

CITY OF WALTHOURVILLE

Mayor Sarah B. Hayes

Elected Officials

Luciria L. Lovette, Mayor Pro Tem
Mitchell Boston
Patrick Underwood
Bridgette Kelly
Robert Dodd



City Administration

Nicolas Maxwell, Fire Chief
Mrs. Ivy Norris, Finance Manager
Christopher Reed, Police Chief
Mr. Dave Martin, Public Works Administrator
Luke R. Moses, City Attorney

Mayor and Council Meeting
February 25, 2025 @ 6:00 PM
Walthourville Police Department

AGENDA

- | | | |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| I. | Call to Order | Mayor Sarah B. Hayes |
| II. | Roll Call | City Clerk |
| III. | Invocation | Appointee |
| IV. | Pledge of Allegiance | In Unison |
| V. | Adoption of Meeting Agenda | Councilmembers |
| VI. | Adoption of Meeting Minutes | Councilmembers |
| | <ul style="list-style-type: none">February 25, 2025-- Regular Meeting. | |
| VII. | Presentation(s) | None |
| VIII. | Agenda Item(s) | |
| | 1. LCPC | Ms. Mardee Sanchez |
| | Public Hearing for Ordinance # 2025-0225-01.
Amendment to the Unified Development Ordinance to add a new use (residential/commercial mixed use), add provisions for RV's and amendments for site plans and subdivisions. | |
| | 2. City of Walthourville
Financial Update. | Mayor Sarah B. Hayes |
| IX. | Department Comments | City of Walthourville |
| | <ul style="list-style-type: none">Water DepartmentFire DepartmentPolice Department | Mr. Patrick Golphin
Chief Nicolas Maxwell
Chief Christopher Reed |
| X. | Citizens Comments | Walthourville Citizens |

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|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| XI. | Mayor's Update | Mayor Sarah B. Hayes |
| XII. | Elected Officials' Comments | City of Walthourville |
| | <ul style="list-style-type: none">• Mayor Pro Tem Luciria L. Lovette• Councilmember Mitchell Boston• Councilmember Patrick Underwood• Councilmember Bridgette Kelly• Councilmember Robert Dodd | |
| XIII. | Executive Session | Mayor Hayes & Attorney Moses |
| XIV. | Adjournment | Mayor and Council |

**When an Executive Session is needed, it is called for the following:
(Litigation, Personnel and Real Estate)**

City of Walthourville
Mayor and Council Meeting Minutes
February 11, 2025 @ 6:00 PM
Walthourville Police Department

- I. Call to Order: The meeting was called to order at 6:00 PM by Mayor Sarah B. Hayes.
- II. Roll Call: The roll was taken by the City Clerk. In addition to Mayor Hayes, the following members were present.

Mayor Pro Tem Luciria L. Lovette
Councilmember Patrick Underwood
Councilmember Robert Dodd
Councilmember Mitchell Boston
Councilmember Bridgette Kelly

The attendance of the council constituted a quorum

City Attorney Luke R. Moses was present.

- III. Invocation: The invocation was given by Mayor Hayes.
- IV. The Pledge of Allegiance was recited in unison.
- V. Adoption of the Meeting Agenda: The motion to approve was made by Councilmember Boston and the second was added by Councilmember Dodd.
Vote: 4-1: Motion Carried.
Councilmember Kelly did not participate in the vote.
- VI. Approval of Regular Meeting Minutes

January 14, 2025-Executive Session Minutes were recorded by Attorney Moses and they were unavailable.

January 28, 2025 Regular Meeting Minutes. The motion to approve the amending was made by Councilmember Boston. The amending will include:
The Mayor continued the meeting without approval of the agenda by council. The second was provided by Councilmember Underwood. **Vote: 4-1: Motion Carried.**

Councilmembers Voting Favorably were: Boston, Underwood, Kelly and Dodd
Member Opposed: Mayor Pro Tem Lovette.

February 4, 2025 Special Called Meeting Minutes. The motion to approve was made by Councilmember Boston and the second was added by Councilmember Dodd.
Vote: 3-2: Motion Carried.

Councilmembers Voting Favorably were: Boston, Underwood and Dodd.
Councilmembers Opposed: Mayor Pro Tem Lovette and Councilmember Kelly.

February 4, 2025 Executive Session Minutes. The motion to approve was made by Councilmember Dodd and the second was added by Councilmember Boston.

Vote: 2-3: Disapproved.

Councilmembers Voting Favorably were: Dodd and Boston.

Councilmembers Opposed: Mayor Pro Tem Lovette and Councilmembers Kelly and Underwood.

Attorney Moses stated, “it is important to have minutes that are approved in the event the city had legal proceedings or litigation. It is important that we have minutes that are approved that we can rely on, the minutes serve as the record of what transpired. He encouraged the elected officials to review the minutes prior and to contact City Hall if there are corrections or addendums. The Mayor and Council Packets with the minutes are distributed on Fridays, prior to the meetings on Tuesdays.

VII. Presentation(s) None

VIII. Agenda Item(s)

1. LCPC Mr. Todd Kennedy
Presented a Business License Request for Stealth Lawn Cuts. The owner is Ms. Nateisha Magruder and the business is a full-service home based lawn care business and will be located at 25 Broad Leaf Road. The Parcel Number is 0648049. The business will operate an administrative office out of the residence, there will be no signage, no vehicles will come to the home to conduct business. Currently, there are two employees and they have a trailer for the equipment. Mayor Pro Tem Lovette asked if there would be any signage or decals on the trailer. Ms. Magruder stated there would be no signage. The motion to approve was made by Councilmember Dodd and the second was added by Mayor Pro Tem Lovette.

Vote: 5-0: Motion Carried Unanimously.

2. LCPC Mr. Todd Kennedy
Presented a Business License Request for a Mobile Veterinarian for Family Paws Mobile Veterinarian. The owner is Mr. Kenneth Kinnard and the proposed business is a Mobile Veterinarian Clinic that services cats and dogs with exams, vaccines, labs and wellness. The location will be 5782 West Oglethorpe Highway. The Parcel Number is 041B012. Mr. Kinnard stated they are based out of Midway, Georgia and they will partner with Dawsons General Store to be onsite one to two weekends per month. His wife, Dr. Kinnard, is the Veterinarian. He added that they will be onsite about six hours a day. The motion to approve was made by Councilmember Boston and the second was added by Councilmember Kelly.

Vote: 5-0: Motion Carried Unanimously.

3. **City of Walthourville** **Attorney Luke R. Moses & Ms. Shana T. Moss**
2025 Defined Benefit Retirement Plan Ordinance Adoption. Attorney Moses stated the city’s retirement plan is administered through GMA and he and Ms. Moss had been communicating with GMA counsel about this document. Ms. Moss stated there will be no changes to the city’s retirement plan, what is before them with this ordinance are

mandatory updates that are required by the IRS to ensure the city keeps their tax-exempt status. Ms. Moss added the council was emailed the information on February 3rd with the excerpt from GMA that this was only for IRS Purposes. She further added that every few years, the IRS requires an update for the retirement plan. She added that the last update occurred in 2018. Mayor Pro Tem Lovette,” stated in 2021 or 2022 the plan changed. If you had 20 or more years and retired, they could collect retirement and their stipend. However, that has changed and elected officials can no longer receive both. The motion to approve was made by Councilmember Boston and the second was added by Councilmember Kelly.

Vote: 5-0: Motion Carried Unanimously.

4. City of Walthourville

Chief Nicolas Maxwell

Presented the City’s Fire Code and Fee Ordinance Adoption. Chief Maxwell stated this item was presented at the November 12, 2024 meeting and the Mayor and Council had requested some changes, the changes were made, the revised document was emailed to everyone on December 13, 2024. He added that this code was taken from the State of Georgia’s Fire Codes, and the fees are in alignment with neighboring cities. He references that this code will not require a burn permit, because the State of Georgia does not require one. A discussion about the city’s Fire Fee arose again. Councilmember Dodd stated the reason he was against the Fire Fee was because he did not feel that everyone was billed fairly. Chief Maxwell stated his recommendation would have been to charge per unit with square footage. Councilmember Dodd added that it would require going to the Tax Assessors office and obtaining every parcel in the city.

Councilmember Boston asked does the Fire Department come out and perform inspection on new construction? Chief Maxwell added when a new construction is completed 80%, they do an inspection, and they return when the construction is completed. Several of the mobile home parks in the city does not pay the fire fee because they do not receive a utility bill from the city due to the mobile home park having private wells and having garbage dumpsters. Mayor Hayes will schedule meetings with the Mobile Park owners to address them paying the Fire Fee for each of the mobile homes in their respective parks. The motion to approve the Fire Code and Fees was made by Councilmember Boston and the second was added by Councilmember Underwood.

Vote: 4-1: Motion Carried.

Councilmembers voting favorably were Boston, Underwood, Kelly and Dodd.

Councilmember Opposed: Mayor Pro Tem Lovette.

5. Millage Discussion

Mayor and Council

The Mayor and Council stated it is time for them to begin the millage process to implement and collect in 2026. Chief Appraiser Payne emailed the Elected Officials on January 25th to inquire about arranging a phone conversation with a contact person at the Department of Revenue. Councilmembers Dodd and Underwood responded about the potential call, and the city was awaiting input from the other elected officials on time and date. Ms. Moss added that Ms. Dove with the DOR contacted her, but she was waiting on a response from the Elected Officials. The Mayor and Council agreed upon

setting up the call on Tuesday February 25th, at 5:00 PM, prior to the regular scheduled meeting.

6. **City of Walthourville**

Mayor and Council

Mayor Hayes stated the Allenhurst Fire Service Agreement was before them and at the February 4th, Special Called meeting they wanted to make some changes. Attorney Moses stated he and both Mayors had been in communications about the Fire Fee Agreement. He referenced Section 3.1 of the agreement which stated establishing the Fire Fee for the Allenhurst area. Section 3.2 which states that each resident/customer shall pay \$25.00 to the City of Walthourville. The residents of Allenhurst will be assessed \$25.00 monthly, each commercial customer will be assessed \$150.00 and each industrial customer will be assessed \$250.00. He added that just as the City of Walthourville's citizens elect them to make decisions on their behalf, the citizens of Allenhurst elects their officials and Allenhurst Mayor and Council wanted the citizens to pay themselves. The Council believes that the City of Allenhurst should pay the amount, and the City of Allenhurst collects the money from their residents. Councilmember Dodd asked, does everyone in Allenhurst receive a bill from the City of Allenhurst? Water Supervisor Mr. Patrick Golphin stated, no, because some portions of Allenhurst are covered by the City of Hinesville.

Mayor Pro Tem Lovette asked who had been involved in the negotiation process with Allenhurst. Mayor Hayes stated she has been in contact with Mayor Willis (Mayor of Allenhurst) and his council, and they have had meetings that have been open to the public. The Mayor Pro Tem asked, "if Allenhurst only have so many citizens why are they not collecting and paying us? Mayor Hayes asked Mayor Willis if we would come up and speak. Mayor Willis stated, "we don't have the manpower, we are small and cannot afford it." The elected officials stated everyone should be paying a Fire Fee. Chief Maxwell advised the city needs to be careful to ensure the Fire Fee is not being portrayed as a subscription service because municipalities cannot charge a subscription service. Attorney Moses added that the Fire Fee is not a subscription service, and it is legal. Councilmember Dodd asked if everyone is receiving a bill. Water Supervisor Mr. Golphin stated some Allenhurst customers have water with the city and some have garbage. No citizen in Allenhurst has been charged with the Fire Fee yet. Councilmember Kelly, added, "well they are getting free fire service." The agreement is written where Allenhurst citizens will begin to be billed in March 2025. Councilmember Kelly further asked, how will we bill the following businesses in Allenhurst, the Tire Shop, the Church, Lucas Moving Company and Rapid Signs?" It was agreed they would be billed monthly. Mayor Pro Tem Lovette, said, "we don't have money to keep giving away," referencing that Allenhurst residents are not currently being charged due to the agreement not being effective.

Councilmember Boston added, "we have met about it, the Mayor and Council talked about sending the bill to the Town of Allenhurst and now Allenhurst says they cannot afford to bill their citizens. We are not receiving maximum revenue for our city, due to some citizens not being counted." Councilmember Boston added, "We don't know the streets/areas in Allenhurst. Attorney Moses stated the city could get a voter list and the

city could get a boundary map, and he would get the boundary map for the city. Exhibit B on the agreement will entail the boundary lines. Councilmember Kelly stated she wanted to ensure that the commercial businesses in Walthourville will be charged the Fire Fee. The motion to approve the IGA with the city charging a \$3.00 administrative fee was made by Councilmember Underwood and the second was added by Councilmember Dodd.

Vote: 3-2 Motion Carried.

Councilmembers voting favorably were Boston, Underwood and Dodd.

Councilmembers Opposed: MPT Lovette and Councilmember Kelly.

7. City of Walthourville Mayor and Council
Charter Review Dates. The Council wishes to review and update the city's charter. They chose the dates of February 18th, 2025 at 6:00 PM.

IX. Department Comments City of Walthourville

Water Department
Stated no report.

Mr. Patrick Golphin

Fire Department Chief Nicolas Maxwell
Reported the department had answered a total of 33 calls since January 28th. 22 were medical, 6 were vehicle accidents and 5 were fire related. He stated the department is progressing well.

Police Department Chief Christopher Reed
Reported the department answered 213 calls, 33 reports were generated, 3 vehicle crashes, 45 citations were issued along with 18 warnings. Chief Reed announced that on January 21, 2025 they participated in the Governors Initiative Training. February 27th, 2025 they will host the first Neighborhood Watch meeting and on February 28th, the Senior Citizens will hold BINGO at the Department. Councilmember Boston asked if the department responds to Allenhurst. Chief Reed said that area is under the jurisdiction of Liberty County Sheriff's Department, and he added if Liberty County Sheriff's Department request assistance in that area they will respond.

X. Citizens Comments Walthourville Citizens
No citizens had any comments.

XI. Mayor's Update Mayor Sarah B. Hayes
Stated, Keep Liberty Beautiful (KLB) will hold a Recycle It Fair on Saturday February 22, 2025 at City Hall. The Shred-It Truck will be located at City Hall. Also, she will be doing an award in her office for Employee Mrs. Ivy Norris. Ms. Norris played an important role in her subdivision in mitigating a fire that spread to four homes.

XII. Elected Officials' Comments

Mayor Pro Tem Lovette had no comment.

Councilmember Boston stated priority number one should be the city's delinquent audits. He spoke with Georgia Department of Audits and Accounts Deputy Director, Mrs. Jackie Neubert and after reviewing the State Recommendation, he thinks the city should prepare a request for a proposal. He added that he believes it is imperative that the city go by the process that is set forth by the State. Councilmember Underwood asked, "Mayor where are we in the audit hiring process?" Mayor Hayes said she and Councilmember Kelly are working on finding an auditor.

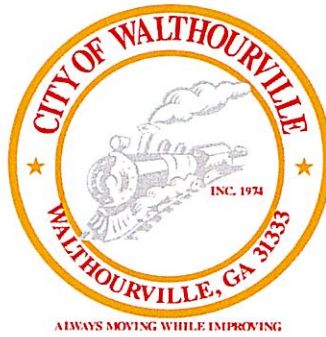
Councilmember Underwood inquired about the Grant Writer position that was advertised. Mayor Hayes stated the city had no one to apply. He added there will be an Easter Egg Hunt on Saturday April 19, 2025, from 12 noon to 1:00 PM at Johnnie Frasier Park located on Shaw Road. He said it's going to be a fun-filled event and he urged families to come out and participate. Donations for this event are being accepted, and they can be dropped off at the Police Department. Children are asked to bring their own Easter Basket to collect eggs in.

Councilmember Kelly stated she and the Mayor are working on finding an auditor.

Councilmember Dodd had no comment.

XIII. Executive Session there was none.

XIV. Adjournment: At 7:54 PM, the motion to adjourn was made by Councilmember Dodd and the second was added by Mayor Pro Tem Lovette.



AGENDA ITEM 1

LCPC

Ms. Mardee Sanchez

AN ORDINANCE TO AMEND THE LIBERTY COUNTY UNIFIED DEVELOPMENT ORDINANCE TO INCLUDE REQUESTED PROVISIONS AND REVISIONS TO THE SITE PLAN AND SUBDIVISION REQUIREMENTS; SAID AMENDMENTS TO BE APPLICABLE TO THE CITY OF WALTHOURVILLE; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES ALLOWED BY LAW.

WITNESSETH:

WHEREAS, one of the purposes of the Liberty County Unified Development Ordinance (UDO) to protect the public health, safety and general welfare of individuals and the community; and

WHEREAS, revisions were requested to clarify existing provisions, include a new use (residential/commercial mixed use) and to amend some site plan and subdivision requirements;

NOW AND THEREFORE, the City of Walthourville hereby adopts the amendments below which shall become effective on April 1, 2025.

Amendments to Division II – Zoning Districts

Amend Table 204.1 [Schedule of Uses – Commercial Districts] to add the following new use:

USE	C-1	C-2	C-3	OI	IC	DD	Notes
Residential/Commercial Mixed Use	C	C		C		P	See Sec. 302-12 for limitations.

Amendments to Division III – Development Provisions

Repeal Section 302-12 [Living Units in Zones other than Residential (Not applicable in Hinesville)] and replace with a new **Section 302-12 [Residential/Commercial Mixed Use (R/C Mixed Use)]** as shown below and amend the Article 302 Table of Contents accordingly.

Section 302-12 (Residential/Commercial Mixed Use (R/C Mixed Use))

- A. The commercial uses allowed as part of a R/C mixed use development are limited to the following:
 - 1. Medical, dental and related offices
 - 2. Offices
 - 3. Personal service shops
 - 4. Photographic, music or art studios
 - 5. Schools of art, music and similar activities
 - 6. Service shops and financial institutions
 - 7. Indoor retail
 - 8. Restaurants ≤ 1,200 SF and cafes

- B. A minimum of 50% of the parcel’s gross floor area shall be dedicated to residential uses and a minimum of 30% shall be dedicated to commercial uses.
- C. Only commercial uses are permitted on the ground floor of a building on an arterial street.
- D. Standalone/detached single-family dwellings with no commercial space are not allowed.

Sec. 302-18 (Parking of trucks, trailers and RVs (Not applicable in Hinesville)) is amended to read as follows and amend the Article 302 Table of Contents accordingly:

- A. Within any residential district, no commercial trucks, trailers or wagons in excess of 10,000 lbs. gross vehicle weight shall be parked for storage purposes, including overnight, on any public right-of-way or on private property.
- B. Trailers of less than 10,000 lbs. gross vehicle weight, including pleasure boat trailers and cargo trailers, may be parked on private property in any district provided that such trailers are parked only within areas in which the principal building, accessory building or the parking of vehicles is permitted.
- C. RVs may be parked or stored on private property in any district provided they are either within a building or, if outside, they are parked or stored in the side or rear yard, if possible. Any RV outside of an RV park shall not be used for living, sleeping or housekeeping purposes.

Amendment to Division VIII – Definitions and Abbreviations

Article 803 Definitions is amended to include the following new definition:

Residential/commercial mixed use – Residential and commercial uses within one building and/or in separate buildings on one parcel.

Amendments to Division IV – Site Plan Review

Amend Section 402-2 [General Parking Lot Requirements] subsection G [Lighting] subparagraph 5 to read as follows:

- 5. A photometric lighting plan shall be required if the proposed use will be open during hours of darkness and the parking lot contains more than 20 parking spaces. If a photometric lighting plan is required, nationally recognized lighting recommendations for illuminance levels and uniformity ratios shall be followed, such as contained in the most current Illuminating Engineering Society of North America (IESNA) Lighting Handbook.

Amend Section 402-2 [General Parking Lot Requirements] to add a new **subsection K [Maintenance]** to read as follows:

- K. Maintenance

All parking and loading areas shall be maintained free of trash and debris. Surface, striping, curbing, lighting and signage shall be maintained in good condition. Additionally, landscaped and grassed areas around and within parking and loading areas shall be free of weeds, high grass and unpruned shrubbery and any dead plantings are to be removed and replaced.

Amendments to Division V – Subdivisions

Amend Section 503-4(C) [Final Plat Requirements] as to read as follows, add **Figure 503.5 [Certification Block for Planning Commission]** and amend the Article 503 Table of Contents accordingly for this new figure:

- C. Certification blocks as shown in Figure 503.3 and Figure 503.5, and the applicable certification blocks shown in Figures 503.1 and 503.2 at the end of this Article.

Figure 503.5

Certification Block for Planning Commission

Certificate of Approval

This subdivision plat has been found to comply with the Liberty County Unified Development Ordinance.

Signature of Planning Commission Officer	Date
Printed Name	
Title	

Amend Section 503-7 [Outstanding Improvements and Performance Sureties] subsections (A) and (E) subparagraph 2 [Terms of surety] to read as follows:

- A. **Timeframe to complete improvements** – Remaining improvements shall be completed within 6 months from the date of the final plat approval by the governing authority or an extended maintenance guarantee shall be provided pursuant to Sec. 503-8 [Maintenance of Required Improvements]
- E. 2. The surety will not be released until the improvements have been satisfactorily completed and, as applicable and pursuant to Sec. 503-8 [Maintenance of Required Improvements], the additional maintenance guarantee has been received.

Amend Section 503-8 [Maintenance of Required Improvements] subsections A and C to read as follows:

- A. **General** - A surety from the developer is required prior to acceptance of the improvements whereby the developer shall guarantee maintenance of the primary and secondary improvements.
- C. **Duration of the surety** - The time of guarantee shall be 2 years from the date of acceptance of the improvements by the governing authority (see Sec. 503-9 [Dedication and Acceptance of Improvements]). If the maintenance guarantee included coverage of outstanding improvements that were not completed in a timely manner as specified in Sec.

503-7(A) [Outstanding Improvements and Performance Sureties; timeframe to complete improvements], prior to releasing the performance surety for such improvements, an extension of the maintenance guarantee for the improvements shall be provided to cover a full 2 years after installation.

Amend Section 504-5 [Water] subsection B subparagraph 1 to read as follows:

B. Connection to municipal supply

1. Subdivisions located in or adjacent to any municipality or located within 1,000 feet to an existing municipal water system, shall connect to that municipal water system unless the municipality certifies that it will not supply water to the proposed development.

Amend Section 504-6 [Sewer] subsections B, C, D, E, and G to read as follows:

B. Connection to municipal system

1. Subdivisions located in or adjacent to any municipality or located within 500 feet to an existing municipal sewer system, shall connect to that municipal sewer system unless the municipality certifies that it will not provide sewer service for the proposed development.
2. Construction of the sewer system components shall comply with the municipality's standard and specifications and/or the standards and specifications of EPD.

C. Connection to private system - Subdivisions that will not be served by a municipal sewer system as described above and which are located adjacent to an existing private sewer system may connect to that system provided the owner agrees to the connection in writing (recording of this document may be required) and the existing system is capable of conveying, treating and disposing of the wastewater.

D. Community system

1. In areas not served by municipal sewer systems or other public systems, a community sewer system shall be installed in a subdivision with 50 or more lots or with potential for 50 or more lots.

2. Waiver

A waiver from the requirement for a community sewer system may be granted by the governing authority if all the requirements below are met. Such request for a waiver shall be in writing and submitted to the plan reviewer for processing.

- a. For subdivisions with 50 – 100 lots or potential for that many lots, all the usable lot areas meet the minimum standard required by the Dept. of Health On-site Sewage Management System regulations or are a minimum of ½ acre, whichever is larger.
- b. For subdivisions with over 100 lots or potential for that many lots, all the usable lot areas meet the minimum standard required by the Dept. of Health On-site Sewage Management System regulations or are a minimum of 1 acre, whichever is larger.
- c. The soil conditions are able to support the required number of on-site sewage disposal systems as determined by the Dept. of Health

- E. **Individual septic systems** - Individual septic systems are allowed if connection to a municipal system is not required, connection to an existing private system is not an option or a waiver has been granted such that a community sewer system is not required. Individual on-site sewage disposal systems shall comply with Department of Health On-site Sewage Management System regulations.
- G. **Pump stations** – In Hinesville and Flemington, pump stations shall comply with the City of Hinesville’s Sewage Pumping Station Design Guide and Specifications. In all other jurisdictions, pump stations shall comply with the requirements herein or as otherwise required by the appropriate city or county engineer.
 - 1. All pump stations to be dedicated to a public system shall be on a tract deeded to the municipality or have a utility easement on common land owned by the HOA. Such tract or easement shall be a minimum of 4,000 SF and have a minimum width of 50 feet. To the extent feasible, all components of the pump station shall be at least 20 feet from the tract or easement boundaries.
 - 2. Fencing shall be required along all boundaries of the tract or easement, exclusive of any access driveway. Such fencing shall be a minimum of 6 feet high and, where the tract or easement abuts a residential lot, it shall be privacy fencing so it is screened from the residence. A double gate a minimum of 12 feet wide shall be provided at an appropriate location.
 - 3. Accesses to the pump station tract or easement shall be improved with a minimum 11-foot wide driveway that is asphalt, concrete or, at a minimum, consists of a graded aggregate base course screened 1½ inches or smaller with a thickness of 6 inches after being thoroughly compacted and constructed. The driveway shall be graded such that stormwater does not pond on it.
 - 4. Controls for pump stations shall not be mounted on wood but on stainless steel or other such durable material.

Amend Section 504-7 [Streets] subsections D subparagraph 5, E, F subparagraph 1 and G subparagraph 3 to read as follows:

D. Alignment

- 5. Grades - All streets should have a minimum grade of not less than 0.30% and shall have a crown of not less than 3 inches. Maximum grades shall be as indicated below:
 - a. major thoroughfares – as established by the plan reviewer.
 - b. collector streets – 8% unless topographic conditions make this impractical.
 - c. minor residential streets – 15% unless topographic conditions make this impractical.

E. Paving and marking requirements - All streets must be prepared, paved and marked in conformance with the standards below, applicable standard specifications or the State of Georgia Rules and Regulations Chapter 120-3 “Rules of Fire Safety Commissioner” currently in effect and as may be amended in the future (see Appendix I). If there are conflicts between any of these, the provisions of Chapter 120-3 shall prevail.

- 1. Subgrade - The subgrade shall be 24 inches of compacted subgrade material compacted to a minimum of 95% density.

2. Base course and wearing surface
 - a. The base shall consist of a graded aggregate base course (GAB) screened 1½ inches or smaller with a thickness as indicated below after being thoroughly compacted and constructed. All materials shall be secured from an approved source and shall conform to GDOT's minimum acceptable standards for this area. The wearing surface shall consist of 9.5 mm superpave with a thickness as indicated below and shall be placed in accordance with the latest edition of the GDOT Standard Specifications for Roads and Bridges.
 - i. Local street – 6" GAB and 1½" superpave.
 - ii. Collector street – 8" GAB and 2" superpave.
 - iii. Arterial street – to be determined by geotechnical and equivalent single-axel loading analysis for roadway type.
 - iv. GDOT road – as determined by GDOT.
3. Pavement marking – At a minimum, all stop bars shall be marked. Centerlines and crosswalks shall be painted on and across all collector and arterial streets. Such pavement markings shall conform to GDOT standards. Additionally, a hydrant zone shall be marked as follows: the curb along where the street widens to 26 feet and the curb directly across from this area shall be painted red, and red striping shall be marked within the widened part of the street. Stop bars, crosswalks and hydrant zones shall be shown on the construction plans.

F. Drainage

1. Gutter Spread
 - a. In all jurisdictions except Hinesville, gutter spread shall be measured from face-of-curb. Inlets shall be placed such that, for a Type II, 24-hour, 10-year storm frequency, the gutter spread does not exceed 8 feet for an inlet with another inlet on the opposite side of the street. A gutter spread not exceeding 10 feet shall be allowed on a local street if there is no inlet on the opposite side of the street.
 - b. In Hinesville only, inlets shall be placed such that, for a Type II, 24-hour, 10-year storm frequency, the gutter spread does not extend more than halfway into the travel lane. Such streets shall have a 3-inch crown as required by the City's standard detail.

G. Street names and signage

1. Proposed street names shall be approved by the applicable entity authorized to do so. It shall be unlawful for any person in laying out any new street or road to name such street or road on any plat, by marking, or in any deed or instrument, without first getting said approval.
2. Street name signs shall be installed at all intersections within a subdivision.
3. The developer shall purchase and install all necessary traffic control signs in accordance with MUTCD including but not limited to stop, speed limit, do not enter, pedestrian crossing, etc., and shall show all proposed signage on the plans. For public

safety reasons, all street name signs shall be installed as soon as possible after final plat approval.

Amend Section 504-12 [Other Design Requirements] subsections A subparagraph 1 and B to read as follows and delete E (it was moved to Sec. 504-6 [Sewers]):

A. Lots

1. Lot dimensions - All lots shall meet the minimum lot width, depth, and area requirements of the applicable zoning district or general development plan (for PUDs). With respect to the area, the minimum lot area is usable area.

B. Easements – All easements shall be shown on the preliminary and final plats and shall conform to the requirements below.

1. Access – All easements for vehicular access to a facility, infrastructure or structure shall be a minimum of 20 feet wide unless otherwise indicated herein. Additional width or areas for turning movements may be required to accommodate the vehicles that will be utilizing the access.
2. Utility – All easements for utilities such as power and cable shall be a maximum of 5 feet wide when adjacent and parallel to a street right-of-way and a maximum of 10 feet wide in other locations.
3. Water (potable and non-potable) piping – All easements for underground water piping and appurtenances shall be centered on the pipe and the width of the easement is based on the depth of the pipe below finished grade as indicated below.
 - a. Depth \leq 8 ft. – 20 ft. easement
 - b. Depth over 8 ft. – 20 ft. plus an additional 2 ft. for every foot deeper than 8 ft. up to a maximum easement of 30 ft.
4. Sewer piping – All easements for underground sewer piping and appurtenances shall be centered on the pipe and the width of the easement is based on the depth of the pipe invert below finished grade as indicated below.
 - a. Depth $<$ 8 ft. – 20 ft. easement
 - b. Depth between 8 ft. and \leq 12 ft. – 25 ft. easement
 - c. Depth greater than 12 feet – 50 ft. easement
5. Stormwater piping – All easements for underground stormwater piping and appurtenances shall be centered on the pipe and the width of the easement is based on the size of the pipe and/or the depth of the pipe invert below finished grade as indicated below.
 - a. Pipe with a diameter \leq 24” and at a depth \leq 8 ft. – 20 ft. easement
 - b. Pipe with a diameter $>$ 24” or any sized pipe with a depth $>$ 8 ft. – 25 ft. easement
6. Aboveground infrastructure - The minimum easement for aboveground or at-grade infrastructure shall be as required below. If an easement is needed for something that is not listed, it shall be a minimum of 20 feet around the infrastructure unless it can be demonstrated that a smaller easement would still meet the purpose of the easement (i.e. repair, maintenance, access, etc.)

- a. Flumes and stone- or concrete-lined swales, ditches, etc.. – Easement shall extend a min. 5 feet on either side of the outer edge of the flume or from the top of slope of the swale, ditch, etc. If the easement doubles as an access easement (i.e., for a pond), an additional 10 feet of width on one side of the flume, swale, etc., shall be added to the easement.
 - b. Vegetated swales, ditches, bioswales, etc. – Easement shall extend a min. 2 feet on either side of the top of the slopes. If the slope of the swale, etc., is steeper than 4:1, an additional 10 feet of width on one side of the swale, etc., shall be added to the easement.
 - c. Drainage ponds – Min. 10 feet all around the pond as measured from top of slope. Fencing is not allowed within an easement if it impedes general or functional maintenance of the pond.
7. Street trees - Street trees shall be planted within a 10-foot wide easement along the front property line.

*** end of amendments ***

APPROVED this _____ day of _____ 2025, by the Mayor and Council of the City of Walthourville.

Sarah B. Hayes, Mayor

Luciria Lovette, Mayor Pro Tem

Mitchell Boston, Councilmember

Patrick Underwood, Councilmember

Bridgette Kelly, Councilmember

Robert Dodd, Councilmember

ATTEST:

Signature

Printed Name

Title

Proposed UDO Amendments for Residential/Commercial Mixed Use and Parking of RVs

A new use is proposed (residential/commercial mixed use) and restrictions on the parking of RVs is proposed to be added as well.

1. Residential/Commercial Mixed Use

- Defines the new use.
- Indicates which zoning districts it is allowed.
- Describes additional provisions/limitations for the use.

2. Parking of RVs outside of RV parks

- Indicates where RVs can be parking on private property.
- Prohibits the RV from being used for living purposes.

Proposed UDO Amendments for Site Plan and Subdivision Requirements

There are several amendments proposed in response to a) concerns from developers, design engineers and municipal engineers, b) request by Hinesville Dept. of Inspection, and c) changes to provisions LCPC thinks are needed now that the UDO has been in effect for almost a year.

3. Amend Section 402-2 | General Parking Lot Requirements|

- Increases the threshold for requiring a photometric lighting plan.
- Defines maintenance responsibilities.

4. Amend Section 503-4 |Final Plat Requirements|

Adds in a certification block for the Planning Commission on final plats.

5. Amend Section 503-8 |Outstanding Improvements and Performance Sureties|

- Removes the requirement that the maintenance bond only cover completed improvements.
- Requires an extension of the maintenence bond for items not completed 6 months after the original bond was issued in order to cover a full 2 years of maintenance for those items.

6. Amend Section 504-5 |Water|

Per GA Dept. of Health rules, change distance from a municipal system requiring connection from 500 to 1,000 feet.

7. Amend Section 504-6 |Sewer|

- Fix typos by replacing “water” with “sewer”.

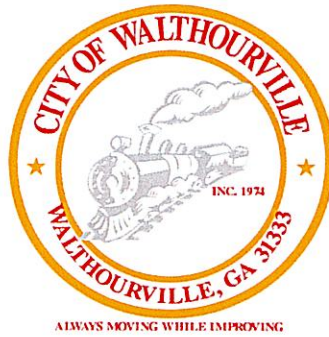
- Adds “conveyance” to what a private sewer system must be able to provide (in addition to treatment and disposal).
- Instead of requiring a variance from the requirement for a community sewer system, the governing authority may waive this requirement.
- Changing the min. lot size for subdivisions with septic systems to align with the Dept. of Health.
- Move the pump station requirements from Section 504-12 to this section.

8. Amend Section 504-7 [Streets]

- Revise and update paving requirements.
- Add pavement and curb markings around hydrants.
- Remove requirement for inlet spacing.
- Require developers to purchase and install all traffic control signs.
- Revise Hinesville gutter spread requirement.

9. Amend Section 504-12 [Other Design Requirements]

- Amend the width of required easements for underground piping to be dependent on depth and/or size of pipe.
- Amend the width of aboveground easements to be smaller for ponds and to provide different widths for swales, etc., depending on whether they are natural or armored.



AGENDA ITEM 2

City of Walthourville

Mayor Sarah B. Hayes