 754-6850.

Sincerely,

Darrell M. O'Neal, MPA
Environmental Health County Manager
Effingham County Health Department
Approximately .8 acres (shaded blue) to be combined with 244-11 (shaded yellow)
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Yes [x] No [ ] 5. Does the proposed change constitute “spct zoning” which would permit a use which would be unsuitable, considering the existing use and development of adjacent and nearby property?

Yes [ ] No [ ] 6. Would the proposed change in zoning adversely affect existing use or usability of adjacent or nearby property?

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Yes    No  ?  8. Do other conditions affect the property so as to support a decision against the proposal?
EFFINGHAM COUNTY REZONING CHECKLIST

Applicants requesting a Zoning change shall supply to the Planning Board information describing the proposed change plus supporting data relating to the change to assist the Planning Board in making their determination. The supporting documentation shall include a format substantially the same as the checklist/criteria used by the Planning Board in evaluating the requested zoning change.

After receiving all information presented as to each zoning proposal at any public hearing provided for in this Article, and prior to making any recommendation thereon, the Planning Board shall consider each of the eight questions contained in the following checklist in written form and forward a copy of the same to the Board of Commissioners together with any additional material deemed appropriate:

CHECK LIST:

The Effingham County Planning Commission recommends:

APPROVAL X  DISAPPROVAL  

Of the rezoning request by applicant Steven Reid as Agent for Paul E. Bruner – (Map # 244 Parcel # 9) from AR-1 to AR-2 zoning.

Yes ☐ 1. Is this proposal inconsistent with the county’s master plan?

Yes ☐ 2. Could the proposed zoning area allow use that overload either existing or proposed public facilities such as street, utilities or schools?

Yes ☐ 3. Could traffic created by the proposed use, or other uses permissible under the zoning sought, traverse established single-family neighborhoods on minor streets, leading to congestion, noise, and traffic hazards?

Yes ☐ 4. Does the property which is proposed to be rezoned have a reasonable economic use under existing zoning?

Yes ☐ 5. Does the proposed change constitute “sptc zoning” which would permit a use which would be unsuitable, considering the existing use and development of adjacent and nearby property?

Yes ☐ 6. Would the proposed change in zoning adversely affect existing use or usability of adjacent or nearby property?

Yes ☐ 7. Are nearby residents opposed to the proposed zoning change?

Yes ☐ 8. Do other conditions affect the property so as to support a decision against the proposal?

BKS 4/18/22
Staff Report

Subject: 2nd Reading Zoning Map Amendment
Author: Teresa Concannon, AICP, Planning & Zoning Manager
Department: Development Services
Meeting Date: May 3, 2022

Item Description: Steven Reid as Agent for Paul E. Bruner requests to rezone 0.8 acres from AR-1 to AR-2, to allow for combination with an adjacent parcel. Located at 205 Pitts Road. Map# 244 Parcel# 9

Summary Recommendation
Staff has reviewed the application, and recommends approval of the request to rezone 0.8 acres from AR-1 to AR-2, to allow for combination with an adjacent parcel, with conditions.

Executive Summary/Background
- The request for rezoning is a requirement of Appendix C, Article IX-Amendments to Map or Text, Section 9. Zoning districts are described in Appendix C, Article V-Uses Permitted in Districts. AR-1 requires a minimum lot size of 5 acres. AR-2 allows lots of one acre or more.
- The applicant wishes to combine 0.8 acres zoned AR-1 with an adjacent parcel (244-11), which is zoned AR-2. Zoning must be compatible to allow for combination, therefore the 0.8 acres must be rezoned to AR-2.
- At the April 18 Planning Board meeting, Alan Zipperer made a motion to approve the request to rezone 0.8 acres from AR-1 to AR-2, with the following conditions:
  1. The lot shall meet the requirements of the AR-2 zoning district.
  2. Subdivision/recombination plat must be approved by Development Services, and be recorded, before the rezoning can take effect.
- The motion was seconded by Ryan Thompson, and carried unanimously.

Alternatives
1. Approve the request to rezone 0.8 acres from AR-1 to AR-2, with the following conditions:
   1. The lot shall meet the requirements of the AR-2 zoning district.
   2. Subdivision/recombination plat must be approved by Development Services, and be recorded, before the rezoning can take effect.
2. Deny the request to rezone 0.8 acres from AR-1 to AR-2.

Recommended Alternative: 1
Other Alternatives: 2

Department Review: Development Services
FUNDING: N/A

Attachments:
1. Zoning Map Amendment
AN AMENDMENT TO THE EFFINGHAM COUNTY ZONING ORDINANCE, MAP AND PARCEL NO. 244-9
AN ORDINANCE TO AMEND THE EFFINGHAM COUNTY ZONING ORDINANCE, MAP AND PARCEL NO. 244-9

AND TO REPEAL ALL OTHER ORDINANCES IN CONFLICT HEREWITH.

BE IT ORDAINED by the Effingham County Board of Commissioners in regular meeting assembled and pursuant to lawful authority thereof:

WHEREAS STEVEN REID AS AGENT FOR PAUL E. BRUNER has filed an application to rezone eighty hundredths (.8) +/- acres; from AR-1 to AR-2 to allow for combination with an adjacent parcel; map and parcel number 244-9, located in the 3rd commissioner district, and

WHEREAS, a public hearing was held on May 3, 2022 and notice of said hearing having been published in the Effingham County Herald on April 6, 2022; and

WHEREAS, a public hearing was held before the Effingham County Planning Board, notice of said hearing having been published in the Effingham County Herald on March 30, 2022; and

IT IS HEREBY ORDAINED THAT eighty hundredths (.8) +/- acres; map and parcel number 244-9, located in the 3rd commissioner district is rezoned from AR-1 to AR-2, with the following conditions:

1. The lot shall meet the requirements of the AR-2 zoning district.
2. Subdivision/recombination plat must be approved by Development Services, and be recorded, before the rezoning can take effect.

All ordinances or part of ordinances in conflict herewith are hereby repealed.

This _____ day of ________________, 20___

BOARD OF COMMISSIONERS
EFFINGHAM COUNTY, GEORGIA

BY: WESLEY CORBITT, CHAIRMAN

ATTEST: FIRST/SECOND READING: ____________

STEPHANIE JOHNSON
COUNTY CLERK
Staff Report

Subject: Rezoning (Third District)
Author: Teresa Concannon, AICP, Planning & Zoning Manager
Department: Development Services
Meeting Date: May 3, 2022

Item Description: Hubert T. Griner Jr. requests to rezone 3.21 acres from AR-2 to AR-1 to allow for combination with an adjacent parcel. Located at 1360 Highway 17 South. Map# 296 Parcel# 49

Summary Recommendation
Staff has reviewed the application, and recommends approval of the request to rezone 3.21 acres from AR-2 to AR-1 to allow for combination with an adjacent parcel, with conditions.

Executive Summary/Background
- The request for rezoning is a requirement of Appendix C, Article IX-Amendments to Map or Text, Section 9. Zoning districts are described in Appendix C, Article V-Uses Permitted in Districts.
- The applicant wishes to combine this parcel with an adjoining AR-1 parcel (296-46B) for tax purposes. The parcels must meet zoning district requirements in order to be approved for recombination.
- The total acreage of the combined parcel will be 11.85 acres, which conforms to the minimum acreage for AR-1.
- At the April 18 Planning Board meeting, Alan Zipperer made a motion to approve the request to rezone 3.21 acres from AR-2 to AR-1, with the following conditions:

1. The combined lots shall meet the requirements of the AR-1 zoning district.
2. Recombination survey must be approved by Development Services, and be recorded, before the rezoning can take effect.
- The motion was seconded by Peter Higgins, and carried unanimously.

Alternatives
1. Approve request to rezone 3.21 acres from AR-2 to AR-1 to allow for combination with an adjacent parcel, with the following conditions:
   1. The combined lots shall meet the requirements of the AR-1 zoning district.
   2. Recombination survey must be approved by Development Services, and be recorded, before the rezoning can take effect.
2. Deny the request to rezone 3.21 acres from AR-2 to AR-1.

Recommended Alternative: 1

Other Alternatives: 2

Department Review: Development Services
FUNDING: N/A

Attachments:
1. Rezoning application
2. Ownership certificate
3. Deed
4. Aerial photograph
ATTACHMENT A – REZONING AMENDMENT APPLICATION

Application Date: 3-11-22

Applicant/Agent: Hubert T Griner, Jr

Applicant Email Address: buddyg1961@icloud.com

Phone #: 912-410-9229

Applicant Mailing Address: 1360 Highway 17 South

City: Grayton State: GA Zip Code: 31312

Property Owner, if different from above: Include Signed & Notarized Authorization of Property Owner

Owner’s Email Address (if known): 

Phone #: 

Owner’s Mailing Address: 

City: State: Zip Code: 

Property Location: Pinecrest

Proposed Road Access: GA Highway 17

Present Zoning of Property: AR & AP2 Proposed Zoning: AR-1

Tax Map-Parcel #: 296-49 Total Acres: 11.84 Acres to be Rezoned: 8.321

Lot Characteristics: Residence

WATER

✓ Private Well

___ Public Water System

SEWER

✓ Private Septic System

___ Public Sewer System

If public, name of supplier: 

Justification for Rezoning Amendment: Cannot combine differently zoned parcels

List the zoning of the other property in the vicinity of the property you wish to rezone:

North South East West

Rev 05052021
1. Describe the current use of the property you wish to rezone.

Homestead & Timber

2. Does the property you wish to rezone have a reasonable economic use as it is currently zoned?

Yes

3. Describe the use that you propose to make of the land after rezoning.

Residence (Combine for entry in CUVA)

4. Describe the uses of the other property in the vicinity of the property you wish to rezone?

Residential

5. Describe how your rezoning proposal will allow a use that is suitable in view of the uses and development of adjacent and nearby property?

No change to use

6. Will the proposed zoning change result in a use of the property, which could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools?

No

Applicant Signature: Hunter F. Johnson Date 3.11.22
ATTACHMENT B - OWNERSHIP CERTIFICATION

I, (we) the undersigned, do hereby certify that I (we) own the property affected by the proposed Amendment to the Effingham County Zoning Ordinance by virtue of a deed date

March 13, 2008, on file in the office of the Clerk of the Superior Court of Effingham County, in Deed Book 1737 page 401.

I hereby certify that I am the owner of the property being proposed for Rezoning Amendment Approval, and I have answered all of the questions contained herein and know the same to be true and correct. I hereby acknowledge that I have reviewed the application checklist, and further acknowledge that any omission of the items above will cause a delay in the review of my request.

Owner’s signature

Hubert T. Griner Jr.

Print Name

Hubert T. Griner Jr.

Owner’s signature

Print Name

Owner’s signature

Print Name

Sworn and subscribed before me this 11th day of March, 2020

Kathleen Erin Dunnigan
Notary Public, State of Georgia
STATE OF GEORGIA

COUNTY OF EFFINGHAM

QUITCLAIM DEED

THIS INDENTURE, made this 13th day of March, 2008, between HUBERT THAD GRINER, JR., of Effingham County, Georgia, as Party of the first part, hereinafter called Grantor, and HUBERT T. GRINER, JR., as Party of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that: Grantor, for and in consideration of the sum of one dollar ($1.00) and other valuable considerations in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, by these presents does hereby remise, release, convey and forever QUIET CLAIM unto the said Grantee, their heirs, executors, administrators and assigns, all of their right, title, and interest in and to the following described property, to wit:

All that certain lot, tract or parcel of land situate, lying and being in the 10th G.M. District, Effingham County, Georgia, containing 3.21 acres, more or less, known and designated as Parcel A, that is shown and more particularly described by the plat of survey made by Paul D. Wilder, R.L.S. #1559, dated August 14, 1991, recorded in the Office of the Clerk of the Superior Court of Effingham County, Georgia, in Plat Record Book 27, page 212, which is incorporated into this description by specific reference thereto.

This being the same property conveyed by Barbara D. Griner to Hubert Thad Griner, Jr. as evidenced by that certain Deed of Gift dated February 8, 2007, recorded in Deed Book 1584, page 236, aforesaid records.

SUBJECT HOWEVER to all restrictive covenants, easements and rights of-way of record.

Together with an improvement and immovable fixture attached thereto known as a 1996, 26 x 77, Homes of Merit mobile home, Serial #FLHML2P8941376ABC. Said mobile home is permanently affixed to the land and is to remain on the land described herein so as to become a part of the real property. Grantor declares that the wheels, axles, and hitches have been removed and that the mobile home is connected to the utilities. Grantor intends that the mobile home lose its nature as personal property and become real property. Said mobile home shall be hereafter considered a permanent fixture on the realty and henceforth title to said mobile home shall be considered as merged with title to the realty.

Current Property Identification No. is 29649.

TO HAVE AND TO HOLD the said described premises to Grantee, so that neither Grantor nor any person or persons claiming under Grantor shall at any time, by any means or ways, have, claim or demand any right or title to said premises or appurtenances, or any rights thereof.

IN WITNESS WHEREOF, Grantor have signed and sealed this deed, the day and year first above written.

TITLE NOT EXAMINED BY SCRIVENER

HUBERT THAD GRINER, JR.

Signed, sealed and delivered in the presence of:

WITNESS
NOTARY PUBLIC
April 5, 2022

Effingham County Zoning Board
Springfield, GA 31329

Re: Rezoning Amendment
    Huber T. Griner Jr
    GA Highway 17 Pineora
    Pin: 296-49
    Total Acres: 3.21 Acres to be rezoned: 3.21

To Whom It May Concern:

The Effingham County Health Department, Division of Environmental Health, has reviewed the request to rezone the above referenced tract of land from AR-2 to AR-1. The proposed rezoning request is preliminarily approved based on the following supporting documents and does not meet the requirements for a proposed subdivision as defined by Rules of the Department of Public Health, Chapter 511-3-1.

- Completed Effingham County Rezoning Request Packet.

The following items must be submitted.

1. Completed Subdivision Application.
2. Completed Plat Review Application.
3. Level III soils overlay signed and stamped by the soil classifier on the Final Plat with Soil Suitability Description.
4. The following signature block should be used on all plats that require Health Department approval
   Based upon the representations of the engineer/surveyor whose seal is affixed hereto and supplementary information provided, a review of the plat as represented by the said engineer/surveyor finds that this plat complies with the OSSMS regulations for a typical size residence of 3 or 4 bedrooms with basic appurtenances. Each lot must be reviewed and approved for On-Site Sewage Management System placement prior to the issuance of a construction permit. Modifications or changes in site designation may void this approval.
This letter does not constitute a final approval, any matters overlooked or matters which arise after the date of this letter may result in additional conditions being applied or the proposed division of land being denied. The review is valid for one year from the date of this letter. If the survey plan has not been approved within this time, application must be made for an extension of the Preliminary Approval.

If you have any additional questions, please contact the Effingham County Health Department, Environmental Health Division, at (912) 754-6850.

Sincerely,

Darrell M. O’Neal, MPA
Environmental Health County Manager
Effingham County Health Department
NOTE: SUBJECT PROPERTY IS A RECOMBINATION OF MAP & PARCELS 02960049 & 02960046B00 OF THE EFFINGHAM Cnty TAX ASSESSORS FILE. THE METES AND BOUNDS OF THIS SURVEY WERE TAKEN FROM PLAT D122-D-1 AND NOT RESURVEYED AT THIS TIME.

NOTES BASED ON REVIEW OF THE F.E.M.A. FLOOD INSURANCE RATE MAP, EFFINGHAM COUNTY, GEORGIA, REFERENCING THE CURRENT EFFECTIVE SPECIAL FLOOD HAZARD AREA (SFHA DATED 3/16/2016. THIS PROPERTY IS LOCATED IN "ZONE X" OUTSIDE THE 500 YEAR FLOODPLAIN.)

APPROVED FOR RECORDING BY THE EFFINGHAM COUNTY ZONING ADMINISTRATOR.

ZONING ADMINISTRATOR DATE

SURVEY FOR

HUBERT T. GRINER JR

SURVEY TO RECOMBINE MAP & PARCELS 02960049 & 02960046B00

NOW 11.65 ACRES

LOCATED IN THE 10TH. G.M.D.

EFFINGHAM COUNTY, GEORGIA

SURVEYED 04 MAR 2022

PLAT DRAWN 04 MAR 2022
Item XV. 5.

Staff Report

Subject: Rezoning (Third District)
Author: Teresa Concannon, AICP, Planning & Zoning Manager
Department: Development Services
Meeting Date: April 18, 2022
Item Description: **James M. Carlson** requests to rezone 3.87 acres from AR-1 to AR-2 to allow for a 5-lot subdivision. Located at 2077 Highway 119 North. **Map# 387 Parcel# 1**

Summary Recommendation
Staff has reviewed the application, and recommends **approval** of the request to rezone 3.87 acres from AR-1 to AR-2 to allow for a 5-lot subdivision, with conditions.

Executive Summary/Background
• The request for rezoning is a requirement of Appendix C, Article IX-Amendments to Map or Text, Section 9. Zoning districts are described in Appendix C, Article V-Uses Permitted in Districts. AR-1 requires a minimum lot size of 5 acres. AR-2 allows lots of one acre or more.
• The applicant wishes to create three new home sites for family members, these lots will be 1.269 acres, 1.227 acres, and 1.351 acres. The remaining 10.47 acres will be split, with a portion being combined with an adjoining parcel (408-30). The resulting acreage of these two lots will be 6.442 acres and 6.26 acres, which meets AR-1 zoning district requirements.
• The three new home sites do not meet AR-1 minimum acreage requirements and, therefore, must be rezoned to AR-2.

Alternatives
1. **Approve** the request to rezone 3.87 acres from AR-1 to AR-2 to allow for a 5-lot subdivision, with conditions:
   1. The lots shall meet the requirements of the AR-1 and AR-2 zoning districts.
   2. The major subdivision final plat must be approved by the Board of Commissioners, and be recorded, before the rezoning can take effect.
2. **Deny** the request to rezone 3.87 acres from AR-1 to AR-2.

Recommended Alternative: 1

Other Alternatives: 2

Department Review: Development Services
FUNDING: N/A

Attachments:
1. Rezoning application
2. Ownership certificate
3. Deed
4. Aerial photograph
EFFINGHAM COUNTY REZONING CHECKLIST

Applicants requesting a Zoning change shall supply to the Planning Board information describing the proposed change plus supporting data relating to the change to assist the Planning Board in making their determination. The supporting documentation shall include a format substantially the same as the checklist/criteria used by the Planning Board in evaluating the requested zoning change.

After receiving all information presented as to each zoning proposal at any public hearing provided for in this Article, and prior to making any recommendation thereon, the Planning Board shall consider each of the eight questions contained in the following checklist in written form and forward a copy of the same to the Board of Commissioners together with any additional material deemed appropriate:

CHECK LIST:

The Effingham County Planning Commission recommends:

<table>
<thead>
<tr>
<th>APPROVAL</th>
<th>DISAPPROVAL</th>
</tr>
</thead>
</table>

Of the rezoning request by applicant Hubert T. Griner Jr. — (Map # 296 Parcel # 49) from AR-2 to AR-1 zoning.

1. Is this proposal inconsistent with the county’s master plan?
   - Yes
   - No

2. Could the proposed zoning allow use that overload either existing or proposed public facilities such as street, utilities or schools?
   - Yes
   - No

3. Could traffic created by the proposed use, or other uses permissible under the zoning sought, traverse established single-family neighborhoods on minor streets, leading to congestion, noise, and traffic hazards?
   - Yes
   - No

4. Does the property which is proposed to be rezoned have a have a reasonable economic use under existing zoning?
   - Yes
   - No

5. Does the proposed change constitute “spot zoning” which would permit a use which would be unsuitable, considering the existing use and development of adjacent and nearby property?
   - Yes
   - No

6. Would the proposed change in zoning adversely affect existing use or usability of adjacent or nearby property?
   - Yes
   - No

7. Are nearby residents opposed to the proposed zoning change?
   - Yes
   - No

8. Do other conditions affect the property so as to support a decision against the proposal?
   - Yes
   - No
EFFINGHAM COUNTY REZONING CHECKLIST

Applicants requesting a Zoning change shall supply to the Planning Board information describing the proposed change plus supporting data relating to the change to assist the Planning Board in making their determination. The supporting documentation shall include a format substantially the same as the checklist/criteria used by the Planning Board in evaluating the requested zoning change.

After receiving all information presented as to each zoning proposal at any public hearing provided for in this Article, and prior to making any recommendation thereon, the Planning Board shall consider each of the eight questions contained in the following checklist in written form and forward a copy of the same to the Board of Commissioners together with any additional material deemed appropriate:

CHECK LIST:

The Effingham County Planning Commission recommends:

APPROVAL √ DISAPPROVAL ______

Of the rezoning request by applicant Hubert T. Griner Jr. – (Map # 296 Parcel # 49) from AR-2 to AR-1 zoning.

YES ☐ NO ☑ 1. Is this proposal inconsistent with the county’s master plan?

YES ☐ NO ☑ 2. Could the proposed zoning allow use that overload either existing or proposed public facilities such as street, utilities or schools?

YES ☐ NO ☑ 3. Could traffic created by the proposed use, or other uses permissible under the zoning sought, traverse established single-family neighborhoods on minor streets, leading to congestion, noise, and traffic hazards?

YES ☐ NO ☑ 4. Does the property which is proposed to be rezoned have a have a reasonable economic use under existing zoning?

YES ☐ NO ☑ 5. Does the proposed change constitute “spot zoning” which would permit a use which would be unsuitable, considering the existing use and development of adjacent and nearby property?

YES ☐ NO ☑ 6. Would the proposed change in zoning adversely affect existing use or usability of adjacent or nearby property?

YES ☐ NO ☑ 7. Are nearby residents opposed to the proposed zoning change?

YES ☐ NO ☑ 8. Do other conditions affect the property so as to support a decision against the proposal?
EFFINGHAM COUNTY REZONING CHECKLIST

Applicants requesting a Zoning change shall supply to the Planning Board information describing the proposed change plus supporting data relating to the change to assist the Planning Board in making their determination. The supporting documentation shall include a format substantially the same as the checklist/criteria used by the Planning Board in evaluating the requested zoning change.

After receiving all information presented as to each zoning proposal at any public hearing provided for in this Article, and prior to making any recommendation thereon, the Planning Board shall consider each of the eight questions contained in the following checklist in written form and forward a copy of the same to the Board of Commissioners together with any additional material deemed appropriate:

CHECK LIST:

The Effingham County Planning Commission recommends:

APPROVAL          DISAPPROVAL

Of the rezoning request by applicant Hubert T. Griner Jr. – (Map # 296 Parcel # 49) from AR-2 to AR-1 zoning.

Yes No 1. Is this proposal inconsistent with the county’s master plan?

Yes No 2. Could the proposed zoning allow use that overload either existing or proposed public facilities such as street, utilities or schools?

Yes No 3. Could traffic created by the proposed use, or other uses permissible under the zoning sought, traverse established single-family neighborhoods on minor streets, leading to congestion, noise, and traffic hazards?

Yes No 4. Does the property which is proposed to be rezoned have a reasonable economic use under existing zoning?

Yes No 5. Does the proposed change constitute “spot zoning” which would permit a use which would be unsuitable, considering the existing use and development of adjacent and nearby property?

Yes No 6. Would the proposed change in zoning adversely affect existing use or usability of adjacent or nearby property?

Yes No 7. Are nearby residents opposed to the proposed zoning change?

Yes No 8. Do other conditions affect the property so as to support a decision against the proposal?
EFFINGHAM COUNTY REZONING CHECKLIST

Applicants requesting a Zoning change shall supply to the Planning Board information describing the proposed change plus supporting data relating to the change to assist the Planning Board in making their determination. The supporting documentation shall include a format substantially the same as the checklist/criteria used by the Planning Board in evaluating the requested zoning change.

After receiving all information presented as to each zoning proposal at any public hearing provided for in this Article, and prior to making any recommendation thereon, the Planning Board shall consider each of the eight questions contained in the following checklist in written form and forward a copy of the same to the Board of Commissioners together with any additional material deemed appropriate:

CHECK LIST:

The Effingham County Planning Commission recommends:

APPROVAL  DISAPPROVAL

Of the rezoning request by applicant Hubert T. Griner Jr. – (Map # 296 Parcel # 49) from AR-2 to AR-1 zoning.

Yes  No  1. Is this proposal inconsistent with the county’s master plan?

Yes  No  2. Could the proposed zoning allow use that overload either existing or proposed public facilities such as street, utilities or schools?

Yes  No  3. Could traffic created by the proposed use, or other uses permissible under the zoning sought, traverse established single-family neighborhoods on minor streets, leading to congestion, noise, and traffic hazards?

Yes  No  4. Does the property which is proposed to be rezoned have a reasonable economic use under existing zoning?

Yes  No  5. Does the proposed change constitute “spot zoning” which would permit a use which would be unsuitable, considering the existing use and development of adjacent and nearby property?

Yes  No  6. Would the proposed change in zoning adversely affect existing use or usability of adjacent or nearby property?

Yes  No  7. Are nearby residents opposed to the proposed zoning change?

Yes  No  8. Do other conditions affect the property so as to support a decision against the proposal?

Planning Board Meeting – April 18, 2022
EFFINGHAM COUNTY REZONING CHECKLIST

Applicants requesting a Zoning change shall supply to the Planning Board information describing the proposed change plus supporting data relating to the change to assist the Planning Board in making their determination. The supporting documentation shall include a format substantially the same as the checklist/criteria used by the Planning Board in evaluating the requested zoning change.

After receiving all information presented as to each zoning proposal at any public hearing provided for in this Article, and prior to making any recommendation thereon, the Planning Board shall consider each of the eight questions contained in the following checklist in written form and forward a copy of the same to the Board of Commissioners together with any additional material deemed appropriate:

CHECK LIST:

The Effingham County Planning Commission recommends:

APPROVAL______ DISAPPROVAL______

Of the rezoning request by applicant Hubert T. Griner Jr. – (Map # 296 Parcel # 49) from AR-2 to AR-1 zoning.

Yes  No  1. Is this proposal inconsistent with the county’s master plan?

Yes  No  2. Could the proposed zoning allow use that overloads either existing or proposed public facilities such as street, utilities or schools?

Yes  No  3. Could traffic created by the proposed use, or other uses permissible under the zoning sought, traverse established single-family neighborhoods on minor streets, leading to congestion, noise, and traffic hazards?

Yes  No  4. Does the property which is proposed to be rezoned have a reasonable economic use under existing zoning?

Yes  No  5. Does the proposed change constitute “spot zoning” which would permit a use which would be unsuitable, considering the existing use and development of adjacent and nearby property?

Yes  No  6. Would the proposed change in zoning adversely affect existing use or usability of adjacent or nearby property?

Yes  No  7. Are nearby residents opposed to the proposed zoning change?

Yes  No  8. Do other conditions affect the property so as to support a decision against the proposal?

Planning Board Meeting – April 18, 2022
Staff Report

Subject: 2nd Reading Zoning Map Amendment
Author: Teresa Concannon, AICP, Planning & Zoning Manager
Department: Development Services
Meeting Date: May 3, 2022

Item Description: Hubert T. Griner Jr. requests to rezone 3.21 acres from AR-2 to AR-1 to allow for combination with an adjacent parcel. Located at 1360 Highway 17 South. Map# 296 Parcel# 49

Summary Recommendation
Staff has reviewed the application, and recommends approval of the request to rezone 3.21 acres from AR-2 to AR-1 to allow for combination with an adjacent parcel, with conditions.

Executive Summary/Background
- The request for rezoning is a requirement of Appendix C, Article IX-Amendments to Map or Text, Section 9. Zoning districts are described in Appendix C, Article V-Uses Permitted in Districts.
- The applicant wishes to combine this parcel with an adjoining AR-1 parcel (296-46B) for tax purposes. The parcels must meet zoning district requirements in order to be approved for recombination.
- The total acreage of the combined parcel will be 11.85 acres, which conforms to the minimum acreage for AR-1.
- At the April 18 Planning Board meeting, Alan Zipperer made a motion to approve the request to rezone 3.21 acres from AR-2 to AR-1, with the following conditions:
  1. The combined lots shall meet the requirements of the AR-1 zoning district.
  2. Recombination survey must be approved by Development Services, and be recorded, before the rezoning can take effect.
- The motion was seconded by Peter Higgins, and carried unanimously.

Alternatives
1. Approve request to rezone 3.21 acres from AR-2 to AR-1 to allow for combination with an adjacent parcel, with the following conditions:
   1. The combined lots shall meet the requirements of the AR-1 zoning district.
   2. Recombination survey must be approved by Development Services, and be recorded, before the rezoning can take effect.

2. Deny the request to rezone 3.21 acres from AR-2 to AR-1.

Recommended Alternative: 1

Other Alternatives: 2

Department Review: Development Services
FUNDING: N/A

Attachments: 1. Zoning Map Amendment
AN AMENDMENT TO THE EFFINGHAM COUNTY ZONING ORDINANCE, MAP AND PARCEL NO. 296-49
AN ORDINANCE TO AMEND THE EFFINGHAM COUNTY ZONING ORDINANCE, MAP AND PARCEL NO. 296-49
AND TO REPEAL ALL OTHER ORDINANCES IN CONFLICT HEREWITH.

BE IT ORDAINED by the Effingham County Board of Commissioners in regular meeting assembled and pursuant to lawful authority thereof:

WHEREAS HUBERT T. GRINER JR. has filed an application to rezone three and twenty-one hundredth (3.21) +/- acres; from AR-1 to AR-2 to allow for combination with an adjacent parcel; map and parcel number 296-49, located in the 3rd commissioner district, and

WHEREAS, a public hearing was held on May 3, 2022 and notice of said hearing having been published in the Effingham County Herald on April 6, 2022; and

WHEREAS, a public hearing was held before the Effingham County Planning Board, notice of said hearing having been published in the Effingham County Herald on March 30, 2022; and

IT IS HEREBY ORDAINED THAT three and twenty-one hundredth (3.21) +/- acres; map and parcel number 296-49, located in the 3rd commissioner district is rezoned from AR-1 to AR-2, with the following conditions:

1. The combined lots shall meet the requirements of the AR-1 zoning district.
2. Recombination survey must be approved by Development Services, and be recorded, before the rezoning can take effect.
All ordinances or part of ordinances in conflict herewith are hereby repealed.

This _____ day of ________________, 20____

BOARD OF COMMISSIONERS
EFFINGHAM COUNTY, GEORGIA

BY: __________________________
WESLEY CORBITT, CHAIRMAN

ATTEST: __________________________
FIRST/SECOND READING: ____________

STEPHANIE JOHNSON
COUNTY CLERK
Staff Report

Subject: Rezoning (Third District)
Author: Teresa Concannon, AICP, Planning & Zoning Manager
Department: Development Services
Meeting Date: May 3, 2022

Item Description: James M. Carlson requests to rezone 3.87 acres from AR-1 to AR-2 to allow for a 5-lot subdivision. Located at 2077 Highway 119 North. Map# 387 Parcel# 1

Summary Recommendation
Staff has reviewed the application, and recommends approval of the request to rezone 3.87 acres from AR-1 to AR-2 to allow for a 5-lot subdivision, with conditions.

Executive Summary/Background
- The request for rezoning is a requirement of Appendix C, Article IX-Amendments to Map or Text, Section 9. Zoning districts are described in Appendix C, Article V-Uses Permitted in Districts. AR-1 requires a minimum lot size of 5 acres. AR-2 allows lots of one acre or more.
- The applicant wishes to create three new home sites for family members, these lots will be 1.269 acres, 1.227 acres, and 1.351 acres. The remaining 10.47 acres will be split, with a portion being combined with an adjoining parcel (408-30). The resulting acreage of these two lots will be 6.442 acres and 6.26 acres, which meets AR-1 zoning district requirements.
- The three new home sites do not meet AR-1 minimum acreage requirements and, therefore, must be rezoned to AR-2.
- At the April 18 Planning Board meeting, Peter Higgins made a motion to approve the request to rezone 3.87 acres from AR-1 to AR-2, with the following conditions:
  1. The lots shall meet the requirements of the AR-1 and AR-2 zoning districts.
  2. The major subdivision final plat must be approved by the Board of Commissioners, and be recorded,
- The motion was seconded by Brad Smith, and carried unanimously.

Alternatives
1. Approve the request to rezone 3.87 acres from AR-1 to AR-2 to allow for a 5-lot subdivision, with conditions:
   1. The lots shall meet the requirements of the AR-1 and AR-2 zoning districts.
   2. The major subdivision final plat must be approved by the Board of Commissioners, and be recorded, before the rezoning can take effect.
2. Deny the request to rezone 3.87 acres from AR-1 to AR-2.

Recommended Alternative: 1

Other Alternatives: 2

Department Review: Development Services

FUNDING: N/A

Attachments: 1. Rezoning application
2. Ownership certificate
3. Deed
4. Aerial photograph
ATTACHMENT A – REZONING AMENDMENT APPLICATION

Application Date: **3.2.2022**

Applicant/Agent: **James M. Carlson**

Applicant Email Address: **admin@carlsonsandco.com**

Phone #: **912-655-7187**

Applicant Mailing Address: **2077 Highway 119 North**

City: **Springfield** State: **GA** Zip Code: **31329**

Property Owner, if different from above: Include Signed & Notarized Authorization of Property Owner

Owner's Email Address (if known): **admin@carlsonsandco.com**

Phone #: **912-655-7187**

Owner's Mailing Address: **2077 Highway 119 North**

City: **Springfield** State: **GA** Zip Code: **31329**

Property Location: **2077 Highway 119 W Springfield 31329**

Proposed Road Access: **Highway 119**

Present Zoning of Property: **A1A** Proposed Zoning: **A12**

Tax Map-Parcel #: **381-1** Total Acres: **14.34** Acres to be Rezoned: **6**

Lot Characteristics: **Wooded**

\(\checkmark\) WATER

- Private Well
- Public Water System

\(\checkmark\) SEWER

- Private Septic System
- Public Sewer System

If public, name of supplier: 

Justification for Rezoning Amendment: **Create Homesite**

List the zoning of the other property in the vicinity of the property you wish to rezone:

North **A12-1** South **A12-1** East **A12** West **A12**

Rev 05052021
1. Describe the current use of the property you wish to rezone.

Farm land Surveyed one Acre for Home

2. Does the property you wish to rezone have a reasonable economic use as it is currently zoned?

3. Describe the use that you propose to make of the land after rezoning.

4. Describe the uses of the other property in the vicinity of the property you wish to rezone?

5. Describe how your rezoning proposal will allow a use that is suitable in view of the uses and development of adjacent and nearby property?

6. Will the proposed zoning change result in a use of the property, which could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools?

Applicant Signature: [Signature]  Date  7/10/2021
ATTACHMENT B - OWNERSHIP CERTIFICATION

I, (we) the undersigned, do hereby certify that I (we) own the property affected by the proposed Amendment to the Effingham County Zoning Ordinance by virtue of a deed date

7/19/2019, on file in the office of the Clerk of the Superior Court of Effingham County, in Deed Book 2536 page 23-24.

I hereby certify that I am the owner of the property being proposed for Rezoning Amendment Approval, and I have answered all of the questions contained herein and know the same to be true and correct. I hereby acknowledge that I have reviewed the application checklist, and further acknowledge that any omission of the items above will cause a delay in the review of my request.

Owner's signature: __________________________
Print Name: __________________________

Owner's signature: __________________________
Print Name: __________________________

Owner's signature: __________________________
Print Name: __________________________

Sworn and subscribed before me this 2 day of March, 2022.

Chelsie Fernand
Notary Public, State of Georgia
QUITCLAIM DEED

THIS INDEBTURE, made this 18th day of July, 2019, between, JOANN'S FLORIST, FLOWERS & GIFTS, LCC, a Georgia Limited Liability Company, as Party of the First Part, and JAMES M. CARLSON, of Effingham County, Georgia, as Party of the Second Part,

WITNESSETH:

That the said Party of the First Part for and in consideration of the sum of One ($1.00) Dollar, cash in hand paid, the receipt and adequacy of which is hereby acknowledged, has bargained, sold, and does by these presents remise, release and forever QUITCLAIM to the said JAMES M. CARLSON, its successors and assigns, all of the right, title, interest, claim or demand the said Party of the First Part has or may have had in and to the following described property, to-wit:

SEE EXHIBIT “A” ATTACHED HERETO AND MADE A PART HEREOF / SUBJECT TO covenants, restrictions and easements of record.

With all of the rights, members and appurtenances in anywise appertaining or belonging.

TO HAVE AND TO HOLD the said property and premises to the said Party of the Second Part so that neither the said Party of the Party of the First Part nor his heirs, administrators, executors and assigns, means, have, claim or demand any right or title to the aforesaid property and premises or its appurtenances or any right thereof.

IN WITNESS WHEREOF, the said Party of the First Part has hereunto set his hand and seal on the day and year first above written.

[Signature]
JAMES M. CARLSON
JOANN'S FLORIST, OWNER

Signed, sealed and delivered this 19th day of July, 2019, in the presence of:

[Signature]
Jennifer K. Melgerman
WITNESS

[Signature]
Andrew Berry
NOTARY PUBLIC
EXHIBIT “A”

All that certain tract of parcel of land situate, lying and being in the 11th G.M. District, Effingham County, Georgia, containing Sixteen and Fifty-Four Hundredths (16.54) acres, more or less, being bounded on the north by lands of Frances Y. Seckinger; on the east by lands of Frances Y. Seckinger; on the south by lands of Pate and by Georgia State Highway 119; and on the west by lands of James and Harry Bird Zittrouer. Express reference is hereby made to the plat of said lands made by Warren E. Polythress, R.L.S. #1953, dated November 23, 2009, recorded in the office of the Clerk of the Superior Court of Effingham County, Georgia, in Plat Cabinet “D”, Slide 42-A-1, for better determining the metes and bounds of said lands herein conveyed.

TITLE NOTE EXAMINED NOR WARRANTED BY PREPARER OF DEED
April 5, 2022

Effingham County Zoning Board
Springfield, GA 31329

Re: Rezoning Amendment
James M. Carlson
2077 Highway 119 Springfield, GA 31329
Pin: 387-1
Total Acres: 14.34 Acres to be rezoned: 14.34

To Whom It May Concern:

The Effingham County Health Department, Division of Environmental Health, has reviewed the request to rezone the above referenced tract of land from AR-1 to AR-2. The proposed rezoning request is preliminarily approved based on the following supporting documents and does not meet the requirements for a proposed subdivision as defined by Rules of the Department of Public Health, Chapter 511-3-1.

- Completed Effingham County Rezoning Request Packet.

The following items must be submitted.

1. Completed Subdivision Application.
2. Completed Plat Review Application.
3. Level III soils overlay signed and stamped by the soil classifier on the Final Plat with Soil Suitability Description.
4. The following signature block should be used on all plats that require Health Department approval
   Based upon the representations of the engineer/surveyor whose seal is affixed hereto and supplementary information provided, a review of the plat as represented by the said engineer/surveyor finds that this plat complies with the OSSMS regulations for a typical size residence of 3 or 4 bedrooms with basic appurtenances. Each lot must be reviewed and approved for On-Site Sewage Management System placement prior to the issuance of a construction permit. Modifications or changes in site designation may void this approval.
This letter does not constitute a final approval, any matters overlooked or matters which arise after the date of this letter may result in additional conditions being applied or the proposed division of land being denied. The review is valid for one year from the date of this letter. If the survey plan has not been approved within this time, application must be made for an extension of the Preliminary Approval.

If you have any additional questions, please contact the Effingham County Health Department, Environmental Health Division, at (912) 754-6850.

Sincerely,

Darrell M. O'Neal, MPA
Environmental Health County Manager
Effingham County Health Department
Item XV. 7.

RESERVED FOR THE CLERK OF COURT

1. The field data was collected using a Topcon GTS-1000 data collector and a Carlson FRS 830 GPS.

2. This property is not located in a federal flood area as indicated by the F.I.R.M. (official flood hazard maps).

3. This plat is completed for future use and is found to be accurate within one foot in 100,000 feet.

4. To the best of my knowledge, information and beliefs all angles, bearings, measurements of courses, distances and monuments located as shown, have been proven.

5. This survey complies with both the rules of the Georgia Board of Registration for Professional Engineers and Land Surveyors and the official code of Georgia Annotated (O.C.G.A.) 15-6-67 in that there is no conflict exists between these two sets of specifications.

6. William Mark Glisson, the land surveyor whose seal is affixed hereto, is not consultant to the client on a project for which this plat is intended.

Title: Surveyor Certification

As required by subsection (a) of O.C.G.A. Section 15-6-67, this plat has been prepared by a land surveyor and approved by all applicable local jurisdictions for recording as evidenced by approval certification signatures, stamps, or statements hereon. Such approvals or certifications shall be certified by the appropriate governmental bodies by any purchaser of user of this plat as intended use of any parcel. 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 Mark Glisson - Registered Land Surveyor

Georgia PLS # 3316 - South Carolina PLS # 31664

377 Tucker Road, Clayton, Georgia 30017
RINCON: (01) 260 - 026 CLAXTON, (01) 260 - 7008
WMO: J8028772SOUTHSOUTH.NET

PREPARED BY:

James Carlson

SIGNING AUTHORITY

Champion of Effingham County Board of Commissioners

Witnesses

CERTIFICATE OF APPROVAL FOR RECORDING

The subdivision plat and report have been found to comply with the Effingham County Subdivision Regulations and was approved by the Effingham County Board of Commissioners in the Office of the Clerk of Superior Court of Effingham County, Georgia.

DATE

References:

1. DB 2526 PG 23
2. PB 442 PG A1

FILE NUMBER: 22140

TOTAL AREA: 16,580 sq.

DATE: 03/13/2022

SCALE: 1" = 200'

PREVIOUS REVISING: 04/07/2022

FIELD SURVEY DATE: 03/01/2022

Survey for:

James Carlson

County: Effingham State: Georgia

GMD: 11th
EFFINGHAM COUNTY REZONING CHECKLIST

Applicants requesting a Zoning change shall supply to the Planning Board information describing the proposed change plus supporting data relating to the change to assist the Planning Board in making their determination. The supporting documentation shall include a format substantially the same as the checklist/criteria used by the Planning Board in evaluating the requested zoning change.

After receiving all information presented as to each zoning proposal at any public hearing provided for in this Article, and prior to making any recommendation thereon, the Planning Board shall consider each of the eight questions contained in the following checklist in written form and forward a copy of the same to the Board of Commissioners together with any additional material deemed appropriate:

CHECK LIST:

The Effingham County Planning Commission recommends:

APPROVAL   DISAPPROVAL

Of the rezoning request by applicant James M. Carlson – (Map # 387 Parcel # 1) from AR-1 to AR-2 zoning.

Yes No 1. Is this proposal inconsistent with the county’s master plan?

Yes No 2. Could the proposed zoning allow use that overload either existing or proposed public facilities such as street, utilities or schools?

Yes No 3. Could traffic created by the proposed use, or other uses permissible under the zoning sought, traverse established single-family neighborhoods on minor streets, leading to congestion, noise, and traffic hazards?

Yes No 4. Does the property which is proposed to be rezoned have a have a reasonable economic use under existing zoning?

Yes No 5. Does the proposed change constitute “spot zoning” which would permit a use which would be unsuitable, considering the existing use and development of adjacent and nearby property?

Yes No 6. Would the proposed change in zoning adversely affect existing use or usability of adjacent or nearby property?

Yes No 7. Are nearby residents opposed to the proposed zoning change?

Yes No 8. Do other conditions affect the property so as to support a decision against the proposal?
EFFINGHAM COUNTY REZONING CHECKLIST

Applicants requesting a Zoning change shall supply to the Planning Board information describing the proposed change plus supporting data relating to the change to assist the Planning Board in making their determination. The supporting documentation shall include a format substantially the same as the checklist/criteria used by the Planning Board in evaluating the requested zoning change.

After receiving all information presented as to each zoning proposal at any public hearing provided for in this Article, and prior to making any recommendation thereon, the Planning Board shall consider each of the eight questions contained in the following checklist in written form and forward a copy of the same to the Board of Commissioners together with any additional material deemed appropriate:

CHECK LIST:

The Effingham County Planning Commission recommends:

APPROVAL  [ ]  DISAPPROVAL  [ ]

Of the rezoning request by applicant James M. Carlson – (Map # 387 Parcel # 1) from AR-1 to AR-2 zoning.

Yes  No  1. Is this proposal inconsistent with the county’s master plan?

Yes  No  2. Could the proposed zoning allow use that overload either existing or proposed public facilities such as street, utilities or schools?

Yes  No  3. Could traffic created by the proposed use, or other uses permissible under the zoning sought, traverse established single-family neighborhoods on minor streets, leading to congestion, noise, and traffic hazards?

Yes  No  4. Does the property which is proposed to be rezoned have a have a reasonable economic use under existing zoning?

Yes  No  5. Does the proposed change constitute “spot zoning” which would permit a use which would be unsuitable, considering the existing use and development of adjacent and nearby property?

Yes  No  6. Would the proposed change in zoning adversely affect existing use or usability of adjacent or nearby property?

Yes  No  7. Are nearby residents opposed to the proposed zoning change?

Yes  No  8. Do other conditions affect the property so as to support a decision against the proposal?
EFFINGHAM COUNTY REZONING CHECKLIST

Applicants requesting a Zoning change shall supply to the Planning Board information describing the proposed change plus supporting data relating to the change to assist the Planning Board in making their determination. The supporting documentation shall include a format substantially the same as the checklist/criteria used by the Planning Board in evaluating the requested zoning change.

After receiving all information presented as to each zoning proposal at any public hearing provided for in this Article, and prior to making any recommendation thereon, the Planning Board shall consider each of the eight questions contained in the following checklist in written form and forward a copy of the same to the Board of Commissioners together with any additional material deemed appropriate:

CHECK LIST:

The Effingham County Planning Commission recommends:

APPROVAL ______ DISAPPROVAL ______

Of the rezoning request by applicant James M. Carlson – (Map # 387 Parcel # 1) from AR-1 to AR-2 zoning.

Yes No? 1. Is this proposal inconsistent with the county’s master plan?

Yes No? 2. Could the proposed zoning allow use that overload either existing or proposed public facilities such as street, utilities or schools?

Yes No? 3. Could traffic created by the proposed use, or other uses permissible under the zoning sought, traverse established single-family neighborhoods on minor streets, leading to congestion, noise, and traffic hazards?

Yes No? 4. Does the property which is proposed to be rezoned have a reasonable economic use under existing zoning?

Yes No? 5. Does the proposed change constitute “spot zoning” which would permit a use which would be unsuitable, considering the existing use and development of adjacent and nearby property?

Yes No? 6. Would the proposed change in zoning adversely affect existing use or usability of adjacent or nearby property?

Yes No? 7. Are nearby residents opposed to the proposed zoning change?

Yes No? 8. Do other conditions affect the property so as to support a decision against the proposal?
EFFINGHAM COUNTY REZONING CHECKLIST

Applicants requesting a Zoning change shall supply to the Planning Board information describing the proposed change plus supporting data relating to the change to assist the Planning Board in making their determination. The supporting documentation shall include a format substantially the same as the checklist/criteria used by the Planning Board in evaluating the requested zoning change.

After receiving all information presented as to each zoning proposal at any public hearing provided for in this Article, and prior to making any recommendation thereon, the Planning Board shall consider each of the eight questions contained in the following checklist in written form and forward a copy of the same to the Board of Commissioners together with any additional material deemed appropriate:

CHECK LIST:

The Effingham County Planning Commission recommends:

APPROVAL[ ] DISAPPROVAL[ ]

Of the rezoning request by applicant James M. Carlson - (Map # 387 Parcel # 1) from AR-1 to AR-2 zoning.

Yes No 1. Is this proposal inconsistent with the county’s master plan?

Yes No 2. Could the proposed zoning allow use that overload either existing or proposed public facilities such as street, utilities or schools?

Yes No 3. Could traffic created by the proposed use, or other uses permissible under the zoning sought, traverse established single-family neighborhoods on minor streets, leading to congestion, noise, and traffic hazards?

Yes No 4. Does the property which is proposed to be rezoned have a reasonable economic use under existing zoning?

Yes No 5. Does the proposed change constitute “spot zoning” which would permit a use which would be unsuitable, considering the existing use and development of adjacent and nearby property?

Yes No 6. Would the proposed change in zoning adversely affect existing use or usability of adjacent or nearby property?

Yes No 7. Are nearby residents opposed to the proposed zoning change?

Yes No 8. Do other conditions affect the property so as to support a decision against the proposal?

Planning Board Meeting - April 18, 2022
EFFINGHAM COUNTY REZONING CHECKLIST

Applicants requesting a Zoning change shall supply to the Planning Board information describing the proposed change plus supporting data relating to the change to assist the Planning Board in making their determination. The supporting documentation shall include a format substantially the same as the checklist/criteria used by the Planning Board in evaluating the requested zoning change.

After receiving all information presented as to each zoning proposal at any public hearing provided for in this Article, and prior to making any recommendation thereon, the Planning Board shall consider each of the eight questions contained in the following checklist in written form and forward a copy of the same to the Board of Commissioners together with any additional material deemed appropriate:

CHECK LIST:

The Effingham County Planning Commission recommends:

APPROVAL     DISAPPROVAL

Of the rezoning request by applicant James M. Carlson – (Map # 387 Parcel # 1) from AR-1 to AR-2 zoning.

Yes [x] 1. Is this proposal inconsistent with the county’s master plan?

Yes [X] 2. Could the proposed zoning allow use that overload either existing or proposed public facilities such as street, utilities or schools?

Yes [X] 3. Could traffic created by the proposed use, or other uses permissible under the zoning sought, traverse established single-family neighborhoods on minor streets, leading to congestion, noise, and traffic hazards?

Yes [x] 4. Does the property which is proposed to be rezoned have a have a reasonable economic use under existing zoning?

Yes [x] 5. Does the proposed change constitute “spot zoning” which would permit a use which would be unsuitable, considering the existing use and development of adjacent and nearby property?

Yes [x] 6. Would the proposed change in zoning adversely affect existing use or usability of adjacent or nearby property?

Yes [x] 7. Are nearby residents opposed to the proposed zoning change?

Yes [x] 8. Do other conditions affect the property so as to support a decision against the proposal?
Staff Report

Subject: 2nd Reading Zoning Map Amendment
Author: Teresa Concannon, AICP, Planning & Zoning Manager
Department: Development Services
Meeting Date: May 3, 2022

Item Description: James M. Carlson requests to rezone 3.87 acres from AR-1 to AR-2 to allow for a 5-lot subdivision. Located at 2077 Highway 119 North. Map# 387 Parcel# 1

Summary Recommendation
Staff has reviewed the application, and recommends approval of the request to rezone 3.87 acres from AR-1 to AR-2 to allow for a 5-lot subdivision, with conditions.

Executive Summary/Background
- The request for rezoning is a requirement of Appendix C, Article IX-Amendments to Map or Text, Section 9. Zoning districts are described in Appendix C, Article V-Uses Permitted in Districts. AR-1 requires a minimum lot size of 5 acres. AR-2 allows lots of one acre or more.
- The applicant wishes to create three new home sites for family members, these lots will be 1.269 acres, 1.227 acres, and 1.351 acres. The remaining 10.47 acres will be split, with a portion being combined with an adjoining parcel (408-30). The resulting acreage of these two lots will be 6.442 acres and 6.26 acres, which meets AR-1 zoning district requirements.
- The three new home sites do not meet AR-1 minimum acreage requirements and, therefore, must be rezoned to AR-2.
- At the April 18 Planning Board meeting, Peter Higgins made a motion to approve the request to rezone 3.87 acres from AR-1 to AR-2, with the following conditions:
  1. The lots shall meet the requirements of the AR-1 and AR-2 zoning districts.
  2. The major subdivision final plat must be approved by the Board of Commissioners, and be recorded,
- The motion was seconded by Brad Smith, and carried unanimously.

Alternatives
1. Approve the request to rezone 3.87 acres from AR-1 to AR-2 to allow for a 5-lot subdivision, with conditions:
   1. The lots shall meet the requirements of the AR-1 and AR-2 zoning districts.
   2. The major subdivision final plat must be approved by the Board of Commissioners, and be recorded, before the rezoning can take effect.
2. Deny the request to rezone 3.87 acres from AR-1 to AR-2.

Recommended Alternative: 1

Department Review: Development Services

FUNDING: N/A

Attachments: 1. Zoning Map Amendment
AN AMENDMENT TO THE EFFINGHAM COUNTY ZONING ORDINANCE, MAP AND PARCEL NO. 387-1

AN ORDINANCE TO AMEND THE EFFINGHAM COUNTY ZONING ORDINANCE, MAP AND PARCEL NO. 387-1

AND TO REPEAL ALL OTHER ORDINANCES IN CONFLICT HEREWITH.

BE IT ORDAINED by the Effingham County Board of Commissioners in regular meeting assembled and pursuant to lawful authority thereof:

WHEREAS JAMES M. CARLSON has filed an application to rezone three (3) +/- acres; from AR-1 to AR-2 to allow for the creation of a 5-lot subdivision; map and parcel number 387-1, located in the 3rd commissioner district, and

WHEREAS, a public hearing was held on May 3, 2022 and notice of said hearing having been published in the Effingham County Herald on April 6, 2022; and

WHEREAS, a public hearing was held before the Effingham County Planning Board, notice of said hearing having been published in the Effingham County Herald on March 30, 2022; and

IT IS HEREBY ORDAINED THAT three (3) +/- acres; map and parcel number 387-1, located in the 3rd commissioner district is rezoned from AR-1 to AR-2, with the following conditions:

1. The lots shall meet the requirements of the AR-1 and AR-2 zoning districts.
2. The major subdivision final plat must be approved by the Board of Commissioners, and be recorded, before the rezoning can take effect.

All ordinances or part of ordinances in conflict herewith are hereby repealed.

This _____ day of __________________, 20___

BOARD OF COMMISSIONERS
EFFINGHAM COUNTY, GEORGIA

BY:
WESLEY CORBITT, CHAIRMAN

ATTEST: FIRST/SECOND READING: ____________

STEPHANIE JOHNSON
COUNTY CLERK
Staff Report

Subject: Rezoning (Fourth District)
Author: Teresa Concannon, AICP, Planning & Zoning Manager
Department: Development Services
Meeting Date: May 3, 2022

Item Description: Reuben E. Jenkins III requests to rezone 1.05 acres from AR-1 to B-2 to allow for commercial use. Located at 351 Webb Road. Map# 389 Parcel# 18

Summary Recommendation
Staff has reviewed the application, and recommends denial of the request to rezone 1.05 acres from AR-1 to B-2 to allow for commercial use.

Executive Summary/Background
- The request for rezoning is a requirement of Appendix C, Article IX-Amendments to Map or Text, Section 9. Zoning districts are described in Appendix C, Article V-Uses Permitted in Districts.
- An adjacent parcel (389-19) was rezoned to B-2 on 12/2/1980, to allow for a warehouse and shop. A letter in the rezoning file cites adjacent parcels as having commercial businesses. The property to the north was farmland in 1980. At this time, there is residential development to the north.
- The properties at 389-18 & 389-19 have been used for various commercial activities. There is no active business license for any business at those locations.
- Code Enforcement followed up on complaints relating to junk cars on site in 2021. The properties have been cleared, and the cases are closed.
- The applicant did not provide information on proposed business operations. B-2 permits food service, clubs, retail, child care, residential development, indoor entertainment, offices, etc.
- Automobile service and commercial parking areas are permitted as conditional uses. If the rezoning is approved, conditional use approval may be necessary based on the proposed business. Sketch plan approval would be necessary for improvements such as buildings or parking areas. Any business operating at the site would need to obtain and maintain a business license.
- The parcel is served by a private unpaved extension from Webb Road. The road surface may need to be improved by the property owner, depending on the proposed commercial development.
- A 30' vegetative buffer around the perimeter of the commercial parcels would be required in order for a new business to begin operations on site.
- Webb Road is not a designated truck route; it is a surface-treated, county-maintained road. Improvements may be necessary, depending on the proposed use at 351 Webb Road.
- At the April 18 Planning Board meeting, Brad Smith made a motion to approve the request to rezone 1.05 acres from AR-1 to B-2, and added the following conditions:
  1. The lot shall meet the requirements of the B-2 zoning district.
  2. A sketch plan must be submitted and approved for any commercial use of the property.
  3. Applicant must obtain an Effingham County Occupational Tax Certificate prior to the start of commercial operations on site. The business license shall be maintained by annual renewal.
- The motion was seconded by Alan Zipperer, and carried by a 4/1 vote.

Alternatives
1. Approve the request to rezone 1.05 acres from AR-1 to B-2, with the following Planning Board recommendations:
   1. The lot shall meet the requirements of the B-2 zoning district.
   2. A sketch plan must be submitted and approved for any commercial use of the property.
   3. Applicant must obtain an Effingham County Occupational Tax Certificate prior to the start of commercial operations on site. The business license shall be maintained by annual renewal.
2. Deny the request to rezone 1.05 acres from AR-1 to B-2.
Recommended Alternative: 2
Department Review: Development Services
Attachments: 1. Rezoning application
2. Ownership certificate

Other Alternatives: 1
FUNDING: N/A
Attachments: 3. Deed
4. Aerial photograph
ATTACHMENT A – REZONING AMENDMENT APPLICATION

Application Date: ________________

Applicant/Agent: Ruben E. Jenkins III

Applicant Email Address: radioqueen@gmail.com

Phone #: 912-341-3434

Applicant Mailing Address: 343 Webb Rd

City: Springfield State: Ga Zip Code: 31329

Property Owner, if different from above: Same

Owner’s Email Address (if known): ____________________________

Phone #: ____________________________

Owner’s Mailing Address: ____________________________

City: ____________________________ State: ______ Zip Code: ______

Property Location: 351 Webb Rd Springfield Ga 31329

Proposed Road Access: Webb Rd


Tax Map-Parcel #: 389-18 Total Acres: 1.05 Acres to be Rezoned: 1.05

Lot Characteristics: metal building

WATER

X Private Well

___ Public Water System

If public, name of supplier: ____________________________

SEWER

X Private Septic System

___ Public Sewer System

Justification for Rezoning Amendment: ________

List the zoning of the other property in the vicinity of the property you wish to rezone:

North _______ South _______ East _______ West _______

Rev 05052021
1. Describe the current use of the property you wish to rezone.

Not currently in use.

2. Does the property you wish to rezone have a reasonable economic use as it is currently zoned?

No

3. Describe the use that you propose to make of the land after rezoning.

Combination of use with adjacent 3-2 parcel

4. Describe the uses of the other property in the vicinity of the property you wish to rezone?

Residential, commercial

5. Describe how your rezoning proposal will allow a use that is suitable in view of the uses and development of adjacent and nearby property?

Historically has been used for commercial.

6. Will the proposed zoning change result in a use of the property, which could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools?

No

Applicant Signature: [Signature]
Date: 3-8-77
ATTACHMENT B - OWNERSHIP CERTIFICATION

I, (we) the undersigned, do hereby certify that I (we) own the property affected by the proposed Amendment to the Effingham County Zoning Ordinance by virtue of a deed date

November 19, 2021, on file in the office of the Clerk of the Superior Court of Effingham County, in Deed Book 2743 page 970-971

I hereby certify that I am the owner of the property being proposed for Rezoning Amendment Approval, and I have answered all of the questions contained herein and know the same to be true and correct. I hereby acknowledge that I have reviewed the application checklist, and further acknowledge that any omission of the items above will cause a delay in the review of my request.

Owner’s signature

[Signature]

Print Name

[Print Name]

Owner’s signature

[Signature]

Print Name

[Print Name]

Owner’s signature

[Signature]

Print Name

[Print Name]

Sworn and subscribed before me this 8th day of March, 2020.

[Signature]

Notary Public, State of Georgia

Rev 05052021
LIMITED WARRANTY DEED
With Right of Survivorship

STATE OF GEORGIA
COUNTY OF EFFINGHAM

This Indenture made this 19th day of November, 2021, between Russell Lee Scruggs, of the County of Effingham, State of Georgia, as party or parties of the first part, hereinafter called Grantor, and Reuben Eugene Jenkins, Jr. and Michelle L. Jenkins, as party or parties of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that: Grantor, for and in consideration of the sum of TEN AND 00/100'S ($10.00) Dollars and other good and valuable considerations in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said Grantees, as joint tenants and not as tenants in common, for and during their joint lives, and upon the death of either of them, then to the survivor of them, in fee simple, together with every contingent remainder and right of reversion, and to the heirs and assigns of said survivor, the following described property:

All that certain lot, tract or parcel of land situate, lying and being in the 11th G.M. District, Effingham County, Georgia, containing 1.05 acres, more or less, known and designated as Parcel 2, that is shown and more particularly described by the plat of survey made by Paul D. Wilder, R.L.S. #1559, dated March 2, 1984, recorded in the Office of the Clerk of the Superior Court of Effingham County, Georgia, in Plat Book 16, page 22, which is incorporated into this description by specific reference thereto.

This being a portion of the property conveyed by Rothell P. MacMillan to Russell Lee Scruggs as evidenced by that certain Warranty Deed dated June 28, 2017, recorded in Deed Book 2413, page 869, aforesaid records.

SUBJECT HOWEVER to all restrictive covenants, easements and rights-of-way of record.

Said property has a current property tax identification number of 03890-018-000 with a street address of 351 Webb Road, Springfield, Georgia 31329.

Page 1 of 2
TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of the said Grantees, as joint tenants and not as tenants in common, for and during their joint lives, and upon the death of either of them, then to the survivor of them in FEE SIMPLE, together with every contingent remainder and right of reversion and to the heirs and assigns of said survivor.

THIS CONVEYANCE is made pursuant to Official Code of Georgia Section 44-6-190, and it is the intention of the parties hereto to hereby create in Grantees a joint tenancy estate with right of survivorship and not as tenants in common.

AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantee against the claims and demands of all persons holding by, through or under the above Grantor.

IN WITNESS WHEREOF, Grantor has hereunto set Grantor's hand and seal this day and year first above written.

Signed, sealed and delivered this ___ day of November, 2021, in the presence of:

[Signature]

Unofficial Witness

[Signature]

Catherine G. Jones

Notary Public

My commission expires 8/31/25

(Notary Public Seal/Expiry)

Russell Lee Scruggs

(Seal)
April 5, 2022
Effingham County Zoning Board
Springfield, GA 31329

Re: Rezoning Amendment
  Reuben Jenkins
  351 Webb Road Springfield, GA 31329
  Pin: 389-18
  Total Acres: 1.05 Acres to be rezoned: 1.05

To Whom It May Concern:

The Effingham County Health Department, Division of Environmental Health, has reviewed the request to rezone the above referenced tract of land from AR-1 to B-2. The proposed rezoning request is preliminarily approved based on the following supporting documents and does not meet the requirements for a proposed subdivision as defined by Rules of the Department of Public Health, Chapter 511-3-1.

- Completed Effingham County Rezoning Request Packet.

The following items must be submitted.

1. Completed Subdivision Application.
2. Completed Plat Review Application.
3. Level III soils overlay signed and stamped by the soil classifier on the Final Plat with Soil Suitability Description.
4. The following signature block should be used on all plats that require Health Department approval
   Based upon the representations of the engineer/surveyor whose seal is affixed hereto and supplementary information provided, a review of the plat as represented by the said engineer/surveyor finds that this plat complies with the OSSMS regulations for a typical size residence of 3 or 4 bedrooms with basic appurtenances. Each lot must be reviewed and approved for On-Site Sewage Management System placement prior to the issuance of a construction permit. Modifications or changes in site designation may void this approval.
This letter does not constitute a final approval, any matters overlooked or matters which arise after the date of this letter may result in additional conditions being applied or the proposed division of land being denied. The review is valid for one year from the date of this letter. If the survey plan has not been approved within this time, application must be made for an extension of the Preliminary Approval.

If you have any additional questions, please contact the Effingham County Health Department, Environmental Health Division, at (912) 754-6850.

Sincerely,

Darrell M. O'Neal, MPA
Environmental Health County Manager
Effingham County Health Department
November 12, 1980

The Effingham County Planning Board will hold a Public Hearing on Tuesday, November 25, 1980, at 7:30P. M. in the court room of the Effingham County Courthouse.

To hear petition filed by Mr. Bobby G. Reddick Jr. to rezone 1.06 acres of property adjoining your property.

He is asking that his property be rezoned from AR-I (agricultural residential districts) to B-2 (general commercial districts) for the erection of a warehouse and shop.

This property is located south of Springfield behind Massey-Ferguson Tractor Co. and next to Effingham Cable T.V.

If you have any objections to this rezoning they can be heard at this time.

Sincerely:
Ronald B. Pevey
Zoning Administrator
RBP/flj
THE DATA UPON WHICH THIS SURVEY WAS BASED HAS A FIELD PRECISION ORDER OF ONE IN 20,000. Preliminary angular errors of a significant point were adjusted using hand calculation methods.

IN MY OPINION THIS PLAT IS A TRUE AND CORRECT REPRESENTATION OF THE LAND PLATTED AND HAS BEEN PREPARED IN CONFORMITY WITH THE MINIMUM STANDARDS AND REQUIREMENTS OF LAW.

THIS PROPERTY IS NOT LOCATED IN A FEDERAL FLOOD AREA AS INDICATED BY F.F.A.O. OFFICIAL FLOOD HAZARD MAPS.

EQUIPMENT USED WAS A TOPOCRON, MODEL GTS 303.

DATA ON THIS PLAN HAS A Closure Precision RATIO OF ONE FOOT IN 100,000.

GARY PARK
COUNTY EFFINGHAM STATE GA
G.M. NO. 11TH S.N. 1ST 3
DATE 12/06/06 SCALE 100'
JOB NUMBER 05249 REG #1092-AG
JOHN D. PARKER
REGISTERED LAND SURVEYOR NO. 1860
P.O. BOX 223 HABERSFORD, VA 22437
PHONE (540) 664-2844

APPROVED FOR RECORDING BY EFFINGHAM COUNTY ZONING ADMINISTRATOR.

ZONING ADMINISTRATOR

SURVEY ORIG.: JOHN D. PARKER RLS #1860

GRAPHIC SCALE - FEET

0 100 200 300

258
Item XV. 9.
EFFINGHAM COUNTY REZONING CHECKLIST

Applicants requesting a Zoning change shall supply to the Planning Board information describing the proposed change plus supporting data relating to the change to assist the Planning Board in making their determination. The supporting documentation shall include a format substantially the same as the checklist/criteria used by the Planning Board in evaluating the requested zoning change.

After receiving all information presented as to each zoning proposal at any public hearing provided for in this Article, and prior to making any recommendation thereon, the Planning Board shall consider each of the eight questions contained in the following checklist in written form and forward a copy of the same to the Board of Commissioners together with any additional material deemed appropriate:

CHECK LIST:

The Effingham County Planning Commission recommends:

APPROVAL    DISAPPROVAL

Of the rezoning request by applicant Reuben E. Jenkins III—(Map # 389 Parcel # 18) from AR-1 to B-2 zoning.

Yes No? 1. Is this proposal inconsistent with the county’s master plan?

Yes No? 2. Could the proposed zoning allow use that overloads either existing or proposed public facilities such as street, utilities or schools?

Yes No? 3. Could traffic created by the proposed use, or other uses permissible under the zoning sought, traverse established single-family neighborhoods on minor streets, leading to congestion, noise, and traffic hazards?

Yes No? 4. Does the property which is proposed to be rezoned have a reasonable economic use under existing zoning?

Yes No? 5. Does the proposed change constitute “spot zoning” which would permit a use which would be unsuitable, considering the existing use and development of adjacent and nearby property?

Yes No? 6. Would the proposed change in zoning adversely affect existing use or usability of adjacent or nearby property?

Yes No? 7. Are nearby residents opposed to the proposed zoning change?

Yes No? 8. Do other conditions affect the property so as to support a decision against the proposal?

Planning Board Meeting – April 18, 2022
EFFINGHAM COUNTY REZONING CHECKLIST

Applicants requesting a Zoning change shall supply to the Planning Board information describing the proposed change plus supporting data relating to the change to assist the Planning Board in making their determination. The supporting documentation shall include a format substantially the same as the checklist/criteria used by the Planning Board in evaluating the requested zoning change.

After receiving all information presented as to each zoning proposal at any public hearing provided for in this Article, and prior to making any recommendation thereon, the Planning Board shall consider each of the eight questions contained in the following checklist in written form and forward a copy of the same to the Board of Commissioners together with any additional material deemed appropriate:

CHECK LIST:

The Effingham County Planning Commission recommends:

APPROVAL  [✓]  Voted to deny  DISAPPROVAL

Of the rezoning request by applicant Reuben E. Jenkins III – (Map # 389 Parcel # 18) from AR-1 to B-2 zoning.

Yes  No  1. Is this proposal inconsistent with the county’s master plan?

Yes  No  2. Could the proposed zoning allow use that overload either existing or proposed public facilities such as street, utilities or schools?

Yes  No  3. Could traffic created by the proposed use, or other uses permissible under the zoning sought, traverse established single-family neighborhoods on minor streets, leading to congestion, noise, and traffic hazards?

Yes  No  4. Does the property which is proposed to be rezoned have a reasonable economic use under existing zoning?

Yes  No  5. Does the proposed change constitute “spot zoning” which would permit a use which would be unsuitable, considering the existing use and development of adjacent and nearby property?

Yes  No  6. Would the proposed change in zoning adversely affect existing use or usability of adjacent or nearby property?

Yes  No  7. Are nearby residents opposed to the proposed zoning change?

Yes  No  8. Do other conditions affect the property so as to support a decision against the proposal?
EFFINGHAM COUNTY REZONING CHECKLIST

Applicants requesting a Zoning change shall supply to the Planning Board information describing the proposed change plus supporting data relating to the change to assist the Planning Board in making their determination. The supporting documentation shall include a format substantially the same as the checklist/criteria used by the Planning Board in evaluating the requested zoning change.

After receiving all information presented as to each zoning proposal at any public hearing provided for in this Article, and prior to making any recommendation thereon, the Planning Board shall consider each of the eight questions contained in the following checklist in written form and forward a copy of the same to the Board of Commissioners together with any additional material deemed appropriate:

CHECK LIST:

The Effingham County Planning Commission recommends:

APPROVAL ________ DISAPPROVAL ________

Of the rezoning request by applicant Reuben E. Jenkins III - (Map # 389 Parcel # 18) from AR-1 to B-2 zoning.

Yes No ? 1. Is this proposal inconsistent with the county’s master plan?

Yes No ? 2. Could the proposed zoning allow use that overload either existing or proposed public facilities such as street, utilities or schools?

Yes No ? 3. Could traffic created by the proposed use, or other uses permissible under the zoning sought, traverse established single-family neighborhoods on minor streets, leading to congestion, noise, and traffic hazards?

Yes No ? 4. Does the property which is proposed to be rezoned have a reasonable economic use under existing zoning?

Yes No ? 5. Does the proposed change constitute “spot zoning” which would permit a use which would be unsuitable, considering the existing use and development of adjacent and nearby property?

Yes No ? 6. Would the proposed change in zoning adversely affect existing use or usability of adjacent or nearby property?

Yes No ? 7. Are nearby residents opposed to the proposed zoning change?

Yes No ? 8. Do other conditions affect the property so as to support a decision against the proposal?

Ryan Thompson against

Planning Board Meeting – April 18, 2022
EFFINGHAM COUNTY REZONING CHECKLIST

Applicants requesting a Zoning change shall supply to the Planning Board information describing the proposed change plus supporting data relating to the change to assist the Planning Board in making their determination. The supporting documentation shall include a format substantially the same as the checklist/criteria used by the Planning Board in evaluating the requested zoning change.

After receiving all information presented as to each zoning proposal at any public hearing provided for in this Article, and prior to making any recommendation thereon, the Planning Board shall consider each of the eight questions contained in the following checklist in written form and forward a copy of the same to the Board of Commissioners together with any additional material deemed appropriate:

CHECK LIST:

The Effingham County Planning Commission recommends:

\[\text{APPROVAL} \quad \text{DISAPPROVAL}\]

Of the rezoning request by applicant Reuben E. Jenkins III - (Map # 389 Parcel # 18) from AR-1 to B-2 zoning.

Yes  No  1. Is this proposal inconsistent with the county’s master plan?

Yes  No  2. Could the proposed zoning allow use that overload either existing or proposed public facilities such as street, utilities or schools?

Yes  No  3. Could traffic created by the proposed use, or other uses permissible under the zoning sought, traverse established single-family neighborhoods on minor streets, leading to congestion, noise, and traffic hazards?

Yes  No  4. Does the property which is proposed to be rezoned have a reasonable economic use under existing zoning?

Yes  No  5. Does the proposed change constitute “spot zoning” which would permit a use which would be unsuitable, considering the existing use and development of adjacent and nearby property?

Yes  No  6. Would the proposed change in zoning adversely affect existing use or usability of adjacent or nearby property?

Yes  No  7. Are nearby residents opposed to the proposed zoning change?

Yes  No  8. Do other conditions affect the property so as to support a decision against the proposal?
EFFINGHAM COUNTY REZONING CHECKLIST

Applicants requesting a Zoning change shall supply to the Planning Board information describing the proposed change plus supporting data relating to the change to assist the Planning Board in making their determination. The supporting documentation shall include a format substantially the same as the checklist/criteria used by the Planning Board in evaluating the requested zoning change.

After receiving all information presented as to each zoning proposal at any public hearing provided for in this Article, and prior to making any recommendation thereon, the Planning Board shall consider each of the eight questions contained in the following checklist in written form and forward a copy of the same to the Board of Commissioners together with any additional material deemed appropriate:

CHECK LIST:

The Effingham County Planning Commission recommends:

APPROVAL X DISAPPROVAL

Of the rezoning request by applicant Reuben E. Jenkins III—(Map # 389 Parcel # 18) from AR-1 to B-2 zoning.

Yes ☐ No ☐ 1. Is this proposal inconsistent with the county’s master plan?

Yes ☐ No ☐ 2. Could the proposed zoning allow use that overload either existing or proposed public facilities such as street, utilities or schools?

Yes ☐ No ☐ 3. Could traffic created by the proposed use, or other uses permissible under the zoning sought, traverse established single-family neighborhoods on minor streets, leading to congestion, noise, and traffic hazards?

Yes ☐ No ☐ 4. Does the property which is proposed to be rezoned have a have a reasonable economic use under existing zoning?

Yes ☐ No ☐ 5. Does the proposed change constitute “spot zoning” which would permit a use which would be unsuitable, considering the existing use and development of adjacent and nearby property?

Yes ☐ No ☐ 6. Would the proposed change in zoning adversely affect existing use or usability of adjacent or nearby property?

Yes ☐ No ☐ 7. Are nearby residents opposed to the proposed zoning change?

Yes ☐ No ☐ 8. Do other conditions affect the property so as to support a decision against the proposal?
Staff Report

Subject: 2nd Reading Zoning Map Amendment
Author: Teresa Concannon, AICP, Planning & Zoning Manager
Department: Development Services
Meeting Date: May 3, 2022
Item Description: Reuben E. Jenkins III requests to rezone 1.05 acres from AR-1 to B-2 to allow for commercial use. Located at 351 Webb Road. Map# 389 Parcel# 18

Summary Recommendation
Staff has reviewed the application, and recommends denial of the request to rezone 1.05 acres from AR-1 to B-2 to allow for commercial use.

Executive Summary/Background
- The request for rezoning is a requirement of Appendix C, Article IX-Amendments to Map or Text, Section 9. Zoning districts are described in Appendix C, Article V-Uses Permitted in Districts.
- An adjacent parcel (389-19) was rezoned to B-2 on 12/2/1980, to allow for a warehouse and shop. A letter in the rezoning file cites adjacent parcels as having commercial businesses. The property to the north was farmland in 1980. At this time, there is residential development to the north.
- The properties at 389-18 & 389-19 have been used for various commercial activities. There is no active business license for any business at those locations.
- Code Enforcement followed up on complaints relating to junk cars on site in 2021. The properties have been cleared, and the cases are closed.
- The applicant did not provide information on proposed business operations. B-2 permits food service, clubs, retail, child care, residential development, indoor entertainment, offices, etc.
- Automobile service and commercial parking areas are permitted as conditional uses. If the rezoning is approved, conditional use approval may be necessary based on the proposed business. Sketch plan approval would be necessary for improvements such as buildings or parking areas. Any business operating at the site would need to obtain and maintain a business license.
- The parcel is served by a private unpaved extension from Webb Road. The road surface may need to be improved by the property owner, depending on the proposed commercial development.
- A 30’ vegetative buffer around the perimeter of the commercial parcels would be required in order for a new business to begin operations on site.
- Webb Road is not a designated truck route; it is a surface-treated, county-maintained road. Improvements may be necessary, depending on the proposed use at 351 Webb Road.
- At the April 18 Planning Board meeting, Brad Smith made a motion to approve the request to rezone 1.05 acres from AR-1 to B-2, and added the following conditions:
  1. The lot shall meet the requirements of the B-2 zoning district.
  2. A sketch plan must be submitted and approved for any commercial use of the property.
  3. Applicant must obtain an Effingham County Occupational Tax Certificate prior to the start of commercial operations on site. The business license shall be maintained by annual renewal.
- The motion was seconded by Alan Zipperer, and carried by a 4/1 vote.

Alternatives
1. Approve the request to rezone 1.05 acres from AR-1 to B-2, with the following Planning Board recommendations:
   1. The lot shall meet the requirements of the B-2 zoning district.
   2. A sketch plan must be submitted and approved for any commercial use of the property.
   3. Applicant must obtain an Effingham County Occupational Tax Certificate prior to the start of commercial operations on site. The business license shall be maintained by annual renewal.

2. Deny the request to rezone 1.05 acres from AR-1 to B-2.
Recommended Alternative: 2
Department Review: Development Services
Attachments: 1. Zoning Map Amendment

Other Alternatives: 1
FUNDING: N/A

Item XV. 10.
AN AMENDMENT TO THE EFFINGHAM COUNTY ZONING ORDINANCE, MAP AND PARCEL NO. 389-18
AN ORDINANCE TO AMEND THE EFFINGHAM COUNTY ZONING ORDINANCE, MAP AND PARCEL NO. 389-18

AND TO REPEAL ALL OTHER ORDINANCES IN CONFLICT HEREWITH.

BE IT ORDAINED by the Effingham County Board of Commissioners in regular meeting assembled and pursuant to lawful authority thereof:

WHEREAS REUBEN E. JENKINS III. has filed an application to rezone one and five hundredth (1.05) +/- acres; from AR-1 to B-2 to allow for commercial use; map and parcel number 389-18, located in the 4th commissioner district, and

WHEREAS, a public hearing was held on May 3, 2022 and notice of said hearing having been published in the Effingham County Herald on April 6, 2022; and

WHEREAS, a public hearing was held before the Effingham County Planning Board, notice of said hearing having been published in the Effingham County Herald on March 30, 2022; and

IT IS HEREBY ORDAINED THAT one and five hundredth (1.05) +/- acres; map and parcel number 389-18, located in the 4th commissioner district is rezoned from AR-1 to B-2, with the following conditions:

1. The lot shall meet the requirements of the B-2 zoning district.
2. A sketch plan must be submitted and approved for any commercial use of the property.
3. Applicant must obtain an Effingham County Occupational Tax Certificate prior to the start of commercial operations on site. The business license shall be maintained by annual renewal.

All ordinances or part of ordinances in conflict herewith are hereby repealed.

This _____ day of ______________, 20____

BOARD OF COMMISSIONERS
EFFINGHAM COUNTY, GEORGIA

BY: __________________________
WESLEY CORBITT, CHAIRMAN

ATTEST: __________________________
FIRST/SECOND READING: _____________

STEPHANIE JOHNSON
COUNTY CLERK
Staff Report

Subject: Variance (Fourth District)
Author: Teresa Concannon, AICP, Planning & Zoning Manager
Department: Development Services
Meeting Date: May 3, 2022

Item Description: Gary Ferrell requests a variance from section 3.3 to reduce required accessory building setbacks, allowing for a replacement accessory structure. Located at 1129 Ralph Rahn Road, zoned R-1. Map# 391B Parcel# 2

Summary Recommendation
Staff has reviewed the application, and recommends approval of the request for a variance from section 3.3 to reduce required setbacks, allowing for a replacement accessory structure, with conditions.

Executive Summary/Background
- Pursuant to Appendix C-Zoning Ordinance, Article VII-Planning Board, Section 7.1.8, variances may only be granted if the following findings are made:
  
  That there are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness, of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that the unnecessary hardship is due to such conditions, and not to circumstances or conditions generally created by the provisions of the zoning ordinance in the neighborhood or district in which the property is located; and

  That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the zoning ordinance, and that the authorization of a variance is therefore necessary to enable the reasonable use of the property.

- The applicant purchased a property with an existing accessory structure on the site in question. The applicant then replaced the accessory structure using the pre-existing slab, which is in line with the driveway. He was unaware of the building permit requirement for a building over 200 sf.

- The accessory structure is approximately 5 ½' from the side property line and therefore does not meet the minimum side setback of 10', pursuant to Section 3.3 Accessory Structures in Residential Districts.

- The location of the existing home and septic drainfield eliminate the option of placing the structure elsewhere in the side or rear yard.

- The applicant is working with the Building Official to meet plan review requirements for a building permit for the accessory building.

- At the April 18 Planning Board meeting, Brad Smith made a motion to approve the request for a variance from section 3.3 to reduce required setbacks, with the following condition:
  1. Meet all requirements for building permit approval.

- The motion was seconded by Peter Higgins, and carried by a 4/1 vote.

Alternatives
1. Approve the request for a variance to reduce required setbacks, allowing for a replacement accessory structure, with condition:
   1. Meet all requirements for building permit approval.

2. Deny the request for a variance to reduce required setbacks, allowing for a replacement accessory structure.

Recommended Alternative: 1

Other Alternatives: 2

Department Review: Development Services
FUNDING: N/A

Attachments:
1. Variance application
2. Ownership Certification
3. Deed
4. Aerial photography
ATTACHMENT A - VARIANCE APPLICATION

Application Date: 3/11/2022

Applicant/Agent: **Gary P. Ferrell Jr.**

Applicant Email Address: garyferrell24@yahoo.com

Phone #: 912-856-3011

Applicant Mailing Address: 1129 Ralph Rahn Rd

City: Rincon State: GA Zip Code: 31326

Property Owner, if different from above: ________________________________

Include Signed & Notarized Authorization of Property Owner

Owner’s Email Address (if known): N/A

Phone #: ______________________

Owner’s Mailing Address: ________________________________

City: ________________________ State: ________ Zip Code: ________

Property Location: 1129 Ralph Rahn Road

Name of Development/Subdivision: Buckfield

Present Zoning of Property R-1 Tax Map-Parcel # 3918-2 Total Acres 0.88

VARIANCE REQUESTED (provide relevant section of code): Sec. 6.2.3

Describe why variance is needed: Pre-existing slab was used for accessory building. Does not meet side setback requirements. Cannot move due to drainfield

How does request meet criteria of Section 7.1.8 (see Attachment C): Location of house & driveway on .88 ac. lot lends site options for placement of accessory building.

Applicant Signature: **Gary P. Ferrell Jr.** Date 3-11-22

Rev 05052021 271
ATTACHMENT B - OWNERSHIP CERTIFICATION

I, (we) the undersigned, do hereby certify that I (we) own the property affected by the proposed Amendment to the Effingham County Zoning Ordinance by virtue of a deed date

8-15-18, on file in the office of the Clerk of the Superior Court of Effingham County, in Deed Book 2482 page 799.

I hereby certify that I am the owner of the property being proposed for Variance approval, and I have answered all of the questions contained herein and know the same to be true and correct. I hereby acknowledge that I have reviewed the application checklist, and further acknowledge that any omission of the items above will cause a delay in the review of my request.

Owner’s signature

Print Name

Owner’s signature

Print Name

Owner’s signature

Print Name

Sworn and subscribed before me this 11 day of March, 2022.

Chelsie Ferrell
Notary Public, State of Georgia
WARRANTY DEED

STATE OF GEORGIA
COUNTY OF EFFINGHAM

This Indenture made this 14th day of August, 2018, between William J. Callaway and Laura P. Callaway, of the County of Effingham, State of Georgia, as party or parties of the first part, hereinafter called Grantor, and Gary P. Ferrell, Jr., as party or parties of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that: Grantor, for and in consideration of the sum of TEN AND 00/100'S ($10.00) Dollars and other good and valuable considerations in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said grantee,

All that certain lot, tract or parcel of land situate, lying and being in the 9th G.M. District, Effingham County, Georgia, known and designated as Lot Number 2, Buckfield Plantation, that is shown and more particularly described by the plat of survey made by Charles W. Tuten, Jr., R.L.S. # 2345, recorded in the Office of the Clerk of the Superior Court of Effingham County, Georgia, in Plat Cabinet B, Slide 124A, which is incorporated into this description by specific reference thereto.

This being the same property conveyed by Hubert W. Kight to William J. Callaway and Laura P. Callaway as evidenced by that certain Warranty Deed dated February 2, 2015, recorded in Deed Book 2277, page 340, aforesaid records.

SUBJECT HOWEVER to all restrictive covenants, easements and rights-of-way of record.

Said property has a current property tax identification number of 0391B-002-000, with a current street address of 1129 Ralph Rahn Rd, Rincon, Georgia, 31326.

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of the said Grantee forever in FEE SIMPLE.

AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantee against the claims of all persons whomssoever.

IN WITNESS WHEREOF, Grantor has hereunto set Grantor's hand and seal this day and year first above written.

Signed this 14th day of August, 2018
In the presence of:

(Seal)

(Seal)

William J. Callaway
Laura P. Callaway

Notary Public
My commission expires 3/1/19

https://search.gsocca.org/Imaging/HTML5Viewer.aspx?id=72147579&key1=2482&key2=799&county=51&countynames=EFFINGHAM&userid=725673...
2nd Reading Zoning Map Amendment

Subject: Gary Ferrell requests a variance from section 3.3 to reduce required accessory building setbacks, allowing for a replacement accessory structure. Located at 1129 Ralph Rahn Road, zoned R-1. Map# 391B Parcel# 2

Author: Teresa Concannon, AICP, Planning & Zoning Manager
Department: Development Services
Meeting Date: May 3, 2022

Staff has reviewed the application, and recommends approval of the request for a variance from section 3.3 to reduce required setbacks, allowing for a replacement accessory structure, with conditions.

Executive Summary/Background

- Pursuant to Appendix C-Zoning Ordinance, Article VII-Planning Board, Section 7.1.8, variances may only be granted if the following findings are made:
  
  - That there are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness, of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that the unnecessary hardship is due to such conditions, and not to circumstances or conditions generally created by the provisions of the zoning ordinance in the neighborhood or district in which the property is located; and
  
  - That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the zoning ordinance, and that the authorization of a variance is therefore necessary to enable the reasonable use of the property.

- The applicant purchased a property with an existing accessory structure on the site in question. The applicant then replaced the accessory structure using the pre-existing slab, which is in line with the driveway. He was unaware of the building permit requirement for a building over 200 sf.

- The accessory structure is approximately 5 ½’ from the side property line and therefore does not meet the minimum side setback of 10’, pursuant to Section 3.3 Accessory Structures in Residential Districts.

- The location of the existing home and septic drainfield eliminate the option of placing the structure elsewhere in the side or rear yard.

- The applicant is working with the Building Official to meet plan review requirements for a building permit for the accessory building.

- At the April 18 Planning Board meeting, Brad Smith made a motion to approve the request for a variance from section 3.3 to reduce required setbacks, with the following condition:
  
  1. Meet all requirements for building permit approval.

- The motion was seconded by Peter Higgins, and carried by a 4/1 vote.

Alternatives

1. **Approve** the request for a variance to reduce required setbacks, allowing for a replacement accessory structure, with condition:
   
   1. Meet all requirements for building permit approval.

2. **Deny** the request for a variance to reduce required setbacks, allowing for a replacement accessory structure.

Recommended Alternative: 1

Department Review: Development Services

FUNDING: N/A

Attachments: 1. Zoning Map Amendment
AN AMENDMENT TO THE EFFINGHAM COUNTY ZONING ORDINANCE, MAP AND PARCEL NO. 391B-2
AN ORDINANCE TO AMEND THE EFFINGHAM COUNTY ZONING ORDINANCE, MAP AND PARCEL NO. 391B-2
AND TO REPEAL ALL OTHER ORDINANCES IN CONFLICT HEREWITH.

BE IT ORDAINED by the Effingham County Board of Commissioners in regular meeting assembled and pursuant to lawful authority thereof:

WHEREAS, GARY FERRELL has filed an application for a variance, to reduce required setbacks, allowing for a replacement accessory structure; map and parcel number 391B-2, located in the 4th commissioner district, and

WHEREAS, a public hearing was held on May 3, 2022 and notice of said hearing having been published in the Effingham County Herald on April 6, 2022; and

WHEREAS, a public hearing was held before the Effingham County Planning Board, notice of said hearing having been published in the Effingham County Herald on March 30, 2022; and

IT IS HEREBY ORDAINED THAT a variance to reduce the required setbacks, allowing for a replacement accessory structure; map and parcel number 391B-2, located in the 4th commissioner district is approved, with the following condition:

1. Meet all requirements for building permit approval.

All ordinances or part of ordinances in conflict herewith are hereby repealed.

This ______ day of ________________, 20____

BOARD OF COMMISSIONERS
EFFINGHAM COUNTY, GEORGIA

BY: ________________
WESLEY CORBITT, CHAIRMAN

ATTEST: ________________
STEPHANIE JOHNSON
COUNTY CLERK
Staff Report

Subject: Rezone (First District)
Author: Teresa Concannon, AICP, Planning & Zoning Manager
Department: Development Services
Meeting Date: May 3, 2022

Item Description: Braly Investments as Agent for the Estate of Robert North requests to rezone 85 (+/-) acres from R-1 to R-6 to allow for the future development of a residential subdivision. Located on Zittrouer Road. Map# 352 Parcel# 79

Summary Recommendation
Staff has reviewed the application, and recommends approval of the request to rezone 85 (+/-) acres from R-1 to R-6 to allow for the future development of a residential subdivision, with conditions.

Executive Summary/Background
- The request for rezoning is a requirement of Appendix C, Article IX-Amendments to Map or Text, Section 9. Zoning districts are described in Appendix C, Article V-Uses Permitted in Districts.
- Pursuant to Section 5.8 R-6 Single Family Residential District, the zoning district is only allowed if municipal or county water and sewer service is adjacent to the parcel and capacity is available.
- The parcel was rezoned from AR-1 to R-1 on 11/7/2006.
- The applicant wishes to increase the density by reducing lot size from the R-1 minimum of 12,000 sf to 8,500 sf, which requires rezoning to R-6.
- The proposed 97-lot subdivision on Zittrouer Road may be served by Effingham County water and sewer. Information on projected daily volume of wastewater to be generated by the development, and pump station flow tests and other modelling to confirm capacity, has been requested from the design engineer.
- The proposed development will be accessed from two entrances on Zittrouer Road.
- At the April 18 Planning Board meeting, Ryan Thompson made a motion to approve the request to rezone 85 (+/-) acres from R-1 to R-6, with the following conditions:
  1. Future use of the above-referenced property being rezoned shall meet the requirements of the R-6 zoning district.
  2. Applicant/owner must obtain a Timber Permit prior to removal of trees.
  3. Site development plans must comply with the Effingham County Water Resources Protection Ordinance and the Stormwater Management Local Design Manual.
  4. All wetland impacts must be approved and permitted by USACE and a copy of the jurisdictional determination submitted to Development Services.
- The motion was seconded by Brad Smith, and carried unanimously.

Alternatives
1. Approve the request to rezone 85 (+/-) acres from R-1 to R-6 to allow for the future development of a 97-lot residential subdivision, with the following conditions:
   1. Future use of the above-referenced property being rezoned shall meet the requirements of the R-6 zoning district.
   2. Applicant/owner must obtain a Timber Permit prior to removal of trees.
   3. Site development plans must comply with the Effingham County Water Resources Protection Ordinance and the Stormwater Management Local Design Manual.
   4. All wetland impacts must be approved and permitted by USACE and a copy of the jurisdictional determination submitted to Development Services.
2. Deny the request to rezone 85 (+/-) acres from R-1 to R-6.

Recommended Alternative: 1
Other Alternatives: 2

Department Review: Development Services
FUNDING: N/A

Attachments:
1. Rezoning application and checklist
2. Ownership certificate/authorization
3. Plat
4. Aerial photograph
5. Deed
ATTACHMENT A – REZONING AMENDMENT APPLICATION

Application Date: 2/28/2022

Applicant/Agent: Braly-Investors (Brandon Long)  

Applicant Email Address: jbranchlong@gmail.com

Phone #: 2/28/2022

Applicant Mailing Address: PO Box 1655

City: Springfield  State: GA  Zip Code: 31329

Property Owner, if different from above: Robert M North Jr

Owner’s Email Address (if known):

Phone #

Owner’s Mailing Address: 215 North Ln

City: Rincon  State: GA  Zip Code: 31326

Property Location: Zittrouer Road

Proposed Road Access: Zittrouer Road

Present Zoning of Property: R-1  Proposed Zoning: R-6

Tax Map-Parcel #: 03520079  Total Acres: 85.81  Acres to be Rezoned: 85.81

Lot Characteristics: wooded, undeveloped

WATER  SEWER

Private Well  Private Septic System

Public Water System  Public Sewer System

If public, name of supplier: Effingham County

Justification for Rezoning Amendment: To achieve highest and best use of the property.

List the zoning of the other property in the vicinity of the property you wish to rezone:

North AR-1  South AR-1  East AR-1  West AR-1

Rev 05052021
1. Describe the current use of the property you wish to rezone.

   The property is currently wooded and undeveloped.

2. Does the property you wish to rezone have a reasonable economic use as it is currently zoned?

   It has limited economic use as timber land. It is currently zoned R-1 but not being used for single family residential.

3. Describe the use that you propose to make of the land after rezoning.

   The intent is to utilize the property for R-6 single family residential development on County utilities.

4. Describe the uses of the other property in the vicinity of the property you wish to rezone?

   The adjacent properties are AR-1 and mostly used for residential purposes. Subdivisions with similar lot sizes are in the close proximity (1800'). The property has access to County roads, County utilities, and S.R. 30.

5. Describe how your rezoning proposal will allow a use that is suitable in view of the uses and development of adjacent and nearby property?

   The adjacent properties are used for residential purposes. Subdivisions with similar lot sizes are in the close proximity (1800'). Buffers will be provided for adjacent properties, roadway improvements and County utility extensions will be done to enhance the area.

6. Will the proposed zoning change result in a use of the property, which could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools?

   Buffers will be provided for adjacent properties, roadway improvements and County utility extensions will be done to provide for the addition of the development. The development will increase traffic, increase families, and increase school children in local schools.

   Applicant Signature: [Signature]

   Date: [Date]
ATTACHMENT B - OWNERSHIP CERTIFICATION

I, (we) the undersigned, do hereby certify that I (we) own the property affected by the proposed Amendment to the Effingham County Zoning Ordinance by virtue of a deed date 1/16/85, on file in the office of the Clerk of the Superior Court of Effingham County, in Deed Book 223, page 168.

I hereby certify that I am the owner of the property being proposed for Rezoning Amendment Approval, and I have answered all of the questions contained herein and know the same to be true and correct. I hereby acknowledge that I have reviewed the application checklist, and further acknowledge that any omission of the items above will cause a delay in the review of my request.

Owner’s signature ____________________________
Print Name ________________________________

Owner’s signature ____________________________
Print Name ________________________________

Owner’s signature ____________________________
Print Name ________________________________

Sworn and subscribed before me this 2 day of March, 2022.

______________________________
Notary Public, State of Georgia

Rev 05052021
AUTHORIZATION OF PROPERTY OWNER

I, Steve North, being duly sworn upon his/her oath, being of sound mind and legal age deposes and states; That he/she is the owner of the property which is subject matter of the attached application, as is shown in the records of Effingham County, Georgia.

I authorize the person named below to act as applicant in the pursuit of a Rezoning Amendment Approval. I acknowledge and accept that I will be bound by the decision of the Board of Commissioners, including any conditions, if the application is approved.

Name of Applicant/Agent: J. Brandon Long (Butlly Investments)
Applicant/Agent Address: 103 Wilson Circle
City: Springfield State: GA Zip Code: 31329
Phone: 912-658-6214 Email: jbrandonlong@gmail.com

Owner’s signature: Steve North
Print Name: Steve North for Estate of Robert North

Personally appeared before me Steve North (Owner print)

Who swears before that the information contained in this authorization is true and correct to the best of his/her knowledge and belief.

Sworn and subscribed before me this 2 day of March, 2022

Karen Pierce
Notary Public, State of Georgia

Rev 05052021
WARRANTY DEED

STATE OF GEORGIA

COUNTY OF EFFINGHAM

THIS INDENTURE, made this 16th day of January 1985, between JANETTE C. BAILEY of Muscogee County, Georgia, JOYCE C. MADDOX of Johnson County, Indiana, and JAMES RALPH CONAWAY, JR. of Dekalb County, Georgia, as Parties of the First Part, hereinafter called Grantor, and ROBERT M. NORTH, JR. as Party of the Second Part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns wherever the context requires or permits),

WITNESSETH: Grantor, for and in consideration of the sum of Ten & 00/100 ($10.00) Dollars, and other valuable considerations, hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said Grantee:

All that certain lot, tract or parcel of land situate, lying and being in the 1559th C.M. District, Effingham County, Georgia, being a portion of the James Ralph Conaway Estate containing 83.41 acres, more or less, shown and more particularly described by the map or plan thereof made by Wilder Surveying & Mapping, dated May 10, 1982, recorded in the Office of the Clerk of the Superior Court of Effingham County, Georgia, in Plat Record Book 13, page 175, which is incorporated into this description by specific reference thereto.

This being a portion of the property conveyed by J. Richard Fetzer and Lowell H. Dasher as Co-Executors under the Last Will and Testament of James Ralph Conaway to Janette C. Bailey, Joyce C. Maddox, and James Ralph Conaway, Jr. described in the Assent to Devise, dated October 30, 1982, recorded in Deed Book 208, page 74, aforesaid records.

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of the said Grantee forever in FEE SIMPLE.

AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantee against the claims of all persons whatsoever.

IN WITNESS WHEREOF, the Grantor has signed and sealed this Deed, the day and year above written.

Signed, sealed and delivered in the presence of:

JANETTE C. BAILEY (SEAL)

JOYCE C. MADDOX (SEAL)

JAMES RALPH CONAWAY, JR. (SEAL)

Notary Public, State of Georgia, State at Large
My Commission Expires Apr. 4, 1987

Effingham County, Georgia
Real Estate Transfer Tax
Filed 12/3/85
Date 1/25/85

[Signature]
THIS INDENTURE, made this 16th day of January 1985, between JANETTE C. BAILEY of Muscogee County, Georgia, JOYCE C. MADDOX of Johnson County, Indiana, and JAMES RALPH CONWAY, JR. of Dekalb County, Georgia, as Parties of the First Part, hereinafter called Grantor, and ROBERT M. NORTH, JR. as Party of the Second Part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH: Grantor, for and in consideration of the sum of Ten & no/100 ($10.00) Dollars, and other valuable considerations, hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, assigned, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said Grantee:

All that certain lot, tract or parcel of land situate, lying and being in the 1559th G.M. District, Effingham County, Georgia, being a portion of the James Ralph Conway Estate containing 83.41 acres, more or less, shown and more particularly described by the map or plan thereof made by Wilder Surveying & Mapping, dated May 10, 1982, recorded in the Office of the Clerk of the Superior Court of Effingham County, Georgia, in Plat Record Book 13, page 175, which is incorporated into this description by specific reference thereto.

This being a portion of the property conveyed by J. Richard Fetzer and Lowell H. Dasher as Co-Executors under the Last Will and Testament of James Ralph Conway to Janette C. Bailey, Joyce C. Maddox, and James Ralph Conway, Jr. described in the Assent to Devise, dated October 30, 1982, recorded in Deed Book 208, page 74, aforesaid records.

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the proper use, benefit and behoof of the said Grantee forever in FEE SIMPLE.

AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantee against the claims of all persons whomsoever.

IN WITNESS WHEREOF, the Grantor has signed and sealed this Deed, the day and year above written.

Signed, sealed and delivered in the presence of:

WITNESS

JANETTE C. BAILEY

JOYCE C. MADDOX

JAMES RALPH CONWAY, JR.

[Seals]

RECORDED JANUARY 23, 1985

DEPUTY CLERK
April 5, 2022

Effingham County Zoning Board
Springfield, GA 31329

Re: Rezoning Amendment
  Braly Investments c/o Brandon Long
  Zittrouer Road Guyton, GA 31312
  Pin: 352-79
  Total Acres: 85.81 Acres to be rezoned: 85.81

To Whom It May Concern:

The Effingham County Health Department, Division of Environmental Health, has reviewed the request to rezone the above referenced tract of land from R-1 to R-6. The proposed rezoning request is given final approval based on this parcel being serviced by a public water and sewer system.

If you have any additional questions, please contact the Effingham County Health Department, Environmental Health Division, at (912) 754-6850.

Sincerely,

Darrell M. O’Neal, MPA
Environmental Health County Manager
Effingham County Health Department

Coastal Health District
Lawton C. Davis, M.D., District Health Director
802 Highway 119 South, Post Office Box 350
Springfield, Georgia 31329
Phone: 912-754-6850 Fax: 912-754-0078
EFFINGHAM COUNTY REZONING CHECKLIST

Applicants requesting a Zoning change shall supply to the Planning Board information describing the proposed change plus supporting data relating to the change to assist the Planning Board in making their determination. The supporting documentation shall include a format substantially the same as the checklist/criteria used by the Planning Board in evaluating the requested zoning change.

After receiving all information presented as to each zoning proposal at any public hearing provided for in this Article, and prior to making any recommendation thereon, the Planning Board shall consider each of the eight questions contained in the following checklist in written form and forward a copy of the same to the Board of Commissioners together with any additional material deemed appropriate:

CHECK LIST:

The Effingham County Planning Commission recommends:

APPROVAL ______ DISAPPROVAL ______

Of the rezoning request by applicant Braly Investments as Agent for the Estate of Robert North – (Map # 352 Parcel # 79) from R-1 to R-6 zoning,

Yes No? 1. Is this proposal inconsistent with the county’s master plan?

Yes No? 2. Could the proposed zoning allow use that overload either existing or proposed public facilities such as street, utilities or schools?

Yes No? 3. Could traffic created by the proposed use, or other uses permissible under the zoning sought, traverse established single-family neighborhoods on minor streets, leading to congestion, noise, and traffic hazards?

Yes No? 4. Does the property which is proposed to be rezoned have a reasonable economic use under existing zoning?

Yes No? 5. Does the proposed change constitute “spot zoning” which would permit a use which would be unsuitable, considering the existing use and development of adjacent and nearby property?

Yes No? 6. Would the proposed change in zoning adversely affect existing use or usability of adjacent or nearby property?

Yes No? 7. Are nearby residents opposed to the proposed zoning change?

Yes No? 8. Do other conditions affect the property so as to support a decision against the proposal?
EFFINGHAM COUNTY REZONING CHECKLIST

Applicants requesting a Zoning change shall supply to the Planning Board information describing the proposed change plus supporting data relating to the change to assist the Planning Board in making their determination. The supporting documentation shall include a format substantially the same as the checklist/criteria used by the Planning Board in evaluating the requested zoning change.

After receiving all information presented as to each zoning proposal at any public hearing provided for in this Article, and prior to making any recommendation thereon, the Planning Board shall consider each of the eight questions contained in the following checklist in written form and forward a copy of the same to the Board of Commissioners together with any additional material deemed appropriate:

CHECK LIST:

The Effingham County Planning Commission recommends:

APPROVAL / DISAPPROVAL

Of the rezoning request by applicant Braly Investments as Agent for the Estate of Robert North – (Map # 352 Parcel # 79) from R-1 to R-6 zoning.

Yes ☐ No ☑ 1. Is this proposal inconsistent with the county’s master plan?

Yes ☐ No ☑ 2. Could the proposed zoning allow use that overload either existing or proposed public facilities such as street, utilities or schools?

Yes ☑ No ☐ 3. Could traffic created by the proposed use, or other uses permissible under the zoning sought, traverse established single-family neighborhoods on minor streets, leading to congestion, noise, and traffic hazards?

Yes ☐ No ☑ 4. Does the property which is proposed to be rezoned have a have a reasonable economic use under existing zoning?

Yes ☐ No ☑ 5. Does the proposed change constitute “spot zoning” which would permit a use which would be unsuitable, considering the existing use and development of adjacent and nearby property?

Yes ☑ No ☐ 6. Would the proposed change in zoning adversely affect existing use or usability of adjacent or nearby property?

Yes ☑ No ☐ 7. Are nearby residents opposed to the proposed zoning change?

Yes ☑ No ☐ 8. Do other conditions affect the property so as to support a decision against the proposal?
EFFINGHAM COUNTY REZONING CHECKLIST

Applicants requesting a Zoning change shall supply to the Planning Board information describing the proposed change plus supporting data relating to the change to assist the Planning Board in making their determination. The supporting documentation shall include a format substantially the same as the checklist/criteria used by the Planning Board in evaluating the requested zoning change.

After receiving all information presented as to each zoning proposal at any public hearing provided for in this Article, and prior to making any recommendation thereon, the Planning Board shall consider each of the eight questions contained in the following checklist in written form and forward a copy of the same to the Board of Commissioners together with any additional material deemed appropriate:

CHECK LIST:

The Effingham County Planning Commission recommends:

APPROVAL ☐ DISAPPROVAL ☐

Of the rezoning request by applicant Braly Investments as Agent for the Estate of Robert North – (Map # 352 Parcel # 79) from R-1 to R-6 zoning.

Yes ☐ No ☐ 1. Is this proposal inconsistent with the county’s master plan?

Yes ☐ No ☐ 2. Could the proposed zoning allow use that overload either existing or proposed public facilities such as street, utilities or schools?

Yes ☐ No ☐ 3. Could traffic created by the proposed use, or other uses permissible under the zoning sought, traverse established single-family neighborhoods on minor streets, leading to congestion, noise, and traffic hazards?

Yes ☐ No ☐ 4. Does the property which is proposed to be rezoned have a have a reasonable economic use under existing zoning?

Yes ☐ No ☐ 5. Does the proposed change constitute “spot zoning” which would permit a use which would be unsuitable, considering the existing use and development of adjacent and nearby property?

Yes ☐ No ☐ 6. Would the proposed change in zoning adversely affect existing use or usability of adjacent or nearby property?

Yes ☐ No ☐ 7. Are nearby residents opposed to the proposed zoning change?

Yes ☐ No ☐ 8. Do other conditions affect the property so as to support a decision against the proposal?
EFFINGHAM COUNTY REZONING CHECKLIST

Applicants requesting a Zoning change shall supply to the Planning Board information describing the proposed change plus supporting data relating to the change to assist the Planning Board in making their determination. The supporting documentation shall include a format substantially the same as the checklist/criteria used by the Planning Board in evaluating the requested zoning change.

After receiving all information presented as to each zoning proposal at any public hearing provided for in this Article, and prior to making any recommendation thereon, the Planning Board shall consider each of the eight questions contained in the following checklist in written form and forward a copy of the same to the Board of Commissioners together with any additional material deemed appropriate:

CHECK LIST:

The Effingham County Planning Commission recommends:

APPROVAL  DISAPPROVAL

Of the rezoning request by applicant Braly Investments as Agent for the Estate of Robert North – (Map # 352 Parcel # 79) from R-1 to R-6 zoning.

Yes  No?  1. Is this proposal inconsistent with the county’s master plan?

Yes  No?  2. Could the proposed zoning allow use that overload either existing or proposed public facilities such as street, utilities or schools?

Yes  No?  3. Could traffic created by the proposed use, or other uses permissible under the zoning sought, traverse established single-family neighborhoods on minor streets, leading to congestion, noise, and traffic hazards?

Yes  No?  4. Does the property which is proposed to be rezoned have a reasonable economic use under existing zoning?

Yes  No?  5. Does the proposed change constitute “spot zoning” which would permit a use which would be unsuitable, considering the existing use and development of adjacent and nearby property?

Yes  No?  6. Would the proposed change in zoning adversely affect existing use or usability of adjacent or nearby property?

Yes  No?  7. Are nearby residents opposed to the proposed zoning change?

Yes  No?  8. Do other conditions affect the property so as to support a decision against the proposal?
EFFINGHAM COUNTY REZONING CHECKLIST

Applicants requesting a Zoning change shall supply to the Planning Board information describing the proposed change plus supporting data relating to the change to assist the Planning Board in making their determination. The supporting documentation shall include a format substantially the same as the checklist/criteria used by the Planning Board in evaluating the requested zoning change.

After receiving all information presented as to each zoning proposal at any public hearing provided for in this Article, and prior to making any recommendation thereon, the Planning Board shall consider each of the eight questions contained in the following checklist in written form and forward a copy of the same to the Board of Commissioners together with any additional material deemed appropriate:

CHECK LIST:

The Effingham County Planning Commission recommends:

APPROVAL  

DISAPPROVAL

Of the rezoning request by applicant **Brady Investments as Agent for the Estate of Robert North** — (Map # 352 Parcel # 79) from **R-1 to R-6** zoning.

1. Is this proposal inconsistent with the county’s master plan?

   Yes  No

2. Could the proposed zoning allow use that overload either existing or proposed public facilities such as street, utilities or schools?

   Yes  No

3. Could traffic created by the proposed use, or other uses permissible under the zoning sought, traverse established single-family neighborhoods on minor streets, leading to congestion, noise, and traffic hazards?

   Yes  No

4. Does the property which is proposed to be rezoned have a reasonable economic use under existing zoning?

   Yes  No

5. Does the proposed change constitute “spot zoning” which would permit a use which would be unsuitable, considering the existing use and development of adjacent and nearby property?

   Yes  No

6. Would the proposed change in zoning adversely affect existing use or usability of adjacent or nearby property?

   Yes  No

7. Are nearby residents opposed to the proposed zoning change?

   Yes  No

8. Do other conditions affect the property so as to support a decision against the proposal?

   Yes  No

Planning Board Meeting – April 18, 2022
Staff Report

Subject: 2nd Reading Zoning Map Amendment
Author: Teresa Concannon, AICP, Planning & Zoning Manager
Department: Development Services
Meeting Date: May 3, 2022
Item Description: Braly Investments as Agent for the Estate of Robert North requests to rezone 85 (+/-) acres from R-1 to R-6 to allow for the future development of a residential subdivision. Located on Zittrouer Road. Map# 352 Parcel# 79

Summary Recommendation
Staff has reviewed the application, and recommends approval of the request to rezone 85 (+/-) acres from R-1 to R-6 to allow for the future development of a residential subdivision, with conditions.

Executive Summary/Background
- The request for rezoning is a requirement of Appendix C, Article IX-Amendments to Map or Text, Section 9. Zoning districts are described in Appendix C, Article V-Uses Permitted in Districts.
- Pursuant to Section 5.8 R-6 Single Family Residential District, the zoning district is only allowed if municipal or county water and sewer service is adjacent to the parcel and capacity is available.
- The parcel was rezoned from AR-1 to R-1 on 11/7/2006.
- The applicant wishes to increase the density by reducing lot size from the R-1 minimum of 12,000 sf to 8,500 sf, which requires rezoning to R-6.
- The proposed 97-lot subdivision on Zittrouer Road may be served by Effingham County water and sewer. Information on projected daily volume of wastewater to be generated by the development, and pump station flow tests and other modelling to confirm capacity, has been requested from the design engineer.
- The proposed development will be accessed from two entrances on Zittrouer Road.
- At the April 18 Planning Board meeting, Ryan Thompson made a motion to approve the request to rezone 85 (+/-) acres from R-1 to R-6, with the following conditions:
  1. Future use of the above-referenced property being rezoned shall meet the requirements of the R-6 zoning district.
  2. Applicant/owner must obtain a Timber Permit prior to removal of trees.
  3. Site development plans must comply with the Effingham County Water Resources Protection Ordinance and the Stormwater Management Local Design Manual.
  4. All wetland impacts must be approved and permitted by USACE and a copy of the jurisdictional determination submitted to Development Services.
- The motion was seconded by Brad Smith, and carried unanimously.

Alternatives
1. Approve the request to rezone 85 (+/-) acres from R-1 to R-6 to allow for the future development of a 97-lot residential subdivision, with the following conditions:
   1. Future use of the above-referenced property being rezoned shall meet the requirements of the R-6 zoning district.
   2. Applicant/owner must obtain a Timber Permit prior to removal of trees.
   3. Site development plans must comply with the Effingham County Water Resources Protection Ordinance and the Stormwater Management Local Design Manual.
   4. All wetland impacts must be approved and permitted by USACE and a copy of the jurisdictional determination submitted to Development Services.

2. Deny the request to rezone 85 (+/-) acres from R-1 to R-6.

Recommended Alternative: 1  Other Alternatives: 2
Department Review: Development Services  FUNDING: N/A
Attachments: 1. Zoning Map Amendment
AN AMENDMENT TO THE EFFINGHAM COUNTY ZONING ORDINANCE, MAP AND PARCEL NO. 352-79

AN ORDINANCE TO AMEND THE EFFINGHAM COUNTY ZONING ORDINANCE, MAP AND PARCEL NO. 352-79

AND TO REPEAL ALL OTHER ORDINANCES IN CONFLICT HEREWITH.

BE IT ORDAINED by the Effingham County Board of Commissioners in regular meeting assembled and pursuant to lawful authority thereof:

WHEREAS BRALY INVESTMENTS AS AGENT FOR THE ESTATE OF ROBERT NORTH has filed an application to rezone eighty-five (85) +/- acres; from R-1 to R-6 to allow for the future development of a residential subdivision; map and parcel number 352-79, located in the 1st commissioner district, and

WHEREAS, a public hearing was held on May 3, 2022 and notice of said hearing having been published in the Effingham County Herald on April 6, 2022; and

WHEREAS, a public hearing was held before the Effingham County Planning Board, notice of said hearing having been published in the Effingham County Herald on March 30, 2022; and

IT IS HEREBY ORDAINED THAT eighty-five (85) +/- acres; map and parcel number 352-79, located in the 1st commissioner district is rezoned from R-1 to R-6, with the following conditions:

1. Future use of the above-referenced property being rezoned shall meet the requirements of the R-6 zoning district.
2. Applicant/owner must obtain a Timber Permit prior to removal of trees.
3. Site development plans must comply with the Effingham County Water Resources Protection Ordinance and the Stormwater Management Local Design Manual.
4. All wetland impacts must be approved and permitted by USACE and a copy of the jurisdictional determination submitted to Development Services.

All ordinances or part of ordinances in conflict herewith are hereby repealed.

This _____ day of _________________, 20____

BOARD OF COMMISSIONERS
EFFINGHAM COUNTY, GEORGIA

BY: _________________
WESLEY CORBITT, CHAIRMAN

ATTEST: _________________
FIRST/SECOND READING: _________________

STEPHANIE JOHNSON
COUNTY CLERK
Staff Report

Subject: Sketch Plan (First District)
Author: Teresa Concannon, AICP, Planning & Zoning Manager
Department: Development Services
Meeting Date: May 3, 2022

Item Description: Braly Investments as Agent for the Estate of Robert North requests approval of a sketch plan for “North Tract Subdivision”, a single-family residential development. Located on Zittrouer Road, zoned R-1, proposed zoning R-6. Map# 352 Parcel# 79

Summary Recommendation
Staff has reviewed the application, and recommends approval of a sketch plan for “North Tract Subdivision”.

Executive Summary/Background
- The request for approval of a sketch plan is a requirement of Appendix B – Subdivision Regulations, Article V-Plan and Plat Requirements, Section 5.1 – Sketch Plan.
  
  The purpose of a sketch plan is to provide both the applicant and the county an opportunity to review the proposed development before significant financial resources have been invested. Therefore, the sketch plan does not require the certification of an engineer, surveyor, or other professional. Existing features, including water bodies, wetlands, and flood zone limits, are required to be surveyed for the sketch plan.
- The proposed 97-lot subdivision may be served by county water and sewer. Information on projected daily volume of wastewater to be generated by the development, and pump station flow tests and other modelling to confirm capacity, has been requested from the design engineer.
- The proposed development will have two entrance on Zittrouer Road. Minimum lot size is 0.20 acres (8,500 sf); side setbacks will be 7.5’.
- Proposed density is below the 4.5 unit per acre maximum, due to wetlands. There will be a maximum of 1.14 dwellings per gross acreage (85.81ac total); 1.74 units per net acreage (55.45ac buildable).
- Of 85.81 total acres, 30.36 is undevelopable wetlands. The 55.45 upland area includes slightly more than 15% common open space (8.54ac).
- Proposed parking spaces will be provided in attached garages (1), in driveways (2), as well as at amenity and mail kiosk sites (20). The development will include a picnic/pavilion area, grassed areas, a playground, and a dog park.
- At the January 14, 2022 pre-application meeting, the ~1,900 linear feet sewer line extension & tie-in to the gravity line at Windfield were discussed. A traffic study will be required, with particular attention to the intersection at Zittrouer Road and Hwy 30.
- If approved, staff will follow-up with a Notice to Proceed summarizing requirements and recommendations.
- At the April 18 Planning Board meeting, Ryan Thompson made a motion to approve the sketch plan for “North Tract Subdivision”.
- The motion was seconded by Alan Zipperer, and carried unanimously.

Alternatives
1. Approve request for a sketch plan for: “North Tract Subdivision”.
2. Deny the request of a sketch plan for: “North Tract Subdivision”.

Recommended Alternative: 1  Other Alternatives: 2

Department Review: Development Services  FUNDING: N/A

Attachments: 1. Sketch Plan Application  3. Aerial Photograph
              2. Sketch Plan
EFFINGHAM COUNTY
SKETCH PLAN SUMITTAL FORM

OFFICIAL USE ONLY
Date Received: __________ Project Number: __________ Classification: __________
Date Reviewed: __________ Reviewed by: __________

Proposed Name of Subdivision North Tract Subdivision

Name of Applicant/Agent Brandon Long Phone 912-754-2329
Company Name Braly Investors Investment
Address PO Box 1655 Springfield GA 31329

Owner of Record Robert M North Jr Phone
Address 215 North Ln Rincon GA 31326

Engineer EMC Engineering Services, Inc. Phone 912-644-3223
Address 27 Chatham Center South, Suite A Savannah GA 31405

Surveyor __________ Phone __________
Address __________

Proposed water Effingham County Proposed sewer Effingham County

Total acreage of property 85.81 Acreage to be divided 85.81 Number of Lots Proposed 17

Current Zoning R-1 Proposed Zoning R-6 Tax map – Block – Parcel No 03520079

Are any variances requested? N/A If so, please describe:

____________________________________

The undersigned (applicant) (owner), hereby acknowledges that the information contained herein is true
and complete to the best of its knowledge.

This 2 day of March, 2022

Applicant

Steve North for Estate of Robert North

__________________________
Notary

EFFINGHAM COUNTY
SKETCH PLAN CHECKLIST

OFFICIAL USE ONLY
Subdivision Name: ____________________________________________  Project Number: ________________________________
Date Received: __________________________ DateReviewed: __________________________  Reviewed by: ____________________________________________

The following checklist is designed to inform applicants of the requirements for preparing sketch plans for review by Effingham County. Applicants should check off items to confirm that it is included as part of the submission. CHECKLIST ITEMS OMITTED CAN RESULT IN THE APPLICATION BEING FOUND INCOMPLETE AND THEREFORE DELAY CONSIDERATION BY THE BOARD. This checklist must be submitted with the application.

<table>
<thead>
<tr>
<th>Office Use</th>
<th>Applicant Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Project Information:</td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td>1. Proposed name of development.</td>
</tr>
<tr>
<td>✓</td>
<td>2. Names, addresses and telephone numbers of owner and applicant.</td>
</tr>
<tr>
<td>✓</td>
<td>3. Name, address and telephone number of person or firm who prepared the plans.</td>
</tr>
<tr>
<td>✓</td>
<td>4. Graphic scale (approximately 1&quot;=100') and north arrow.</td>
</tr>
<tr>
<td>✓</td>
<td>5. Location map (approximately 1&quot; = 1000').</td>
</tr>
<tr>
<td>✓</td>
<td>6. Date of preparation and revision dates</td>
</tr>
<tr>
<td>✓</td>
<td>7. Acreage to be subdivided.</td>
</tr>
<tr>
<td>(b) Existing Conditions:</td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td>1. Location of all property lines.</td>
</tr>
<tr>
<td>✓</td>
<td>2. Existing easements, covenants, reservations, and right-of-ways.</td>
</tr>
<tr>
<td>✓</td>
<td>4. Sidewalks, streets, alleys, driveways, parking areas, etc.</td>
</tr>
<tr>
<td>✓</td>
<td>5. Existing utilities including water, sewer, electric, wells and septic tanks.</td>
</tr>
<tr>
<td>✓</td>
<td>6. Natural or man-made watercourses and bodies of water and wetlands.</td>
</tr>
<tr>
<td>✓</td>
<td>7. Limits of floodplain.</td>
</tr>
<tr>
<td>✓</td>
<td>8. Existing topography.</td>
</tr>
<tr>
<td>✓</td>
<td>10. Level Three Soil Survey (if septic systems are to be used for wastewater treatment).</td>
</tr>
<tr>
<td>(c) Proposed Features:</td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td>1. Layout of all proposed lots.</td>
</tr>
<tr>
<td>✓</td>
<td>2. Proposed new sidewalks, streets, alleys, driveways, parking areas, etc (to include proposed street/road names).</td>
</tr>
<tr>
<td>✓</td>
<td>3. Proposed zoning and land use.</td>
</tr>
<tr>
<td>✓</td>
<td>4. Existing buildings and structures to remain or be removed.</td>
</tr>
<tr>
<td>✓</td>
<td>5. Existing sidewalks, streets, driveways, parking areas, etc., to remain or be removed.</td>
</tr>
<tr>
<td>✓</td>
<td>6. Proposed retention/detention facilities and storm-water master plan.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>7. Wastewater infrastructure master plan (to include reuse infrastructure if proposed).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8. Water distribution infrastructure master plan.</td>
</tr>
</tbody>
</table>

The undersigned (applicant) (owner), hereby acknowledges that the information contained herein is true and complete to the best of its knowledge.

This __ day of __, 20__

[Signature]

[Notary Stamp]

[Notary Seal]

[Signature]

[Notary Stamp]

[Notary Seal]
Staff Report

Subject: Variance (First District)  
Author: Teresa Concannon, AICP, Planning & Zoning Manager  
Department: Development Services  
Meeting Date: May 3, 2022  

Item Description: Catalyst Investment Partners, LLC as Agent for Ernest J. Oetgen requests a variance from section 3.4 Buffers to reduce required buffers for an industrial property, to accommodate a proposed industrial development. Located on Godley Road, zoned I-1. Map# 399 Parcel# 3R

Summary Recommendation  
Staff has reviewed the application, and recommends denial of a request for a variance from section 3.4 to reduce required buffers for an industrial property.

Executive Summary/Background

- Pursuant to Appendix C-Zoning Ordinance, Article VII-Planning Board, Section 7.1.8, variances may only be granted if the following findings are made:
  
  That there are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness, of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that the unnecessary hardship is due to such conditions, and not to circumstances or conditions generally created by the provisions of the zoning ordinance in the neighborhood or district in which the property is located; and

  That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the zoning ordinance, and that the authorization of a variance is therefore necessary to enable the reasonable use of the property.

- Container storage yards are a heavy industrial use. 399-3R is surrounded by AR-1 and R-4 zoned property. The required buffer between heavy industrial and AR/R zoning districts is 300’.  

- The parcel to the west is zoned R-4. The proposed buffer reduction is from 300’ to 25’. The parcel (399-3T) to the north, south, and east is zoned AR-1. The requested buffer reduction is from 300’ to 25’ along the north and south boundary, and from 300’ to 0’ along the east boundary.

- A portion of the land to the east is in Bloomingdale, and is in the R-A-1 zoning district. The purpose of R-A-1 is “to protect those rural areas within urban expansion areas of the county for future low density residential urban development and to protect certain rural highway roadside areas against strip development which can lead to traffic congestion, traffic hazards, and roadside blight.”

- Bloomingdale requires a 50’ buffer with 25’ berm where industrial land abuts agricultural land. A letter of opposition is attached.

- The applicant elected to rezone the 6-acre tract to I-1 (approved on 2/15/2022). The buffer requirements were discussed at the sketch plan pre-application meeting on 2/16/2022.

- The lot does not present any exceptional topographical features; it is merely too small to accommodate a heavy industrial use and the required buffers. There are isolated parcels nearby used for surface mining, but 399-3R is surrounded by R and AR zoned land. There are home sites nearby, as well as stables and horse riding across Godley Road.

- Given the low intensity residential and recreational uses of most surrounding land on Godley Road and Oetgen Road, there is no case to be made for reducing the buffer on the industrial tract. The solution is to increase the size of the project site to allow for inclusion of a 300’ vegetative buffer to screen the heavy industrial use and allow for stormwater filtration.

- At the April 18 Planning Board meeting, Brad Smith made a motion to deny the request for a variance from section 3.4 to reduce required buffers for an industrial property.

- The motion was seconded by Peter Higgins, and carried unanimously.

Alternatives

1. Approve the request for a variance to reduce required buffers for an industrial property  
2. Deny the request for a variance to reduce required buffers for an industrial property.

Recommended Alternative: 2  
Other Alternatives: 1
Department Review: Development Services

FUNDING: N/A

Attachments:
1. Variance application
2. Ownership Certification
3. Deed
4. Aerial photography
ATTACHMENT A - VARIANCE APPLICATION

Application Date: 03/14/2022

Applicant/Agent: Catalyst Investment Partners, LLC / Dan Haroun

Applicant Email Address: dan@catalystios.com

Phone #: 203-644-8266

Applicant Mailing Address: 420 Madison Avenue, Suite 1001

City: New York State: NY Zip Code: 10017

Property Owner, if different from above: Earnest J. Oetgen

Owner’s Email Address (if known): ____________________________

Phone #: ____________________________

Owner’s Mailing Address: 110 Frank Lane

City: Bloomingdale State: GA Zip Code: 31302

Property Location: Godley Road

Name of Development/Subdivision: Stagecoach Industrial Site

Present Zoning of Property I-1 Tax Map-Parcel # 399-3R Total Acres 6 acres

VARIANCE REQUESTED (provide relevant section of code): 5.12 (I-1, buffer reduction)

Describe why variance is needed: Applicant under contract to purchase property surrounding the 6 acre tract, as such, buffer only protects applicant. Because of size of the property strict enforcement of zoning ordinance renders the property undevelopable for the intended use.

How does request meet criteria of Section 7.1.8 (see Attachment C): ____________________________

There are unique physical conditions (small tract, surrounded by burrow pit, wetlands) for the property. No opportunity to develop the property for its intended use in conformity with the zoning ordinance; as such, a variance is requested to enable reasonable use of the property.

Applicant Signature: ____________________________ Date 3/14/2022

Rev 05052021
ATTACHMENT B - OWNERSHIP CERTIFICATION

I, (we) the undersigned, do hereby certify that I (we) own the property affected by the proposed Amendment to the Effingham County Zoning Ordinance by virtue of a deed date 12/15/2017, on file in the office of the Clerk of the Superior Court of Effingham County, in Deed Book 2494 page 114.

I hereby certify that I am the owner of the property being proposed for Variance approval, and I have answered all of the questions contained herein and know the same to be true and correct. I hereby acknowledge that I have reviewed the application checklist, and further acknowledge that any omission of the items above will cause a delay in the review of my request.

Owner’s signature ____________________________
Print Name ________________________________

Owner’s signature ____________________________
Print Name ________________________________

Owner’s signature ____________________________
Print Name ________________________________

Sworn and subscribed before me this 11th day of March, 2022.

______________________________
Notary Public, State of Georgia

Rev 05052021
AUTHORIZATION OF PROPERTY OWNER

I, Earnest J. Oetgen, being duly sworn upon his/her oath, being of sound mind and legal age deposes and states; That he/she is the owner of the property which is subject matter of the attached application, as is shown in the records of Effingham County, Georgia

I authorize the person named below to act as applicant in the pursuit of a Variance application. I acknowledge and accept that I will be bound by the decision of the Board of Commissioners, including any conditions, if the application is approved.

Name of Applicant/Agent: Catalyst Investment Partners, LLC

Applicant/Agent Address: Dan Haroun

City: New York State: NY Zip Code: 10017

Phone: 203-644-8266 Email: dan@catalystios.com

Owner's signature: Earnest J. Oetgen

Print Name: Earnest J. Oetgen

Personally appeared before me Earnest J. Oetgen (Owner print)

Who swears before that the information contained in this authorization is true and correct to the best of his/her knowledge and belief.

Sworn and subscribed before me this 14th day of March, 2022.

Notary Public, State of Georgia

Rev 05052021
TRUSTEES' DEED

THIS INDENTURE, made and entered into this 15th day of December, 2017, by and between JAMES N. OETGEN and FRANK E. OETGEN, JR., as Co-Trustees of the "Julian Oetgen Trust," as Parties of the First Part, and ERNEST J. OETGEN, of Effingham County, Georgia, as Party of the Second Part;

WITNESSETH:

WHEREAS, Frank E. Oetgen, Sr., of Effingham County, Georgia, died testate on July 3, 1993, seized and possessed of the fee simple title to the following described property; and,

WHEREAS, the Last Will and Testament of Frank E. Oetgen, Sr., was probated in solemn form in the Probate Court of Effingham County, Georgia, and Letters Testamentary were granted to the decedent's wife, to wit, Muriel N. Oetgen; and,

WHEREAS, the Last Will and Testament of Frank E. Oetgen, Sr., devised the following described property to Muriel N. Oetgen and James N. Oetgen, as Trustees of the Julian Oetgen Trust for the lifetime benefit of the decedent's wife, Muriel N. Oetgen, and for the ultimate benefit of the decedent's son, Ernest J. Oetgen, said devise being assented to in that certain Assent to
Devise executed on May 1, 1994, by and between Muriel N. Oetgen, as Executrix under the Last Will and Testament of Frank E. Oetgen, Sr., Deceased, as Party of the First Part, and Muriel N. Oetgen and James N. Oetgen, as Co-Trustees of the “Julian Oetgen Trust,” as Parties of the Second Part, filed for record and recorded on May 13, 1994, in the Office of the Clerk of the Superior Court of Effingham County, Georgia, in Deed Book 358, Page 668; and,

WHEREAS, Section 3.8 of the Last Will and Testament of Frank E. Oetgen, Sr., provides that upon death of the wife of Frank E. Oetgen, Sr., all of the following described property left remaining in the Julian Oetgen Trust be distributed to Ernest J. Oetgen; and,

WHEREAS, Muriel N. Oetgen passed away on October 5, 2015, in Effingham County, Georgia, whereupon, Frank E. Oetgen, Jr., succeeded to her position as Co-Trustee of the Julian Oetgen Trust, serving in that position with James N. Oetgen as Co-Trustee; and,

WHEREAS, there is no reason to delay the conveyance of the following described property from the Co-Trustees of the Julian Oetgen Trust to Ernest J. Oetgen as the ultimate fee simple beneficiary of the trust corpus pursuant to Section 3.8 of the Last Will and Testament of Frank E. Oetgen, Sr.;

NOW, THEREFORE, in accordance with Sections 3.2 and 3.8 of the Last Will and Testament of Frank E. Oetgen, Sr., Deceased, the Parties of the First Part, as current Co-Trustees of the Julian Oetgen Trust, do hereby convey, and by these presents do grant and convey unto the Party of the Second Part, his heirs, executors, administrators, successors and assigns, all of their interest in the following described tract or parcel of land, to wit:

All that certain lot, tract or parcel of land situate, lying, and being in Effingham and Chatham Counties, State of Georgia, being that portion of the property known as “Oetgen’s Ranch, or Whooping Island” which lies south of Oetgen Road.

The Oetgen Ranch, or Whooping Island Tract, which was owned by Frank E. Oetgen, Sr., at the time of his death, is composed of 716.4 acres, more or less, and
is shown as the property of E.J. Oetgen, Sr., and the property of Frank E. Oetgen, Sr., on a "Map showing a Division of a Part of the Whooping Island Tract" by Robert D. Gignilliat, Jr., dated November 1961, and recorded in the Office of the Clerk of the Superior Court of Chatham County, Georgia, in Plat Record Book N, Page 6.

One of the boundary lines of the property above-described is "Oetgen Road" which ends in the middle of the Whooping Island Tract. For purposes of this description, "Oetgen Road" shall be defined as the southern right-of-way line of the road, for the portion of the road which is open, and, from the eastern terminus of the road to the eastern property line of Oetgen Ranch, a line formed by extending the northern right-of-way line of the road in an easterly direction in a straight line.

TO HAVE AND TO HOLD all and singular the above-granted premises, together with the appurtenances, and every part thereof, to the only proper use, benefit and behoof of the said Party of the Second Part, his heirs, executors, administrators, successors and assigns, forever IN FEE SIMPLE.

And, the Parties of the First Part do covenant that they are lawfully the Co-Trustees under the Julian Oetgen Trust under Last Will and Testament of Frank E. Oetgen, Sr., Decedent, and have the power to convey as aforesaid, and have in all respects acted, in making this conveyance, in pursuance of the authority granted in and by said Last Will and Testament creating such Trust, and that they have not made, done, or suffered any acts, matters, or things whatsoever, since they were Co-Trustees as aforesaid, whereby the above-granted premises, or any part thereof, now are, or at any time hereafter shall, or may be, impached, charged, or encumbered in any way whatsoever.

(SIGNATURES ON NEXT PAGE)
IN WITNESS WHEREOF, the Parties of the First Part hereunto set their respective hands and seals the day and year first above written.

THE JULIAN OETGEN TRUST established under Section 3.2 of the Last Will and Testament of Frank E. Oetgen, Sr.

By: 
FRANK E. OETGEN, JR., Co-Trustee

By: 
JAMES N. OETGEN, Co-Trustee

Signed, sealed and delivered on this 15th day of December, 2017, in the presence of:

Witness
Notary Public
April 13, 2022

Teresa Concannon, AICP
Planning and Zoning Manager
Effingham County Board of Commissioners
804 S. Laurel Street
Springfield, GA 31329

Dear Teresa:

Please accept this correspondence as official notice that the City of Bloomingdale is in opposition to the Variance and Sketch Plan proposal on the Oetgen property. An industrial land use in that area and its impact on a City of Bloomingdale road is not feasible. Further, the proposed lack of buffers is not a sound planning or land use principle and should not be allowed.

In addition, the City Council is in the process of considering a City ordinance prohibiting Tractor Trailers from traveling on the City owned portion of Stage Coach Road.

Please consider the City Council's opposition to this zoning and deny the proposal in its current form.

Sincerely,

Charles D. Akridge, City Administrator

cc: Mayor Baxter and City Council
Subject: 2nd Reading Zoning Map Amendment
Author: Teresa Concannon, AICP, Planning & Zoning Manager
Department: Development Services
Meeting Date: May 3, 2022
Item Description: Catalyst Investment Partners, LLC as Agent for Ernest J. Oetgen requests a variance from section 3.4 Buffers to reduce required buffers for an industrial property, to accommodate a proposed industrial development. Located on Godley Road, zoned I-1. Map# 399 Parcel# 3R

Summary Recommendation
Staff has reviewed the application, and recommends denial of a request for a variance from section 3.4 to reduce required buffers for an industrial property.

Executive Summary/Background
- Pursuant to Appendix C-Zoning Ordinance, Article VII-Planning Board, Section 7.1.8, variances may only be granted if the following findings are made:
  That there are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness, of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that the unnecessary hardship is due to such conditions, and not to circumstances or conditions generally created by the provisions of the zoning ordinance in the neighborhood or district in which the property is located; and
  That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the zoning ordinance, and that the authorization of a variance is therefore necessary to enable the reasonable use of the property.
- Container storage yards are a heavy industrial use. 399-3R is surrounded by AR-1 and R-4 zoned property. The required buffer between heavy industrial and AR/R zoning districts is 300’.
- The parcel to the west is zoned R-4. The proposed buffer reduction is from 300’ to 25’. The parcel (399-3T) to the north, south, and east is zoned AR-1. The requested buffer reduction is from 300’ to 25’ along the north and south boundary, and from 300’ to 0’ along the east boundary.
- A portion of the land to the east is in Bloomingdale, and is in the R-A-1 zoning district. The purpose of R-A-1 is “to protect those rural areas within urban expansion areas of the county for future low density residential urban development and to protect certain rural highway roadside areas against strip development which can lead to traffic congestion, traffic hazards, and roadside blight.”
- Bloomingdale requires a 50’ buffer with 25’ berm where industrial land abuts agricultural land. A letter of opposition is attached.
- The applicant elected to rezone the 6-acre tract to I-1 (approved on 2/15/2022). The buffer requirements were discussed at the sketch plan pre-application meeting on 2/16/2022.
- The lot does not present any exceptional topographical features; it is merely too small to accommodate a heavy industrial use and the required buffers. There are isolated parcels nearby used for surface mining, but 399-3R is surrounded by R and AR zoned land. There are home sites nearby, as well as stables and horse riding across Godley Road.
- Given the low intensity residential and recreational uses of most surrounding land on Godley Road and Oetgen Road, there is no case to be made for reducing the buffer on the industrial tract. The solution is to increase the size of the project site to allow for inclusion of a 300’ vegetative buffer to screen the heavy industrial use and allow for stormwater filtration.
- At the April 18 Planning Board meeting, Brad Smith made a motion to deny the request for a variance from section 3.4 to reduce required buffers for an industrial property.
- The motion was seconded by Peter Higgins, and carried unanimously.

Alternatives
1. Approve the request for a variance to reduce required buffers for an industrial property
2. Deny the request for a variance to reduce required buffers for an industrial property.

Recommended Alternative: 2
Other Alternatives: 1
Department Review: Development Services  
FUNDING: N/A  
Attachments: 1. Zoning Map Amendment
STATE OF GEORGIA
EFFINGHAM COUNTY

AN AMENDMENT TO THE EFFINGHAM COUNTY ZONING ORDINANCE, MAP AND PARCEL NO.
399-3R
AN ORDINANCE TO AMEND THE EFFINGHAM COUNTY ZONING ORDINANCE, MAP AND PARCEL NO.
399-3R

AND TO REPEAL ALL OTHER ORDINANCES IN CONFLICT HEREWITH.

BE IT ORDAINED by the Effingham County Board of Commissioners in regular meeting assembled and pursuant to lawful authority thereof:

WHEREAS, CATALYST INVESTMENT PARTNERS, LLC AS AGENT FOR ERNEST J. OETGEN has filed an application for a variance, from section 3.4 Buffers, to reduce the required buffers for an industrial property; map and parcel number 399-3R, located in the 1st commissioner district, and

WHEREAS, a public hearing was held on May 3, 2022 and notice of said hearing having been published in the Effingham County Herald on April 6, 2022; and

WHEREAS, a public hearing was held before the Effingham County Planning Board, notice of said hearing having been published in the Effingham County Herald on March 30, 2022; and

IT IS HEREBY ORDAINED THAT a variance from section 3.4 Buffers, to reduce the required buffers for an industrial property; map and parcel number 399-3R, located in the 1st commissioner district is approved.

All ordinances or part of ordinances in conflict herewith are hereby repealed.

This _____ day of ________________, 20____

BOARD OF COMMISSIONERS
EFFINGHAM COUNTY, GEORGIA

BY: ____________________________
   WESLEY CORBITT, CHAIRMAN

ATTEST: ____________________________
   FIRST/SECOND READING: _____________

___________________________
STEPHANIE JOHNSON
COUNTY CLERK
Subject: Sketch Plan (First District)  
Author: Teresa Concannon, AICP, Planning & Zoning Manager  
Department: Development Services  
Meeting Date: May 3, 2022  
Item Description: Catalyst Investment Partners, LLC as Agent for Ernest J. Oetgen requests approval of a sketch plan for “Stagecoach Industrial Site”. Located on Godley Road, zoned I-1 Map# 399 Parcel# 3R

Summary Recommendation
Staff has reviewed the application, and recommends denial of a sketch plan for “Stagecoach Industrial Site”.

Executive Summary/Background
- The request for approval of a sketch plan is a requirement of Appendix B – Subdivision Regulations, Article V-Plan and Plat Requirements, Section 5.1 – Sketch Plan.
  
The purpose of a sketch plan is to provide both the applicant and the county an opportunity to review the proposed development before significant financial resources have been invested. Therefore, the sketch plan does not require the certification of an engineer, surveyor, or other professional. Existing features, including water bodies, wetlands, and flood zone limits, are required to be surveyed for the sketch plan.
- The sketch plan pre-application meeting was held on 2/16/2022. The discussion included buffer requirements for heavy industrial uses; road maintenance responsibilities; and stormwater management. Godley Road is not a designated truck route. Immediate road improvements, as well as road maintenance agreements and bonds with Chatham County and the City of Bloomingdale, would be necessary to ensure that proposed heavy industrial uses on Godley Road can be served by the transportation network.
- Private water and septic system is assumed; the application did not include water-sewer providers.
- The sketch plan does not address the proposed container stacking height; therefore, the total number of proposed containers and associated truck traffic is unknown. If the sketch plan is approved, a Traffic Impact Assessment will be required during the site plan review process.
- The sketch plan shows stormwater draining onto an adjacent parcel in the City of Bloomingdale. If the sketch plan is approved, a drainage easement from the property owner will be necessary, as well as confirmation from Bloomingdale that industrial uses can drain onto R-A-1 zoned property.
- The City of Bloomingdale has submitted a letter urging denial due to concerns about road impacts (attached).
- If the sketch plan is approved, staff will follow-up with a Notice to Proceed, which will include all ordinance requirements, and any conditions added by the Board of Commissioners.
- At the April 18 Planning Board meeting, Brad Smith made a motion to deny the sketch plan for “Stagecoach Industrial Site”.
- The motion was seconded by Peter Higgins, and carried unanimously.

Alternatives
1. Approve request for a sketch plan for “Stagecoach Industrial Site”.
2. Deny the request for a sketch plan for “Stagecoach Industrial Site”.

Recommended Alternative: 2  Other Alternatives: 1

Department Review: Development Services  
FUNDING: N/A  
EFFINGHAM COUNTY
SKETCH PLAN SUMITTA FORM

OFFICIAL USE ONLY

<table>
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<tr>
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Proposed Name of Subdivision: Stagecoach Industrial Site

Name of Applicant/Agent: Dan Haroun Phone: 203-644-8266

Company Name: Catalyst Investment Partners LLC

Address: 420 Madison Ave, New York Suite 1001

Owner of Record: Earnest J. Oetgen Phone:

Address: 110 Frank Lane, Bloomingdale, GA

Engineer: Parker Engineering Phone:

Address: 36 Courtland Street, Statesboro, GA

Surveyor Phone:

Address:

Proposed water Proposed sewer

Total acreage of property: 6 Acreage to be divided: Number of Lots Proposed:

Current Zoning: I-1 Proposed Zoning: I-1 Tax map - Block - Parcel No:

Are any variances requested? Yes If so, please describe: Reduce the 300 foot buffer from the neighboring AR-1 parcel under same ownership to 25'

The undersigned (applicant) (owner), hereby acknowledges that the information contained herein is true and complete to the best of its knowledge.

This [14] day of [May] 2022

Applicant [Signature]

Owner [Signature]

Max Edelstein
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 9156123180
Qualified in New York County
Commission Expires 4/01/2023

EFFINGHAM COUNTY
SKETCH PLAN CHECKLIST

OFFICIAL USE ONLY
Subdivision Name: __________________________ Project Number: __________________________
Date Received: __________________________ DateReviewed: __________________________ Reviewed by: __________________________

The following checklist is designed to inform applicants of the requirements for preparing sketch plans for review by Effingham County. Applicants should check off items to confirm that it is included as part of the submission. **CHECKLIST ITEMS OMITTED CAN RESULT IN THE APPLICATION BEING FOUND INCOMPLETE AND THEREFORE DELAY CONSIDERATION BY THE BOARD.** This checklist must be submitted with the application.

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| n/a | 7. Wastewater infrastructure master plan (to include reuse infrastructure if proposed). |
| n/a | 8. Water distribution infrastructure master plan. |

The undersigned (applicant) (owner), hereby acknowledges that the information contained herein is true and complete to the best of its knowledge.

This 14th day of March, 2022

[Signature]

Max Edelstein
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01663201185
Qualified in New York County
Commission Expires 4/20/2023

[Signature]
TRAILER YARD WITH OFFICE BUILDING
6 - 10'x20' EMPLOYEE PARKING
104 - 11'x44' CONTAINER STALLS WITH LANDING PADS
CONTAINER YARD TO BE TOPPED WITH 8" GRADED AGGREGATE BASE
SECURITY LIGHTING TO BE PROVIDED AND DESIGNED TO MEET COUNTY SPECIFICATIONS.
SKETCH PLAN WILL REQUIRE THE FOLLOWING VARIANCES TO CONFORM WITH EFFINGHAM COUNTY ZONING:
A: REDUCE 30' BUFFER REQUIREMENT TO 25'.
Staff Report

Subject: Sketch Plan (Fifth District)
Author: Teresa Concannon, AICP, Planning & Zoning Manager
Department: Development Services
Meeting Date: May 3, 2022

Item Description: Brett Bennett as Agent for Greenland Developers, Inc. requests approval of a sketch plan for: “Goshen Ext. Apartments” a 408-unit multifamily development on 34.6 acres. Located off Goshen Commercial Park Drive, zoned B-2. Map# 465 Parcels# 2, 2A, 2B, 2C

Summary Recommendation
Staff has reviewed the application, and recommends approval of a sketch plan for: Goshen Ext. Apartments.

Executive Summary/Background
- The request for approval of a sketch plan is a requirement of Appendix B – Subdivision Regulations, Article V-Plan and Plat Requirements, Section 5.1 – Sketch Plan.
  
  The purpose of a sketch plan is to provide both the applicant and the county an opportunity to review the proposed development before significant financial resources have been invested. Therefore, the sketch plan does not require the certification of an engineer, surveyor, or other professional. Existing features, including water bodies, wetlands, and flood zone limits, are required to be surveyed for the sketch plan.

- The applicant proposes buffers of 15’ between multifamily developments; 20’ between multifamily and commercial; 15’ between multifamily and industrial; 20’ between multifamily and R/AR. The industrial property to the north and east is required to provide a 300’ vegetative buffer with berm.

- The proposed multifamily development may be served by county water and sewer. A road will connect the development to Goshen Commercial Park Drive, and may be conveyed to the county.

- Proposed density is 12 units per acre, pursuant to previous R-3 zoning district requirements. The revised B-2 zoning district limits density to 12 units per acre for mixed use residential. The revised R-3 zoning district limits density to 9 residential units per acre.

- Proposed parking meets requirements (1.5 per unit=612 spaces). Wetlands acreage is not calculated. The development will include a pool area and community building, a playground, and dog park.

- At the February 28, 2022 pre-application meeting, open space, buffers, amenities & parking, roads, and common element maintenance were discussed.

- If approved, staff will follow-up with a Notice to Proceed summarizing requirements and recommendations.

- At the April 18 Planning Board meeting, Dave Burns recused himself from this vote. Alan Zipperer made a motion to approve a sketch plan for Goshen Ext. Apartments.

- The motion was seconded by Brad Smith, and carried unanimously.

Alternatives
1. Approve the request for a sketch plan for: Goshen Ext. Apartments.
2. Deny the request for a sketch plan for: Goshen Ext. Apartments.

Recommended Alternative: 1
Other Alternatives: 2

Department Review: Development Services
FUNDING: N/A

Attachments:
1. Sketch Plan Application
2. Sketch Plan
3. Aerial Photograph
EFFINGHAM COUNTY
SKETCH PLAN SUMITTAL FORM

OFFICIAL USE ONLY

Date Received: Project Number: Classification:
Date Reviewed: Reviewed by:

Proposed Name of Subdivision GOSHEN EXT. APARTMENTS

Name of Applicant/Agent BRETT BENNETT Phone 912-754-3439
Company Name GREENLAND DEVELOPERS, INC.
Address P.O. BOX 1628 SPRINGFIELD, GA 31329

Owner of Record SAME AS ABOVE Phone
Address

Engineer EMC ENGINEERING SERVICES, INC. Phone 912-232-6533
Address 10 CHATHAM CENTER SOUTH, SUITE 100 SAVANNAH, GA 31405

Surveyor EMC ENGINEERING SERVICES, INC Phone 912-232-6533
Address 10 CHATHAM CENTER SOUTH, SUITE 100 SAVANNAH, GA 31405

Proposed water EFFINGHAM COUNTY Proposed sewer EFFINGHAM COUNTY

Total acreage of property 36.83 Acreage to be divided N/A Number of Lots Proposed 408 APARTMENT UNITS

Current Zoning B-2 Proposed Zoning B-2 Tax map - Block - Parcel No 04650002, 04650002A00, 04650002B00, 04650002C00

Are any variances requested? N/A If so, please describe:

The undersigned (applicant) (owner), hereby acknowledges that the information contained herein is true and complete to the best of its knowledge.

This _1_ day of _March_ 2022
Notary

Crystal Graham Higdon
Notary Public, Effingham County, Ga
My Commission Expires August 15, 2025

Applicant BRETT BENNETT
Owner

EFFINGHAM COUNTY
SKETCH PLAN CHECKLIST

OFFICIAL USE ONLY
Subdivision Name: ___________________________ Project Number: ___________________________
Date Received: __________, Date Reviewed: __________ Reviewed by: ___________________________

The following checklist is designed to inform applicants of the requirements for preparing sketch plans for review by Effingham County. Applicants should check off items to confirm that it is included as part of the submission. CHECKLIST ITEMS OMITTED CAN RESULT IN THE APPLICATION BEING FOUND INCOMPLETE AND THEREFORE DELAY CONSIDERATION BY THE BOARD. This checklist must be submitted with the application.

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7. Wastewater infrastructure master plan (to include reuse infrastructure if proposed).

8. Water distribution infrastructure master plan.

The undersigned (applicant) (owner), hereby acknowledges that the information contained herein is true and complete to the best of its knowledge.

This __ day of March, 2022

Applicant

Notary

Crystal Graham Higdon
Notary Public, Effingham County, Ga
My Commission Expires August 15, 2025
Subject: Variance (Fifth District)
Author: Teresa Concannon, AICP, Planning & Zoning Manager
Department: Development Services
Meeting Date: May 3, 2022
Item Description: K&M Effingham Properties, LLC requests a variance from section 3.4 Buffers to reduce required vegetative buffers for an industrial property. Located at 1204 Mill Pond Road. Map# 446 Parcel# 7C

Summary Recommendation
Staff has reviewed the application, and recommends denial of the request for a variance from section 3.4 Buffers to reduce required buffers for an industrial property, to accommodate a proposed development.

Executive Summary/Background
- Pursuant to Appendix C-Zoning Ordinance, Article VII-Planning Board, Section 7.1.8, variances may only be granted if the following findings are made:
  That there are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness, of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that the unnecessary hardship is due to such conditions, and not to circumstances or conditions generally created by the provisions of the zoning ordinance in the neighborhood or district in which the property is located; and
  That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the zoning ordinance, and that the authorization of a variance is therefore necessary to enable the reasonable use of the property.
- The proposed business involves uses that did not fit into the B-3 zoning district, but required rezoning to I-1. The proposed uses may be considered a light industrial use. The required buffer between light industrial and R zoning districts is 300’.
- The parcels to the north and west are I-1. Parcels to the south and east are R-1. The proposed buffer reduction is from 300’ to 25’ along the south and east property boundaries with R zoning.
- The applicant elected to rezone only the 7-acre tract to I-1 (approved on 6/2/2020), and opted to leave a 61.52’ strip of R zoned property along the eastern boundary in a plat recorded 8/11/2021, and subsequently re-subdivided, and recorded on 1/5/2022.
- The required buffer between the I-1 and AR zoning districts is 150’.
- The buffer requirements were discussed at the sketch plan pre-application meeting on 3/3/2022.
- The lot does not present any exceptional topographical features; it is merely too small to accommodate an industrial use and the required buffers. The solution would be to expand the parcel and expand south to allow for the buffer.
- Given the residential development to the east, on both sides of Ebenezer Road, there is no case to be made for reducing the I-1 to R buffer requirement. The solution is to increase the size of the project site to allow for inclusion of a vegetative buffer substantial enough to screen the industrial use and allow for stormwater filtration. Removing the R-1 strip to the east would reduce the buffer requirement to 150’ against the AR-1 parcel.
- At the April 18 Planning Board meeting, Ryan Thompson made a motion to approve the request for a variance from section 3.4, to reduce required buffers for an industrial property, and added the following condition:
  1. Required vegetative buffer is reduced from 300’ to 25’ along the eastern property boundary only. All other required buffers apply.
- The motion was seconded by Brad Smith, and carried by a 4/1 vote.

Alternatives
1. Approve request for a variance from section 3.4 Buffers to reduce required buffers for an industrial property, with the following Planning Board recommendations:
1. Required vegetative buffer is reduced from 300’ to 25’ along the eastern property boundary only. All other required buffers apply.

2. Deny the request for a variance from section 3.4 Buffers.

Recommended Alternative: 2

Other Alternatives: 1

Department Review: Development Services

Attachments:
1. Variance application
2. Ownership Certification

FUNDING: N/A

3. Deed
4. Aerial photography
Attachment A - Variance Application

Application Date: 3-8-2022

Applicant/Agent: Eric S. Edwards K+M Effingham Properties, LLC

Applicant Email Address: eedwards@ActionOHD.com

Phone #: 912-659-8352

Applicant Mailing Address: P.O. Box 249

City: Rincon State: GA Zip Code: 31326

Property Owner, if different from above: Same as Above

Include Signed & Notarized Authorization of Property Owner

Owner’s Email Address (if known): eedwards@ActionOHD.com

Phone #: 912-659-8352

Owner’s Mailing Address: P.O. Box 249

City: Rincon State: GA Zip Code: 31326

Property Location: 1204 Mill Pond Rd, Rincon GA 31326

Name of Development/Subdivision: N/A

Present Zoning of Property: Light Industrial Tax Map-Parcel # 04460007 Parcel # 3 Total Acres 7.01

Variance Requested (provide relevant section of code): Section 3.4.1 Buffers

Describe why variance is needed: 300’ Buffer Required Will Reduce Property Available for development from 7 ac to 1 ac. The property to the South and East is to be rezoned by owner to I-1

How does request meet criteria of Section 7.1.8 (see Attachment C): 7.1.8.2 - the 300’ buffer burdens the developable area of the property from 7 ac to 1 ac.

Applicant Signature: E. S. Edwards Date 3-8-2022

Rev 05052021
ATTACHMENT B - OWNERSHIP CERTIFICATION

I, (we) the undersigned, do hereby certify that I (we) own the property affected by the proposed Amendment to the Effingham County Zoning Ordinance by virtue of a deed date

____________________, on file in the office of the Clerk of the Superior Court of Effingham County, in Deed Book _______ page ________.

I hereby certify that I am the owner of the property being proposed for Variance approval, and I have answered all of the questions contained herein and know the same to be true and correct. I hereby acknowledge that I have reviewed the application checklist, and further acknowledge that any omission of the items above will cause a delay in the review of my request.

Owner's signature ____________________________

Print Name ________________________________

Owner's signature ____________________________

Print Name ________________________________

Owner's signature ____________________________

Print Name ________________________________

Sworn and subscribed before me this ________ day of March ________, 20 ______.

______________________________

Notary Public, State of Georgia

Rev 05052021
AUTHORIZATION OF PROPERTY OWNER

I, **ERIC S. EDWARDS** __________, being duly sworn upon his/her oath, being of sound mind and legal age deposes and states; That he/she is the owner of the property which is subject matter of the attached application, as is shown in the records of Effingham County, Georgia.

I authorize the person named below to act as applicant in the pursuit of a Variance application. I acknowledge and accept that I will be bound by the decision of the Board of Commissioners, including any conditions, if the application is approved.

Name of Applicant/Agent: **Linda Sims**

Applicant/Agent Address: **1480 Chatham Parkway**

City: **Savannah** State: **GA** Zip Code: **31405**

Phone: **912-200-3841** Email: **lsims@eci-sav.com**

Owner’s signature: __________

Print Name: **ERIC S. EDWARDS**

Personally appeared before me **ERIC J. EDWARDS** (Owner print)

Who swears before that the information contained in this authorization is true and correct to the best of his/her knowledge and belief.

Sworn and subscribed before me this 8th day of March, 2022.

______________________________
Notary Public, State of Georgia
LIMITED
WARRANTY DEED

STATE OF GEORGIA
COUNTY OF EFFINGHAM

THIS INDENTURE made this 25th day of August, 2021, between N & W Enterprises, LLC, a Georgia Limited Liability Company, as party of the first part, hereinafter called Grantor, and K & M Effingham Properties, LLC, a Georgia Limited Liability Company, as party of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that: Grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS ($10.00) and other good and valuable considerations in hand paid, at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said Grantee.

All that certain lot, tract or parcel of land situate, lying and being in the 9th G.M. District, Effingham County, Georgia, being known as Parcel 3 (0.01 acres, more or less), as shown and more particularly described on that certain map or plat made by Adolph M. Michelis, R.L.S. No. 1323, dated July 16, 2021 and recorded in Plat Book 29, Page 130 in the records of the Clerk of Superior Court of Effingham County, Georgia. For a more particular description reference is hereby made to the aforesaid plat, which is specifically incorporated herein and made a part hereof.

Subject, however, to all valid restrictions, easements, and rights of way of record.

This being a portion of the property conveyed by Warranty Deed from Weston Enterprises, Inc. and Thomas Neidlinger Logging, Inc. to N&W Enterprises, LLC, dated June 8, 2006, recorded in Deed Book 1465, Page 25, aforesaid records.

TO HAVE AND TO HOLD the said tract or parcel of land, together with all and singular the rights, members and appurtenances thereof, to the same being, belonging or in anywise appertaining, to the only proper use, benefit and behoof of the said Grantee, forever in FEE SIMPLE.

AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantee against the claims of all persons by, through and under the above named Grantor.

IN WITNESS WHEREOF, Grantor has hereunto set Grantor's hand and seal this day and year first above written.

Signed, sealed and delivered this 25th day of August, 2021, in the presence of:

Witness

N & W Enterprises, LLC

By: Richard A. Neidlinger, Sole Member

EDWARD L NEWBERRY JR

Notary Public, Effingham County, GA

My Commission Expires June 21, 2024

https://search.gsccca.org/Imaging/HTML5Viewer.aspx?id=79398700&key1=2719&key2=... 3/14/2022
Minutes from the
May 4, 2020
Planning Board
&
May 19, 2020
Board of Commissioners' meetings
Eric Edwards - PUBLIC HEARING (12): The applicant requests to rezone 7 acres from R-1 to I-1 for [Map# 446 Parcel# 7] located at 1204 Mill Pond Road to allow for a commercial business Overhead Door Company". (Fourth District)

Mrs. Diane Proudfoot, Zoning Administrator read the Facts and Findings, and Staff Recommendations:
Facts and Findings:

"MINUTES OF THE EFFINGHAM COUNTY PLANNING BOARD – May 4, 2020"

The request for rezoning is a requirement of Appendix C, Article IX-Amendments to Map or Text, Section 9. Zoning districts are described in Appendix C, Article V-Uses Permitted in Districts. Overhead Door Company is seeking to develop 7-acres of the property contingent upon rezoning approval. County water and sewer is not available to this site.

Staff Recommendation: Approval with the following stipulations:
1. Must meet the requirements of the I-1 zoning district, Article V. Uses Permitted in District 15.12 – Industrial Districts.
2. Site development plans comply with the Effingham County Water Resources Protection Ordinance and the Stormwater Management Local Design Manual.
3. All wetland impacts permitted by USACE.
4. A subdivision plat must be approved by the Health Department and the Zoning Office.

No one was present to speak for or against the rezoning.

Chairman David Burns asked if the property had previously been zoned Industrial, the consensus was it had. Mr. Peter Higgins observed that the property was surrounded by industrial zoning.

Mr. Peter Higgins made a motion to approve with Staff Recommendations. The motion was seconded by Mr. Alan Zippering and carried unanimously.
ERIC EDWARDS - PUBLIC HEARING (38): The Planning Board recommends approving an application by Eric Edwards to rezone 7 acres out of 31.50 acres located at 1204 Mill Pond Road from R-1 to I-1 Map# 446 Parcel# 7 in the Fifth District.

Commissioner Kieffer recused himself from voting on this item due to proximity to personal home.

Zoning Administrator Proudfoot explained Staff and Planning Board recommend approval with stipulations.

No one was present in favor or against the request. There was discussion to require the access to be from Ebenezer Road.

Commissioner Burdette made a motion to approve the request with the following Planning Board and Staff recommendations:

1. Must meet the requirements of the I-1 zoning district, Article V. Uses Permitted in District / 5.12 - Industrial Districts.
2. Site development plans comply with the Effingham County Water Resources Protection Ordinance and the Stormwater Management Local Design Manual.
3. All wetland impacts permitted by USACE.
4. A subdivision plat must be approved by the Health Department and the Zoning Office.
5. The access shall be from Ebenezer Road (Hwy 275).

Vice Chairman Deloach seconded the motion. The motion carried unanimously.

ERIC EDWARDS - SECOND READING (39): Consideration to approve the Second Reading of an application by Eric Edwards to rezone 7 acres out of 31.50 acres located at 1204 Mill Pond Road from R-1 to I-1 Map# 446 Parcel# 7 in the Fifth District.

Commissioner Kieffer recused himself from voting on this item.

Due to an added stipulation, (according to the Rules of Procedure) this item was automatically tabled to the June 2, 2020 Commission meeting.
AN AMENDMENT TO THE EFFINGHAM COUNTY ZONING ORDINANCE, MAP AND PARCEL NO. 446-7C
AN ORDINANCE TO AMEND THE EFFINGHAM COUNTY ZONING ORDINANCE, MAP AND PARCEL NO. 446-7C
AND TO REPEAL ALL OTHER ORDINANCES IN CONFLICT HEREWITH.

BE IT ORDAINED by the Effingham County Board of Commissioners in regular meeting assembled and pursuant to lawful authority thereof:

WHEREAS K7M EFFINGHAM PROPERTIES, LLC, has filed an application for a variance from section 3.4 Buffers, to reduce the required buffers for an industrial property; map and parcel number 446-7C, located in the 5th commissioner district, and

WHEREAS, a public hearing was held on May 3, 2022 and notice of said hearing having been published in the Effingham County Herald on April 6, 2022; and

WHEREAS, a public hearing was held before the Effingham County Planning Board, notice of said hearing having been published in the Effingham County Herald on March 30, 2022; and

IT IS HEREBY ORDAINED THAT a variance from section 3.4 Buffers, to reduce the required buffers for an industrial property; map and parcel number 446-7C, located in the 5th commissioner district is approved, with the following condition:

1. Required vegetative buffer is reduced from 300’ to 25’ along the eastern property boundary only. All other required buffers apply.

All ordinances or part of ordinances in conflict herewith are hereby repealed.

This ______ day of ________________, 20____

BOARD OF COMMISSIONERS
EFFINGHAM COUNTY, GEORGIA
BY:
WESLEY CORBITT, CHAIRMAN

ATTEST: FIRST/SECOND READING: ____________

STEPHANIE JOHNSON
COUNTY CLERK
Staff Report

Subject: 2nd Reading Zoning Map Amendment
Author: Teresa Concannon, AICP, Planning & Zoning Manager
Department: Development Services
Meeting Date: May 3, 2022
Item Description: K&M Effingham Properties, LLC requests a variance from section 3.4 Buffers to reduce required vegetative buffers for an industrial property. Located at 1204 Mill Pond Road. Map# 446 Parcel# 7C

Summary Recommendation
Staff has reviewed the application, and recommends denial of the request for a variance from section 3.4 Buffers to reduce required buffers for an industrial property, to accommodate a proposed development.

Executive Summary/Background
- Pursuant to Appendix C-Zoning Ordinance, Article VII-Planning Board, Section 7.1.8, variances may only be granted if the following findings are made:
  That there are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness, of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that the unnecessary hardship is due to such conditions, and not to circumstances or conditions generally created by the provisions of the zoning ordinance in the neighborhood or district in which the property is located; and
  That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the zoning ordinance, and that the authorization of a variance is therefore necessary to enable the reasonable use of the property.
- The proposed business involves uses that did not fit into the B-3 zoning district, but required rezoning to I-1. The proposed uses may be considered a light industrial use. The required buffer between light industrial and R zoning districts is 300’.
- The parcels to the north and west are I-1. Parcels to the south and east are R-1. The proposed buffer reduction is from 300’ to 25’ along the south and east property boundaries with R zoning.
- The applicant elected to rezone only the 7-acre tract to I-1 (approved on 6/2/2020), and opted to leave a 61.52’ strip of R zoned property along the eastern boundary in a plat recorded 8/11/2021, and subsequently re-subdivided, and recorded on 1/5/2022.
- The required buffer between the I-1 and AR zoning districts is 150’.
- The buffer requirements were discussed at the sketch plan pre-application meeting on 3/3/2022.
- The lot does not present any exceptional topographical features; it is merely too small to accommodate an industrial use and the required buffers. The solution would be to expand the parcel and expand south to allow for the buffer.
- Given the residential development to the east, on both sides of Ebenezer Road, there is no case to be made for reducing the I-1 to R buffer requirement. The solution is to increase the size of the project site to allow for inclusion of a vegetative buffer substantial enough to screen the industrial use and allow for stormwater filtration. Removing the R-1 strip to the east would reduce the buffer requirement to 150’ against the AR-1 parcel.
- At the April 18 Planning Board meeting, Ryan Thompson made a motion to approve the request for a variance from section 3.4, to reduce required buffers for an industrial property, and added the following condition:
  1. Required vegetative buffer is reduced from 300’ to 25’ along the eastern property boundary only. All other required buffers apply.
- The motion was seconded by Brad Smith, and carried by a 4/1 vote.

Alternatives
1. **Approve** request for a **variance** from section 3.4 **Buffers** to reduce required buffers for an property, with the following Planning Board recommendations:
   1. Required vegetative buffer is reduced from 300’ to 25’ along the eastern property boundary only. All other required buffers apply.

2. **Deny** the request for a **variance** from section 3.4 **Buffers**.

   **Recommended Alternative:** 2

   **Department Review:** Development Services

   **Attachments:** 1. Zoning Map Amendment

   **Other Alternatives:** 1

   **FUNDING:** N/A
Staff Report

Subject: Sketch Plan (Fifth District)
Author: Teresa Concannon, AICP, Planning & Zoning Manager
Department: Development Services
Meeting Date: May 3, 2022

Item Description: Linda Sims as Agent for K&M Effingham Properties, LLC requests approval of a sketch plan for: “ACTION OVERHEAD DOOR WAREHOUSES.” Located at 1204 Mill Pond Road, zoned I-1. Map# 446 Parcel# 7C

Summary Recommendation
Staff has reviewed the application, and recommends denial of a sketch plan for “ACTION OVERHEAD DOOR WAREHOUSES”.

Executive Summary/Background
- The request for approval of a sketch plan is a requirement of Appendix B – Subdivision Regulations, Article V-Plan and Plat Requirements, Section 5.1 – Sketch Plan.
  
  *The purpose of a sketch plan is to provide both the applicant and the county an opportunity to review the proposed development before significant financial resources have been invested. Therefore, the sketch plan does not require the certification of an engineer, surveyor, or other professional. Existing features, including water bodies, wetlands, and flood zone limits, are required to be surveyed for the sketch plan.*

- The proposed industrial development will be served by private well and septic system, as Springfield has declined service.
- The industrial development will be served by a single driveway on Ebenezer Road. Staff requested that the driveway line up with Entrepreneur Way, across Ebenezer Road.
- The site plan does not support the required buffers between AR/R and I-1 zoning districts.
- Staff recommends denial of the request for a variance to reduce the required buffers, and therefore cannot recommend approval of the sketch plan as presented.
- At the March 3, 2022 pre-application meeting, we discussed buffers, stormwater management, the site development review process, and access management. Access to Ebenezer Road / Hwy 275 will require a GDOT encroachment permit.
- If approved, staff will follow-up with a Notice to Proceed summarizing requirements and recommendations.
- At the April 18 Planning Board meeting, Ryan Thompson made a motion to approve the sketch plan for “ACTION OVERHEAD DOOR WAREHOUSES”.
- The motion was seconded by Alan Zipperer, and carried by a vote of 4/1.

Alternatives
1. Approve the sketch plan for: “ACTION OVERHEAD DOOR WAREHOUSES”.
2. Deny the sketch plan for: “ACTION OVERHEAD DOOR WAREHOUSES”.

Recommended Alternative: 2 Other Alternatives: 1

Department Review: Development Services FUNDING: N/A

Attachments:
1. Sketch Plan Application
2. Sketch Plan
3. Aerial Photograph
EFFINGHAM COUNTY
SKETCH PLAN SUMITTAL FORM

OFFICIAL USE ONLY
Date Received: ______________ Project Number: ______________ Classification: ______________
Date Reviewed: ______________ Reviewed by: ______________

Proposed Name of Subdivision

Name of Applicant/Agent_ Linda Sims_ Phone_ 912-200-3041_
Company Name_ Coleman Company, Inc_
Address_ 1480 Chatham Parkway, Savannah, GA 31405_

Owner of Record_ Kim Effingham Properties_ Phone_ 912-659-8352_
Address_ P.O. Box 249, Rincon, GA 31326_

Engineer_ Coleman Company, Inc_ Phone_ (912) 200-3041_
Address_ 1480 Chatham Parkway, Suite 100, Savannah, GA 31405_

Surveyor_ Adolph N. Michelis & Assoc. _Phone_ (912) 829-3972_
Address_ 736 Sandy Ridge Rd, Sylvania, GA 30467_

Proposed water_ Deep Well_ Proposed sewer_ Septic Tank_

Total acreage of property_ 7.01_ Acreage to be divided_ n/a_ Number of Lots Proposed_ n/a_

Current Zoning_ Light Industrial_ Proposed Zoning_ n/a_ Tax map – Block – Parcel No_ 044-6007-3_

Are any variances requested? _yes_ If so, please describe: Reduction of 300'

Buffer to Residentially zoned property to 25'

The undersigned (applicant) (owner), hereby acknowledges that the information contained herein is true and complete to the best of its knowledge.

This 8th day of March, 2002

Applicant

Notary

Owner

Tracey McIntyre
Notary Public, Chatham County, GA
My Commission Expires February 24, 2023

EFFINGHAM COUNTY
SKETCH PLAN CHECKLIST

OFFICIAL USE ONLY
Subdivision Name: _____________________ Project Number: _____________________
Date Received: _______________ Date Reviewed: _______________ Reviewed by: _____________________

The following checklist is designed to inform applicants of the requirements for preparing sketch plans for review by Effingham County. Applicants should check off items to confirm that it is included as part of the submission. CHECKLIST ITEMS OMITTED CAN RESULT IN THE APPLICATION BEING FOUND INCOMPLETE AND THEREFORE DELAY CONSIDERATION BY THE BOARD. This checklist must be submitted with the application.

<table>
<thead>
<tr>
<th>Office Use</th>
<th>Applicant Use</th>
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</table>

(a) Project Information:
- √ 1. Proposed name of development.
- √ 2. Names, addresses and telephone numbers of owner and applicant.
- √ 3. Name, address and telephone number of person or firm who prepared the plans.
- √ 4. Graphic scale (approximately 1"=100') and north arrow.
- √ 5. Location map (approximately 1" = 1000').
- √ 6. Date of preparation and revision dates.
- √ 7. Acreage to be subdivided. n/a

(b) Existing Conditions:
- √ 1. Location of all property lines.
- √ 2. Existing easements, covenants, reservations, and right-of-ways.
- √ 3. Buildings and structures. n/a
- √ 4. Sidewalks, streets, alleys, driveways, parking areas, etc.
- √ 5. Existing utilities including water, sewer, electric, wells and septic tanks.
- √ 6. Natural or man-made watercourses and bodies of water and wetlands. n/a
- √ 7. Limits of floodplain. n/a
- √ 8. Existing topography.
- √ 10. Level Three Soil Survey (if septic systems are to be used for wastewater treatment).

(c) Proposed Features:
- √ 1. Layout of all proposed lots.
- √ 2. Proposed new sidewalks, streets, alleys, driveways, parking areas, etc (to include proposed street/road names).
- √ 3. Proposed zoning and land use.
- √ 4. Existing buildings and structures to remain or be removed.
- √ 5. Existing sidewalks, streets, driveways, parking areas, etc., to remain or be removed.
- √ 6. Proposed retention/detention facilities and storm-water master plan.
<p>| | |</p>
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<tbody>
<tr>
<td>✓</td>
<td>7. Wastewater infrastructure master plan (to include reuse infrastructure if proposed).</td>
</tr>
<tr>
<td>✓</td>
<td>8. Water distribution infrastructure master plan.</td>
</tr>
</tbody>
</table>

The undersigned (applicant) (owner), hereby acknowledges that the information contained herein is true and complete to the best of its knowledge.

This 8th day of March, 2023, I

[Signature]

Tracie N. McIntyre
Notary

Tracie T. McIntyre
Notary Public, Chatham County, GA
My Commission Expires February 24, 2023

[Signature]

Applicant

[Signature]

Owner

March 16, 2022

Eric Edwards
Action Overhead Door
145 Industrial Blvd
Rincon GA, 31326

RE: Ebenezer Road
Parcel 446-7C
Water & Sewer Availability & Capacity Letter

To Whom It May Concern:

Water and sewer services will not be furnished to the proposed development at this location.

If I may be of further assistance, please contact me at (912)754-7617 or mmorris@springfieldga.org.

Sincerely,

Matthew A. Morris
City Manager
Soil Series | Slope % (Range) | Depth to Seasoned High Water Table (Inches) | Absorption Rate at Recommended Trench Depth (Minutes) | Recommended Trench Depth (Inches) | Suitability Code and Installation Information | Recommended Height of Mound (Inches) with 12-In. System Height | Recommended Height of Mound (Inches) with 6-In. System Height | Depth of Topsoil (Inches) (* includes BB) | Intensity Level of Investigation | Level of Investigation
--- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | ---
Ocella A | 0-1 | 30 | 20 | 6 | C | 18 | 15 | 6-10 | 18 | Level 3
Ocella B | 0-1 | 24 | 20 | 0 | C | 24 | 24 | 6-10 | 24 | Level 3
Mandarin A | 0-3 | 24 | 25 | 0 | C | 24 | 24 | 16-20* | 24 | Level 3
Mandarin B | 0-3 | 18 | 25 | +6 | C | 30 | 27 | 18-22* | 30 | Level 3
Rain | 0-3 | <12 | n/a | n/a | F | N/A | N/A | 10-12 | 10-12 | Level 3

All recommendations are based on existing soil surface. Areas utilized for absorption fields should be shaped for rapid runoff.

Soil Suitability Codes

C: Because of shallow water tables these soils are not suitable for installation of a conventional on-site system without site modifications, special designs or installation.

F: Because of soil limitations, these soils are unsuitable for installation of an on-site system.

Site Specific Notes

- Different products could affect the recommended trench depth and/or mound height.
- Ocella soils have a 6-10 inches of topsoil. If the proposed system is within or above this layer, it should be marked out and stored onsite. After the mound has been constructed to the recommended height, the topsoil should be put over the top of the mound.
- Mandarin soils have a 16-22 inches of topsoil and spodic material (BH). These layers should be marked on the system footprint. After the mound has been constructed to the recommended height, the topsoil should be put over the top of the mound.
- Keep heavy equipment from parking and driving on the septic area which could cause compaction of the soils.
- The absorption fields should not be installed during wet or rainy periods which could result in reduced system performance due to damage of the soil structure.

No bedrock was encountered within 60 inches of the existing soil surface.

The information in this report is based on a report classified in the field by hand and superintenive. Soil borings were located using a GCS Arrow 60 sub-meter GPS with real-time SBAS correction. RLC conducts soil boring surveys that meet or exceed all standards in the Manual for On-Site Sewage Disposal System, published by the GA-DPH. Soil boundary lines should be considered as a transition zone where one soil type transitions into another soil type, not an exact boundary. Systems should not be placed within 10 feet of unstable boundary line.

Recommendations are site specific and should not be used without written consent of RLC-field seal of the Soil Scientist. If the site is disturbed, less than 10 feet from the site of the RLC-field seal, the Soil Scientist whose seal is affixed to this report and his recommendations are null and void. Your local Health Department holds full authority in the permitting of on-site disposal systems and may require soil conditions different than the Soil Scientist and will have the final say in that respect. RLC does not design, install, maintain or permit on-site disposal systems.
Revised Sketch Plan
Submitted
4/26/2022
The Georgia Conflict of Interest in Zoning Action Statue (O.C.G.A. §§ 36-67A-1 et seq.) requires disclosure of certain campaign contributions made by applicants for rezoning actions and by opponents of rezoning application. A rezoning applicant or opponent of a rezoning application must disclose contributions or gifts which in aggregate total $250.00 or more if made within the last two years to a current member of Effingham County Planning Board, Board of Commissioners, or other Effingham County official who will consider the application. The campaign contribution disclosure requirement applies to an opponent of a rezoning application who publishes his or her opposition by appearance before the Planning Board or Board of Commissioners or by any other oral or written communication to a member or members of the Planning Board or Board of Commissioners. Disclosure must be reported to the Board of Commissioners by applicants within ten (10) days after the rezoning application is filed and by opponents at least five (5) days prior to the first hearing by the Planning Board. Any person knowing failing to comply with these requirements shall be guilty of a misdemeanor.

“Individuals with disabilities who require special needs to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities should contact the County Clerk at 912-754-2123 promptly to afford the County time to create reasonable accommodations for those persons.”

**PLEASE TURN OFF YOUR CELL PHONE**

Agenda

Virtual Meeting Information:
Zoom link:
https://us06web.zoom.us/j/88387585556?pwd=bDhncFEvSmMwdmN2VW9NWUR5OHduQT09
Phone Number: 1-929-436-2866
Meeting ID: 883 8758 5556
Access Code: 645218

I. Call to Order
II. Roll Call
III. Invocation
IV. Pledge to the American Flag
V. Agenda Approval - Consideration of a resolution to approve the agenda.
VI. Minutes- Consideration to approve the April 19, 2022 work session and regular meeting minutes and the April 21, 2022 work session minutes
VII. Public Comments - Agenda Items ONLY
VIII. Correspondence - Documents from this meeting are located in the Clerk’s Office and on the Board of Commissioner's website
IX. Consent Agenda

1. **[2022-220 Agreement]**
   Consideration to approve to allow the Agreement with The City of Pooler for the use of an inmate work detail to renew for an additional 12 month period

2. **[2022-221 Agreement]**
   Consideration to approve the renewal of an Intergovernmental Agreement for School Resource Officers between the Effingham County School District, Effingham County BOC and the Effingham County Sheriff’s Office for FY23

3. **[2022-222 Agreement]**
   Consideration to approve the renewal of the Intergovernmental Agreement with the Georgia Department of Public Safety for antenna/receiver space on the County tower located at the transfer site on Courthouse Road

4. **[2022-223 Contract]**
   Consideration to approve to allow the Contract for inmate commissary services at Effingham County Prison with McDaniel Supply Company to renew for a one-year term from July 1, 2022 to June 30, 2023

5. **[2022-224 Agreement]**
   Consideration to approve the renewal of Accountability Court Agreement (Mental Health/Drug Court)

6. **[2022-225 Grant Award]**
   Consideration to approve to accept a Grant Award from the CRC Senior Center Mini-Grant in the amount of $6000

7. **[2022-226 Grant Award]**
   Consideration to approve acceptance of a Grant Award from Petco Love Animal Welfare Grant Program in the amount of $7500

X. Old Business

   The Planning Board recommends denying an application by On Site Truck Maintenance, LLC as Agent for William Henry Webb for a conditional use located at 1105 Stillwell Road to allow for a diesel truck and semi-truck service business, zoned B-2 Map# 409 Parcel# 49A (Fourth District) *(this item was postponed from the 04/05/2022 meeting)*

2. **[2022-190 Second Reading]**
   Consideration to approve the Second Reading of an application by On Site Truck Maintenance, LLC as Agent for William Henry Webb for a conditional use located at 1105 Stillwell Road to allow for a diesel truck and semi-truck service business, zoned B-2 Map# 409 Parcel# 49A (Fourth District) *(this item was postponed from the 04/05/2022 meeting)*

   Consideration to approve the creation of a pavement management program and Contract with First Step Pavement Management to conduct an assessment of all county roads in the amount of $57,000 *(this item was postponed from the 04/19/2022 meeting)*

XI. **New Business**

1. **[2022-227 Agreement] Pamela Melser**

   Consideration to approve an On-Call Services Task Proposal from Spatial Engineering to extract utility features from scanned as-built records

2. **[2022-228 Agreement] Pamela Melser**

   Consideration to approve an On-Call Services Task Proposal from Spatial Engineering to scan and catalog Effingham County's hard copy drawing records library

3. **[2022-229 Funds] Mark Barnes**

   Consideration to approve to merge the Wastewater Treatment Plant fund into the Water & Sewer Operating fund


   Consideration to approve Resolution# 022-023 to amend the Fiscal Year 2021-2022 Budget

5. **[2022-231 Purchase Order] Alison Bruton**

   Consideration to approve Purchase Order #22-17-001 with scDataCom for the new camera system for the Effingham County Sheriff's Office and Jail


   Consideration to approve an Agreement with RICOH for a new copier for the Tax Commissioners Office

7. **[2022-233 Agreement] Alison Bruton**

   Consideration to approve an Agreement with Enterprise Fleet Management for the collection and auction of the county's old fleet vehicles

8. **[2022-234 Agreement] Alison Bruton**

   Consideration to approve an updated Agreement with CoStar for Software used by the Tax Assessor's Office


   Consideration to approve Resolution# 022-024 for surplus of items


    Consideration to approve Change Order# 4 with Atlas Technical Consultants related to the Effingham Parkway Intersections


    Consideration to approve a Contract related to the realignment of Courthouse Road at McCall Road
12. [2022-238 Contract] *Eric Larson*
   Consideration to approve a Contract Amendment with Hussey, Gay & Bell for the Blue Jay Water Main Extension (Loop B)

XII. **Reports from Commissioners & Administrative Staff**
   1. Discussion on the General Fund operating reserve and General Fund Balance policy

XIII. **Executive Session** - Discussion of Personnel, Property and Pending Litigation

XIV. **Executive Session Minutes** - Consideration to approve the April 19, 2022 executive session minutes

XV. **Planning Board - 6:00 pm**
   1. [2022-239 Public Hearing] *Teresa Concannon*
      The Planning Board recommends approving an application by **Dee A. Griffin** to **rezone** 4.94 acres located at 384 Zipperer Road from **AR-1** to **AR-2**, to allow for the separation of a home site **Map# 396 Parcel# 56** in the Second District

   2. [2022-240 Second Reading]
      Consideration to approve the Second Reading of an application by **Dee A. Griffin** to **rezone** 4.94 acres located at 384 Zipperer Road from **AR-1** to **AR-2**, to allow for the separation of a home site **Map# 396 Parcel# 56** in the Second District

   3. [2022-241 Public Hearing] *Teresa Concannon*
      The Planning Board recommends approving an application by **Steven Reid** as Agent for **Paul E. Bruner** to **rezone** 0.8 acres located at 205 Pitts Road from **AR-1** to **AR-2**, to allow for combination with an adjacent parcel **Map# 244 Parcel# 9**, in the Third District

   4. [2022-242 Second Reading]
      Consideration to approve the Second Reading of an application by **Steven Reid** as Agent for **Paul E. Bruner** to **rezone** 0.8 acres located at 205 Pitts Road from **AR-1** to **AR-2**, to allow for combination with an adjacent parcel. **Map# 244 Parcel# 9**, in the Third District

   5. [2022-243 Public Hearing] *Teresa Concannon*
      The Planning Board recommends approving an application by **Hubert T. Griner Jr.** to **rezone** 3.21 acres located at 1360 Highway 17 South from **AR-2** to **AR-1** to allow for combination with an adjacent parcel **Map# 296 Parcel# 49**, in the Third District

   6. [2022-244 Second Reading]
      Consideration to approve the Second Reading of an application by **Hubert T. Griner Jr.** to **rezone** 3.21 acres located at 1360 Highway 17 South from **AR-2** to **AR-1** to allow for combination with an adjacent parcel **Map# 296 Parcel# 49**, in the Third District

   7. [2022-245 Public Hearing] *Teresa Concannon*
      The Planning Board recommends approving an application by **James M. Carlson** to **rezone** 3.87 acres located at 2077 Highway 119 North from **AR-1** to **AR-2** to allow for a 5-lot subdivision **Map# 387 Parcel# 1**, in the Third District

(Tentative) Board of Commissioners Regular Meeting Agenda – May 03, 2022
8. [2022-246 Second Reading]
Consideration to approve the Second Reading of an application by James M. Carlson to rezone 3.87 acres located at 2077 Highway 119 North from AR-1 to AR-2 to allow for a 5-lot subdivision Map# 387 Parcel# 1 in the Third District

The Planning Board recommends approving an application by Reuben E. Jenkins III to rezone 1.05 acres located at 351 Webb Road from AR-1 to B-2 to allow for commercial use Map# 389 Parcel# 18, in the Fourth District

10. [2022-248 Second Reading]
Consideration to approve the Second Reading of an application by Reuben E. Jenkins III to rezone 1.05 acres located at 351 Webb Road from AR-1 to B-2 to allow for commercial use Map# 389 Parcel# 18, in the Fourth District

11. [2022-249 Public Hearing] Teresa Concannon
The Planning Board recommends approving an application by Gary Ferrell for a variance from section 3.3 to reduce required accessory building setbacks, located at 1129 Ralph Rahn Road to allow for a replacement accessory structure, zoned R-1. Map# 391B Parcel# 2 in the Fourth District

12. [2022-250 Second Reading]
Consideration to approve the Second Reading of an application by Gary Ferrell for a variance from section 3.3 to reduce required accessory building setbacks, located at 1129 Ralph Rahn Road to allow for a replacement accessory structure, zoned R-1. Map# 391B Parcel# 2 in the Fourth District

The Planning Board recommends approving an application by Braly Investments as Agent for the Estate of Robert North to rezone 85 (+/-) acres located on Zitrourer Road from R-1 to R-6 to allow for the future development of a residential subdivision Map# 352 Parcel# 79 in the First District

14. [2022-252 Second Reading]
Consideration to approve the Second Reading of an application by Braly Investments as Agent for the Estate of Robert North to rezone 85 (+/-) acres located on Zitrourer Road from R-1 to R-6 to allow for the future development of a residential subdivision Map# 352 Parcel# 79 in the First District

15. [2022-253 Sketch Plan] Teresa Concannon
The Planning Board recommends approving an application by Braly Investments as Agent for the Estate of Robert North for a sketch plan for "North Tract Subdivision", a single-family residential development located on Zitrourer Road, zoned R-1, (proposed zoning R-6) Map# 352 Parcel# 79, in the First District
16. **[2022-254 Public Hearing]** Teresa Concannon

The Planning Board recommends denying an application by Catalyst Investment Partners, LLC as Agent for Ernest J. Oetgen requests a variance from section 3.4 Buffers to reduce required buffers for an industrial property, to accommodate a proposed industrial development located on Godley Road, zoned I-1. Map# 399 Parcel# 3R, in the First District

17. **[2022-255 Second Reading]**

Consideration to approve the Second Reading of an application by Catalyst Investment Partners, LLC as Agent for Ernest J. Oetgen requests a variance from section 3.4 Buffers to reduce required buffers for an industrial property, to accommodate a proposed industrial development located on Godley Road, zoned I-1. Map# 399 Parcel# 3R, in the First District

18. **[2022-256 Sketch Plan]** Teresa Concannon

The Planning Board recommends denying an application by Catalyst Investment Partners, LLC as Agent for Ernest J. Oetgen for a sketch plan for “Stagecoach Industrial Site”. Located on Godley Road, zoned I-1 Map# 399 Parcel# 3R in the First District

19. **[2022-257 Sketch Plan]** Teresa Concannon

The Planning Board recommends approving an application by Brett Bennett as Agent for Greenland Developers, Inc. for a sketch plan for: “Goshen Ext. Apartments” located off of Goshen Commercial Park Drive, a 408-unit multifamily development on 34.6 acres, zoned B-2. Map# 465 Parcels# 2, 2A, 2B, 2C in the Fifth District

20. **[2022-258 Public Hearing]** Teresa Concannon

The Planning Board recommends approving an application by K&M Effingham Properties, LLC for a variance from Section 3.4 -Buffers to reduce required vegetative buffers for an industrial property located at 1204 Mill Pond Road. Map# 446 Parcel# 7C, in the Fifth District

21. **[2022-259 Second Reading]**

Consideration to approve the Second Reading of an application by K&M Effingham Properties, LLC for a variance from Section 3.4 -Buffers to reduce required vegetative buffers for an industrial property located at 1204 Mill Pond Road. Map# 446 Parcel# 7C, in the Fifth District

22. **[2022-260 Sketch Plan]** Teresa Concannon

The Planning Board recommends approving an application by Linda Sims as Agent for K&M Effingham Properties, LLC for a sketch plan for: “ACTION OVERHEAD DOOR WAREHOUSES” located at 1204 Mill Pond Road, zoned I-1. Map# 446 Parcel# 7C in the Fifth District

XVI. Adjournment