

# 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  
March 11, 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"><li>• February 25, 2025 Special Called Meeting Minutes</li><li>• February 25, 2025 Regular Meeting Minutes</li><li>• February 25, 2025 Executive Session Minutes</li><li>• March 5, 2025 Special Called Meeting Minutes</li></ul> |                       |
| VII.  | Presentation(s)   | City of Walthourville |
|       | <ul style="list-style-type: none"><li>• 1. Mayor Hayes</li><li>• 2. Mayor Pro Tem Lovette</li></ul>   |                       |
| VIII. | Agenda Item(s)  |                       |
|       | 1. LCPC   | Ms. Mardee Sanchez    |
|       | <b>Public Hearing for Ordinance # 2025-0225-01.</b><br>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. LCPC   | Mr. Todd Kennedy      |
|       | <b>Business License Request.</b><br>Home based business for a pressure washing business.  |                       |

**3 City of Walthourville**

Lease Request.

**Chief Nicolas Maxwell**

**4. City of Walthourville**

Fire Recovery Plan (Information Only).

**Chief Nicolas Maxwell**

**5. Millage Update**

**Mayor Sarah B. Hayes**

**IX. Department Comments**

- Water Department
- Fire Department
- Police Department

**City of Walthourville**

Mr. Patrick Golphin

Chief Nicolas Maxwell

Chief Christopher Reed

**X. Citizens Comments**

**Walthourville Citizens**

**XI. Mayor's Update**

**Mayor Sarah B. Hayes**

**XII. Elected Officials' Comments**

**City of Walthourville**

- 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 warranted, it is called for the following:  
(Litigation, Personnel and Real Estate)**

City of Walthourville  
Mayor and Council Special Called Meeting  
February 25, 2025 @ 5:15 PM  
Walthourville Police Department

- I. Call to Order: The meeting was called to order at 5:30 PM by Mayor Sarah B. Hayes. The meeting started at 5:30 due to the meeting originator Councilmember Bridgette Kelly being stuck in traffic.
- II. Roll Call was taken by the City Clerk with the following members present in addition to the Mayor.

Mayor Pro Tem Luciria L. Lovette  
Councilmember Bridgette Kelly

Councilmember Patrick Underwood  
Councilmember Robert Dodd

Member Absent: Councilmember Mitchell Boston

The attendance of the Council constituted a quorum.

- III. Millage Presentation  
Councilmember Kelly stated she think there was some confusion about the topic for the meeting. There were emails circulating between the council about having a TEAMS Meeting for a phone call to a member of the Department of Revenue. She stated she had no presentation. Councilwoman Bridgette Kelly
- IV. Adjournment: At 5:41 PM the motion to adjourn was made by Councilmember Dodd and the second was added by Councilmember Underwood. Vote: 3-1: Motion Carried.



City of Walthourville  
Mayor and Council Regular Meeting Minutes  
February 25, 2025 @ 6:00  
Walthourville Police Department

The City of Walthourville Mayor and Council held the Regular Monthly Meeting on February 25, 2025.

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 Mitchell Boston
Councilmember Patrick Underwood	Councilmember Bridgette Kelly
Councilmember Robert Dodd	

The attendance of the Council constituted a quorum.

Attorney Luke R. Moses was present.

III. The invocation was rendered by Mayor Hayes.

IV. The Pledge of Allegiance was recited in unison.

V. Adoption of Meeting Agenda. The motion to approve the agenda was made by Mayor Pro Tem Lovette and the second was added by Councilmember Dodd.

Vote: 5-0: Motion Carried Unanimously.

VI. Adoption of Meeting Minutes. The motion to approve the February 11, 2025 minutes was made by Councilmember Boston and Councilmember Dodd.

Vote: 4-1: Motion Carried.

Members Voting Favorably: Boston, Underwood, Kelly and Dodd.

Member Opposed: Lovette.

VII. Presentation(s)

VIII. Agenda Items(s)

1. LCPC

Ms. Mardee Sanchez

Presented Ordinance # 2025-0225-01 for a Public Hearing. This is an 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. This ordinance pertains to parking of RV's outside of the RV park. The Mayor and Council took no action as they stated they needed additional time to read the ordinance. This item will reappear on the March 11, 2025 agenda. The



motion to table this item was made by Councilmember Boston with the second being added by Councilmember Dodd. Vote:3-1-1: Motion Carried.

Members voting favorably: Boston, Dodd and Kelly.

Member opposed: Underwood (he was ready to cast his vote)

Member abstained: Lovette

2. City of Walthourville Mayor Sarah B. Hayes  
Mayor Hayes informed the council that the monthly Financial Report was included in their packet. This report was compiled by the city's CPA Firm of CKH.

- IX. Department Comments City of Walthourville  
Water Department Mr. Patrick Golphin  
Had no report.

Fire Department Chief Nicolas Maxwell  
Reported the department had a total of 29 calls since the last meeting. He stated the Fire Department had begun meeting and greeting the business owners in Allenhurst.

Police Department Chief Christopher Reed  
Reported the Municipal Clerk, Mrs. Burns has completed her training, and she completed her first successful court. He is researching court ware software and has requested a tentative quote from another agency. Since the last meeting, 53 violations were issued with 20 of them being warnings. He further added that on March 6<sup>th</sup>, 2025 he and Major Hooker would be at the Capitol for Law Enforcement Day. Chief Reed reiterated that the Police Department does not dispatch calls and if there is an emergency for them to please call 911 or if it is a non-emergency they can call 912-568-3911. He said the Police Department is open from 8:00 AM-5:00 PM.

The Council addressed a makeshift flea market on Barnard Pray and Dunlevie Roads. Chief Reed emailed the council about the situation after a citizen addressed him. The council agreed to proceed by giving him a warning and a ticket.

- X. Citizens Comments None

- XI. Mayors Update Mayor Sarah B. Hayes  
Stated she has been inquiring about Griffin Road. The City receives a lot of complaints about Griffin Road and the heavy traffic caused by the big trucks that frequent the route coming and leaving Long County. She stated she will ask the council to propose closing the road to 18 wheelers and repairing the road. TSPLOST Funds can be used. The bypass will be coming in a few years and that route traveled by the trucks will be used for the creation of the bypass. The weight limit for trucks are 10,000 pounds. Since several of the city's roads are dirt, and many roads are in need of repairs, it was decided that no road is give priority over the next toad.

XII. Council Reports

Elected Officials

Mayor Pro Tem Luciria L. Lovette stated the city should recognize people who come into the city and do good. She added that she would like to acknowledge the AKA Sorority who does beautification projects at Johnnie Frasier Park.

Councilmember Mitchell Boston stated he would like for the Mayor and Council to work in collaboration where people habitually speed. He added if the city could implement traffic deterring devices. He said he has identified about 20 roads in the city-mainly dirt roads where speeding seems to be a problem. Mayor Hayes stated maybe the city can implement speed bumps or humps. In summation Councilman Boston stated each street should be looked at on a case by case basis. He Thanked City Hall for conducting the GovDeal auction for the city's surplus vehicles and he would like to use the revenue collected from those sales for the city's outstanding solid waste bill.

Councilmember Patrick Underwood said he agreed with everything that Councilmember Boston said. He would like to know what bills the city is behind in.

Councilmember Bridgette Kelly stated she has reached out to firms for the city's audits. She reached out to Campbell in Jesup, GA they will charge \$68,000 and can start in June. Also the Jackson Firm who were recommended by CKH will charge \$67,000. Maudlin and Jenkins out of Savannah, GA are unable to assist. She is awaiting a response from a firm in Brunswick. Councilmember Boston added that he still thinks the city should do a formal proposal and that we should obtain a formal proposal from these firms.

Councilmember Dodd had no comments.

XIII. Executive Session

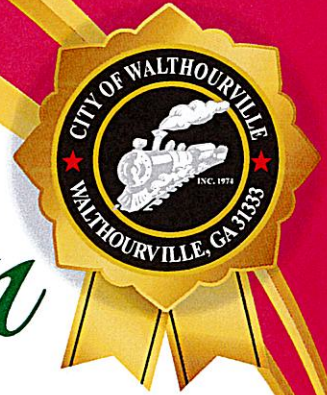
Mayor Hayes and Attorney Moses

At 7:09 PM a motion to enter into Executive Session for litigation was made by Mayor Pro Tem Lovette and the second was added by Councilmember Underwood.

Vote: 5-0: Motion Carried Unanimously.

XIV. Adjournment: At 7:42 PM the motion to adjourn was made by Councilmember Kelly and the second was added by Councilmember Dodd.





CERTIFICATE OF  
*Appreciation*

PROUDLY PRESENTED TO

*Alpha Kappa Alpha Sorority, Inc.,  
Nu Rho Omega Chapter, Cultured Pearls Foundation, Inc.*

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*For your efforts of promoting and beautifying  
Johnnie Frasier Park.*

*Given this 11th day of March, 2025*

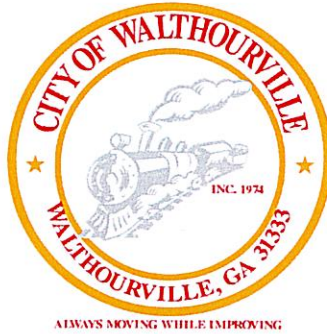
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*Sarah B. Hayes, Mayor of Walthourville*

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*Luciria L. Lovette, Mayor Pro Tem*





ALWAYS MOVING WHILE IMPROVING

# 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:

<b>USE</b>	<b>C-1</b>	<b>C-2</b>	<b>C-3</b>	<b>OI</b>	<b>IC</b>	<b>DD</b>	<b>Notes</b>
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

<u>Certificate of Approval</u>	
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 \*\**



**ORDINANCE #2025-1**

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

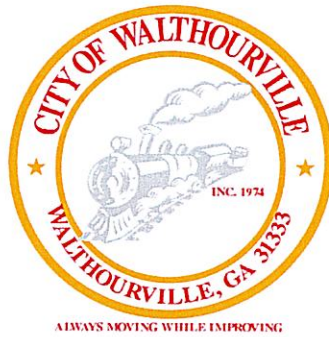
\_\_\_\_\_  
Robert Dodd, Councilmember

ATTEST:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



ALWAYS MOVING WHILE IMPROVING

# AGENDA ITEM 2

## LCPC

Mr. Todd Kenndy



Liberty Consolidated Planning Commission – Report

**Governing Authority: The City of Walthourville**



Mayor & Council Date: March 11, 2025

Type of Permit: Business License – Home Based Business

Owner of Business: James Nelson

Business Managed By: James Nelson

Property Zoned: R-8 (Single-Family Residential - 8)

Comments: This proposed business is a Home-Based Business that does exterior cleaning for pressure washing service for commercial and residential properties. The name of the business is called Hose 'Er Down Pressure Washing. The location is 31 Setter Lane. The Parcel Number is 052B079.

LCPC Zoning Recommendation: **APPROVAL**

\* Contingent upon any other applicable requirements.

LCPC Staff:   
Todd Kennedy

3/7/25  
Date



**City of Walthourville Business License Division**  
**Application for corporation or Limited Liability Company LLC**  
**Occupation Tax Certificate**

\*The application must be filled out completely to obtain a City of Walthourville Occupation Tax Certificate. Payment must be filed with the application to obtain a City of Walthourville Occupation tax Certificate. This application will not be processed if it is not accompanied by the appropriate tax fee. You will not be billed. Please print with ink or type. In order for the appropriate tax or fee to be determined the application accompanied by all appropriate documents must be submitted in person.

Pursuant to The Georgia Immigration Reform Act that was passed by the State Legislature and signed by the Governor all persons applying for renewing a City of Walthourville Tax Certificate must provide a secure and verifiable document as required by O.C.G.A 50-36-1(e) (1) and sign and notarize the affidavit required by O.C.G.A 50-36-1 (e) (2) and the affidavit required by O.C.G.A 36-60-6 (d).

This Business is:       New Application  
                                    Ownership Change / Date ownership changed & Certificate # \_\_\_\_\_  
                                    I am filling a name/or address change for Certificate# \_\_\_\_\_

Name business as Hose 'Er Down Pressure washing  
 Business Phone# (931) 237-1134  
 Name of Corporation/LLC\* Hose 'Er Down Pressure Washing LLC  
 Business Address 31 Setter Ln., Allenhurst GA 31301  
 Mailing Address 1266 County Rd. 3365, Crookville TX 75558  
 Home Address 31 Setter Ln., ~~Allenhurst GA~~ City Allenhurst State GA Zip 31301  
 Email Address hr@Pressurewashing@gmail.com

Full Detailed Description of Business  
Exterior Cleaning + Pressure Washing Service for Commercial + Residential Properties.  
Concrete cleaning, House soft washing, Roof soft washing, Fence Restoration, Deck cleaning, Gutter cleaning

Number of employees (including ownership) in City of Walthourville 1  
 E-verify# (Required if 11 or more employees) N/A

State Sales Tax ID# \_\_\_\_\_ Federal ID # \_\_\_\_\_  
 Owner Name James Nelson SS# \_\_\_\_\_ DOB 08/26/1993

DOES THIS BUSINESS REQUIRE A STATE LICENSE? \_\_\_\_\_ (YES) X (NO)  
 (Please attach a copy of your state license or certification)

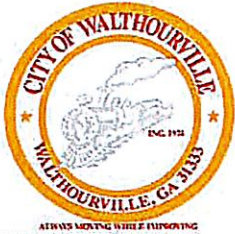
\*\*\* All electrical, mechanical, plumbing, well drilling contractors, salon, mobile home dealers, mobile home installers, and any other contractor that is required to have a State of Georgia License will be required to attach a copy of the license to this application before insurance.  
 \*\*\*All commercially used building may be subject to an inspection for fire and safety code compliance prior to any certificate of occupancy or business license being issued.

FOR OFFICE USE ONLY

ZONING DEPT       APPROVED  DISAPPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
 FIRE DEPT         APPROVED  DISAPPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
 CITY COUNCIL     APPROVED  DISAPPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
 BUSINESS LICENSE DEPT DATE RECEIVED \_\_\_\_\_  
 BUSINESS LICENSE ISSUANCE DATE \_\_\_\_\_

**Mailing Address: P.O Box K, Walthourville, GA 31333**      **Phone: (912) 368-7501**  
**Office Location: 222 Busbee Road, Walthourville, GA 31333**      **Web site address: [www.cityofwalthourville.com](http://www.cityofwalthourville.com)**





City of Walthourville Business License Division

APPLICATION FOR CHANGE IN LICENSE

FOR THE YEAR \_\_\_\_\_ DATE \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_

\$25.00 CHARGE FOR RELOCATION

\$25.00 CHARGE FOR NAME CHANGE OF BUSINESS

INDICATE THE CHANGE YOU ARE APPLYING FOR:

- NAME
- ADDRESS
- NAME AND ADDRESS

CURRENT INFORMATION OF BUSINESS:

Current business name \_\_\_\_\_

Address: \_\_\_\_\_

Owner: \_\_\_\_\_

Manager: \_\_\_\_\_

Nature of business: \_\_\_\_\_

Phone number: \_\_\_\_\_

COMPLETE ONLY THE SPACE THAT WOULD APPLY TO YOUR CHANGE:

New name of business: \_\_\_\_\_

New address of business: \_\_\_\_\_

New manager: \_\_\_\_\_

New phone number: \_\_\_\_\_

*The undersigned affirms that the above statements are true and correct to the best of his/her knowledge and belief.*

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

AUTHORIZED SIGNATURE OF APPLICANT

PERSONNALLY before the undersigned appeared

\_\_\_\_\_ who on Oath has sworn that the above information given therein is true and correct.

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_

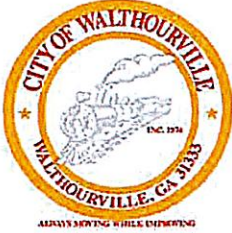
STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_ CITY OF \_\_\_\_\_

NOTARY PUBLIC

Mailing Address: P.O Box K, Walthourville, GA 31333  
Office Location: 222 Busbee Road, Walthourville, GA 31333

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City of Walthourville Business License Division



Are you, the applicant, the corporation, LLC or any shareholder currently delinquent in payment of any taxes or fees to any state or local government? No If yes, please indicate the type of tax or fee, and the amount due with the reason the tax is delinquent.

\_\_\_\_\_

JN If this property is zoned residential, no clients, employees, sales, deliveries, storage of inventory, or equipment (initials) are allowed on the premises. Only one commercial vehicle not to exceed 12,500 lbs Gross weight used as transportation by the occupant may be parked at the residence.

JN I swear or affirm that I have obtained or will obtain within thirty days of the date of this application a City of (initials) Walthourville Certificate of Occupancy as required by the city ordinances.

JN I will comply with the Zoning Restrictions stated above. (initials)

I James Nelson, affirm that the facts stated by me are true, I understand any misrepresentation or fraudulent statement is grounds for automatic dismissal of this application and/revocation of the license. I understand that all signs displayed on my premise must be permitted by the City of Walthourville, I further understand that my business must operate in compliance with all applicable state, federal and local laws, ordinances and regulations, and that the granting of this occupation tax certificate or payment of this occupation tax does not waive the right of any federal, state or local entity to regulate and enforce laws, ordinances and regulations. I understand that all decisions of the Business License Division may be appealed to the City of Walthourville.

This 5 day of March, 2025.

Legibly print name James Nelson

Signature of applicant [Handwritten Signature]

This application must be approved by the Liberty County Planning Commission

Tax Map & Parcel# \_\_\_\_\_ Zoning Classification \_\_\_\_\_

Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Date the request will be presented to Mayor and Council: \_\_\_\_\_

\*\*\*APPLICANT MUST COMPLETE THE AFFIDAVITS AND PROVIDE A SECURE AND VERIFIABLE DOCUMENT\*\*\*

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**CITY OF WALTHOURVILLE BUSINESS LICENSE DIVISION – LAWFUL PRESENCE AFFIDAVIT**  
**O.C.G. A. § 50-36-1(e)(2) AFFIDAVIT**

By executing this affidavit under oath, as an applicant for a loan, grant, tax credit and/or other public benefit, as referenced in O.C.G.A. § 50-36-1, administered by the Georgia Department of Community Affairs, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1)   X   I am a United States Citizen.
- 2) \_\_\_\_\_ I am a legal permanent resident of the United States.
- 3) \_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G. A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

Drivers License, Social Security Card

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
\*Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

\_\_\_\_\_

*\*This Affidavit must be signed by the same person who executes the Application Certification Form Letter*

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**CITY OF WALTHOURVILLE BUSINESS LICENSE DIVISION – PRIVATE EMPLOYER AFFIDAVIT**

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

**Section 1. Please check only one:**

(A) \_\_\_\_\_ On January 1<sup>st</sup> of the below-signed year, the individual, firm, or corporation employed more than ten (10) employees<sup>1</sup>.

\*\*\* If you select Section 1(A), please fill out Section 2 and then execute below.

(B)  On January 1<sup>st</sup> of the below-signed year, the individual, firm, or corporation employed ten (10) or fewer employees.

\*\*\* If you select Section 1(B), please skip Section 2 and execute below.

**Section 2.**

**The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:**

\_\_\_\_\_  
Name of Private Employer

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_ Date of  
Authorization

-----  
**I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on \_\_\_\_\_, \_\_, 20\_\_\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).**

\_\_\_\_\_  
**Signature of Authorized Officer or Agent**

\_\_\_\_\_  
**Printed Name and Title of Authorized Officer or Agent**

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

<sup>1</sup> To determine the number of employees for purposes of this affidavit, a business must count its total number of employees company-wide, regardless of the city, state, or country in which they are based, working at least 35 hours a week.

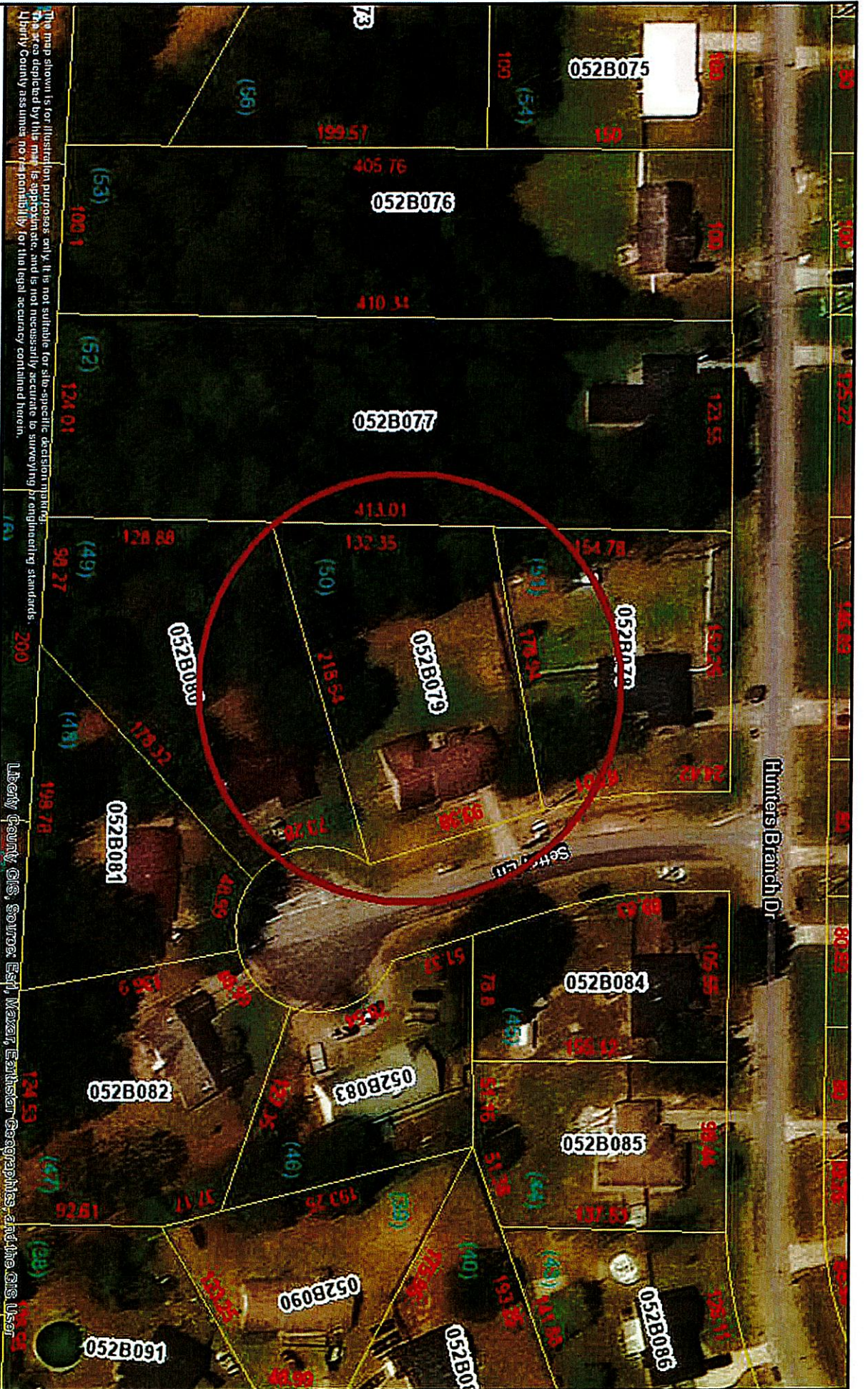
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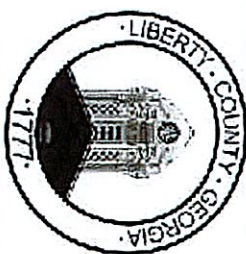


Hunters Branch Dr

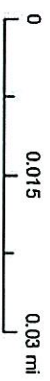
The map shown is for illustration purposes only. It is not suitable for site-specific decision making. The area depicted by the map is approximate, and is not necessarily accurate to surveying or engineering standards. Liberty County assumes no responsibility for the legal accuracy contained herein.

# Liberty County PRISM 2.0

- Areas
- Override 1
- Roads
- Parcels
- Carto Line
- Land Hook



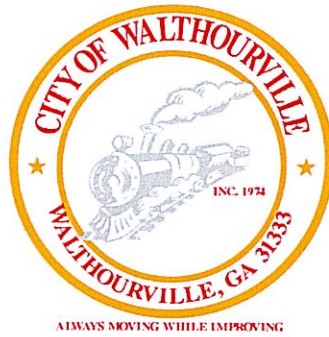
Liberty County  
Assessors' Office  
100 Main Street, Suite 1550  
Hinesville, Georgia 31313  
Phone: (912) 876-3568



Printed on 3/7/2025  
<http://www.libertycountyga.com>

Liberty County GIS. Source: Esri, Maxar, Earthstar Geographics, and the GIS User



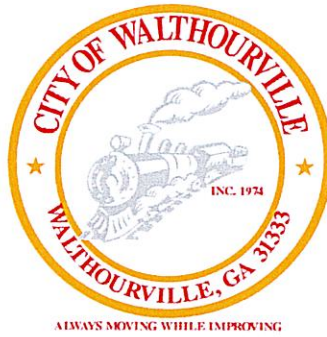


# AGENDA ITEM 3

City of Walthourville

Chief Nicolas Maxwell

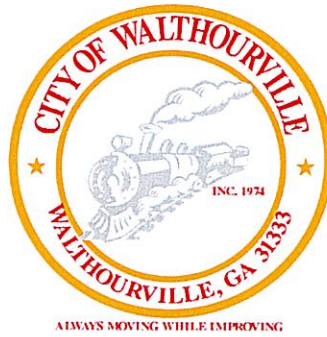




# AGENDA ITEM 4

City of Walthourville

Chief Nicolas Maxwell



ALWAYS MOVING WHILE IMPROVING

# AGENDA ITEM 5

## City of Walthourville

## Mayor Sarah B. Hayes