

CITY OF METTER
PUBLIC HEARING
PROPOSED ZONING AMENDMENT
Monday, February 10, 2025
5:15 p.m.

1. CALL TO ORDER
2. WELCOME
3. PURPOSE
 - a) The purpose of the hearing is to allow for public comments on an application by William Allen Thigpen for a Conditional Use to permit Multi-Family Apartments in the Central Business District (CBD) and a Variance to reduce the minimum dwelling size from 800 Sq. ft. to 625 Sq. ft., property located at 35 North Lewis Street.
4. COMMENTS
5. ADJOURN

APPLICATION FOR A VARIANCE/APPEAL/CONDITIONAL USE
OF THE METTER ZONING ORDINANCE
TO THE PLANNING COMMISSION
METTER, GA

RECEIVED

JAN 10 2025

Name of Owner: William Allen Thigpen

Address of Owner: 62050 GA Hwy 121 N.

Phone Number: 912-531-3450

Email Address: alanthigpen23@gmail.com

Location and address of property: 35 N. Lewis Street

Check which one of the following you are applying for:

APPEAL _____ VARIANCE X _____ CONDITIONAL USE X _____

APPEAL: Any person who alleges an error in any order, requirement, decision, or determination made by the Building Official in the interpretation or enforcement of this Ordinance may appeal such alleged error to the City of Metter Zoning Board.

State the type of Appeal:

State the reason why you think the Building Official's decision or enforcement action was wrong:

VARIANCE: In specific cases such variance from the terms of the Ordinance as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of the Ordinance will, in an individual case, result in unnecessary hardship, so that the spirit of the Ordinance shall be observed, public safety and welfare secured, and substantial justice done.

What are the exceptional or extraordinary circumstances or conditions applying to the property or use involved that do not apply to other properties in the same zoning district?

The existing building was in disarray, the roof collapsed, and the walls fallen. The building was torn down. It is our intent to build a new building that could host to retail stores along with adding 6 new apartments.

How will the application of these regulations to this particular piece of property create practical difficulty or unnecessary hardship?

At the current time, the minimum square footage for apartments is 800 square feet. Our request is to allow a variance from 800 square feet to 625 square feet. This will allow us to build 8 apartments instead of 6, which will be more cost effective.

What conditions are peculiar to the particular piece of property than any other property in the same zoning district?

This property shares the line for commercial and multifamily development, which puts our property in a unique situation when developing a plan for rebuilding to provide a community need.

Will the granting of the Variance cause substantial detriment to the public interest or impair the purpose and intent of this Ordinance or to property improvements in the immediate area?

This will not cause detriment to the adjoining properties. We believe this will be the first step in the revitalization of that area.

CONDITIONAL USE: Conditional uses as listed in any particular zoning district are declared to possess characteristics which may or may not require certain controls in order to ensure compatibility with other uses in the district within which they are proposed for location. Conditional uses shall be permitted subject to a determination by the building inspector that they conform to all conditions set forth by the Zoning Board as required by Article XII, subsection 12.043.

State the type of business/conditional uses requested: This property is currently zoned CBD. I am requesting conditional use to build apartments, as well as having a couple of retail stores.

Will the special or conditional use be injurious to the use and enjoyment of the environment or of other property in the immediate vicinity or diminish and impair property values within the surrounding neighborhood? No, it will not. There are currently apartments in the building that is on the adjacent lot. There will be ample off-street parking for the apartments. I think the dual use of apartments and retail stores will add to downtown.

Will the proposed conditional use increase local or state expenditures in relation to cost of servicing or maintaining neighboring properties? No, it will not. The addition of new apartments and retail businesses will add value to downtown.

Do you think the establishment of the conditional use will impede the normal and orderly development of surrounding property for uses predominant in the area? If not, state why.

No-at the present time all the surrounding property has already been developed.

In your opinion, is the location and character of the proposed conditional use considered to be consistent with a desirable pattern of development for the locality in general?

Yes, it is.

Alan Thigpen
Applicant Signature

01-10-25
Date

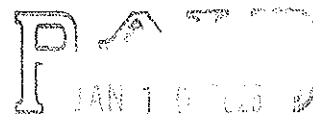
****A \$100.00 NON-REFUNDABLE APPLICATION FEE IS REQUIRED****

TO BE COMPLETED BY CITY HALL

1-10-2025
Date Fee Paid

\$100.00
Amount Paid

Craig Hendrix
Collected By (Signature)



BY:

ADMINISTRATIVE REVIEW

Chiff Hendrix
Building Official Review and Signature

1-10-2025
Date

Date Planning Commission Meeting Advertised: 1-15-25

Date Planning Commission Meeting Held: 1-21-25

Decision of Planning Commission and Reason:

Planning Commission voted unanimously to recommend that city council approve the request by William Allen Higgins for a conditional use to permit multi-family Apartments in the CBD^{30th} and a Variance to reduce minimum Dwelling size from 800 sq. ft. to 625 sq. ft. at 35 N. Lewis St.

Signed: [Signature]
Chairman of Board

Alanna
Clerk

Date Public Hearing Advertised: _____

Date Public Hearing Held: _____

Date City Council Meeting Held: _____

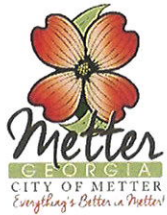
Decision of Mayor and City Council and Reason:

Mayor's Signature

Date

City Clerk's Signature

Date



Business Development and Land Use Report

CONDITIONAL USE & VARIANCE APPLICATION

Meeting Date: Planning Commission-January 21, 2025 City Council-February 10, 2025

Application Type: Conditional Use and Variance

Location: 35 N. Lewis Street **Applicant:** William Allen Thigpen

Tax Parcel ID: M44 042; M44 042 001; M44 042 002 **Acreage:** 0.38 acres

Current Zoning: Central Business District (CBD) **Council District:** 01

Request: **Conditional Use** to permit residential use in CBD and a **Variance** from the minimum requirements for dwelling area size to permit apartments of 625 square feet in the CBD.

BACKGROUND:

- The request for conditional use approval is a requirement of Article VI – List of Permissible and Conditional Uses. Residential development may be permitted as a Conditional Use in the CBD zoning district.
- The request for a variance is a requirement of Article V – Zoning District Schedules (Minimum Requirements). The minimum size for a dwelling unit is 800 square feet. The applicant wishes to develop apartments at 625 sf.
- The property is approx. .380 acres and has frontage on N. Lewis Street. The combined lot dimensions are approximately 105' wide * 155' long. The combined lot size (~16,500) meets the CBD lot area requirements.
- Lot size, setback, and building coverage requirements in CBD allow for more dense development.

	ZONING:	LAND USE:
NORTH:	CBD	Residential
SOUTH:	CBD	Commercial
EAST:	CBD	Commercial
WEST:	CBD	Commercial
Description of surrounding land uses: The property is located on N. Lewis Street, which is a paved, state-maintained street. Parcels to the south, east and west contain commercial properties, and the parcel to the north is residential.		

CONSISTENCY WITH COMPREHENSIVE PLAN:

The property at 35 N. Lewis Street is designated for commercial use on the existing and future land use maps in the 2022 Candler County / Metter Comprehensive Plan. The property is located in the *Historic Downtown Metter* Character Area, which includes an implementation measure to “encourage a mix of housing choices that cater to both existing residents as well as future workforce.”

ANALYSIS / VARIANCE STANDARDS OF REVIEW

Pursuant to *Sec. 12.02 Variances and Special Exceptions*, City Council may authorize **variance** upon a finding that:

1. *There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography.*
- **The property is three parcels that previously included retail and storage buildings. It is located one block north of commercial buildings on NE Broad St., and adjacent to residential structures to the north.**

2. *The application of the ordinance to this particular piece of property would create an unnecessary hardship;*
 - **CBD permits greater floor area ratio than other districts. Permitting a smaller dwelling area in CBD (625sf compared to 800sf in R districts) is compatible with the intent of the CBD district.**
3. *Such conditions are peculiar to the particular piece of property involved; and*
 - **The property is a rare assemblage of three parcels in the CBD. The location is suitable for mixed-use development.**
4. *Relief, if granted, would not cause substantial detriment to the public good or impair the purpose and intent of the ordinance. Provided, however, that no variance may be granted for a use of land or building or structure that is prohibited in a given district by the ordinance. No variance may be granted to the provisions of Article IX, Sign Regulation.*
 - **The owner proposes a mixed-use development on approximately 0.380 acres one block north of NE Broad St. The proposed residential-commercial development is compatible with surrounding uses.**

ANALYSIS / CONDITIONAL USE STANDARDS OF REVIEW

Pursuant to Section 12.021, City Council may authorize special exceptions by the granting of **conditional use** permits upon a finding that:

1. *The special exception or conditional use will not be injurious to the use and enjoyment of the environment or of other property in the immediate vicinity nor diminish and impair property values within the surrounding neighborhood;*
 - **The proposed mixed-use residential and commercial property is compatible with the surrounding residential and commercial properties.**
 2. *The proposed conditional use will not increase local or state expenditures in relation to cost of servicing or maintaining neighboring properties;*
 - **Staff anticipates no additional local expenditures related to the proposed development at this site.**
 3. *The establishment of the conditional use will not impede the normal and orderly development of surrounding property for uses predominant in the area; and*
 - **The proposed mixed-use property will not affect any existing or proposed development in the area.**
 4. *The location and character of the proposed conditional use is considered to be consistent with a desirable pattern of development for the locality in general.*
 - **The proposed mixed-use property is consistent with other development in the area.**
-

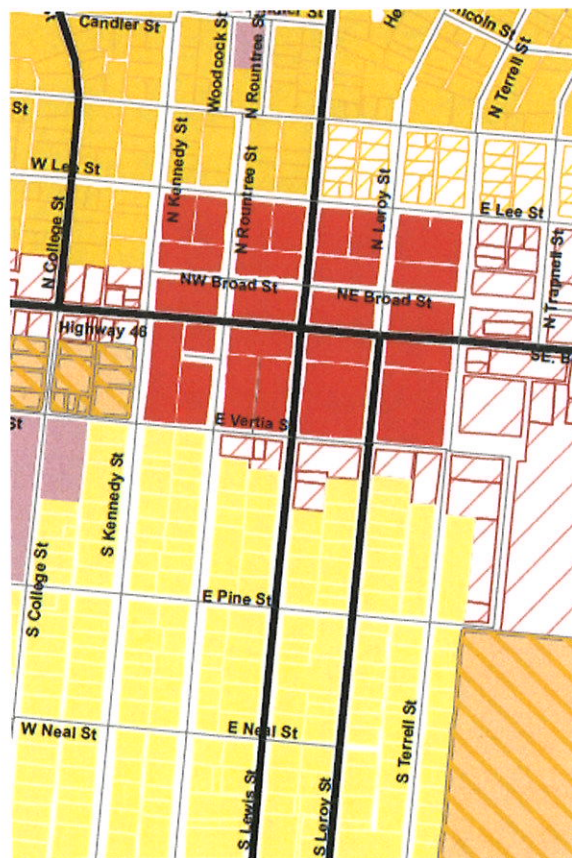
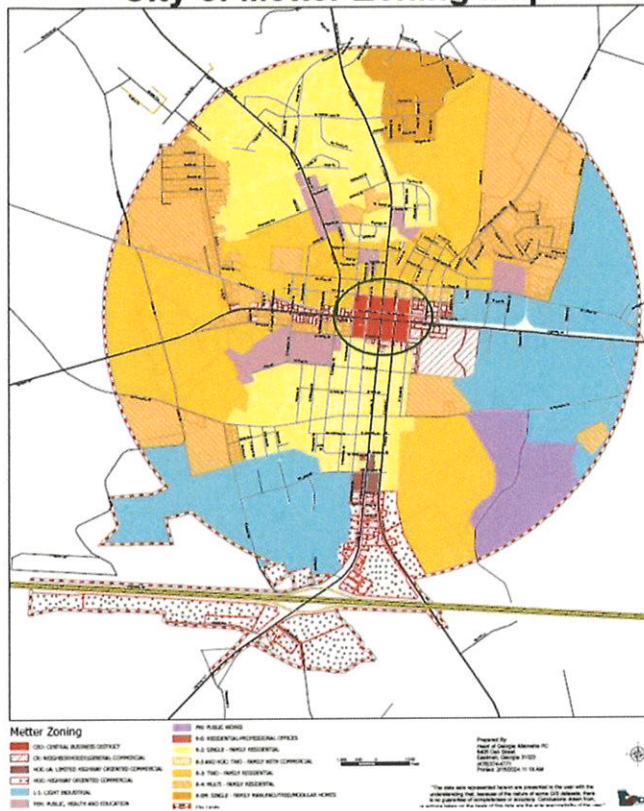
DETERMINATION:

Staff has determined that the requests for Conditional Use & Variance comply with the Zoning ordinance and Comprehensive Plan. The Planning Commission met on January 21, 2025, and voted unanimously to recommend approval.

If this application is approved by city council, staff and the Planning Commission recommend the following condition:

1. The applicant shall meet all building permit requirements for improvements to the accessory building and begin renovations within six months after approval of the conditional use by the City Council.

City of Metter Zoning Map



35 N. Lewis St.



View from N. Lewis St.

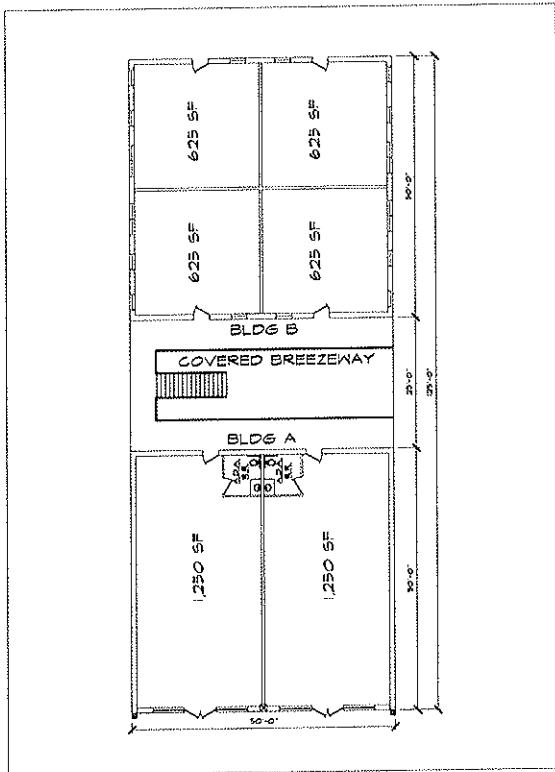


View to the north

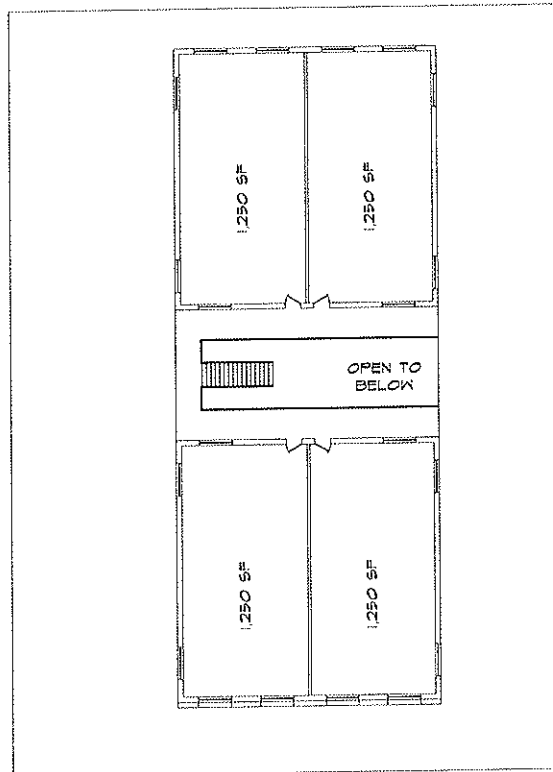


View to the south



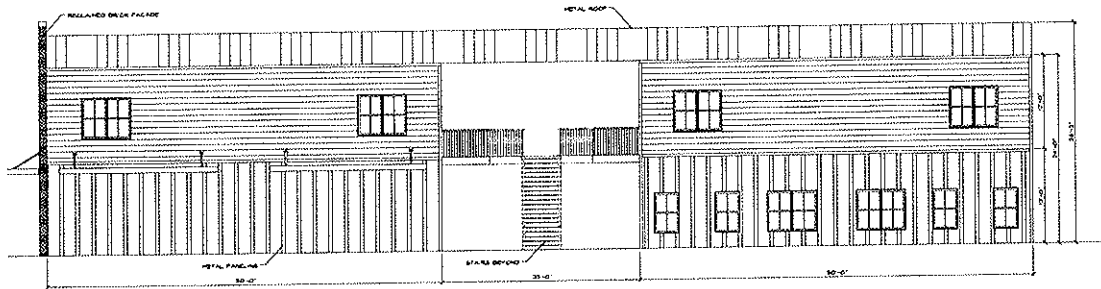


① OVERALL FIRST FLOOR
SCALE: NTS

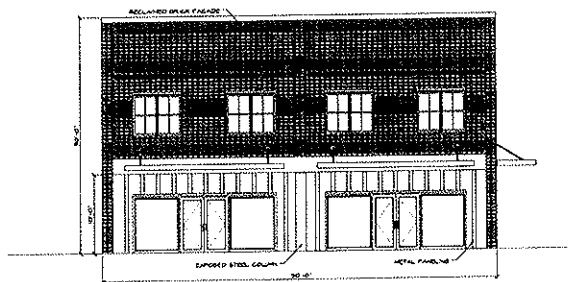


① OVERALL SECOND FLOOR
SCALE: NTS

ALL INFORMATION ON THIS PLAN IS THE PROPERTY OF PINELAND CONTRACTORS. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF PINELAND CONTRACTORS.	
PINELAND CONTRACTORS DORSET, MASSACHUSETTS METER, GEORGIA	
OVERALL BUILDING LAYOUT	
DATE: 11/11/2011 BY: J. L. LEE CHECKED: J. L. LEE SCALE: NTS	PROJECT NO.: 11-0001 SHEET NO.: 11-0001-01 SHEET TOTAL: 11-0001-01



① RIGHT ELEVATION
SCALE: NTS



② FRONT ELEVATION
SCALE: NTS

FINELAND CONTRACTORS
 DONTON METER
 METTER, GEORGIA
 EXTERIOR ELEVATIONS
 A2.0

CITY OF METTER
REGULAR MEETING
AGENDA
MONDAY, FEBRUARY 10, 2025
5:30 p.m.

1. CALL TO ORDER
2. WELCOME
3. PLEDGE OF ALLEGIANCE
4. INVOCATION
5. MOTION TO APPROVE THE AGENDA
6. MOTION TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:

a) Regular Meeting, Monday, January 13, 5:30 p.m.

7. PRESENTATIONS
8. PUBLIC COMMENTS (AGENDA ITEMS)
9. OLD BUSINESS

None

10. NEW BUSINESS

- a) Consideration of a motion to approve or deny an application by William Allen Thigpen for a Conditional Use to permit Multi-Family Apartments in the Central Business District (CBD) at the property located at 35 North Lewis Street. The Planning Commission and City Staff are recommending the approval of this application.
- b) Consideration of a motion to approve or deny an application by William Allen Thigpen for a Variance to reduce the Minimum Swelling Size from 800 Sq. ft. to 625 Sq. ft., at the property located at 35 North Lewis Street. The Planning Commission and City Staff are recommending the approval of this application.
- c) Consideration of a motion to set a public hearing on Monday, March 10, 2025, at 5:15pm, for public input on the proposal to adopt a Subdivision and Land Development Ordinance.
- d) Consideration of a motion to approve or deny a Special Event Alcohol Permit Application submitted by Crystal Dalgard on behalf of Burlap & Lace Market and Coffee Bar located at 10 North Lewis Street. This will be a Sip & Paint event scheduled for February 25, 2025.
- e) Consideration of a motion to approve or deny a Special Event Alcohol Permit Application submitted by Debra Prince, Canoochee Creek Market to be held at the Metter Depot located at 303 SE Broad Street on April 3, 2025.

CITY OF METTER
REGULAR MEETING
AGENDA
MONDAY, FEBRUARY 10, 2025
5:30 p.m.

- f) Consideration of a motion to approve a request from Main Street Metter and the Downtown Development Authority of Metter (DDA) to reappoint the following individuals to serve on the DDA Board:
 - 1. Dustin Vernon, term ending 12/31/2030
 - 2. Ben Parker, term ending 12/31/2026
 - 3. Pernal Franklin, term ending 12/31/2030
- g) Consideration of a motion to approve the bid from Associates in Local Government Assistance, Inc. for the administration of the 2025 Community Development Block Grant (CDBG) for a fee of 6% of the construction costs.
- h) Consideration of a motion to approve the bid from Parker Engineering for Engineering related to the 2025 Community Development Block Grant (CDBG) for a fee of 11% of the construction costs.
- i) Consideration of a motion to approve a request from Rashida Taylor to close North Rountree Street from South Broad Street to North Broad Street on Saturday, June 7, 2025 for the Juneteenth celebration.

11. OTHER BUSINESS FROM CITY COUNCIL

- a) Sheriff's office is looking into doing a detour to close off 121 for traffic between the central and east parks during the festival.

12. CITY MANAGER'S REPORT

13. DEPARTMENTAL REPORTS

14. MAYOR'S REPORT

15. ADJOURN

**CITY OF METTER
REGULAR MEETING
MONDAY, JANUARY 13, 2025
5:30 P.M.**

A regular meeting of the city council was held on Monday, January 13, 2025, at 5:30 p.m. in the council chambers at City Hall.

Attending the meeting were the following officials:

Mayor Edwin O. Boyd
Councilwoman Victoria Gaitten
Councilwoman Rashida Taylor
Councilman James McKie
Councilwoman Chyrileen Kilcrease
Councilman Gregg Stewart
Interim City Manager Scott Wood
City Clerk Angie Conner
Police Chief Robert Shore
Public Works Director Cliff Hendrix
Planning Director Teresa Concannon
Fire Chief Jason Douglas

Attending the meeting were the following guests:

Brad Jones, Chairman, Board of Commissioners of Candler County
Kameron Mitchell, US Small Business Administration
Taliyah Henderson, PHD Student at Mercer University
Dean Stone, IHS Pharmacy
Juan Taylor – Metter Fire Department

CALL TO ORDER AND WELCOME

Mayor Boyd called the meeting to order and welcomed everyone.

PLEDGE OF ALLEGIANCE

Councilwoman Gaitten led the Pledge of Allegiance.

INVOCATION

Interim City Manager Scott Wood gave the invocation.

APPROVAL OF AGENDA

Councilwoman Kilcrease made a motion to approve the agenda. Councilman McKie seconded the motion, and the vote was unanimous.

APPROVAL OF MINUTES

Councilwoman Kilcrease made a motion to approve the following minutes:

- a) Public Hearing, Monday, December 9, 2024, 5:15 p.m.
- b) Regular Meeting, Monday, December 9, 2024, 5:30 p.m.

Councilman McKie seconded the motion, and the vote was unanimous.

PRESENTATIONS

Disaster Recovery and Resilience

Mr. Kameron Mitchell representing the US Small Business Administration gave a presentation regarding disaster recovery and resilience loans for victims of Hurricane Helene. He introduced three types of loans that are available:

- Business Physical Disaster Loans
- Economic Injury Disaster Loans
- Home Disaster Loans

The application filing deadlines are:

- Physical Damage: November 29, 2024
- Economic Injury: June 30, 2025

Medication Delivery by Drones

Ms. Taliyah Henderson and Mr. Dean Stone were present at the meeting to give a presentation on a project that was conducted in Metter regarding the delivery of prescriptions via drones. Ms. Taliyah is a PHD student at Mercer University who teamed up with Mr. Dean Stone, owner of IHS Pharmacy, to test this project. The drone deliveries used simulated medication for this project. Ms. Henderson said that the project is going well. She ran over fifty trials and only one was not successful. She said that the project focuses on independent pharmacies.

Guest Comments

There were no comments from the guests.

OLD BUSINESS

No old business.

NEW BUSINESS

Resolution 2025-01 – Mayor Pro tem

Councilman McKie made a motion to approve Resolution 2025-01 by the Mayor and Council Members of the City of Metter, Georgia, to appoint Councilwoman Chyrileen Kilcrease as Mayor Pro-tem for 2025. Councilwoman Taylor seconded the motion, and the vote was unanimous.

Resolution 2025-02 – Metter Municipal Court Judge

Councilwoman Kilcrease made a motion to approve Resolution 2025-02 by the Mayor and Council Members of the City of Metter, Georgia to appoint Mr. J. Kendall Gross as City of Metter Municipal Court Judge for 2025. Councilwoman Taylor seconded the motion, and the vote was unanimous.

Resolution 2025-03 – Metter Indigent Defense Attorney

Councilman McKie made a motion to approve Resolution 2025-03 by the Mayor and Council Members of the City of Metter, Georgia to appoint Mr. Duff B. Ayers as the City of Metter Indigent Defense Attorney for 2025. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Resolution 2025-04 – Metter Municipal Court Prosecutor

Councilwoman Kilcrease made a motion to approve Resolution 2025-04 by the Mayor and Council Members of the City of Metter, Georgia to appoint Mr. Brent Carter as the City of Metter Municipal Court Prosecutor for 2025. Councilman Stewart seconded the motion, and the vote was unanimous.

Resolution 2025-05 – Metter City Attorney

Councilwoman Kilcrease made a motion to approve Resolution 2025-05 by the Mayor and Council Members of the City of Metter, Georgia to appoint Mr. Brent Carter as the City of Metter City Attorney for 2025. Councilman Stewart seconded the motion, and the vote was unanimous.

Resolution 2025-06 – Qualifying Fees

Councilwoman Kilcrease made a motion to approve Resolution 2025-06 to fix and publish qualifying fees for the City of Metter, November 4, 2025 General Election as follows:

Mayor	\$310.50
Council Seat 2 District 1 and Seat 4 District 2	\$135.00

Councilman McKie seconded the motion, and the vote was unanimous.

Resolution 2025-07 – GMA Lease

Councilwoman Kilcrease made a motion to approve Resolution 2025-07 to enter into a GMA Lease in the amount of \$103,412.64 and for Mayor Edwin O. Boyd to execute all necessary documents for the purchase of the following vehicles:

1. 2024 Ford F250 for the Sanitation Department
2. 2024 Ford F350 for the Wastewater Department

Councilman McKie seconded the motion, and the vote was unanimous.

HB 581 Homestead Exemption

Councilman McKie made a motion to enter a discussion regarding House Bill 581 Homestead Exemption Rollback. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Mr. Wood explained that the constitutional amendment regarding this matter was approved by the voters in the November election. He said that the government body is not required to act on this issue unless you choose to “opt out” of the homestead exemption restriction. No action by the City Council will result in the establishment of the exemption for the City. Also, in order for us to participate in any future sales tax referendum both the City and the County must have the exemption in effect (i.e., not “opt out”). On Monday evening the Candler County Board of Commissioners voted to NOT “opt out.” At this point we cannot provide you with a dollar impact on the city if we do not opt out, but we have reached out to the Tax Commissioner to see if that information can be obtained. However, in any event any property tax effect on the City would probably be negligible for the next few years, while at the same time enabling us to participate in a FLOST (sales tax).

It was the consensus of the city council not to opt out at this time, so no vote was needed.

Public Hearing

Councilwoman Taylor made a motion to set a public hearing on Monday, February 10, 2024, at 5:15 p.m. for public input on a conditional use and variance request for apartments in the Central Business District. Councilman McKie seconded the motion, and the vote was unanimous.

OTHER BUSINESS FROM CITY COUNCIL

Councilwoman Gaitten asked if we know a completion date on central park yet? Mr. Wood said that we are hoping by the end of March.

DEPARTMENTAL REPORTS

The departmental reports were included in the agenda packet for the council's review.

Chief Shore reported that he is at full staff with one in school and one that just graduated. The police department received a grant from the Governor's Office of Highway Safety in the amount of \$17,000.00. This grant will be used for laptops and printers in the patrol units.

Mr. Hendrix reported that the contractors are about 99% done with picking up storm debris. Streets and Lanes will begin with work orders for limbs and leaves next week. We will make a punch list for the contractors once they are done.

CITY MANAGER'S REPORT

Mr. Wood included a management letter in the agenda packet.

Councilman McKie asked in regard to the management letter, how quickly can we get the health insurance issues corrected? Will this be a legal battle? Mr. Wood said that he did not know the answer to that question. He said that he asked the HR Director to compose a report of specific incidents where employees have had problems and what those problems entailed. Once we have all the information, we will let Brent Carter decide if he needs to take some action. We are also looking at GMA insurance as an alternative. We also have a meeting with another guy tomorrow that may give us some other options. We are working on it, but it may not be an overnight fix. Councilman McKie said that he just wants to make sure that our people are taken care of.

Councilman McKie also had a question about the rent for Better Fresh Farms. He wanted to know what is their problem that they are not paying the rent. Mr. Wood said that he had received a lengthy email from them and would share it with the council. He said that basically, some of it was necessitated by loss of crops because they did not have any power backup. They have pledged to us in writing that they are going to bring the rent current. We do not want to lose them.

MAYOR'S REPORT

Mayor Boyd said that he hoped everyone had a great holiday season.

Mayor Boyd said that there will be a meeting on January 29th, 8:00 a.m. at the Pineland Telephone Board Room. Chairman Jones has called this meeting for the city, county, and other entities to get together and collaborate. We will be meeting on a quarterly basis and will need a council member to volunteer to attend the first meeting and we can rotate out each time. Councilwoman Taylor was the first to volunteer. Councilman Stewart said that he could go also. Councilwoman Gaitten said that if one of them could not go then she could go.

Regular Meeting, January 13, 2025

Mayor Boyd reminded the council that the GMA Cities United Summit is at the Atlanta Omni on January 25th – 27th.

ADJOURNMENT

After no further discussion, Councilwoman Kilcrease made a motion to adjourn the meeting at 6:13 p.m. Councilman McKie seconded the motion, and the vote was unanimous.

Angie Conner, City Clerk

APPLICATION FOR A VARIANCE/APPEAL/CONDITIONAL USE
OF THE METTER ZONING ORDINANCE
TO THE PLANNING COMMISSION
METTER, GA

RECEIVED

JAN 10 2025

Name of Owner: William Allen Thigpen

Address of Owner: 62050 GA Hwy 121 N.

Phone Number: 912-531-3450

Email Address:
alanthigpen23@gmail.com

Location and address of property: 35 N. Lewis Street

Check which one of the following you are applying for:

APPEAL _____ VARIANCE X _____ CONDITIONAL USE X _____

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State the type of Appeal:

State the reason why you think the Building Official's decision or enforcement action was wrong:

VARIANCE: In specific cases such variance from the terms of the Ordinance as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of the Ordinance will, in an individual case, result in unnecessary hardship, so that the spirit of the Ordinance shall be observed, public safety and welfare secured, and substantial justice done.

What are the exceptional or extraordinary circumstances or conditions applying to the property or use involved that do not apply to other properties in the same zoning district?

The existing building was in disarray, the roof collapsed, and the walls fallen. The building was torn down. It is our intent to build a new building that could host to retail stores along with adding 6 new apartments.

How will the application of these regulations to this particular piece of property create practical difficulty or unnecessary hardship?

At the current time, the minimum square footage for apartments is 800 square feet. Our request is to allow a variance from 800 square feet to 625 square feet. This will allow us to build 8 apartments instead of 6, which will be more cost effective.

What conditions are peculiar to the particular piece of property than any other property in the same zoning district?

This property shares the line for commercial and multifamily development, which puts our property in a unique situation when developing a plan for rebuilding to provide a community need.

Will the granting of the Variance cause substantial detriment to the public interest or impair the purpose and intent of this Ordinance or to property improvements in the immediate area?

This will not cause detriment to the adjoining properties. We believe this will be the first step in the revitalization of that area.

CONDITIONAL USE: Conditional uses as listed in any particular zoning district are declared to possess characteristics which may or may not require certain controls in order to ensure compatibility with other uses in the district within which they are proposed for location. Conditional uses shall be permitted subject to a determination by the building inspector that they conform to all conditions set forth by the Zoning Board as required by Article XII, subsection 12.043.

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Will the proposed conditional use increase local or state expenditures in relation to cost of servicing or maintaining neighboring properties? No, it will not. The addition of new apartments and retail businesses will add value to downtown.

Do you think the establishment of the conditional use will impede the normal and orderly development of surrounding property for uses predominant in the area? If not, state why.

No-at the present time all the surrounding property has already been developed.

In your opinion, is the location and character of the proposed conditional use considered to be consistent with a desirable pattern of development for the locality in general?

Yes, it is.

Alan Thigpen
Applicant Signature

01-10-25
Date

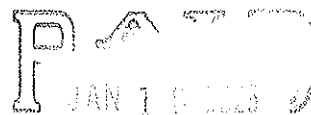
****A \$100.00 NON-REFUNDABLE APPLICATION FEE IS REQUIRED****

TO BE COMPLETED BY CITY HALL

1-10-2025
Date Fee Paid

\$100.00
Amount Paid

Craig Hendrix
Collected By: (Signature)



BY:

ADMINISTRATIVE REVIEW

Cliff Hendrix
Building Official Review and Signature

1-18-2025
Date

Date Planning Commission Meeting Advertised: 1-15-25

Date Planning Commission Meeting Held: 1-21-25

Decision of Planning Commission and Reason:

Planning Commission voted unanimously to recommend that city council approve the request by William Allen Thigpen for a conditional use to permit multi-family Apartments in the CBD^{zone} and a Variance to reduce minimum Dwelling size from 800 sq. ft. to 625 sq. ft. at 35 N. Lewis St.

Signed: [Signature]
Chairman of Board

Alanna
Clerk

Date Public Hearing Advertised: _____

Date Public Hearing Held: _____

Date City Council Meeting Held: _____

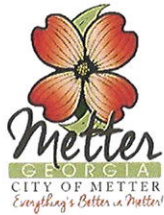
Decision of Mayor and City Council and Reason:

Mayor's Signature

Date

City Clerk's Signature

Date



Business Development and Land Use Report

CONDITIONAL USE & VARIANCE APPLICATION

Meeting Date: Planning Commission-January 21, 2025 City Council-February 10, 2025

Application Type: Conditional Use and Variance

Location: 35 N. Lewis Street **Applicant:** William Allen Thigpen

Tax Parcel ID: M44 042; M44 042 001; M44 042 002 **Acreage:** 0.38 acres

Current Zoning: Central Business District (CBD) **Council District:** 01

Request: **Conditional Use** to permit residential use in CBD and a **Variance** from the minimum requirements for dwelling area size to permit apartments of 625 square feet in the CBD.

BACKGROUND:

- The request for conditional use approval is a requirement of Article VI – List of Permissible and Conditional Uses. Residential development may be permitted as a Conditional Use in the CBD zoning district.
- The request for a variance is a requirement of Article V – Zoning District Schedules (Minimum Requirements). The minimum size for a dwelling unit is 800 square feet. The applicant wishes to develop apartments at 625 sf.
- The property is approx. .380 acres and has frontage on N. Lewis Street. The combined lot dimensions are approximately 105' wide * 155' long. The combined lot size (~16,500) meets the CBD lot area requirements.
- Lot size, setback, and building coverage requirements in CBD allow for more dense development.

	ZONING:	LAND USE:
NORTH:	CBD	Residential
SOUTH:	CBD	Commercial
EAST:	CBD	Commercial
WEST:	CBD	Commercial
Description of surrounding land uses: The property is located on N. Lewis Street, which is a paved, state-maintained street. Parcels to the south, east and west contain commercial properties, and the parcel to the north is residential.		

CONSISTENCY WITH COMPREHENSIVE PLAN:

The property at 35 N. Lewis Street is designated for commercial use on the existing and future land use maps in the 2022 Candler County / Metter Comprehensive Plan. The property is located in the *Historic Downtown Metter* Character Area, which includes an implementation measure to “encourage a mix of housing choices that cater to both existing residents as well as future workforce.”

ANALYSIS / VARIANCE STANDARDS OF REVIEW

Pursuant to *Sec. 12.02 Variances and Special Exceptions*, City Council may authorize **variance** upon a finding that:

1. *There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography.*
- **The property is three parcels that previously included retail and storage buildings. It is located one block north of commercial buildings on NE Broad St., and adjacent to residential structures to the north.**

2. *The application of the ordinance to this particular piece of property would create an unnecessary hardship;*
 - **CBD permits greater floor area ratio than other districts. Permitting a smaller dwelling area in CBD (625sf compared to 800sf in R districts) is compatible with the intent of the CBD district.**
3. *Such conditions are peculiar to the particular piece of property involved; and*
 - **The property is a rare assemblage of three parcels in the CBD. The location is suitable for mixed-use development.**
4. *Relief, if granted, would not cause substantial detriment to the public good or impair the purpose and intent of the ordinance. Provided, however, that no variance may be granted for a use of land or building or structure that is prohibited in a given district by the ordinance. No variance may be granted to the provisions of Article IX, Sign Regulation.*
 - **The owner proposes a mixed-use development on approximately 0.380 acres one block north of NE Broad St. The proposed residential-commercial development is compatible with surrounding uses.**

ANALYSIS / CONDITIONAL USE STANDARDS OF REVIEW

Pursuant to Section 12.021, City Council may authorize special exceptions by the granting of **conditional use** permits upon a finding that:

1. *The special exception or conditional use will not be injurious to the use and enjoyment of the environment or of other property in the immediate vicinity nor diminish and impair property values within the surrounding neighborhood;*
 - **The proposed mixed-use residential and commercial property is compatible with the surrounding residential and commercial properties.**
 2. *The proposed conditional use will not increase local or state expenditures in relation to cost of servicing or maintaining neighboring properties;*
 - **Staff anticipates no additional local expenditures related to the proposed development at this site.**
 3. *The establishment of the conditional use will not impede the normal and orderly development of surrounding property for uses predominant in the area; and*
 - **The proposed mixed-use property will not affect any existing or proposed development in the area.**
 4. *The location and character of the proposed conditional use is considered to be consistent with a desirable pattern of development for the locality in general.*
 - **The proposed mixed-use property is consistent with other development in the area.**
-

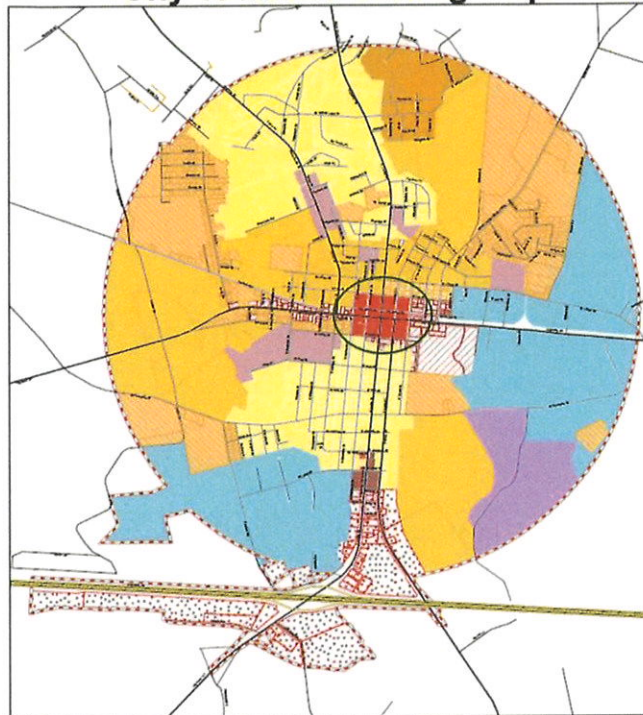
DETERMINATION:

Staff has determined that the requests for Conditional Use & Variance comply with the Zoning ordinance and Comprehensive Plan. The Planning Commission met on January 21, 2025, and voted unanimously to recommend approval.

If this application is approved by city council, staff and the Planning Commission recommend the following condition:

- I. The applicant shall meet all building permit requirements for improvements to the accessory building and begin renovations within six months after approval of the conditional use by the City Council.

City of Metter Zoning Map

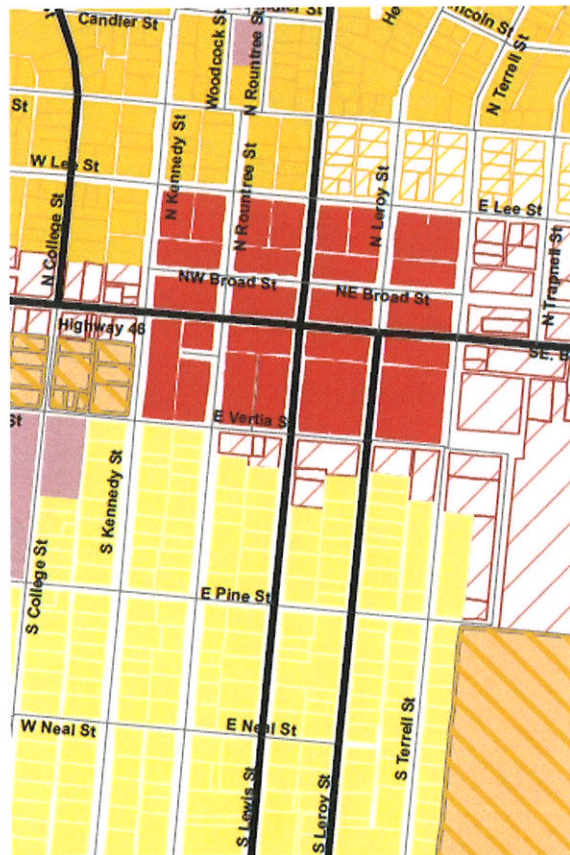


Metter Zoning

- C-1 COMMERCIAL BUSINESS DISTRICT
- R-1 SINGLE-FAMILY RESIDENTIAL
- R-2 SINGLE-FAMILY RESIDENTIAL
- S-1 LIGHT INDUSTRIAL
- P-1 PUBLIC, HEALTH AND EDUCATION
- P-2 PUBLIC, HEALTH AND EDUCATION
- R-3 SINGLE-FAMILY RESIDENTIAL
- R-4 SINGLE-FAMILY RESIDENTIAL
- R-5 SINGLE-FAMILY RESIDENTIAL
- S-2 LIGHT INDUSTRIAL
- P-3 PUBLIC, HEALTH AND EDUCATION
- P-4 PUBLIC, HEALTH AND EDUCATION

Prepared By:
City of Metter Planning Dept.
Metropolitan Planning
Commission
June 2014

This map was prepared for the City of Metter and is intended to be used with the understanding that the City of Metter is not responsible for the accuracy of the information shown on this map. The City of Metter is not responsible for the accuracy of the information shown on this map.



35 N. Lewis St.



View from N. Lewis St.

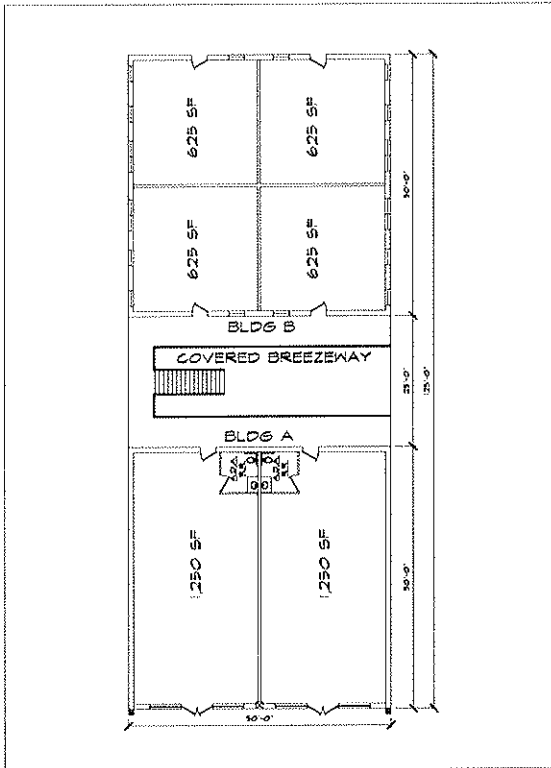


View to the north

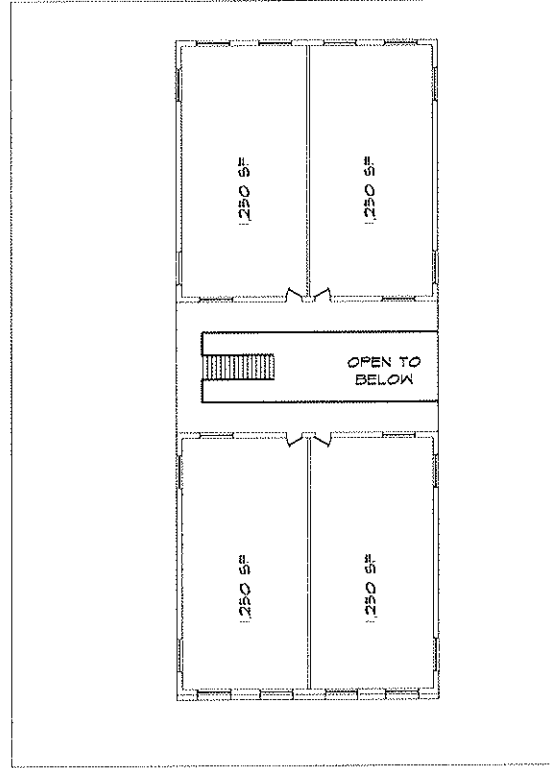


View to the south



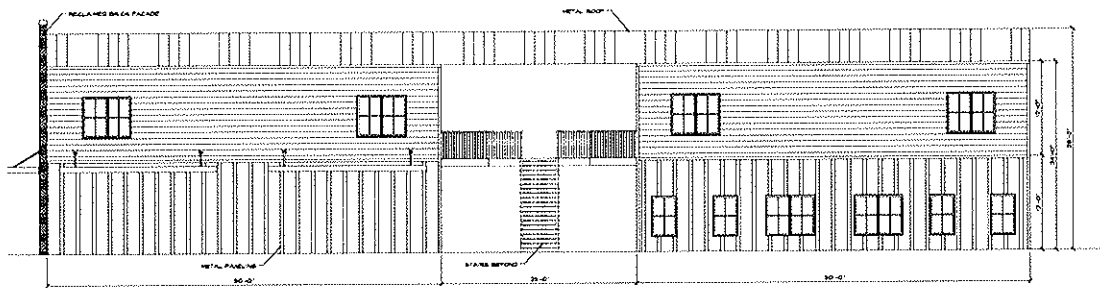


① OVERALL FIRST FLOOR
SCALE: NTS

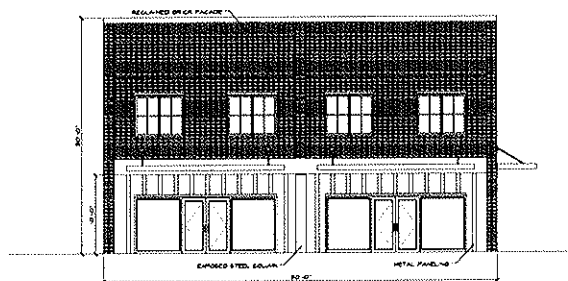


① OVERALL SECOND FLOOR
SCALE: NTS

PINELAND CONTRACTORS DONATOAN METER METER, GEORGIA OVERALL BUILDING LAYOUT	
ALL INFORMATION CONTAINED HEREIN IS THE PROPERTY OF PINELAND CONTRACTORS AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF PINELAND CONTRACTORS.	DATE: 10/01/2011 BY: J. METER CHECKED: J. METER APPROVED: J. METER SCALE: NTS A.I.O.



① RIGHT ELEVATION
SCALE: 1/8" = 1'-0"



② FRONT ELEVATION
SCALE: 1/8" = 1'-0"

PINELAND CONTRACTORS
 DORRIS W. WETTER
 WETTER, GEORGIA
 EXTERIOR ELEVATIONS

DATE: 10/10/11
 DRAWN BY: J. WETTER
 CHECKED BY: J. WETTER
 PROJECT: 1011-11-001
 SHEET: 1011-11-001-01
 A2.0

account is needed.

CITY OF METTER, GEORGIA

SPECIAL EVENT ALCOHOL PERMIT APPLICATION

DATE OF APPLICATION: 1-31-25

NAME OF ORGANIZATION: Burlap & Lace Market & Coffee Bar

DATE(S) OF EVENT: 2-25-25 NAME OF EVENT: Sip & Paint

DESCRIPTION OF EVENT: Paint a champagne bottle, sip wine, and munch on meats & cheese

APPLICANT'S FULL NAME: Crystal Dalgard

APPLICANT'S HOME ADDRESS: 65310 Rosemary Church Rd., Metter

PHONE #: 9126903520 EMAIL ADDRESS: burlapandlacemarketing@gmail.com

LOCATION OF SPECIAL EVENT: Burlap & Lace Market & Coffee Bar - 10 N. Lewis

AREA AT LOCATION WHERE ALCOHOL WILL BE SERVED: _____

NAME OF PROPERTY OWNER: Candi Salter

NUMBER OF PERMITS ISSUED IN CURRENT YEAR: 0

1. _____
2. _____
3. _____

Check all that apply:

- ☐ Liquor
- ☐ Beer
- ☒ Wine

ALL ADJACENT PROPERTY OWNERS AND/OR RENTERS OF ADJACENT PROPERTY MUST BE NOTIFIED OF THE APPLICATION AT LEAST 10 DAYS PRIOR TO EVENT, AND PROOF OF SAID NOTIFICATION SHALL BE ATTACHED TO APPLICATION.

YES ☒ NO ☐

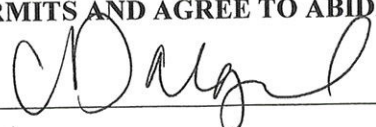
IF OWNER OF PROPERTY WHERE ALCOHOL SALES ARE MADE IS NOT THE APPLICANT, THEN THERE SHALL BE NOTIFICATION IN WRITING BY THE APPLICANT OF THE APPLICATION, AND PROOF OF SAID NOTIFICATION SHALL BE ATTACHED TO APPLICATION.

YES ☒ NO ☐

APPLICATION MUST BE SUBMITTED AT LEAST 15 DAYS PRIOR TO PLANNED SPECIAL EVENT.

YES ☒ NO ☐

CRD YES, I HAVE RECEIVED A COPY OF THE CITY OF METTER ORDINANCE, CHAPTER 5.008.200 (C) SPECIAL EVENT PERMITS AND AGREE TO ABIDE BY THESE TERMS. (INITIAL)

SIGNATURE OF APPLICANT:  DATE: 1-31-25

PRINTED NAME: Crystal Dalgard

APPROVED: _____ DENIED: _____ AMOUNT PAID _____ DATE _____

CITY SIGNATURE: _____ DATE: _____

SUBMIT

**CITY OF METTER, GEORGIA
SPECIAL EVENT ALCOHOL PERMIT APPLICATION**

RECEIVED
JAN 13 2025

BY: _____

DATE OF APPLICATION: January 9, 2025
NAME OF ORGANIZATION: Canochee Creek Market
DATE(S) OF EVENT: April 3, 2025
APPLICANT'S FULL NAME: Debra Prince
APPLICANT'S HOME ADDRESS: 904 Prince Farm Rd., Metter
APPLICANT'S HOME PHONE #: 229-237-0471
APPLICANT'S CELL PHONE #: Same
LOCATION OF SPECIAL EVENT: Metter Depot 303 SE Broad
AREA AT LOCATION WHERE ALCOHOL WILL BE SERVED: porch.
NAME OF PROPERTY OWNER: _____

NUMBER OF PERMITS ISSUED IN CURRENT YEAR: 0

1. _____
2. _____
3. _____

Check all that apply:

- ☐ Liquor
☐ Beer
☒ Wine

ALL ADJACENT PROPERTY OWNERS AND/OR RENTERS OF ADJACENT PROPERTY MUST BE NOTIFIED OF THE APPLICATION AT LEAST 10 DAYS PRIOR TO EVENT, AND PROOF OF SAID NOTIFICATION SHALL BE ATTACHED TO APPLICATION.

YES ☒ NO _____

IF OWNER OF PROPERTY WHERE ALCOHOL SALES ARE MADE IS NOT THE APPLICANT, THEN THERE SHALL BE NOTIFICATION IN WRITING BY THE APPLICANT OF THE APPLICATION, AND PROOF OF SAID NOTIFICATION SHALL BE ATTACHED TO APPLICATION.

YES ☒ NO _____

APPLICATION MUST BE SUBMITTED AT LEAST 15 DAYS PRIOR TO PLANNED SPECIAL EVENT.

YES ☒ NO _____

☒ YES, I HAVE RECEIVED A COPY OF THE CITY OF METTER ORDINANCE, CHAPTER 5.008.200 (C) SPECIAL EVENT PERMITS AND AGREE TO ABIDE BY THESE TERMS. (INITIAL)

SIGNATURE OF APPLICANT: Debra Prince DATE: 1-9-2025

PRINTED NAME: Debra Prince

APPROVED: _____ DENIED: _____ AMOUNT PAID _____ DATE _____

CITY SIGNATURE: _____ DATE: _____

City of Metter

MAYOR & COUNCIL
Edwin O. Boyd, Mayor
Chyrileen Kilcrease, Mayor Pro Tem
Victoria Gaitten
James McKie
Gregg Stewart
Rashida Daniel Taylor

49 South Rountree Street
Post Office Box 74
Metter, Georgia 30439



APPOINTED OFFICIALS
Scott Wood, City Manager
Angie Conner, City Clerk
Brent Carter, City Attorney
J. Kendall Gross, Municipal Judge

January 28, 2025

Subject: Reappointment Request for Downtown Development Authority Board

Dear Mayor and City Council,

On behalf of Main Street Metter and the Downtown Development Authority of Metter (DDA), we kindly request the city council's approval to reappoint the following individuals to serve on the DDA Board:

1. Dustin Vernon, term ending 12/31/2030
2. Ben Parker, term ending 12/31/26
3. Pernal Franklin, term ending 12/31/30

These individuals have demonstrated exceptional dedication and commitment to advancing the goals of Main Street Metter and the DDA, supporting economic growth, and fostering a vibrant downtown community. Their continued service will ensure consistency and progress in our initiatives.

Thank you for your consideration of this matter. Should you require any additional information or have questions, please do not hesitate to contact me.

Sincerely,

Heidi Jeffers

FROM THE DESK OF CLIFF HENDRIX
DIRECTOR OF PUBLIC WORKS

City of Metter
P.O. Box 74
Metter, Georgia 30439

Telephone: 912-685-7845 Fax: 912-685-2648 e-mail- chendrix@cityofmetterga.gov

MEMO

To: Scott Wood, City Manager
From: Cliff Hendrix
Date: February 4, 2025
Subject: Bids for Administration Services for 2025 CDBG

On February 2, 2025, bids were received for Administration Services for the 2025 CDBG Project until 2:00 PM. There were 3 bids received and after review, evaluation and grading of Qualifications and their Proposal, it is our recommendation to award this to Associates in Local Government at a 6% of construction cost if we are awarded the Grant. They have been writing CDBG Grants for the City of Metter for over 20 years.

1. Associates in Local Government, Alma, GA
2. Carter & Sloop, Moultrie, GA
3. RE Global, Tucker, GA

Cc: Angie Conner, City Clerk
Missy Edenfield, Purchasing

FROM THE DESK OF CLIFF HENDRIX
DIRECTOR OF PUBLIC WORKS

City of Metter
P.O. Box 74
Metter, Georgia 30439

Telephone: 912-685-7845 Fax: 912-685-2648 e-mail- chendrix@cityofmetterga.gov

MEMO

To: Scott Wood, City Manager
From: Cliff Hendrix
Date: February 4, 2025
Subject: Bids for Engineering Services for 2025 CDBG

On February 2, 2025, RFP's were received for Engineering Services for the 2025 CDBG Project until 2:30 PM. There were 7 bids received and after review, evaluation, and grading in accordance with DCA Guidelines of Qualifications and their Proposal, it is our recommendation to award this to Parker Engineering, Statesboro, GA at a 11% of construction cost if we are awarded the Grant.

1. EMC Engineering Services, Statesboro, GA
2. Parker Engineering Services, Statesboro, GA
3. G. Ben Turnipseed, Augusta, GA
4. Hofstadter & Associates, Macon, GA
5. ESG Engineering, Macon, GA
6. Crankston Engineering, Augusta, GA
7. Croy Engineering, Marietta, GA

Cc: Angie Conner, City Clerk
Missy Edenfield, Purchasing

City of Metter

MAYOR & COUNCIL
Edwin O. Boyd, Mayor
Chyrileen Kilcrease, Mayor Pro Tem
Victoria Gaitten
James McKie
Gregg Stewart
Rashida Daniel Taylor

49 South Rountree Street
Post Office Box 74
Metter, Georgia 30439



APPOINTED OFFICIALS
Scott Wood, City Manager
Angie Conner, City Clerk
Brent Carter, City Attorney
J. Kendall Gross, Municipal Judge

Mayor and Council
City of Metter
49 South Rountree Street
Metter, GA 30439

February 6, 2025

Dear Mayor and Council,

We continue to monitor our General Fund very carefully. Even though under the best of circumstances our money seems to be tight, the daily condition of that fund is complicated due to the reimbursement requirement for the Downtown Park grant. As you know, the process requires us to pay the contractor with each construction draw, then wait on the check to clear the bank, and to then provide the corresponding confirmation to the grant administrator in order to apply for reimbursement. This lengthy process can sometimes consume 60-90 days before we receive reimbursement, and the resulting but necessary juggling act can distort our true financial standing at any given point in time. In October our Water and Sewer Fund had to "loan" over \$138,000 to the General Fund, which we have since been able to reimburse. However, in November we then had to "borrow" \$373,000 in Water and Sewer Funds to make a contractor payment, for which we have not yet received grant funds to enable reimbursement back to the Water and Sewer Fund. Currently we have invoices from the general contractor totaling over \$700,000 which we have not yet paid. Once we receive the \$373,000 grant payment from November we will reimburse the Water and Sewer Fund accordingly, and we will then meet the \$700,000 payment using a combination of both General and Water and Sewer funds. This continual balancing act is the result of the time frames required for reimbursement, as well as the sizeable amounts of money involved. On top of those two issues, we are now concerned about how the Presidential grant freeze issue could ultimately play out, because it has the potential for further exacerbating our situation, although we hope that will not be the case. Obviously, we want to avoid a situation where the City would need to arrange tax anticipation notes or other alternate financing. Construction of the park project should be completed by the end of March or before, although it could be two or three months before all the monies involved in that grant are fully reconciled. We will continue to manage the situation in hopes that we can soon return

to a measure of stability and predictability in the management of our General Fund, but I felt like you should be aware of what we are dealing with.

Similarly, the funding challenges just described will be extended if we are successful in being awarded a Rural Workforce Housing grant, because the same type of shuffling---where the City “fronts” the grant funding--- would be required. As you know, various developers who are aware of State grants for housing projects have expressed interest in the City of Metter. Last month you were provided a copy of the RFP we developed and subsequently released. We have published the RFP in the Metter Advertiser, the City website, and the GLGA website. Additionally, we have notified the Statesboro Homebuilders Association, and all of the individual developers who have previously expressed an interest in such a project. The RFP requires all submittals by February 26th. Thus far we have received preliminary interest from several different developers. All of them may not submit proposals, but in all likelihood several will do so. We will objectively evaluate each of the proposals that we receive based on the scoring criteria set forth in the RFP. The private developer does not submit the grant application to the State. The City does. Therefore, under a grant award the City is “on the line” with the State and not the developer. The City’s application would be predicated on the attractiveness and feasibility of the project for which an application would be submitted. If our application were to be approved, the City would be responsible for ensuring the successful completion of the development. Therefore, one factor in our evaluation of proposals will take into account the bonding capability of the developer to ensure successful project completion and to avoid any ensuing liability to the City. Additionally, the State requires that the City have “skin in the game” (meaning some measure of financial investment), so with our general funds already being strained that will also be a matter of consideration in proposal evaluations. In-kind work by the City is not considered by the State to be a credit to the grant application. The State advises us that they prefer the City’s contribution to be cash, usually 10% of the grant amount. Presumably, a \$2.5 million grant would require a \$250,000 contribution from the City. The State has not yet ruled conclusively on whether a private developer can pay any of the City’s contribution. Also to be considered by the City must be the cost and obligations of grant administration throughout the life of the project. Because these grants are awarded quarterly, our goal is to provide you the necessary information to make a decision at the March City Council meeting, which will still be cutting it tight to make the State’s April deadlines. We will provide you an update and the basis for a recommendation, hopefully in adequate time for you to act at the March meeting. Missing the April deadline would not be the worst thing in the world, but would push us back to the July funding round. But please remain mindful that a successful housing grant award will create financial demands for the City.

You will recall the workshop you held a couple of months ago on the revised Subdivision Regulations Ordinance. At that meeting you were provided a copy of the updated ordinance. We need to move forward with the adoption process for those regulations. Theresa Concannon has compiled a summary of the new regulations, which is included herein. The entire ordinance is somewhat voluminous, but if you have misplaced your copy we can provide you another one. We are suggesting that City Council sponsor an additional informational workshop, to allow in-depth discussion by and among the governing body and

the public. Angie Conner will be working with you to schedule that workshop, hopefully to take place during the second half of February. To enable formal adoption you will need to vote at the February City Council meeting to schedule a Public Hearing, which we are recommending be held as part of the March 10th City Council meeting.

Our staff continues to work on the fire station project, having met last week with the project manager and architect. Unfortunately, absent "going back to the drawing board," meaning whole-scale revisions to the current architectural plans, and then rebidding the project, it appears our project will cost somewhere in the \$6,000,000 range. I communicated to you earlier a concern that debt service for a project within that range could easily cost the City \$150,000 per year or more. We are investigating possible options, such as the institution of a city-wide fire fee, but the main point is that to meet debt service on a project of the projected scope and cost of ours will require additional and as of yet unidentified funding.

We are hoping to resurface all or varying portions of 14 City streets this calendar year. We will issue RFPs for that work next month. Those streets are:

- Preston Street
- Moffitt/Edwards Streets
- Hickory Street
- Doctors Street
- Hope Street
- Holly Drive
- Bragdon Street
- Brannen Street
- N. Kennedy Street
- E. Turner Street
- Lillian Street
- Bay Street
- Richard Street
- S. Rountree Street

The scope of work on these streets will vary widely, so if you need any project details please let me know and we will be happy to supply you that detailed information.

Storm debris work in the City has been essentially completed. Thus far we have been preliminarily approved for reimbursement from FEMA for certain staff and equipment costs in the amount of \$138,000. However, final approval must come from a FEMA auditor before actual reimbursement to the City. Since our costs were initially paid from our General Fund, the time frame before we receive those reimbursements, and the impact to our General Fund, is another concern.

The much-needed exterior work on our Welcome Center is underway. We are expecting that work to be completed by the end of this month.

Installation of the new kennels at the Animal Shelter will be done during the last two weeks of this month. Our staff is working very well with Paws, Hearts, and Hands, and I met personally last week with Board Member Susan Williams. We are working to fill the part-

time position at the shelter, so between the staffing shortage and ongoing work on the kennels our ability to house animals will be impacted during the two weeks of construction. Please ask for the patience of anyone you know who has questions or becomes frustrated during that time frame. The short-term inconvenience will be worth the long-term benefit to the shelter.

We are still working on draft revisions to our Personnel Policy. I will be asking Brent Carter and also our Labor attorneys to review the proposed policy before forwarding it to City Council.

The City of Metter was recognized by the Georgia Municipal Association a couple of weeks ago in Atlanta with the 2025 Visionary City Award. Mayor Boyd and Councilmembers Victoria Gaitten and Rashida Taylor attended the ceremony. We are certainly proud of the work by Heidi Jeffers in helping bring such distinctive state-wide recognition to the City of Metter.

On another proud and positive note, our City Clerk, Ms. Angie Conner, will again serve as District 9 Director of the Georgia City and County Clerks Association. We are thankful for her professional service to the City of Metter and proud that her colleagues hold her in the same high regard that we do.

Please be reminded again that I will be out of the country during April. I will not receive any compensation from the City of Metter for that month. During my absence as the Metter Interim City Manager Angie Conner will serve as the (smile) "Interim-Interim City Manager."

Kindest Regards,

E. Scott Wood
Interim City Manager



METTER POLICE DEPARTMENT
JANUARY 2025 STATS

		Jan-25	LAST MONTH	LAST YEAR
CITATIONS ISSUED		123	101	131
WARNINGS		79	79	124
ARRESTS		12	9	19
ACCIDENTS		12	11	11
INCIDENT REPORTS		37	32	48
	Cleared by Arrest	12	10	19
	Exceptionally Cleared	2	1	2
	Unfounded	3	0	5
	Felony Cases	6	5	18
	Misdemeanor Cases	25	22	20
	Fowarded to Investigations	8	9	27

Metter Animal Shelter Monthly Report 2025

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>
# Of dogs from the City of Metter	5			
# Of dogs from Candler County	20			
Total # of dogs	25			
# Of cats from the City of Metter	8			
# Of cats from Candler County	4			
Total # of cats	12			
# Of owner reclaimed	2			
# Of calls responded to	49			
# Of dogs surrendered by owner	6			
# Of dogs adopted	4			
# Of dogs euthanized	3			
# Of dogs deceased at shelter	1			
# Of dog bites reported	3			
# Of cats surrendered by owner	3			
# Of cats adopted	9			
# Of cats euthanized	3			
# Of cats deceased at shelter	0			
# Of cat bites reported	0			
Rescue transfer for dogs	11			
Rescue transfer for cats	6			

Angie Conner

From: Jason Douglas
Sent: Monday, February 3, 2025 9:25 AM
To: Angie Conner; Kellie Lank
Cc: baasheim@candlerco-ga.gov; Scott Wood
Subject: Jan 25 Emergency Fire Response
Attachments: Jan 2025 Fire Response List.xlsx

2 Calls in City of Pulaski

Metter Fire Rescue Response List

Jan-25

Call Type and Jurisdiction

Jan-25

	Structure	Vehicle	Res.	Brush	Inv.	Alarm	Heli.	Haz.	Service	Med.	Other	Total
City	1	2	0	2	0	2	14	1	1	7	1	31
County	2	1	3	7	1	10	0	1	3	10	0	38
Total	3	3	3	9	1	12	14	2	4	17	1	

Total Calls	69
-------------	----

Total Calls 70 1 mutual aid to Emanuel County Fire

Jan-24

	Structure	Vehicle	Res.	Brush	Inv.	Alarm	Heli.	Haz.	Service	Med.	Other	Total
City	0	0	1	0	1	1	6	1	0	8	0	18
County	1	1	1	9	1	2	1	0	1	8	0	25
Total	1	1	2	9	2	3	7	1	1	16	0	

Total Calls	43
-------------	----

REPORT CITY OF METTER
PUBLIC WORKS DIRECTOR
MONTHLY REPORT
JANUARY 01 TO JANUARY 31, 2025

A. Water and Sewer Department:

Items	Current Month	Last Month	This Month Last Year	YTD CITY FY2025
1. Total number of work orders.	207	213	209	2,020
2. Turn on-New Customers.	22	15	28	143
3. Turn off-Final Billing.	21	26	24	164
4. Reconnect.	27	31	38	327
5. Check for leaks.	09	08	07	71
6. Turn off-Bad Checks.	00	00	00	00
7. Turn off-non-payment.	42	41	53	433
8. Sewer Problems.	13	04	05	39
9. Discolored Water Calls	00	00	03	05
10. Service calls.	29	43	27	545
11. Busted water mains	02	04	00	11
12. Water taps.	01	03	00	10
12. Sewer taps.	00	01	00	08
13. Meters damaged by customers	00	02	00	43
14. Utilities Protection Center Locate Tickets.	42	35	24	239
15. Water Meters Tested for Calibration	00	02	00	26

B. Roadways and Walkways/Sanitation Department:

Items	Current Month	Last Month	This Month Last Year	YTD CITY FY2025
1. Total number of work orders.	39	38	60	467
2. Amount of junk picked up.	22.92 tons	50.93 tons	15.28 tons	182.33 tons
3. Number of poly carts repaired or replaced.	15	08	16	140
4. Amount of Garbage took to landfill.	146.73 tons	126.96 tons	149.87 tons	1,035.76 tons
5. Amount of yard waste picked up.	138.40 tons	41.82 tons	80.01 tons	8,076.74 tons
6. Number of potholes repaired.	01	02	01	14
7. Number of tires picked up.	45	00	36	153

C. Building Inspection Department:

Items	Current Month	Last Month	This Month Last Year	YTD CITY FY2025
1. Number of Building Permits issued.	01	01	05	12
2. Number of Electrical Permits issued.	01	02	01	07
3. Number of Mobile Home Permits issued.	00	00	00	03
4. Number of Sign Permits issued.	01	01	00	07
5. Number of Land Disturbing Permits issued.	00	00	00	02
6. Number of Fence Permits issued.	01	00	00	05
7. Number of Nuisance Letters sent out	00	00	01	07

D. Projects:

1. The Water/Sewer and Road Project on W. Lytell St. into the Industrial Park. The Water/Sewer part is about 98% complete. The road is 95% complete.
2. The Phase IV Streetscape (Downtown Park) Project is 605 complete.
3. The new shop building is 98% complete. We are hoping to move in by mid-February.
4. The Water/Sewer Extension Project for the new RaceTrac store is 99% complete.
5. The 10 Streets for the TIA Project are under design.
6. The LRA Road Project is under design.
7. The 2025 LMIG Project is under design.

ADMINISTRATION REPORT
FEBRUARY 2025 MEETING
BY: Angie Conner, City Clerk

A. Permits and Applications:

January Applications

Occupational Tax Registration

1. Kats Diner – 751 S. Lewis St. – Approved
2. R.M. Finishing LLC – 1001 Boston St. – Under Review
3. Niva2024 LLC dba Quick Stop – 55 MLK Jr. Blvd. – Under Review
4. Louvenia's Food Truck LLC – Food Truck - Approved

Alcohol License

1. Niva2024 LLC dba Quick Stop – 55 MLK Jr. Blvd. – Under Review

Building Permit

1. Angel Mixon – 445 S.W. Broad St. – Under Review

Fence Permit

1. Roslyn Pittman Thompson – 305 W. Willow Lake Dr. - Approved

Sign Permit

1. Clyde Bruner – 751 S. Lewis St. – Approved
2. Mujahid Al Jumae – 201 S. Leroy St. – Under Review
3. Queensborough – 205 S. Lewis St. - Approved

Electrical Permit

1. David Martin/Kaye Wildes – 425 Preston St. – Approved

Carport/Utility Building Permit

1. Melissa Garland – 407 Franklin Dr. – Approved
2. Milton Tony Prescott – 435 N. Lewis St. – Under Review

Park Permit

1. Communities in Schools – Yard Sale Fundraiser – 5/3/25 - Approved

Special Event Alcohol Permit

1. Canoochee Creek Market – 303 S.E. Broad St. – Under Review
2. Burlap & Lace Market & Coffee Bar – 10 N. Lewis St. – Under Review

January Building Rental

Depot - \$900

Community Center - \$1,025

Debit/Credit Card, E-Checks (Payments made with cards in City Hall and Online) **January 2025**

Number of Transactions – 538

Total Amount - \$47,250.41

Tasks

- Continuing to work on updating the personnel policy.
- Assisting the Tree Board with Arbor Day plans.
- Completed and submitted the 2024 Tree City Application. Received word that the City of Metter has been approved for the 2024 Tree City USA designation.
- Cindy Collins, Angie Conner and County Clerk Kellie Lank attended the GCEI conference at Jekyll Island on February 2nd – February 4th.
- Angie Conner was sworn in as the District 9 Director of GCEI for a second term.
- Angie Conner, Teresa Concannon, and Cliff Hendrix reviewed the Boundary and Annexation maps and will be making some minor corrections before submitting them back to the Census Bureau.
- Prepared training materials and tax exemption forms for Mayor and Council, GMA Cities United Summit in Atlanta.

Dashboard Data for 1/1/2025 - 1/31/2025

Transactions



City of Metter

Agency	Trans Count
City of Metter	538
Total	538

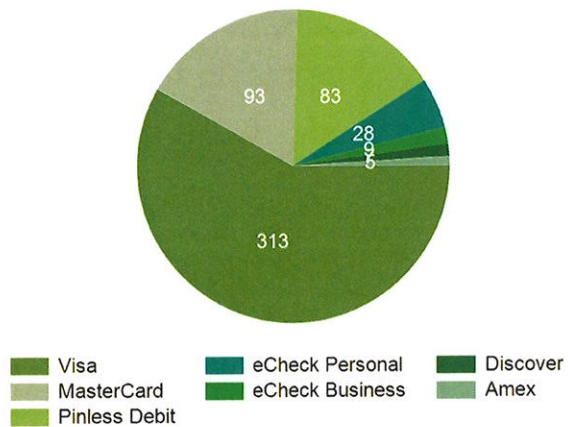
Channels



Web

Channel	Trans Count
Web	538
Total	538

Payment Methods



Payment Method	Trans Count
Visa	313
MasterCard	93
Pinless Debit	83
eCheck Personal	28
eCheck Business	9
Discover	7
Amex	5
Total	538

Dashboard Data for 1/1/2025 - 1/31/2025

Transactions



City of Metter

Agency	Trans Amount
City of Metter	\$47,250.41
Total	\$47,250.41

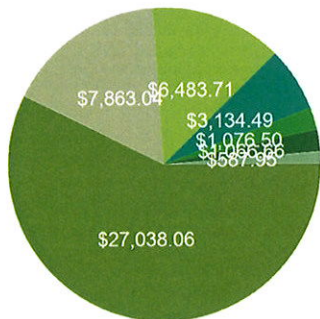
Channels



Web

Channel	Trans Amount
Web	\$47,250.41
Total	\$47,250.41

Payment Methods



Visa eCheck Personal eCheck Business
 MasterCard Amex Discover
 Pinless Debit

Payment Method	Trans Amount
Visa	\$27,038.06
MasterCard	\$7,863.04
Pinless Debit	\$6,483.71
eCheck Personal	\$3,134.49
Amex	\$1,076.50
eCheck Business	\$1,066.66
Discover	\$587.95
Total	\$47,250.41

Planning Department Report

February 2025 City Council Meeting

Contact with applicants / developers:

- Residential development: Provided information on zoning, townhouse regulations and permitting requirements to engineer; Met with development team to discuss potential residential development locations and zoning requirements.
- Responded to query from solar farm site selector.

Meetings:

- Attended department head meeting.
- Staff meetings to discuss building plans/development plans.
- Staff meeting to discuss 2025 update to Boundary and Annexation Survey (BAS).
- Attended BAS webinar.

Reports:

- Prepared staff report for January Planning Commission / February City Council meetings.
- Worked with Purchasing Manager to finalize and distribute RFP for development of workforce housing.
- Identify potential grant opportunities for Memory Lane Park.
- Prepared 2025 paper BAS submission (updated map) and returned it to Census.

Development Regulations and Zoning Ordinance Update:

- Reviewing zoning ordinance draft.

City of Metter Subdivision and Land Development Ordinance

The proposed Subdivision and Land Development Ordinance has been developed to replace Appendix B – Subdivisions. The proposed new ordinance expands upon the existing ordinance by adding definitions, and clarifying procedures and requirements for application, review, permitting, and enforcement. The goal is to provide a framework for desirable development in which the applicant and city representatives have all the information needed to make a timely decision in the best interests of the city.

A section on Drainage and Stormwater Management has been added, to provide guidance on best practices in design and construction of stormwater infrastructure and ensure that new development does not impact existing development negatively. In addition, a new section on Buffers, Tree Protection and Landscaping has been added, which describes state stream buffer requirements, local vegetative buffer specifications, and tree protection measures to be undertaken. The articles are listed below with a brief description:

1. General Provisions: Authority of City Council to hear and decide requests, Planning Commission to review and recommend on applications, and approve/deny plats; and staff to review and recommend applications and develop administrative procedures and code enforcement and inspection program. Also, role of engineer, and definitions.
2. Subdivision Platting: Description of review requirements, exemptions from local approval, and GA requirements for recording.
3. Preliminary Plat: Description of application requirements, development permit, and review.
4. Standards for Blocks and Lots: plat shows development proposal that meets requirements for all developable land
5. Development Permit: Description of plan requirements and specifications, review and inspections process, and notes exemptions.
6. Utilities: Description of requirements for water & sewer connections, hydrants, and underground utilities.
7. Access, Streets, Driveways, and Parking Lots: Description of requirements for access, easements, and ROW; street design, alignment, angles, and offsets; pavement width, curb radii, street naming, street lights, safety features, and parking lots,
8. Utility Encroachment: Description of process for encroachment permits (city, county, or state, as applicable).
9. Drainage and Stormwater Management: Description of requirements for location, construction, and maintenance of stormwater infrastructure.
10. Buffers, Tree Protection and Landscaping: Description of requirements for vegetative buffer, tree protection during development; landscaping requirements.
11. Final Plat Specifications: Description of state and any local requirements.
12. Final Plat and Dedication Procedures: Description of application requirements, planning commission decision, bond and warranty deed requirements.
13. Administrative and Legal Provisions: Description of applicant responsibilities; options for variance/appeal; enforcement.