

City of Norcross

*65 Lawrenceville Street
Norcross, GA 30071*



Meeting Agenda

Tuesday, January 3, 2023

6:30 PM

Council Chambers

Mayor and Council

Mayor Craig Newton

Mayor Pro Tem Matt Myers

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Bruce Gaynor

Councilmember Dr. Arlene Beckles

- A. **Call to Order by Mayor Craig Newton**
PLEASE TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES
- B. **Invocation**
- C. **Pledge of Allegiance to the Flag of the United States of America**
- D. **Roll Call (recorded)**
- E. **Presentation of previous meetings minutes for acceptance**
[23-6638](#) **Approval of Previous Meeting Minutes**
[Mayor and Council - Regular Meeting - Dec 5, 2022, 6:30 PM](#)
[Policy Work Session - Policy Work Session - Dec 19, 2022, 6:30 PM](#)
- F. **Ceremonial Presentations, Recognitions, and Swearing in Ceremonies**
[23-6635](#) **Appointment of Mayor Pro Tempore for 2023**
Annual election of a Councilmember to serve as Mayor Pro Tempore.
- G. **Floor Open to Citizens Desiring to Address the Governing Authority**
 - a. **Comments by Citizens**
 - b. **Comments by Council**
 - c. **Comments by City Manager**
- PH. **Public Hearings**
[22-6620](#) **TEXT2022-004 Consideration of Changes to Chapter 200, Article III, Parking and Loading, Section 203**
The Community Development and Planning Department recommends consideration of the attached changes to sections of the Unified Development Ordinance (UDO).
[Agenda Report - TEXT2022-004](#)
[Proposed ordinance changes](#)
[Sample ordinance for proposed changes](#)
- I. **Reports of the Mayor and Councilmembers**
 - A. **General Announcements**

JANUARY 2023 CALENDAR OF EVENTS

First Friday Concert: Grains of Sand

Friday, January 6 | 7:00 - 9:00 p.m. | Cultural Arts & Community Center

Movie Monday: Top Gun Maverick

Monday, January 9 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

City Closed for Martin Luther King Jr. Day Observance

Monday, January 16 | Sanitation & Recycling Services will not be affected.

Coffee With Council

Saturday, January 14 | 8:00 a.m. | 45 South Café

Policy Work Session

Tuesday, January 17 | 6:30 p.m. | City Hall 2nd Floor Conference Room

Movie Monday: Under the Stadium Lights

Monday, January 23 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

First Friday Concert: Myles Brown Band

Friday, February 3 | 7:00 - 9:00 p.m. | Cultural Arts & Community Center

Norcross City Cemetery Tour

Sunday, February 5 | 2:00 p.m. | Norcross City Cemetery

Coming Up in February:

Feb 10 | Valentine's Father/Daughter Dance

Feb 11 | Valentine's Night to Remember

Feb 13 | Movie Monday: Marry Me

Feb 27 | Movie Monday: Here Today

J. Board Appointments

[23-6636](#)

Board Appointment - Zoning Board of Appeals

[23-6637](#)

Board Appointment - LCI/Comp Plan Steering Committee

K. Set agenda as presented for scheduled meeting.

[23-6639](#)

Acceptance of the Agenda

L. Approval of Consent Agenda

1.

[22-6631](#)

Norcross Historic Cemetery

A recommendation for staff to proceed with the application for registration of the Historic Norcross Cemetery as a Georgia Historic Landmark.

[Agenda Report - Norcross Historic Cemetery](#)

[A1\) Norcross Cemetery Significance](#)

[A2\) Preliminary Eligibility Application](#)

[A3\) Packet - Individual Resources](#)

2.

[22-6625](#)

Fixing and Publishing of Qualification Fees

Fix and publish the qualification fees for the 2023 Election cycle.

[Agenda Report - 2023 Qualifying fees](#)

[2023 Advertisement of qualifying fees notice](#)

3. [22-6629](#) **2023 Mayor and Council Meeting Calendar Review**
Review of the 2023 Mayor and Council meeting calendar, with a specific look at the July 3, 2023, meeting date.
[Agenda Report - 2023 Mayor and Council Meeting Calendar Review](#)
[2023 Council Meeting Calendar](#)
4. [22-6634](#) **Georgia Department of Natural Resource EPD RWD Grant Contract Execution**
To authorize the Mayor to sign the contract agreement with the Georgia Department of Natural Resources for the RWD grant for a household hazardous waste event, subject to legal review.
[Agenda Report Cover Contract Authorization](#)
[Norcross RWD Agreement](#)
[Contractor Affidavit Updated December](#)
5. [22-6630](#) **Lighting Services**
A recommendation to proceed with a Request for Proposals for city wide Lighting and Decorations Installations and Maintenance services.
[Agenda Report - Lighting & Decor Services](#)
[A1\) Lighting and Decorations Services RFP](#)
[A2\) Annual Light & Decor Services](#)
[A3\) Norcross Christmas Services](#)
[A4\) City Light Schedule 2023](#)
6. [22-6633](#) **Stevens Road Contracts for Real Estate Acquisitions**
A recommendation to approve land acquisition on Stevens Road.
[Agenda Report - Stevens Road Contracts for Real Estate Acquisitions](#)

M. **Items for Discussion**

N. **Adjourn in memory of**

O. **Adjourn to Executive Session for Personnel, Real Estate or Legal**

P. **Signed by** _____ **Mayor Craig Newton**

Q. **Attest:** _____ **Monique Lang, City Clerk**



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **MATT MYERS** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **ARLENE BECKLES** · COUNCILMEMBER **BRUCE GAYNOR** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	23-6638	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/3/2023 6:30 PM	In Control:	Mayor and Council
Title:	Approval of Previous Meeting Minutes		

Sponsors:

Code Sections:

Title
Approval of Previous Meeting Minutes

Motion
A motion to Approve/Deny the December 5th Regular Council Meeting Minutes and the December 19th Policy Work Session and Executive Session.

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Monday, December 5, 2022

6:30 PM

Council Chambers

Mayor and Council

Mayor Craig Newton

Mayor Pro Tem Matt Myers

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Bruce Gaynor

Councilmember Dr. Arlene Beckles

Minutes Acceptance: Minutes of Dec 5, 2022 6:30 PM (Presentation of previous meetings minutes for acceptance)

- A. Call to Order by Mayor Pro Tem Matt Myers**
- B. Invocation**
- C. Pledge of Allegiance to the Flag of the United States of America**
- D. Roll Call (recorded)**

Attendee Name	Title	Status	Arrived
Craig Newton	Mayor	Absent	
Matt Myers	Mayor Pro Tem	Present	
Andrew Hixson	Councilmember	Present	
Josh Bare	Councilmember	Present	
Bruce Gaynor	Councilmember	Present	
Arlene Beckles	Councilmember	Present	

Regular Meeting was called to order at 6:30 PM by Mayor Pro Tem Matt Myers

- E. Presentation of previous meetings minutes for acceptance**
- 22-6623: Approval of Previous Meeting Minutes**

Motion

A motion to Approve the November 14th (Rescheduled) Regular Council Meeting minutes and the November 21st Policy Work Session and Executive Session minutes.

Mayor and Council - Regular Meeting - Nov 14, 2022, 6:30 PM

RESULT:	APPROVED [4 TO 0]
MOVER:	Bruce Gaynor, Councilmember
SECONDER:	Josh Bare, Councilmember
AYES:	Andrew Hixson, Josh Bare, Bruce Gaynor, Arlene Beckles
NON-VOTING:	Matt Myers, Mayor Pro Tem

Policy Work Session - Policy Work Session - Nov 21, 2022, 6:30 PM

RESULT:	APPROVED [4 TO 0]
MOVER:	Bruce Gaynor, Councilmember
SECONDER:	Josh Bare, Councilmember
AYES:	Andrew Hixson, Josh Bare, Bruce Gaynor, Arlene Beckles
NON-VOTING:	Matt Myers, Mayor Pro Tem

- F. Ceremonial Presentations, Recognitions, and Swearing in Ceremonies**
- G. Floor Open to Citizens Desiring to Address the Governing Authority**
 - a. Comments by Citizens
 - b. Comments by Council
 - c. Comments by City Manager
- PH. Public Hearings**
- I. Reports of the Mayor and Councilmembers**
 - a. General Announcements

DECEMBER 2022 CALENDAR OF EVENTS**Carriage Rides**

December 2 - December 21 | Tues., Wed. & Fri. | 6:30 - 8:30 p.m. | Downtown Norcross

Photos With Santa

December 7 - December 21 | Wed. & Fri. | 6:00 - 8:00 p.m. | 45 South Cafe

Lionheart Theatre presents "The Lion in Winter"

December 8 - December 18 | Thurs., Fri. & Sat. 7:30 p.m. | Sun. 2:00 p.m. | Lionheart Theatre

Movie Monday: It's A Wonderful Life

Monday, December 12 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

Coffee With Council

Saturday, December 17 | 8:00 a.m. | 45 South Cafe

Policy Work Session

Monday, December 19 | 6:30 p.m. | City Hall 2nd Floor Conference Room

City Closed for Christmas Day Observance

Friday, December 23 & Monday, December 26 | Sanitation & Recycling Services will not be affected.

City Closed for New Year's Day Observance

Monday, January 2 | Sanitation & Recycling Services will not be affected.

First Friday Concert: Grains of Sand

Friday, January 6 | 7:00 - 9:00 p.m. | Cultural Arts & Community Center

Movie Monday: Top Gun Maverick

Monday, January 9 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

Coming Up in January:

Jan 23 | Movie Monday: Under the Stadium Lights

J. Board Appointments

There are no board appointments or reappointments to consider at this time.

K. Set and Accept the Agenda as Presented for Scheduled Meeting**1. 22-6624: Acceptance of the Agenda****Motion**

A motion to Accept the Agenda as Presented with the following items being moved to discussion:

22-6617: Lease for Concession Stand at Summerour

22-6618: One-Time Employee Salary Supplement

RESULT:	APPROVED [4 TO 0]
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Bruce Gaynor, Councilmember
AYES:	Andrew Hixson, Josh Bare, Bruce Gaynor, Arlene Beckles
NON-VOTING:	Matt Myers, Mayor Pro Tem

L. Approval of Consent Agenda

RESULT:	ADOPTED [4 TO 0]
MOVER:	Josh Bare, Councilmember
SECONDER:	Andrew Hixson, Councilmember
AYES:	Andrew Hixson, Josh Bare, Bruce Gaynor, Arlene Beckles
NON-VOTING:	Matt Myers, Mayor Pro Tem

1. **22-6612: Parks, Green Spaces, and Trails Master Plan RFP**

Motion

A motion to Approve staff to proceed with issuing a Request for Proposals for the Parks, Green Spaces and Trails Master Plan.

2. **22-6613: Janitorial Services RFP**

Motion

A motion to proceed with the issuance of an RFP soliciting the services of a qualified Janitorial Service Company with verifiable experience to provide cleaning services to maintain City office buildings.

3. **22-6614: Incentive Program Amendment**

Motion

A motion Approve an amendment to the existing Norcross Power incentive program to exclude multi-family applications, while allowing City staff to recommend them on a case-by-case basis as part of an incentive package for select economic development projects.

4. **22-6615: City-Wide Landscaping Services Contract Award**

Motion

A motion to Approve the contract agreement with Russell Landscape for the City-wide Landscaping Maintenance Services.

5. **22-6616: NDA Board of Director Terms**

Motion

A motion to Approve the correction of the board of directors' terms for the Norcross Development Authority (NDA), setting all initial board of director terms to four years so that they align with the State of Georgia's enabling statute.

M. Items for Discussion

1. **22-6617: Lease for Concession Stand at Summerour**

Motion

A motion to approve the \$25 sublease with Alianza Salvadorena Miami Atlanta Corporation on a month-to-month basis for operation of the concession stand at Summerour Park., evaluate the success of the operations as we move through next year, and in the meantime develop a process that standardizes similar actions going forward.

RESULT:	MOTION FAILED DUE TO LACK OF SECOND
MOVER:	Bruce Gaynor, Councilmember

Motion

A motion to table to the Lease for Concession Stand at Summerour to the December 19th Policy Work Session for further discussion.

RESULT:	TABLED SENT TO [3 TO 1]
	Next: 12/19/2022 6:30 PM
TO:	Policy Work Session
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Josh Bare, Councilmember
AYES:	Andrew Hixson, Josh Bare, Arlene Beckles
NAYS:	Bruce Gaynor, Councilmember
NON-VOTING:	Matt Myers, Mayor Pro Tem

Minutes Acceptance: Minutes of Dec 5, 2022 6:30 PM (Presentation of previous meetings minutes for acceptance)

2. 22-6618: One-Time Employee Salary Supplement**Motion**

A motion to Approve the authorization of a one-time pay supplement to City employees in the amount of \$1,250 for sworn law enforcement officers, \$1,000 for other fulltime employees, and \$500 for part-time employees, based on one-time reimbursements from FEMA, and in consideration of recent high rates of inflation and the continued challenges associated with the pandemic for employees over the past year.

RESULT:	APPROVED [4 TO 0]
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Arlene Beckles, Councilmember
AYES:	Andrew Hixson, Josh Bare, Bruce Gaynor, Arlene Beckles
NON-VOTING:	Matt Myers, Mayor Pro Tem

N. Adjourn in memory of**O. Adjourn to Executive Session for Personnel, Real Estate or Legal**

The meeting adjourned at 7:16PM with a motion by Councilmember Bare, seconded by Councilmember Gaynor.

P. Signed by _____ **Mayor Craig Newton**

Q. Attest: _____ **Monique Lang, City Clerk**

Minutes Acceptance: Minutes of Dec 5, 2022 6:30 PM (Presentation of previous meetings minutes for acceptance)

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Monday, December 19, 2022

6:30 PM

2nd Floor Conference Room

Policy Work Session

Mayor Craig Newton

Mayor Pro Tem Matt Myers

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Bruce Gaynor

Councilmember Arlene Beckles

Minutes Acceptance: Minutes of Dec 19, 2022 6:30 PM (Presentation of previous meetings minutes for acceptance)

A. Roll Call (recorded)

Attendee Name	Title	Status	Arrived
Craig Newton	Mayor	Present	
Matt Myers	Mayor Pro Tem	Present	
Andrew Hixson	Councilmember	Present	
Josh Bare	Councilmember	Present	
Bruce Gaynor	Councilmember	Present	
Arlene Beckles	Councilmember	Present	

Policy Work Session was called to order at 6:30 PM by Mayor Craig Newton

B. Citizen Input**C. Board Updates**

Norcross Public Arts Commission - Catherine Muth

D. General Updates**E. Council- General Discussion****F. Board Appointments**

Mayor and Council will consider appointments to the following board, authority or commission:

Zoning Board of Appeals (1 Vacancy | 1 Applicant)

Comprehensive Plan/LCI Stakeholder Committee

G. City Manager's Report

*Retained Professionals Discussion

H. Items for Discussion**1. 22-6631: Norcross Historic Cemetery**

RESULT: THIS MATTER WAS REFERRED TO

Next: 1/3/2023 6:30 PM

TO: Mayor and Council

2. 22-6625: Fixing and Publishing of Qualification Fees

RESULT: THIS MATTER WAS REFERRED TO

Next: 1/3/2023 6:30 PM

TO: Mayor and Council

3. 22-6629: 2023 Mayor and Council Meeting Calendar Review

RESULT: THIS MATTER WAS REFERRED TO

Next: 1/3/2023 6:30 PM

TO: Mayor and Council

Minutes Acceptance: Minutes of Dec 19, 2022 6:30 PM (Presentation of previous meetings minutes for acceptance)

4. **22-6620: TEXT2022-004 Consideration of Changes to Chapter 200, Article III, Parking and Loading, Section 203**

RESULT: THIS MATTER WAS REFERRED TO

Next: 1/3/2023 6:30 PM

TO: Mayor and Council

5. **22-6634: Georgia Department of Natural Resource EPD RWD Grant Contract Execution**

RESULT: THIS MATTER WAS REFERRED TO

Next: 1/3/2023 6:30 PM

TO: Mayor and Council

6. **22-6630: Lighting Services**

RESULT: THIS MATTER WAS REFERRED TO

Next: 1/3/2023 6:30 PM

TO: Mayor and Council

7. **22-6617: Lease for Concession Stand at Summerour**

RESULT: THIS MATTER WAS REFERRED TO STAFF

8. **22-6632: Update and Discussion of Parking Issues**

RESULT: THIS MATTER WAS REFERRED TO STAFF

9. **22-6633: Stevens Road Contracts for Real Estate Acquisitions**

RESULT: THIS MATTER WAS REFERRED TO

Next: 1/3/2023 6:30 PM

TO: Mayor and Council

I. **Adjourn to Executive Session for Personnel, Real Estate or Legal**

A motion was made by Councilmember Josh Bare, seconded by Mayor Pro Tem Myers to adjourn to exec for real estate and personnel. The meeting was closed at 8:34 pm.

The meeting was reopened, and a revised motion was made by Mayor Pro Tem Myers, seconded by Councilmember Josh Bare to adjourn to exec for real estate, personnel, and legal. The meeting was closed at 8:40 pm.

J. **Signed by:** _____ **Mayor Craig Newton**

K. **Attest:** _____ **Monique Lang, City Clerk**



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **MATT MYERS** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **ARLENE BECKLES** · COUNCILMEMBER **BRUCE GAYNOR** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	23-6635	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/3/2023 6:30 PM	In Control:	Mayor and Council
Title:	Appointment of Mayor Pro Tempore for 2023		

Sponsors:

Code Sections:

Title
Appointment of Mayor Pro Tempore for 2023

Motion
A motion to Approve/Deny Councilmember Bruce Gaynor as Mayor Pro Tempore for 2023.



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **MATT MYERS** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **ARLENE BECKLES** · COUNCILMEMBER **BRUCE GAYNOR** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	22-6620	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/3/2023 6:30 PM	In Control:	Mayor and Council
Title:	TEXT2022-004 Consideration of Changes to Chapter 200, Article III, Parking and Loading, Section 203		

Sponsors:

Code Sections:

Attachments:

1. [TEXT2022-004 Agenda Report](#)
2. [Proposed ordinance changes](#)
3. [Sample ordinance for proposed changes](#)

Title

TEXT2022-004 Consideration of Changes to Chapter 200, Article III, Parking and Loading, Section 203

Drafter

Tracy Rye

Motion

A motion to Approve/Approve with Changes/Deny/Withdraw the attached changes to Chapter 200, Article III, Parking and Loading, Section 203 with the following enacting clause:

The Mayor and City Council of the City of Norcross, Georgia, hereby ordains that the adopted Code of Ordinances is hereby amended as more particularly set forth below. It is the intention of the Mayor and City Council, and it is hereby ordained that the following provisions shall become and be made a part of the Code of the City of Norcross, and the Sections in the Code in the Ordinance be numbered to accomplish that intention.



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **MATT MYERS** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **BRUCE GAYNOR** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE LANG**

Agenda Report

To: Mayor and Council
From: Tracy Rye, Assistant City Manager/CDP Director, AICP
Agenda: January 3, 2023 - Mayor and Council
Agenda #: 22-6620
Item: TEXT2022-004
CC: Eric Johnson, City Manager

Recommendation

Planning and Zoning Board

The Planning and Zoning Board, at its regular meeting on Wednesday, December 7, 2022, recommended approval of the attached proposed changes to the Unified Development Ordinance by a vote of 3-0.

Staff

The Community Development and Planning Department recommends consideration of the attached changes to sections of the Unified Development Ordinance (UDO).

Background

The Community Development and Planning Department works from time to time to add clarifying language to ordinances. The following items are presented for consideration within Chapter 200, Article III Parking and Loading:

1. With respect to when additional parking is needed on any given site, we have added clarifying language that build out or completion of existing gross floor area is not a trigger for additional parking, however adding on additional gross floor area to a site or additional floors on a building is a trigger for additional parking. In general, most parking calculations within the UDO are based on gross floor area of a building.
2. With respect to locations of required off-street parking on other property within 400' of the primary entrance to a building, more detail is added to this section to include that

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(678) 421-2027 UPSTAIRS CITY HALL (770) 242-0824 FAX (770) 448-2111 POLICE DEPARTMENT
<http://www.norcrossga.net>



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **MATT MYERS** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **BRUCE GAYNOR** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE LANG**

accessible parking must be provided on site, formal lease agreements to use off-site parking must be provided to the City on an annual basis and provides the metric on how to measure the 400' distance. Also included is a caveat that for mixed use projects incorporating residential uses that the parking for the residential component be integral to the primary residential site unless other parking configurations are approved by the Mayor and Council.

3. With respect to parking decks or structures, a new Sec. 203-16 is added to address façade design of parking decks and structures are under the review authority of the Architectural Review Board or the Historic Preservation Commission and subject to the requirements of the Architectural and Site Design Standards.

Financial Impact

No applicable direct financial impact.

Consistent with Comprehensive Plan?

These changes are consistent with **GOAL 6** *Further the City's Tradition of Strong Leadership and High Level of Quality Services*. Leadership includes clarifying code language when and where necessary to be clear and concise.

Attachments

Proposed ordinance changes

Sample ordinance for proposed changes

Update

Staff conversed with Mr. Jim Eyre of the Norcross Downtown Development Authority after the Policy Work Session to understand concerns about these proposed changes to the parking ordinance, specifically as they related to the downtown. Primary concerns brought up were:

1. that the existing 400' threshold for proximity of offsite parking to any given site could present a challenge if owners of available offsite parking were not amenable to leasing or otherwise making parking available to merchants;
2. Additional parking sites aren't readily available, still need to be constructed, or possibly not even available for more than a limited amount of time if constructed;
3. Long term solutions are not in place and still need to be explored, even possible consideration of the creation of a parking district that would be self-funded to help create new parking and to maintain existing parking;

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Mr. Eyre suggested that the 2019 parking study performed by Stantec be possibly revisited. Research shows that study cost \$45,000 at the time. It's currently unknown how much a refresh of that study might cost, however it was suggested that possibly the City and DDA could financially partner to update the study if the City desires to look into what additional next steps could look like.

PART II - CODE OF ORDINANCES
Chapter 200 - LAND USE AND ZONING
ARTICLE III. PARKING AND LOADING

ARTICLE III. PARKING AND LOADING

Sec. 203-1. Purpose.

The purpose of this article is to ensure and regulate the provision of parking and loading spaces and access to such facilities for motor vehicles, to provide the appropriate means for adjusting parking and loading requirements and to provide for suitable parking alternatives.

(Ord. No. 08-2019 , § I, 6-3-2019)

Sec. 203-2. General applicability.

For the purpose of complying with the regulations of this article, no part of a yard or the off-street parking or loading spaces that are required in connection with any building or use shall be included as part of the yard or off-street parking or loading spaces required for another building, except as specifically provided in this article.

(Ord. No. 08-2019 , § I, 6-3-2019)

Sec. 203-3. Spaces required.

- (a) *New construction.* Any new building or site improvement shall comply with the parking requirements of this article.
- (b) *Maintenance and repair.* An existing building or site may be repaired, maintained or brought up to code standards without providing additional parking or loading space, provided there is no increase in gross floor area or site area.
- (c) *Additions and expansion.*
 - (1) When an existing building, use or site is increased in gross floor area by up to 25 percent cumulatively, parking and/or loading is required for the additional floor or site area only. **Build out or completion of existing floor area will not trigger these regulations.**
 - (2) When an existing building, use or site is increased by more than 25 percent cumulatively, both the existing building, use or site and the additional floor area or site area must conform to these parking and loading requirements.
 - (3) Square footage increases can come from additional gross floor area to a site or adding on additional floors to an existing building.**
- (d) *Change in use.*
 - (1) A change in use based on the parking table in section 203-9 or loading table in section 203-14 must comply with the parking and/or loading requirements of this article unless the use has the same or a lesser parking and/or loading requirement than the previous use.
 - (2) Where the required number of parking and/or loading spaces for a new use according to section 203-9 or section 203-14 is less than the parking/loading spaces required for the existing use, no additional parking and/or loading spaces are required.

- (3) Where the required parking and/or loading spaces for a new use exceeds 125 percent of the required parking spaces of the existing use, additional parking is only required for the difference between the current parking space requirement and the parking spaces required by the new use.

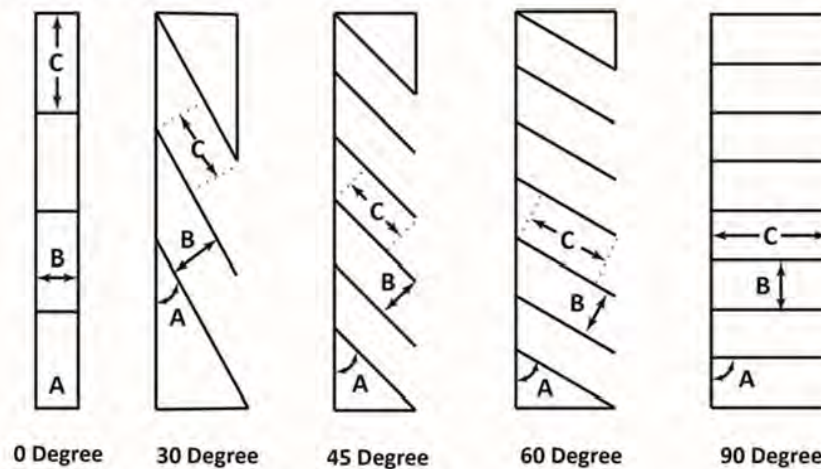
(Ord. No. 08-2019 , § I, 6-3-2019)

Sec. 203-4. Plan and design standards.

The following are required plan and design standards for off-street parking for areas of five or more vehicles. Plans shall be submitted to the Community Development Director for review and approval.

- (1) *Calculation of required spaces.*
 - a. When a lot is used for two or more uses, the parking requirements are the sum of the requirements for each use unless otherwise specified in this article.
 - b. In determining the required number of spaces, fractional spaces are rounded up to the nearest whole number with one-half or more counted as one additional space.
 - c. Unless otherwise identified, the parking requirement is based on the gross floor area (GFA) of a building devoted to the use(s) identified.
 - d. When bench space is used for calculating parking spaces, 30 inches of seating width is equal to one seat.
- (2) *Driveway visibility.*
 - a. Visibility from a driveway may not be blocked between a height of three feet and eight feet for a depth of ten feet from the street curb line.
 - b. Off-street parking areas and their respective driveways shall be designed such that vehicles entering and exiting are moving in a forward motion only.
- (3) *Required area for each parking space.* Parking spaces shall have the following minimum dimensions:

Dimension	0° Parallel (A)	30° Diagonal (A)	45° Diagonal (A)	60° Diagonal (A)	90° Perpendicular (A)
Space Width (feet) (B)	10	9	9	9	9
Space Length (feet) (C)	20	17.5	17.5	17.5	17.5



- a. Each space shall be clearly identified by surface markings at all times in a highly visible condition.
- b. The Community Development Director may grant an administrative variance to permit up to 40 percent of the parking spaces to be eight feet wide and 15 feet deep to accommodate compact cars where, in his/her opinion, the purpose of the parking ordinance can be achieved, and equal performance obtained by granting an administrative variance.
- c. Adequate interior driveways shall connect each parking space with the public right-of-way.

(4) *Interior driveways/aisle.*

	For driveways/aisles serving the following types of parking space configuration:				
	0° Parallel	30° Diagonal	45° Diagonal	60° Diagonal	90° Perpendicular
Single driveway/aisle (min. width in feet)	10	15	18	18	22
Double driveway/aisle (min. width in feet)	20	20	20	22	22

- (5) *Surfacing, drainage and lighting.* All areas intended to be used for off-street parking and driveways shall be properly drained and surfaced with material suitable to control drainage and dust problems.

- a. *Surfacing and drainage.*
 1. In commercial and multifamily districts, any off-street parking area for five or more vehicles shall be paved with asphalt or concrete material.
 2. In any residential district, the parking of any vehicle in the front yard or in front of the principal building line is prohibited except on a hard-surfaced or gravel driveway.
 - a) Not more than 35 percent of this required front yard area shall be used for parking under any circumstance. Lots developed as of the effective date of this

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UDO with driveways and exterior parking areas that comprise more than 35 percent of the total lot area are entitled to exist as legal nonconforming lots.

- b) All areas intended to be used for off-street parking and driveways shall be properly surfaced with asphalt, concrete (pervious or impervious), or other impervious material, to facilitate adequate stormwater management.
 - c) In any residential district, the parking of any vehicle is prohibited except on an improved asphalt, concrete (pervious or impervious), or other impervious material, to facilitate adequate stormwater management, or other hard-surfaced driveway or parking pad, or in a carport or enclosed garage with an improved surface.
- b. *Lighting.*
- 1. If the off-street parking facilities are used at night, they shall be properly illuminated for the safety of pedestrians, vehicles and for security.
 - 2. The lighting shall be designed so as not to reflect into or cause unnecessary glare in any residential district and shall provide a minimum luminescence of one footcandle at pavement level.
 - 3. In commercial and multifamily districts, if the off-street parking facilities are used at night, they shall be properly illuminated for the safety of pedestrians, vehicles and for security. The lighting shall be designed so as not to reflect into or cause unnecessary glare in any residential district and shall provide a minimum luminescence of one footcandle at pavement level.
- (6) *Interior design and perimeter landscaping.* Parking lot landscaping, including any required interior islands, perimeter landscaping and median islands shall be designed and installed as identified in chapter 200, article V, buffers, landscaping and tree conservation.
 - (7) *Maintenance.* All required surfaces and plantings must be permanently maintained in good condition and repaired/replaced when necessary to ensure continued compliance with these regulations.
 - (8) *Accessible spaces for automobiles and vans.* Accessible spaces for automobiles and vans shall fully conform to the requirements of the 2010 ADA Standards for Accessible Design as adopted by the U.S. Department of Justice, Civil Rights Division.
 - (9) *Drive-in and drive through circulation.* When products or services are to be provided to the public in their occupied vehicle, a vehicular circulation plan shall be submitted to the Community Development Director prior to issuing building permits. The plan shall be reviewed to determine that the circulation does not:
 - a. Constitute a threat to public safety.
 - b. Block access to and from required parking spaces.

(Ord. No. 08-2019 , § I, 6-3-2019)

Sec. 203-5. Prohibited use of off-street parking areas.

The following shall be prohibited in required off-street parking areas:

- (1) The display for sale of all types of vehicles except for private individuals selling one personal vehicle from a residence or a licensed dealership.
- (2) The display, storage or sales of any goods or merchandise.

(3) Motor vehicle repair except for temporary repair to make the vehicle operable to move off site.
(Ord. No. 08-2019 , § I, 6-3-2019)

Sec. 203-6. Location of required off-street parking spaces on other property.

In commercial and mixed use districts, if the required automobile off-street parking spaces cannot reasonably be provided on the same lot on which the principal use is located, such spaces may be provided on other off-street property within 400 feet of the main entrance to the principal use **and subject to the following requirements:** ~~In this situation, the applicant shall submit with his application for a building permit or an occupancy permit an instrument duly executed and acknowledged, which accepts as a condition for the issuance of a building permit or an occupancy permit the permanent availability of such off-street parking spaces to serve his principal use.~~

- 1. All required vehicle parking spaces, except required accessible spaces, may be located off-site, provided the remote parking spaces are located within 400 feet of the primary entrance of the use served and are located within the same or more intense zoning district as the principal use served.**
- 2. Lease agreements must be for a term of not less than 1 year to serve the use or uses proposed to be satisfied by the off-site leased parking. Each year the use is renewed (as shown by the renewed application for a business license), the applicant for the business license must show a current lease agreement for not less than 1 year for the necessary off-site parking.**
- 3. The distances referred to above are measured by the most direct route of travel on the ground and are measured in the following manner:**
 - a. From the front door of the principal structure on the applicant's property;**
 - b. In a straight line to the nearest public sidewalk, street, road or highway;**
 - c. Along a public sidewalk, walkway, street, road, or highway by the nearest route; and**
 - d. To the edge of the off-site parking area to be used by the applicant to meet parking requirements.**

However, if a mixed-use project incorporates residential uses as part of the project, all residential off-street parking must be integral to the primary residential site. Other residential parking configurations may be considered and approved by the Mayor and Council.

(Ord. No. 08-2019 , § I, 6-3-2019)

Sec. 203-7. Sharing of required off-street parking spaces.

One-half of the off-street parking spaces required by a use whose peak attendance will be at night or on weekends may be shared with a use that will be closed at night or on weekends.

(Ord. No. 08-2019 , § I, 6-3-2019)

Sec. 203-8. Not to exceed requirement.

In order to prevent excessive lot coverage, the artificial increase in air temperature, and an unnecessary increase in surface water runoff, no minimum off-street parking requirement in section 203-9, below, shall be exceeded by more than 25 percent unless good cause can be shown by the applicant and approved by the Community Development Director through the administrative variance process.

(Ord. No. 08-2019 , § I, 6-3-2019)

Sec. 203-9. Minimum number of spaces required.

The following are the minimum number of off-street parking spaces required. For uses not specifically listed, the off-street parking requirements shall be those of the most similar use as determined by the Community Development Director.

Use	Number of parking spaces
Residential	
<i>Household residences</i>	
Single-family detached dwelling	3 per dwelling unit
Duplex dwelling	2 per dwelling unit
Townhouse dwelling	2 per dwelling unit; plus 1 additional space for every 4 dwelling units
Multi-family dwelling	2 per dwelling unit; plus 1 additional space for every 4 dwelling units
Mixed-use dwelling	2 per dwelling unit; plus 1 additional space for every 4 dwelling units
<i>Group, institutional and social service living</i>	
Child care institution, congregate personal care, convalescent, group day care, personal care, nursing homes	1 per 2 residents of design capacity
Membership dwelling (fraternity, etc.)	1 per 2 residents of design capacity
Retirement community	2 per dwelling unit
Rooming and boarding house	1 per guest room
<i>Miscellaneous, lodging, rooms for rent</i>	
Accessory dwelling unit	No additional spaces are required
Bed and breakfast inn	1 per guest room
Hotel or motel (except bed & breakfast inn)	1 per guest room; or 1.5 per guest room if hotel has a restaurant, lounge and/or meeting facilities
Rooming house (e.g. Air BnB, VRBO, HomeAway)	2 per dwelling unit
Commercial and services	
ALL COMMERCIAL/SERVICES EXCEPT AS LISTED BELOW	1 per 400 sf GFA
Adult entertainment	1 per 200 sf GFA
Amusement or recreational attraction	See places of public assembly
Amusement park	1 per 2,000 sf
Amusement/gaming parlor	1 per 400 sf GFA
Animal hospital or veterinarian clinic	1 per 300 sf of GFA
Antique shop	1 per 400 sf GFA
Art gallery	1 per 400 sf GFA
Artist's studio	1 per 200 sf GFA
Automobile rental establishment	1 per 200 sf GFA
Automobile rental establishment trucks or trailers	1 per 400 sf GFA
Banks and financial institutions	1 per 400 sf GFA
Beauty parlor, barber shop, hair salon, or nail salon	1 per 300 sf GFA; or 2 per barber chair, whichever is greater

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Bowling alley	4 per bowling alley lane
Building material sales with outdoor storage yards	1 per 2,000 sf GFA of storage area
Business service establishment, miscellaneous	1 per 400 sf GFA
Car wash	1 per 200 sf GFA office space, plus sufficient stacking space for 5 vehicles per bay or per conveyer system
Community garden	None required
Community recreation facility	1 per 400 sf GFA
Convenience food stores with fuel pumps	1 per 300 sf GFA
Convenience food stores without fuel pumps	1 per 250 sf GFA
Crematorium	1 per 400 sf GFA of office space
Dance studios or schools	1 per 50 sf GFA
Day care center	1 per 5 children of design capacity
Department store	1 per 800 sf GFA
Doctor, dentist or chiropractor office	1 per 200 sf GFA
Dry cleaning, pick-up and delivery stations	1 per 400 sf GFA
Emission inspection station	1 per 100 sf GFA
Equipment rental	1 per 400 sf GFA
Places of public assembly (churches, event facility	1 per 150 sf GFA in largest assembly room
Farm (heavy) equipment, mobile home, recreational vehicles and equipment sales and service	2 per 1,000 sf of indoor sales area plus 1 for each 2,500 sf outdoor sales area plus 2 each service bay
Food catering service	1 per 400 sf of GFA
Funeral home	1 per 75 sf GFA used for assembly
Furniture rental or sales	1 per 500 sf GFA
Health club or spa	1 per 150 sf GFA
Indoor flea market	1 per 300 sf GFA
Instruction of fine arts	1 per 200 sf GFA
Instructional dance studio	1 per 100 sf GFA
Junk and salvage yards	1 per 200 sf GFA of office space
Landscaping services	Minimum of 5 spaces
Laundries and dry cleaning establishments, including self-service	1 per 400 sf GFA
Lockbox retailer	1 per 20 lockboxes
Medical or dental clinic, massage therapist	1 per 300 sf of GFA
Microbrewery	1 per 150 sf GFA of customer gathering space
Mixed uses	Total of all uses, less 25%
Motion picture theater	See places of public assembly
Motor vehicle repair shop	2 per bay; plus 1 per 200 sf GFA of customer waiting space
Motor vehicle (auto) sales and rental	2 per 1,000 sf of indoor sales area; plus 1 for each 2,500 sf outdoor sales area; plus 2 each service bay
Motor vehicle sales and service: trucks & heavy equip.	2 per 1,000 sf of indoor sales area; plus 1 for each 2,500 sf outdoor sales area; plus 2 each service bay
Motor vehicle service and fuel station	2 per service bay plus 1 for every 200 sf GFA retail space
Offices, professional or business	1 per 400 sf of GFA

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Office/showroom facility	1 per 800 sf GFA
Open air market and outdoor flea market	1 per 2,500 sf of outdoor sales area
Outdoor theater	1 per 3 seats in a fixed seating facility; or 1 per 250 sf of lawn area
Personal services	1 per 300 sf of GFA
Photocopying and reproduction services	1 per 400 sf GFA
Photography shops and studio	1 per 50 sf GFA
Plant nursery sales/garden supply center	1 per 500 sf GFA
Plumbing, electrical, pool and home building supply showrooms and sales centers	1 per 2,000 sf indoor GFA
Pool hall or billiard hall	1 per 300 sf GFA
Professional and business offices	1 per 400 sf GFA
Professional services	1 per 400 sf GFA
Radio, recording or television broadcast station-studio	1 per 400 sf GFA
Recreation, amusement, entertainment facility	See places of public assembly
Restaurant (not fast food)	1 per 100 sf GFA
Restaurant, fast food, drive-in and drive-thru	1 per 75 sf GFA
Social services, other (not listed)	1 per 200 sf GFA; plus 1 per 4 beds of design capacity
Sporting goods	1 per 500 sf GFA
Tattoo and/or body piercing establishments	1 per 300 sf of GFA
Telephone marketing (telemarketing) enterprises	1 per 300 sf GFA
Toy store, children's hobby shop	1 per 400 sf GFA
Temporary structures used in connection with the construction of permanent buildings or for a non-reoccurring purpose	4 per office
Window tinting or stereo installation not associated with auto repair	1 per 400 sf GFA
Manufacturing, wholesale and warehousing	
ALL MANUFACTURING, WHOLESALE AND WAREHOUSING EXCEPT AS LISTED BELOW	1 per 1,000 sf GFA
Baking plant	1 per 1,000 sf GFA
Building materials or other outdoor storage yards	1 per 2,000 sf GFA of storage area
Cold storage plant	1 per 2,000 sf GFA
Machine or welding shop	1 per 500 sf GFA
Mini-warehouse	Minimum of 5 spaces
Newspaper and printing plant	1 per 1,000 sf GFA
Office distribution warehouse facilities	1 per 1,000 sf GFA
Soft drink bottling and distribution plant	1 per 1,000 sf GFA
Telecommunications antenna or tower	1 per station
Truck terminal	1 per 1,000 sf GFA
Waste treatment and disposal	1 per 250 sf GFA of office space
Wholesale trade/distribution office with showroom	1 per 200 sf GFA area devoted to sale or display plus 1 space per 300 sf GFA area devoted to office plus one space per 2,000 sf GFA for storage
Wholesale warehouse	1 per 2,000 sf GFA
Public or semi-public	

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ALL PUBLIC OR SEMI-PUBLIC USES EXCEPT AS LISTED BELOW	1 per 400 sf GFA
Government offices and emergency services	1 per 400 sf GFA
Hospital	1 per bed of design capacity
Library	1 per 400 sf GFA
Museum	1 per 500 sf GFA
Places of public assembly (places of worship, event centers, church schools recreational facilities, movie theaters, and training centers)	1 per 150 sf GFA
School (technical, vocational, college, university, or community college)	20 per classroom
School (kindergarten, elementary and secondary)	2 per classroom for kindergarten, elementary and junior high school
School (high school)	6 per classroom for high school
Utility transmission, generation and monitoring facility	1 per 400 sf GFA; or 1 per location where no office is present
Wastewater treatment facility including sewage lagoon	1 per 250 sf GFA of office space
Transportation	
Automobile parking lot or garage	None required
Bus station or terminal	1 per 200 sf GFA of terminal building
Taxi cab or limousine services	1 per 400 sf GFA of office space

(Ord. No. 08-2019 , § I, 6-3-2019)

Sec. 203-10. Parking reductions.

A reduction in parking may be approved by the Community Development Director as an administrative variance under the following circumstances:

- (1) *Proximity to public parking facilities.* A 25 percent reduction in the number of required off-street parking spaces may be permitted for uses within 1,320 feet of a public parking facility.
- (2) *Proximity to bus transit.* A ten percent reduction in the number of required off-street parking spaces may be permitted for uses within 1,320 feet of an operating transit stop with service between the hours of 6:00 a.m. to 8:00 p.m. and where service intervals are no longer than 20 minutes during peak commute hours.
- (3) *Private car sharing or vanpool ride sharing program.* When an active on-site car share or vanpool ride share program is present, a five percent reduction in the number of required off-street parking spaces may be permitted.
- (4) *Mixed-use parking calculations and allowed reductions.* In cases where two or more different uses are on the same lot or within the same building, the minimum number of parking spaces shall be calculated as the sum of all required parking spaces in section 203-9, minimum number of spaces required, a 25 percent reduction in the number of required off-street parking spaces may be permitted.

(Ord. No. 08-2019 , § I, 6-3-2019)

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Sec. 203-11. Business vehicle parking.

- (a) In commercial zoning districts, fleet delivery/service vehicles and fleet vehicles displaying advertising must be parked within the side or rear yard and appropriately screened from view of the right-of-way by approved landscaping and fencing materials and may not be parked within the front yard, except vehicles parked temporarily while making a delivery, providing a service, or purchasing goods or services.
- (b) In all residential districts, the parking of any business vehicle (other than an automobile, pick-up or panel truck used to provide daily transportation to and from work or a business vehicle parked temporarily while making a delivery or providing a service) and any vehicle with a carrying capacity of more than one and one-half tons is prohibited except when the following provisions apply:
 - (1) Such vehicle may park within a fully enclosed structure that meets all other criteria of the zoning district and the city development regulations.
 - (2) Such vehicle may park on the side or to the rear of the primary residential structure on the lot provided that the lot is five acres or larger, but in no case may be located closer than 100 feet from any property line.
 - (3) Such vehicle is used for the primary purpose of transporting children to and from state licensed or accredited elementary, middle or high schools provided such vehicle is parked off any public thoroughfare, on an all-weather surface, and in the side or rear yard.

(Ord. No. 08-2019 , § I, 6-3-2019; Ord. No. 12-2020 , § I, 12-7-2020)

Sec. 203-12. Residential parking management.

The following regulations govern the off-street parking, stopping and standing of vehicles and trailers within the city limits on residentially zoned property:

- (1) No more than four vehicles, including trailers, per dwelling unit shall be parked, stopped, standing or stored on any parcel of land. A parking waiver can be requested when the residents can prove that the number of cars does not exceed the number of licensed drivers in the home and the car is operable, or when the vehicle is vintage (25 years old or older). Parking waivers are subject to review and approved by the Community Development Director. There is no fee for this review.
 - a. All vehicles and trailers of any kind found parked, stopped, standing or stored in residential areas that require licenses, emission stickers, tags, titles, tax payment receipts, or registration with state or federal agencies, must properly display all required certifications for operation in the state or they shall be cited as abatable nuisances under city ordinance and state law; and, if applicable, shall otherwise be cited for other registration or display compliance failures.
 - b. Each residentially zoned parcel of land may have additional vehicles, including trailers, parked, stopped, standing or stored, so long as they are in a safely erected and maintained enclosed shelter, not visible from the public right-of-way or adjoining properties, where the entire floor area under the roof of the enclosed shelter is made of concrete, asphalt, gravel or other improved surface.
 - c. Vehicles prohibited within residential zones include limousines, flatbed trucks, dump trucks, tow trucks, transport wreckers, tandem axle trucks, cab-on chassis trucks, tractor trailers, wheeled attachments or trailers, buses, earth moving machinery, semitrailers, and any other vehicle over 23 feet long, seven feet high, or seven feet wide.

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- (2) Airplanes, helicopters, air balloons, gliders, ultra-light air vehicles, hang gliders, and/or every other device designed for air travel are prohibited from parking, standing, stopping or being stored outside of a storage building in any residentially zoned area at any time.
- (3) Ships, boats, pontoons, personal watercraft, jet skis, canoes, kayaks, paddle boats and any other devices designed for water travel, hereafter referred to as "watercraft," may only be located and/or stored in a residentially zoned area when:
 - a. There are no more than two watercraft parked, stopped, or standing on each residential parcel of land; and located on an improved surface in a side or rear yard only; except that:
 - b. All watercraft may be in a completely enclosed and safely erected and maintained enclosed shelter which meets the standards set forth in this section as well as section 202-3, accessory uses or structures.
 - c. Watercraft alone do not count against the four vehicles and trailers allowed in this section.
- (4) Recreational vehicles (RVs), travel trailers, campers, and all other similar type vehicles, both driven and towable, may only be located and/or stored in a residentially zoned area when:
 - a. There are no more than two such vehicles parked, stopped, or standing on each residential parcel of land; and the vehicle is located on an improved surface in a side or rear yard only; except that:
 - b. All recreational vehicles, travel trailers, campers and all similar-type vehicles may be in a completely enclosed and safely erected and maintained enclosed shelter which meets the standards set forth in this section as well as section 202-3, accessory uses or structures.
- (5) Waivers. Residents subject to these parking management regulations may apply for a waiver under limited circumstances. Waivers will be reviewed and approved or denied by the Community Development Director. The following limited circumstances may request a waiver:
 - a. Proof that each additional vehicle is needed for a licensed driver living at the residence. Each vehicle must be operable; or
 - b. Each additional vehicle is vintage (25 years old or older).

(Ord. No. 08-2019 , § I, 6-3-2019)

Sec. 203-13. Plan and design standards for loading and unloading spaces.

The following are the plan and design standards for off-street loading and unloading spaces:

- (1) The loading and unloading area must be located on the same lot occupied by the use served and must be accessible from a public street or alley unless specifically approved by the Community Development Director.
- (2) The off-street loading and unloading space shall be so located that it causes a minimum of interference with the free movement of vehicles and pedestrians over a street, sidewalk or alley.
- (3) The loading and unloading area must be located to the side or rear of the building served. Loading and unloading areas shall not be located between the street and the associated building.
- (4) Loading and unloading areas are not permitted within 100 feet of a residential zoning district unless specifically approved by the Community Development Director.
- (5) Loading and unloading areas shall be paved with a durable concrete material.

(Ord. No. 08-2019 , § I, 6-3-2019)

Sec. 203-14. Minimum size and number of loading and unloading spaces required.

The minimum number and size of off-street loading and unloading spaces required are as follows:

- (1) For the purpose of this section, an off-street loading and unloading space shall have the minimum dimensions of 12 feet by 40 feet by 14 feet of overhead clearance.
- (2) The minimum required number of loading spaces are as follows for retail business, office, wholesale, industrial, governmental, and institutional uses, including public assembly places, hospitals and educational institutions:

Square Feet	Number of Spaces
1—25,000	1
25,001—99,999	2
100,000—159,999	3
160,000—239,999	4
240,000—349,999	5 plus one space for each additional 100,000 sf or fraction thereof

(Ord. No. 08-2019 , § I, 6-3-2019)

Sec. 203-15. Bicycle parking.

- (a) Developments in all commercial, mixed-use and industrial districts shall provide bicycle parking spaces at a ratio of at least one bicycle parking space for every 20 automobile parking spaces.
- (b) No development shall have fewer than three bicycle parking spaces nor be required to exceed a maximum of 20 spaces.
- (c) Bicycle parking shall provide an inverted U steel frame or decorative rack approved by the Development Director. The rack shall be anchored to a concrete pad.
- (d) Each required bicycle parking space must be at least two feet by six feet. Where a bike can be locked on both sides of a bicycle rack without conflict, each side can be counted as a required space. Two feet wide by two feet and six inches long.
- (e) Bicycle racks must be securely anchored, be easily usable with both U-locks and cable locks, and support a bicycle at two points of contact to prevent damage to the bicycle wheels and frame.
- (f) Bicycle racks must be publicly accessible and be located no more than 100 feet from the building entrance the bicycle rack is intended to serve.
- (g) Bicycle parking must be provided in a well-lit area.
- (h) Spacing of the bicycle racks must provide clear and maneuverable access. Bicycle facilities may be placed within the public right-of-way, provided the encroachment is approved by the Director.

(Ord. No. 08-2019 , § I, 6-3-2019)

Sec. 203-16. Design of parking decks or structures.

The façade design of parking decks or structures shall be reviewed by either the Architectural Review Board or the Historic Preservation Commission and design shall be commensurate with all design requirements outlined in the Architectural and Site Design Standards

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Ordinance TEXT2022-004

An Amendment to the City Code or Ordinances

Chapter and Purpose: Subpart B Unified Development Ordinance, Section as noted.

Enacting Clause; The Mayor and City Council of the City of Norcross, Georgia hereby ordains that the adopted Code of Ordinances is hereby amended as more particularly set forth below. It is the intention of the Mayor and City Council, and it is hereby ordained that all following provisions shall become and be made part of the Code of the City of Norcross.

- I. Amendment to edit the language as noted below, to add those items shown as underlined and to delete those items as shown by strikethrough, any items completely deleted are reserved:

Sec. 203-3. Spaces required.

(c) *Additions and expansion.*

- (1) When an existing building, use or site is increased in gross floor area by up to 25 percent cumulatively, parking and/or loading is required for the additional floor or site area only. Build out or completion of existing floor area will not trigger these regulations.
- (2) When an existing building, use or site is increased by more than 25 percent cumulatively, both the existing building, use or site and the additional floor area or site area must conform to these parking and loading requirements.
- (3) Square footage increases can come from additional gross floor area to a site or adding on additional floors to an existing building.

Sec. 203-6 Location of required off-street parking spaces on other property.

In commercial and mixed use districts, if the required automobile off-street parking spaces cannot reasonably be provided on the same lot on which the principal use is located, such spaces may be provided on other off-street property within 400 feet of the main entrance to the principal use and subject to the following requirements: ~~In this situation, the applicant shall submit with his application for a building permit or an occupancy permit an instrument duly executed and acknowledged, which accepts as a condition for the issuance of a building permit or an occupancy permit the permanent availability of such off-street parking spaces to serve his principal use.~~

1. All required vehicle parking spaces, except required accessible spaces, may be located off-site, provided the remote parking spaces are located within 400 feet of the primary entrance of the use served and are located within the same or more intense zoning district as the principal use served.
2. Lease agreements must be for a term of not less than 1 year to serve the use or uses proposed to be satisfied by the off-site leased parking. Each year the use is renewed (as shown by the renewed application for a business license), the applicant for the business license must show a current lease agreement for not less than 1 year for the necessary off-site parking.
3. The distances referred to above are measured by the most direct route of travel on the ground and are measured in the following manner:

- a. From the front door of the principal structure on the applicant's property;
- b. In a straight line to the nearest public sidewalk, street, road or highway;
- c. Along a public sidewalk, walkway, street, road, or highway by the nearest route; and
- d. To the edge of the off-site parking area to be used by the applicant to meet parking requirements.

However, if a mixed-use project incorporates residential uses as part of the project, all residential off-street parking must be integral to the primary residential site. Other residential parking configurations may be considered and approved by the Mayor and Council.

Sec. 203-16 Design of parking decks or structures.

The façade design of parking decks or structures shall be reviewed by either the Architectural Review Board or the Historic Preservation Commission and design shall be commensurate with all design requirements outlined in the Architectural and Site Design Standards

- II. Severability: If the provisions of any section, subsection, paragraph, subdivision or clause of this ordinance shall be judged invalid by a court of competent jurisdiction, such order of judgement shall not affect or invalidate the remainder of any ordinance, section, subsection, paragraph, subdivision or clause of this ordinance.
- III. Repealer: All ordinances or parts thereof which are in conflict with any provision or any section, subsection, paragraph, subdivision or clause of this ordinance are hereby repealed to the extent of the conflict.

IN WITNESS WHEREOF, I have hereunto set my hand and cause this seal to be affixed this ____ day of _____, 2023

Craig Newton, Mayor

ATTEST:

Monique Lang, City Clerk



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **MATT MYERS** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**
 COUNCILMEMBER **ARLENE BECKLES** · COUNCILMEMBER **BRUCE GAYNOR** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	23-6636	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/3/2023 6:30 PM	In Control:	Mayor and Council
Title:	Board Appointment - Zoning Board of Appeals		

Sponsors:

Code Sections:

Title
Board Appointment - Zoning Board of Appeals

Motion

A motion to Approve the appointment of the following board members and terms as presented:

Zoning Board of Appeals

_____ **June 1, 2026**



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **MATT MYERS** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **ARLENE BECKLES** · COUNCILMEMBER **BRUCE GAYNOR** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	23-6637	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/3/2023 6:30 PM	In Control:	Mayor and Council
Title:	Board Appointment - LCI/Comp Plan Steering Committee		

Sponsors:

Code Sections:

Title
Board Appointment - LCI/Comp Plan Steering Committee

Motion

A motion to Approve the appointment of the following board members and terms as presented:

LCI/Comp Plan Steering Committee:



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **MATT MYERS** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **ARLENE BECKLES** · COUNCILMEMBER **BRUCE GAYNOR** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	23-6639	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/3/2023 6:30 PM	In Control:	Mayor and Council
Title:	Acceptance of the Agenda		

Sponsors:

Code Sections:

Title
Acceptance of the Agenda

Motion

A motion to Accept the Agenda as Presented with the following items being moved to discussion:



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **MATT MYERS** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **ARLENE BECKLES** · COUNCILMEMBER **BRUCE GAYNOR** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	22-6631	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/3/2023 6:30 PM	In Control:	Mayor and Council
Title:	Norcross Historic Cemetery		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Norcross Historic Cemetery](#)
2. [A1\) Norcross Cemetery Significance](#)
3. [A2\) Preliminary Eligibility Application](#)
4. [A3\) Packet - Individual Resources](#)

Title

Norcross Historic Cemetery

Drafter

Parks, Green Spaces and Trails Commission

Motion

A motion to Approve/Deny staff to proceed with the application for registration of the Historic Norcross Cemetery as a Georgia Historic Landmark.



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **MATT MYERS** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
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Agenda Report

To: Mayor and Council
From: Parks, Green Spaces and Trails Commission
Agenda: January 3, 2023 - Mayor and Council
Item #: 22-6631
Title: Norcross Historic Cemetery – Application for Georgia Historic Landmark Registry
CC: Eric Johnson, City Manager

Recommendation

Approve to proceed with application for registration of the Historic Norcross Cemetery as a Georgia Historic Landmark

Background

The City of Norcross (City) Historic Cemetery was established over 100 years ago, with the first burial recorded in 1874, only 4 years after the city was incorporated. PG&T is requesting Council's approval to move forward with establishing the Historic Norcross Cemetery on the Georgia Historic Landmark Registry. PG&T believes this registration will enhance Norcross' portfolio of historic landmarks and increase "tombstone tourism". For cemetery hoppers — or more properly, taphophiles — cemeteries are destinations that combine the art and history of museums, and the flora and fauna of parks.

[\(https://www.washingtonpost.com/travel/2022/10/24/cemetery-congressional-woodlawn-green-wood/\)](https://www.washingtonpost.com/travel/2022/10/24/cemetery-congressional-woodlawn-green-wood/)

PG&T recommends applying for the Registry in order to add this tourism opportunity to Norcross' portfolio of historic landmarks and enhance PG&T's vision of a city-wide "history trail" identified within a connected network of parks, green spaces and trails. This "history trail" will be one of several trails themed to showcase the City's cultural assets, increase local use and strengthen their appeal as recreation and tourism destinations.

Volunteer local historian Gene Ramsay has volunteered to assist PG&T board members to complete the paperwork required to achieve this honorific title - Mr. Ramsay has already done a significant amount of work towards this application, and a draft of his responses to the Registry application is attached for additional background. Staff and PG&T are not aware of any conflicts with the current Cemetery Master Plan.



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **MATT MYERS** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
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Financial impact

PG&T has researched the opportunity with Staff and observed no cons for making this application. There is no cost to apply, and the application process will be managed by PG&T with Staff review of the final draft before final submission. If the application is accepted, the only cost will be to secure a historical marker sign, which initial research indicates will cost under \$800.00 (including pole).

Consistent with Comprehensive Plan?

Proceeding forward enforces Goal #1 of the Community Vision outlined in the 2040 Norcross Comprehensive Plan, specifically Policy 1-7: *Protect natural resources, mature tree canopy, environmentally sensitive areas, and valuable historic, archaeological or cultural resources from human encroachment through land development regulations and/or incentives*; and Policy 1-11: *Preserve and complement the traditional historic, architectural and landscape character of the Downtown core and surrounding neighborhoods, while guiding reasonable growth*. The request also supports the Vision for Character Area #7 (Town Center LCI) as being “**a compelling destination**” that “**embraces its history while providing a forward-thinking, socially engaging, inclusive, economically and environmentally sustainable place to live, work and visit.**” A place on the Georgia Historic Landmark Registry would also continue to define Norcross’ sense of place by formally recognizing and preserving the community’s history.

Next Steps

Upon approval, PG&T will complete the Preliminary Eligibility Application, and if approved the Historic Cemetery qualifies per the GA Dept of Community Affairs / Georgia Historic Preservation Division, PG&T will continue with application for registration. In both cases, content will be drafted by volunteers and approved by Staff prior to formal submission.

Attachments

- A1) GHLR (site background prepared by Norcross Volunteer Historian, Gene Ramsay)
- A2) Preliminary Eligibility Application – Cemeteries National Register of Historic Places
- A3) Packet for Nominating INDIVIDUAL RESOURCES to the National Register of Historic Places

Update

N/A

Georgia Historic Landmark Registry: APPLICATION

Prepared by Gene Ramsay, Resident & Volunteer Historian

Statement of significance (areas of significance)

The City of Norcross was founded in 1870, and the Norcross City Cemetery is the oldest city cemetery in Norcross. The cemetery is located southeast of downtown Norcross on land given to the city by M. C. Lively and his son-in-law, S. T. McElroy, prominent landowners in the area, in 1873. The first known burial occurred in 1874. The cemetery is a local community landmark.

The cemetery is significant for its historic association with the development of Norcross. Norcross City Cemetery was established as a public cemetery, a necessity in newly established and growing urban centers. Many of Norcross' important civic, business, and social leaders are buried in the cemetery, including early residents of the town and surrounding area. The fact that the cemetery was established early in the town's history indicates that the presence of a community cemetery was a concern of the town's founders and early residents.

The Norcross City Cemetery is significant in the area of art for its examples of late 19th and 20th century funerary monuments and ornamental fencing. Decorative grave markers, obelisks, statuary, and ornamental fencing are all representative of the burial practices and funerary symbolism of that time period. There is a variety and range of markers of various sizes, shapes, styles, and composition, representative of similar cemeteries in other Georgia towns and small cities. Monuments of more prosperous residents reflect the wealth of these people. Other memorials reflect less prominent citizens and are of simpler and smaller size, reflecting the economic diversity of the population.

Norcross City Cemetery is significant in the area of landscape architecture as a good example of a late 19th century park-like cemetery in Georgia with its grid-iron plan, the plots delineated by brick, stone, or concrete coping, and decorative trees and shrubs. The cemetery retains a significant degree of historic integrity. It retains its characteristic features that represent the function, associations, and appearance it had during its historic period.

National Register Criteria

Norcross City Cemetery meets National Register Criterion A because as a burial place it provides an important and necessary role in the life of a community. It was planned as a public burial ground as part of the city planning for Norcross.

The cemetery meets National Register Criterion C for its distinct pieces of funerary art, its plan and its landscaping. The cemetery also includes ornamental fencing that is representative of fine work done by artisans in that field.

Norcross City Cemetery meets Criteria Consideration D as a cemetery that derives its primary significance from graves of persons of transcendent importance, from age, or from distinctive design features.

The cemetery is the final resting place for many prominent Norcross families, including members of its founding families. It was established over 100 years ago as a public cemetery, and features examples of funerary art in both the grave markers and the ornamental fencing.

Period of significance

The period of significance runs from the earliest burial in the cemetery in 1874 until 1958, the end of the historic period. The cemetery has remained a functioning cemetery throughout this time.

Contributing/Noncontributing Resources

The cemetery is the one contributing site.

Developmental history/historic context

Gwinnett County

Gwinnett County was formed by the State of Georgia on December 18, 1818 from land made available by treaties with the Creek Indian tribes following the War of 1812. Early settlers founded Lawrenceville, Gwinnett County's first village and county seat, which was located fifteen miles northeast of the area that came to be Norcross. Land in the county was made available to settlers through a land lottery system.

Norcross

After the Civil War ended in 1865 the Richmond and Danville Railroad was built to connect Atlanta to Charlotte NC and points north. When the newly-constructed railroad reached southwest Gwinnett County in 1870 businessman John J. Thrasher purchased a land lot (250 acres) and established the town at a stop on the railroad. The town was the second town founded in Gwinnett County, and was named after Thrasher's friend Jonathan Norcross, who had served as a mayor of Atlanta in the 1850s and who in 1876 was the Republican Party candidate for Governor of Georgia. Thrasher built and ran a resort hotel in his new town for several years.

The city experienced rapid growth and was marketed by Thrasher as "Atlanta's Favorite Summer Resort." Thrasher was the initial mayor of the city and donated park land for public use, known as "Thrasher Park" today.

The Cemetery

There are family- and church-related cemeteries that have been used since Gwinnett County was created in 1818. Norcross City Cemetery was the first public cemetery developed within the city limits of Norcross.

By the early 1900s, available space in the original section of the Norcross City Cemetery was decreasing, and as a result the city council purchased additional land surrounding the cemetery in 1916 and used part of this land to expand the cemetery to its current size of approximately three acres.

Veterans from many of this country's conflicts have been buried in this cemetery, including those who fought in the following wars:

- the Civil War
- Spanish American War
- World War I
- World War II
- the Korean War

Norcross City Cemetery still is an active public cemetery, currently containing over 1,200 graves. The city government has recently identified several hundred unused gravesites and plans to make them available to be sold to the public. In recent years there have been several burials each year.

Persons of Note Buried in the Norcross City Cemetery

George Hoyle Jones (1833-1915) was a Confederate cavalry officer during the Civil War. Afterwards he had a farm in the area and served in both the Georgia House of Representatives and later the Georgia State Senate. He served for four years as the Principal Keeper of the State Penitentiary during the administration of Governor William J. Northen.

Clifford Jones (Sr.) (1879-1974) grew up in Norcross and was appointed to West Point. He served in the United States Army for 43 years, achieving the rank of Colonel. After retirement he served as President of the Bank of Norcross.

E F Buchanan (1871-1910) was an orphan who was raised in Norcross. He built upon the telegraph operator skills he learned in the local railroad depot to become a prominent stockbroker in New York City, and was described as a millionaire in 1907. He invested some of his wealth in businesses that he created in Norcross, including what may have been the first automobile assembly operation in the southeastern USA. He lost his wealth in a stock market crash in 1908, and died a short time later.

Abraham A. Johnson (1853-1939) founded Johnson's Store in 1885, a retail establishment that was family-owned and operated in Norcross for over 100 years.

Laura Jones MacNabb (1857-1951) was a teacher in Norcross for a number of years, and was one of the main advocates in the late 1890s in favor of the town building a modern school building. As a result the city sold bonds and opened a new building opened in 1903. This building was used for over 50 years. Mrs. McNabb later worked for the Red Cross during World War I.

C. A. McDaniel (1862-1943) was Cashier for the Bank of Norcross for a number of years in the early 20th century. He was active in many business and civic roles in the community, among them serving as mayor and as chairman of the county board of education.

E. Winn Born (1874-1919) was raised in Norcross and attended the University of Georgia. After graduating from law school he served as mayor of Norcross and as a member of the state legislature. He was a successful trial lawyer before his death at a young age due to tuberculosis.

Floy Twitty Robertson (1895-1988) ran the town telephone exchange for over 40 years.

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Preliminary Eligibility Application – Cemeteries

National Register of Historic Places

July 2022

(please type or print)

Cemetery Information:

Name (current or common):

Other Name(s) (historic or other):

Address (current):

Street:

City,

State,

Zip:

County:

Acreage:

Current:

Historic:

Dates of Use:

Approximate number of burials: _

Significance: Check the box(es) by the criterion under which you believe this property is eligible. Refer to the National Park Service's National Register Bulletin 15: *How to Apply the National Register Criteria for Evaluation* – pages 11-24. (<https://www.nps.gov/nr/publications/bulletins/pdfs/nrb15.pdf>) You will elaborate on this selection in your "Brief History" below.

☐ Criterion A (event)

☐ Criterion B (person)

☐ Criterion C (design/construction (architecture))

☐ Criterion D (information potential and/or archeology)

Sponsor:

Name(s):

Address:

Street:

City,

State,

Zip:

County:

Telephone:

Email:

Property Owner(s) (if different than sponsor):

Name(s):

Owner Consent: ☐ Yes ☐ No ____ (owner consent is required for National Register listing)

Address:

Street:

City,

State,

Zip:

County:

Telephone:

Email:

Form Prepared By (if different than either of the above):

Name(s):

Company/Organization: :

Address:

Street:

City,

State,

Zip:

County:

Telephone:

Email:

Date Submitted:

Attachment: A2) Preliminary Eligibility Application (22-6631 : Norcross Historic Cemetery)

Reasons for Nominating the Property (Explain all that apply):

Recognition (explain):

inquired as to the availability of grants or received a grant

Grant Assistance (explain; have you

Other public interest in this nomination (explain):

application?):

Please submit all of the following items in hard copy (please do not send nomination materials in binders, plastic page covers, or spiral bound):

- ☐ **Recent color photographs:** Provide 4 x 6 photographs printed on photographic paper. Show close-up views representative of all marker types and styles, any unusual grave markers, any buildings or structures, and landscape features. Also include photos of the overall setting, and groupings of markers, plots, etc.. Please number the photos in consecutive order, , and identify each photo by number and directional arrow on the site plan so that we can take a visual tour of the property. We cannot review your property without photographs, and we regret that we are unable to return them.
- ☐ **Site Plan:** Please provide a site plan of the cemetery (see attached sample site plan). This site plan should delineate cemetery plots/burials, any buildings or structures in the cemetery, landscape features or other significant features (monumental or unusual grave markers, substantial historic vegetation, paths, roads, etc.). Indicate all known sections (such as Jewish, African-American, potter's field, etc.) Identify each photo by number and directional arrow on the site plan. See attached examples. Check with owner of cemetery for available plans or maps. No aerial photos accepted.
- ☐ **Location Map:** Provide a map that identifies where the cemetery is located. Maps such as a tax map or Google/Bing Maps are acceptable, provided they are accurately scaled, clearly printed and show the building footprint.
- ☐ **Brief history:** Provide a brief history of the cemetery. How did it develop or expand over time? Who is buried there? Identify any ethnic or specific groups of people historically associated with the cemetery. Was/is the cemetery associated with a religious institution, municipality, family or other private ownership, etc.? Why is the cemetery important? When was it important? Why do you think that the property meets the National Register Criteria that was checked on page 1? Note: National Register standards require that cemeteries meet heightened levels of significance. Refer to the National Park Service's National Register Bulletin 15: *How to Apply the National Register Criteria for Evaluation* – pages 34-35. Briefly summarize how you think this cemetery meets Criteria Consideration C: Cemeteries.
- ☐ **Historic photographs:** Provide historic photographs of the cemetery if available. Historic photographs can be critical to our ability to advise you regarding eligibility, so please make an effort to find any available. Please do not send original photographs.
- ☐ **Physical description:** Provide a brief physical description of the cemetery, including dates of the first and most recent burials. Fill in the blanks below and use this information to write a narrative, including dates of construction of any buildings, any alterations, additions (such as new landscaping, paving of paths, etc.), and any resources no longer extant.

Type of Cemetery (ex: community, religious, family, military, municipal, national, private)

Historic:

Current:

Design/Style/Layout (ex: informal, formal, churchyard, family plot, rural, paupers/potter's field, lawn park, memorial park)

Historic:

Current:

Setting (ex: urban, rural, residential, commercial, industrial)

Historic:

Current:

Burial Dates

First:

Most Recent: _

General Grave Marker Materials (ex: granite, marble, fieldstone, sandstone, limestone, wood, concrete/cement, white bronze/zinc, slate, iron (cast/wrought))

Historic: Current: **General Grave Marker Types and Shapes**
https://www.dca.ga.gov/sites/default/files/gravestone_shapes.pdf and
<https://www.dca.ga.gov/sites/default/files/monumenttypes.pdf> (ex: flat, upright, slant marker, obelisk, footstones)

Historic: Current: **Boundaries and Boundary Materials** (ex: fence, wall, gates, hedge/trees, other, none)

Historic: Current: **Plot Enclosures and Materials** (ex: railing/fencing, curbing/coping, hedge or plantings, wall, other)

Historic: Current:

Alterations (include ALL changes and dates; ex: acquisition of x additional acres c. 1925; addition to sexton's house c.1964; paving of paths and replacement of fencing materials c. 1995; large restoration effort c. 1997, grave marker replacement(s) c.2005). Remember to note and show all changes on the site plans.

Buildings, Structures, Objects, and Sites on Property (include type and date; ex: sexton's house c. 1940, garage c. 1920, monument c. 1860, mausoleum c. 1900, potter's field est. c.1870)

Grave Groupings (list and approximately date any areas of the cemetery that appear to be grouped ethnically or religiously – i.e. African American, Jewish, Hispanic, Native American, Asian)

Grave Marker Symbolism and Artistry (ex: gates to heaven, Woodmen of the World, Masonic, lambs, death's head, hand-carved, military, generally grave markers or elements of grave markers that seem unique)

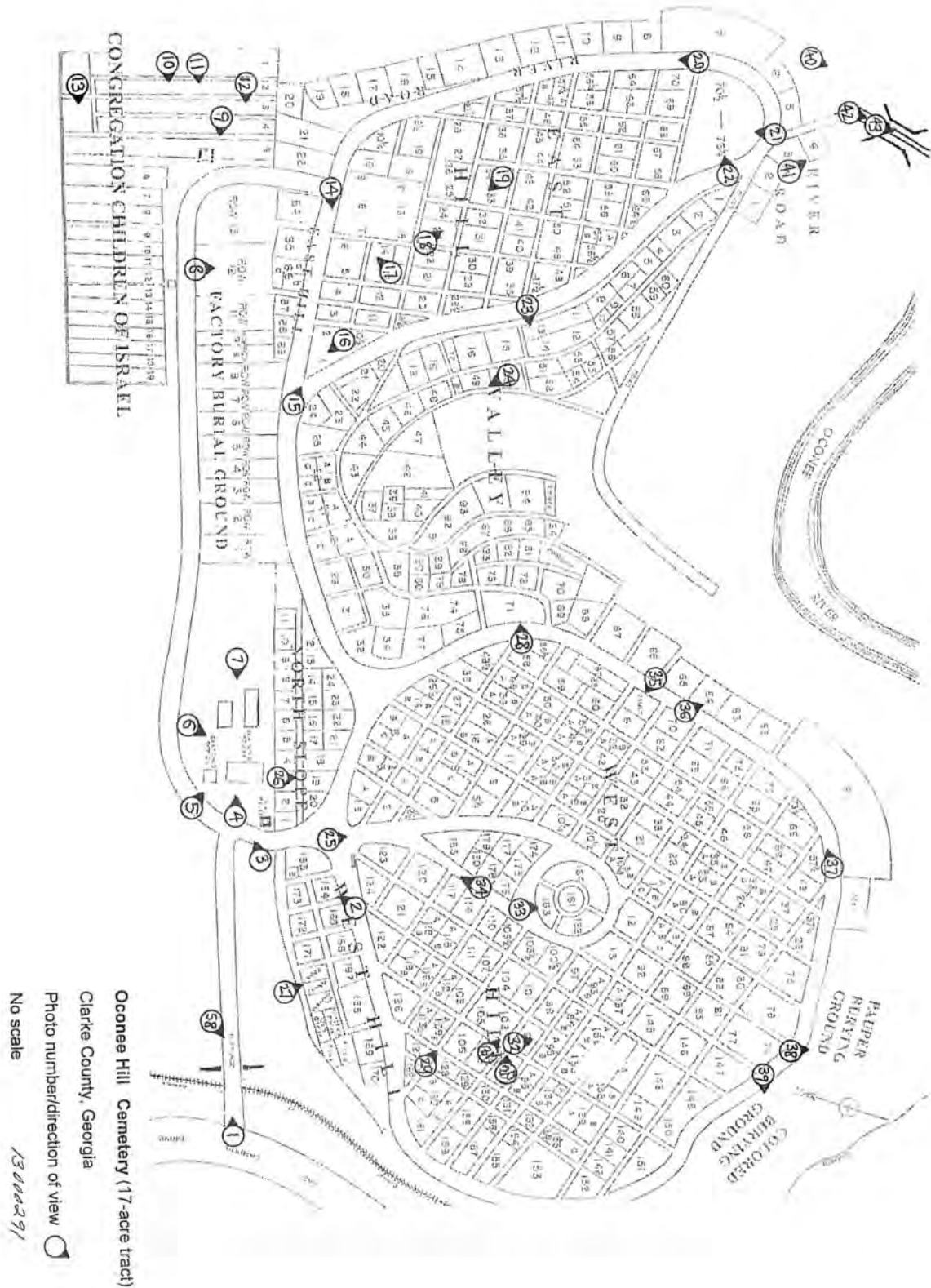
Overall Landscape Features (ex: topography; water features – i.e. pond, lake, river; circulation – i.e. roads, paths, sidewalks; type of landscape – i.e. forest, marsh, swamp; vegetation)

Archeological Potential: Has there been an archaeological survey of the cemetery or are there known archeological resources in the cemetery (ex: ruins, artifacts, foundation remains, etc.)? If so, explain:

We will contact you via email after we review your property with a formal recommendation as to whether you should pursue nomination. Please remember that this initial submission is only preliminary documentation and does not guarantee eligibility. National Register nomination will require additional research and completion of the 10-900 form, which is available on our website. See website for more information about the full nomination process. Note that any eligibility determinations expire after three years from the date of a determination letter. Even during those three years, eligibility may require reassessment if any portion of the property has undergone significant changes. Please feel free to contact National Register Specialist at 404-486-6377 or by email at Donald.Rooney@dca.ga.gov with any questions. If this form is more than one year old, please contact our office to see if an updated form is available. Submit complete applications, including hard copies of all materials to:

**National Register Program
 Georgia Department of Community Affairs
 Historic Preservation Division
 60 Executive Park South, NE
 Atlanta, Georgia 30329**

Sample Site Plan



Packet for Nominating INDIVIDUAL RESOURCES to the National Register of Historic Places

INSTRUCTIONS: Use this guidance packet in conjunction with the **National Register 10-900 form and sample nomination provided to you by the Historic Preservation Division (HPD)** to nominate an individual building, site, structure, or object or a small complex of buildings, such as a farm or school campus, to the National Register of Historic Places. **HPD does not use the 10-900 form found on the National Park Service (NPS) website or continuation sheets.** If you are nominating a district such as a residential neighborhood, downtown commercial area, or an entire city, use the Historic Districts packet.

Before starting this packet you should: review the National Register Fact Sheet and the National Register Nomination Process (Georgia), both found on HPD's website, submit a Preliminary Eligibility Application to HPD, and have received a formal response letter regarding potential eligibility of the resource from HPD.

The Individual Resources packet consists of five items:

- Item 1. General Information**
- Item 2. National Park Service's *National Register Bulletin 16a: How to Complete the National Register Registration Form* (referred to as "Bulletin")**
- Item 3. Tips and guidance for completing the 10-900 (referred to as "HPD Tips")**
- Item 4. Supporting Documentation and Checklists**
- Item 5. NPS Form 10-900, National Register of Historic Places Registration Form, provided by HPD (referred to as "10-900")**

Make sure you include all requested information. This will greatly expedite the processing of your nomination. Your submission to HPD should include completed: Item 1, Item 4, and the 10-900, in both hardcopy and digital format. Incomplete packets will not be accepted.

BE SURE TO KEEP A COPY OF EVERYTHING SUBMITTED (WE SUGGEST KEEPING BOTH A HARD COPY AND AN ELECTRONIC VERSION). ALL ITEMS ARE NON-RETURNABLE.

Before submitting your application, review the checklist on p. 25-26 of this packet to make sure you have included all the required information. Do not submit an incomplete packet.

To expedite processing of the nomination, keep the formatting simple and please be sure that page numbers appear in your document. Hard copy materials should be on standard 8 ½ x 11-inch paper. Fold any oversized maps or documents.

DO NOT send nomination materials in binders, plastic page covers, or spiral bound.
DO NOT mount photographs. Use an envelope or rubber band to keep photographs together.

If you have any questions about this form or the information required for a National Register nomination, please feel free to contact HPD's National Register Specialist at 404-486-6377.

For best results with your nomination, we HIGHLY encourage you to contact HPD before starting this packet. If you have submitted a Preliminary Eligibility Application, you will receive an applicable sample nomination from HPD. If, for some reason, you have not submitted a Preliminary Eligibility Application, we recommend you contact us for a sample nomination, as samples will be referenced throughout this packet.

SUBMIT MATERIALS AND SUPPORTING DOCUMENTS TO:

National Register Program Manager
Historic Preservation Division
Georgia Department of Community Affairs
60 Executive Park South, NE
Atlanta, GA 30329

Please Note: By submitting materials with respect to state or federal historic preservation programs administered by the Historic Preservation Division (HPD), you grant to HPD the rights to:

- use the materials for education and promotional purposes;
- release the materials at our discretion to members of the public for use for educational and promotional purposes;
- publish the materials on HPD's website (interior photographs of private property will not be made available online); and
- make the materials available to members of the public according to the Georgia Open Records Act.

ITEM 1

General Information

1. Historic Name of Property (see Bulletin – p.8):

2. Location of Property (see Bulletin – p.10):

Street name and number, or highway name and number (indicate whether highway is a federal, state, or county route):

City or vicinity of:

County:

Zip Code of the Property:

Approx. distance and direction from county seat:

3. Property Owner(s) (NOTE: If owned by a company, organization, or agency, include the name and identify the contact person and their title. If there are multiple owners, please provide contact information for all)

Name(s) of property owner(s):

Mailing Address:

City:

State:

Zip Code:

Telephone (during business hours):

E-mail (Please note that the primary communication method with HPD will be via email. Ensure that you have provided the correct email address, and please check your inbox regularly for correspondence regarding the nomination):

Do you want to be added to our mailing list to receive our e-newsletters? Yes or No.

Note: We do not provide email addresses to any outside sources.

Does the owner consent to nominating this property? Yes or No.

Does a federal agency (ex. U.S. Postal Service, General Services Administration) own the property? If yes, provide the name of the agency:

4. Sponsor of Nomination (if different than property owner)

Name(s) of local sponsor:

Organization or agency (if applicable):

Mailing Address:

City:

State:

Zip Code:

Updated February 2022

Telephone (during business hours):

E-mail (Please note that the primary communication method with HPD will be via email. Ensure that you have provided the correct email address, and please check your inbox regularly for correspondence regarding the nomination):

Do you want to be added to our mailing list to receive our e-newsletters? Yes or No.
(We do not provide email addresses to any outside sources.)

Relationship to or interest in the property:

5. Form prepared by (if different than property owner)

Name:

Title and Organization or Company, if any:

Mailing Address:

City:

State:

Zip Code:

Telephone (during business hours):

E-mail (Please note that the primary communication method with HPD will be via email. Ensure that you have provided the correct email address, and please check your inbox regularly for correspondence regarding the nomination):

Do you want to be added to our mailing list to receive our e-newsletters? Yes or No.
(We do not provide email addresses to any outside sources.)

What is your relationship to or interest in the property?

Date of packet submission:

6. Local Governance (HPD has created the following document: How to find Regional Commission-US & State Rep-CLG available at <https://www.dca.ga.gov/node/7518>)

Which Regional Commission does your community fall under:

Certified Local Government: Yes or No.

Georgia House District Number:

Georgia Senate District Number:

U.S. Congressional District Number:

ITEM 2

National Park Service's

National Register Bulletin 16a: How to Complete the National Register Registration Form

Please access the National Park Service website for the full PDF of this bulletin and be sure to use this Bulletin while completing the 10-900 form. It can be found here:

<https://www.nps.gov/subjects/nationalregister/upload/NRB16A-Complete.pdf>

ITEM 3

Tips and Guidance for Completing the 10-900

HPD's Tips and Guidance for Completing the 10-900 is arranged in the same order as the 10-900 form. Use this document in addition to the Bulletin and sample nomination in order to more fully complete the 10-900. Keep in mind that the sample nomination is not the be all, end all—be sure to answer all of the questions asked here, and note that standards for documentation have changed over time. The submission of a more complete 10-900 will help expedite the process.

1. Name of Property (see Bulletin – p.8-9)

NOTE: The National Register lists properties by their historic names or by location

- Consider all names by which the property is and has been known and the period of time known by each name. Then choose the most appropriate name for the nomination.
- Research and consider the origin or meaning of each name (such as original owner or developer; significant persons or events associated with the property; original or subsequent uses of the property; location/address; innovative, unusual or distinctive characteristics of the property; and/or accepted professional, scientific, technical, or traditional name). Please include an explanation of the chosen name(s) in Section 8, historic context narrative.

2. Location (see Bulletin – p.10-11)

3. State/Federal Agency Certification (see Bulletin – p.12. Leave this section blank.)

4. National Park Service Certification (see Bulletin – p.13. Leave this section blank.)

5. Classification (see Bulletin – p.14-17)

- **Ownership of Property:** (see Bulletin – p.14)
- **Category of Property:** (see Bulletin – p.14-15)
- **Number of Resources within Property:** (see Bulletin – p.16-17)

Provide the number of each type of **contributing** resource within the property. Contributing resources generally existed during the district's period of significance (further information on "period of significance" is available on p. 11 of this packet) and retain their historic physical features. Count all substantial resources visible from the public right of way. Examples include:

- o Buildings (house, garage, barn, store, office, school, etc.)
- o Sites (prehistoric or historic: battlefield, ruin, cemetery, archaeological sites, landscape features, etc.)
- o Structures (windmill, bridge, ship, corncrib, power plant, etc.)
- o Objects (sculpture, monument, statue, fountain, etc.)

Provide the number of each type of **noncontributing** resource. Noncontributing resources generally date to outside the property's period of significance OR date to within the property's period of significance but have lost their historic physical features due to additions, alterations, deterioration, etc. to the extent that they are unrecognizable as historic. Count all resources.

- **Name of related multiple property listing:** (see Bulletin – p.15-16)
It is rare that you will be working on a nomination related to an existing Multiple Property Documentation Form. When you contact HPD with your Preliminary Eligibility Application or to receive an applicable sample nomination, NR staff will let you know if your nomination is related to a multiple property listing.
- **Number of contributing resources previously listed in the NR:** (see Bulletin – p.16)
Again, it is rare that your individual nomination will include previously listed resources. However, when you contact HPD with your Preliminary Eligibility Application or to receive an applicable sample nomination, NR staff will let you know if any portion of the property is already listed.

6. Function or Use (see Bulletin – p.18-23)

Use the table of data categories in the Bulletin to find applicable categories for Historic Functions and Current Functions.

NOTE: Do not confuse area of significance with historic function. Historic function relates to the use of a resource while area of significance relates to contributions to the broader patterns of history. For example, a church's historic function would be "religious facility," but the church is not necessarily significant in the area of religion unless the church congregation made a significant impact or change regionally, statewide, or nationally to the larger religious organization or religious history.

7. Description (see Bulletin – p.24-34)

Start by reading the description from the sample nomination provided to you by HPD staff, and ensure that you're using this sample as your template. Different types of properties require different types of information, and your sample will generally include the types of information necessary for your property. Base your draft on the sample nomination.

- **Architectural Classification:** See guidance and options for data categories in the Bulletin (p.24-26). If the property reflects an identified architectural style, it should be noted here.

HPD has many statewide contexts that can be helpful in discussing architectural types and styles. For example, *Georgia's Living Places* should be used when defining house types or

styles and *Public Elementary and Secondary Schools in Georgia, 1868-1971* should be used when discussing schools. Many contexts can be found on HPD's website. If you need help locating a relevant context, please contact HPD's National Register staff. When you contact HPD with your Preliminary Eligibility Application or to receive an applicable sample nomination, NR staff will let you know if an applicable context should be used.

- **Materials:** See guidance and options for data categories in the Bulletin (p.27).
- **Narrative Description:** (See Bulletin – p.28-34).
You will be providing a written description of the property to be nominated. The description should be straightforward and factual. It should be based on a thorough examination of the property. All of the following points should be addressed. **For each point, describe as thoroughly as possible.** The description should provide a written “photograph” of the property. Please cross-reference the written description to the photographs and the sketch map (further information regarding how to cross-reference, take photographs, and create a sketch map/site plan is available on p. 19-24 of this packet). Professional terminology is not required but is encouraged.

****Properties that are to be listed in the National Register for the purposes of the tax incentives program only need to provide a brief pre-rehabilitation description at the beginning of the nomination process; a more thorough post-rehabilitation description of the property and post-rehabilitation photographs will need to be provided after rehabilitation has been completed.**

Summary Paragraph: (see Bulletin – p.28)

Write a **one paragraph** summary that discusses the overall character and current appearance of the property. This summary should include location and setting, type and/or style (if applicable), method of construction and materials, and character-defining features. Also discuss which elements of historic integrity are retained.

Integrity is the ability of a property or district to convey its significance. There are seven aspects (or qualities) that define integrity. These are:

- | | | |
|---------------|---------------|-----------|
| o Location | o Design | o Setting |
| o Materials | o Workmanship | o Feeling |
| o Association | | |

All seven aspects must be evaluated, and several or most should be retained for a property or district to retain sufficient integrity for listing. However, different aspects are more important for some nominations than for others. For additional information and guidance on integrity, please see *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*, p.44-49. (https://www.nps.gov/subjects/nationalregister/upload/NRB-15_web508.pdf).

Narrative Description: (see Bulletin- p.28)

You will be describing the property's current appearance and alterations over time. Clearly differentiate between historic appearance/condition and current appearance/condition. Begin by describing the current appearance of a particular feature or space, and then describe its original/historic appearance and any changes, noting when the changes occurred. While writing your description, be sure to refer to rooms by the same label/name that they are labeled/named on the floor plan(s).

Please include information on all of the following in your Narrative Description:

- o **General character and current appearance** including overall form and arrangement or massing, height and size, number of stories, style, and type
- o **Exterior materials**, finishes, and craftsmanship (foundation, roof, walls, chimneys, etc.)
- o **Exterior features**, details, ornamentation, hardware, and craftsmanship (porches, roofs, windows, doors, etc.)
- o **Interior arrangement**, organization of interior spaces, and historic and current functions of rooms and spaces (describe the floor plan). For interior spaces, it is often helpful to describe room by room. Again, please be sure to refer to rooms by the same label/name that they are labeled/named on the floor plan(s).
- o **Interior materials**, finishes, and craftsmanship (walls, ceilings, floors, etc.)
- o **Interior details**, ornamentation, hardware, and craftsmanship (stairs, fireplaces, mantels, doors, moldings, built-in furniture, etc.)
- o **Structural system**, including type(s) of structural system(s), kinds of structural materials and joints, and craftsmanship
- o **Historical mechanical systems**, utilities, and services (such as heating and ventilation equipment, plumbing, electric wiring or gas piping, fixtures, etc.)
- o **Grounds**, including natural terrain, landscaping, and objects (describe major landscape features, mature trees, plantings, walls, walkways, driveways, agricultural terracing, vegetation, fields or field systems, forests, roadways, fountains, statuary, monuments etc.)
- o **General character and appearance of the property's surroundings**, and relationship of property to its surroundings (rural, small town, commercial area, urban, etc)
- o **Changes to the property and the approximate date(s)**, including changes in land, land use, interior and exterior changes to buildings and structures, floor plan changes, nonhistoric wall materials, moldings, decorative features, alterations, additions, demolitions, and remodelings, and/or changes in the overall landscape. Include recent and/or upcoming rehabilitation or restoration work: Clearly differentiate between historic appearance/condition and current appearance/condition. Begin by describing the current appearance of a particular feature or space, and then describe its original/historic appearance and any changes, noting when the changes occurred.

NOTE: If for some reason you have not submitted a Preliminary Eligibility Application, you must provide a color-coded floor plan indicating any changes to the property over time and date(s) of those changes.

- o **A brief description and date of construction for each noncontributing resource** on the property. Noncontributing resources include buildings and/or structures that are outside the period of significance or are historic resources which have lost their historic integrity, meaning they're so altered that they cannot be recognized as historic resources today. These should be the same resources that you previously counted as noncontributing in response to question 5, "Classification" above.
- o **For properties with archaeological significance - Archaeological potential, if known or reliably inferred** (primarily sites of previously existing buildings or structures, landscape features, activities such as mounds or depressions, building materials or ruins, etc., or undeveloped areas with little or no ground disturbance). If no archaeological significance is apparent or known, state this in the narrative.

8. Statement of Significance (see Bulletin – p.35-49)

Start by reading the statement of significance from the sample nomination provided to you by HPD staff, and ensure that you're using it as your template. Also refer to question 9, "Major Bibliographical References" below, as well as Item 4, p. 17 of this packet, to ensure that you parenthetically cite sources in Chicago style as is required in the Significance and Developmental History/Historic Context sections.

To be eligible for the National Register, a resource must be more than just documented – it must be shown to have been significant in the past.

Significance for National Register eligibility is determined via four categories, which are identified as National Register Criteria A, B, C, and D. These criteria are defined as:

- o Criterion A: association with events, activities, and/or developments in the past;
- o Criterion B: association with people who were significant in the past;
- o Criterion C: significance in architecture, engineering, planning, construction, and/or landscape architecture; or
- o Criterion D: the potential to yield important information through archaeological investigation.

PRECAUTIONARY NOTE: It is difficult to qualify for National Register listing on the basis of association with an important person. You must be able to not only document the person's life but also show that history was significantly different in the community, the area, the state, or the nation because of what this individual did. You must also be able to directly link that person and their significant contributions directly to the property. Therefore, you must be able to put the person's life into the context of the larger history of the community, the region, the state, or the nation. Simply reciting the biographical facts about a person is not enough.

For example, the house of a mayor is probably not significant under Criterion B. However, the house of a founder of a town may be significant under Criterion B.

- **Applicable National Register Criteria:** (see Bulletin – p.35-37).
Choose the applicable National Register Criteria based on the extended definitions and guidance in the Bulletin, p. 35-49 or on guidance provided by HPD.
- **Areas of Significance:** (see Bulletin – p.38-41).
See guidance and options for data categories in the Bulletin. Specifically referring to the table on p.40-41.

To be significant in a particular area, a property must have extant historic resources associated with that area. For example, many houses are significant in the area of architecture for their style or building type; farms in the areas of architecture and agriculture; stores in the areas of architecture and commerce; depots in the areas of architecture and transportation; women's clubhouses in the areas of architecture and women's history; etc. A property need only be significant in one area, although it may be significant in many areas.

REMEMBER: You must be able to directly associate extant buildings, structures, sites, or objects to an area of significance.

- **Period of Significance:** (see Bulletin – p.42).
As part of the Preliminary Eligibility Application process, HPD staff will attempt to identify an appropriate period of significance (POS) for the resource. The POS is based on a multitude of factors, and it may very well take some research to determine the most appropriate timeframe of significance for the resource.
- **Significant Dates:** (see Bulletin – p.43).
- **Significant Person:** (see Bulletin – p.43).
- **Cultural Affiliation:** (see Bulletin – p.44)
- **Architect/Builder:** (see Bulletin – p. 45)
- **Criteria Considerations:** (see Bulletin – p.36-37)
The National Register Criteria state special conditions for listing certain kinds of properties which are usually excluded from the National Register. These include moved buildings/structures, properties less than 50 years old, birthplaces or gravesites, cemeteries, reconstructed buildings/structures, and commemorative structures.

If the property meets one of the following special conditions, choose the applicable criteria consideration(s) on the 10-900:

- o Criteria Consideration A: resources owned by religious institutions or used for religious purposes
- o Criteria Consideration B: buildings or structures moved from their original location(s)
- o Criteria Consideration C: a birthplace or grave
- o Criteria Consideration D: a cemetery
- o Criteria Consideration E: a reconstructed resource
- o Criteria Consideration F: commemorative properties
- o Criteria Consideration G: resources that are less than 50 years old

**** As part of the Preliminary Eligibility Application process, HPD staff will attempt to identify any applicable criteria considerations and advise on how to address in your draft. However, the majority of nominations do NOT include/require criteria considerations**

NOTE: The National Register does not list complexes of unrelated moved buildings that create a “museum setting” or a “false sense of history.”

- **Period of Significance (justification)**: (see Bulletin – p. 42)
Reference the sample nomination provided to you by HPD for guidance on how to justify the POS. Use this sample as a model to craft your own justification for your property's period of significance.
- **Criteria Considerations (explanation, if necessary)**: (see Bulletin – p. 36-37)
If criteria considerations are necessary for the nomination, the answers/documentation provided relevant to the applicable questions/bullets below should be included here.

Criteria Consideration A

- Define the property's architectural or artistic distinction.
OR
- Discuss the property's historical importance, separate from its use as a religious facility.

Criteria Consideration B

- Reason for moving the building/structure. Was the building/structure moved as a last resort to save it? From what? What efforts were made to preserve the building/structure at its original location?
- Date when the building/structure was moved.
- Distance the building/structure was moved.
- Method of moving the building/structure. Was the building/structure moved in such a way as to minimize damage to its historic construction and materials?
- Discuss what was left behind or not moved to the new location (foundations, chimneys, porches, outbuildings, additions).
- Compare the current location to the original location in terms of geography, landscaping, vegetation, surroundings, etc.
- Provide a description of the character and appearance of the original location, its setting, and its surroundings.
- Include a map showing the former location of the building/structure and photographs of the former site of the building/structure showing where the building(s)/structure(s) were located, its setting, and the surroundings of the property. Also, include one or more historic photographs of the building/structure at its original location.

Criteria Consideration C

- Is the person associated with the birthplace or gravesite a historical figure of outstanding importance?
- Are there no other historic properties associated with the person?

Criteria Consideration D

- Are the graves associated with people of transcendent historical importance?
- Does the cemetery have distinctive design features including landscaping, layout, or funerary architecture and sculpture?
- Is it associated with a significant historical event?

Criteria Consideration E

- How has the building or structure been reconstructed? On what basis of authenticity was the reconstruction based?
- Is the surrounding environment suitable to the understanding and interpretation of the reconstructed building?

- Is there no other building or structure with the same historical associations or significance?

Criteria Consideration F

- Is the commemorative structure itself as well as the person or event it commemorates at least 50 years old?
- Is the significance of the person or event being commemorated well documented?
- Does the commemorative structure have artistic or architectural significance?
- Is it related to other commemorative structures or to a larger commemorative movement?

Criteria Consideration G

- Why is the property's architecture, engineering, construction material, or construction technique of outstanding significance in modern history?
- Why is the person, event, or activity associated with the building/structure of exceptional historical importance in the modern period?

- **Statement of Significance Summary Paragraph:** (see Bulletin – p. 46)

Write a **one paragraph** summary that discusses why the resource meets the National Register Criteria selected above. This summary should include brief facts relating the resource to the criteria and areas of significance, and mention the important themes or historic contexts associated with the resource. Use the summary paragraph in the sample nomination provided to you as a model.

- **Narrative Statement of Significance:** (see Bulletin – p. 45-49)

For each "area of significance" identified above, provide a written explanation of why you believe the resource is historically significant in this respect. This statement should stress the historical importance—not the history or function—of the resource and the association of the extant historic resources to the area of significance. This is **the most important** part of the nomination and your chance to “make the case” as to why the property is significant. Be selective in the information you present and make sure that all the facts presented support the significance of the property. It is **vital** that you build as strong a case as possible, based on the documentation and research you have gathered.

Be sure to place the resource in its local and regional historical context; if possible, put the resource in a state or national context as well. For example, is the property one of few known properties of this type, or with its historical associations, in an area? Or conversely, maybe it's an example of a well-documented, significant, local or even statewide architectural style or historical trend? These are just examples, but this is how to think about context- how does your property fit into the broader patterns of history?

NOTE: Do not confuse area of significance with historic function. Historic function relates to the use of a resource while area of significance relates to contributions to the broader patterns of history. For example, just because a property is a farm, the property is not necessarily significant in the area of agriculture unless it has extant historic buildings, structures, and/or landscape features that relate to its history as a working farm

Refer to p.47-49 of the Bulletin for important guidelines and things to consider when writing your statement of significance

- **Developmental History/Historic Context:** (see Bulletin – p. 49-51)

Provide a written narrative history of the property. The history is an account of how the property developed, how it was used, and the people and events associated with it from the beginning of the property's history through the present day.

The history should include four separate but interrelated themes: (1) the physical development of the property, (2) the uses of the property, (3) the people associated with the property, and (4) events and activities that took place there.

The history of the property should be straightforward, factual, and concise. It should refer to the overall layout, buildings, structures, and landscape features of the property as appropriate. When mentioning buildings, structures, and landscape or other physical features, be sure to indicate whether or not they still exist and, if not, what happened to them.

Historical information should be presented **chronologically**. Emphasis should be placed on the periods of time when the property achieved its historic significance and from which extant buildings and structures date. Specific dates should be provided whenever possible. Refer to people by their full names and provide at least basic biographical information (e.g., birth and death dates, spouses, occupations).

Parenthetical citations are required for specific critical information about the property's history and must be in Chicago style. If a specific source cannot be cited, indicate the sources used to make a determination of fact. For example, if the construction date of a house is not known precisely, indicate the sources of information or the reasoning that you have used to arrive at an approximate date. Conversely, if the date of construction of a building is well documented, in a building permit or family records, then cite that source. For further guidance on citation and citation best practices, consult "How to Cite Sources for National Register Nominations in Georgia" available at <https://www.dca.ga.gov/node/6879>.

Be sure to indicate "up front" which aspects of the property's history are well documented, which are legends, traditions, or myths, and which are your interpretations. If some aspect of the property's history cannot be documented, indicate this as well.

Items to include throughout developmental history narrative:

- o Original owner or occupant (provide dates of occupancy)
- o Subsequent owners or occupants (provide dates of occupancy)
- o Original use of property (give dates)
- o Subsequent uses of property (give dates)
- o Current use of the property
- o Architect, engineer, builder, contractor, landscape architect, gardener, and/or other artists or craftsmen associated with the property. Include biographical information such as birth and death dates, where practiced and when, name of the firm or business, examples of other designs, etc.
- o Date of construction and source(s) used to determine date
- o Date(s) of significant/major alterations and/or additions, and architect or designer of alterations, if known

- o Be sure to document the acquisition of land, the construction of buildings and other structures, the development of landscaping, and any major changes to the property over time, with specific attention to extant buildings, structures, and landscape features.
- o Significant persons associated with the property, other than owners; summary or brief account of their significance; dates of association with the property
- o Significant events or activities associated with the property, if different from routine historical functions; summary or brief account for their significance; dates of these events or activities

For additional guidance, refer to "DOCUMENTING A PROPERTY IN GEORGIA" (HPD Staff 2022) for suggestions on the type of information to include in the history, and location of records, research techniques, sources, and interpretation of data.
available at **xxx**

For information specific to Atlanta "DOCUMENTING A HISTORIC PROPERTY IN ATLANTA" by Kenneth H. Thomas, Jr. (available at <https://www.dca.ga.gov/node/6680/documents/6689>)

9. Major Bibliographical References (see Bulletin – p.52-53)

- **Bibliography** (see Bulletin – p.52 and Item 4, p. 17 of this packet)
 - o Bibliography must follow the *Chicago Manual of Style* and entries must be consistent.
 - o HPD has prepared the “How to Cite Sources for National Register Nominations in Georgia” document which provides directions on citation and bibliography format available at <https://www.dca.ga.gov/node/6879>.
 - o Make sure that the items provided as supporting documentation are cited in your bibliography.
 - o Ensure that you’ve completed the “Checklist of Sources” (within Item 4 of this packet) and that you have cited all used sources in your bibliography.
- **Previous documentation on file (NPS)** (see Bulletin – p.52)
Leave this section blank. If applicable, HPD will complete.
- **Primary location of additional data** (see Bulletin – p.53)
Put an “X” in the blank beside “State Historic Preservation Office.” This is HPD and all information provided in support of the nomination will be retained in HPD files.
- **Historic Resources Survey Number (if assigned)** (see Bulletin – p.52)
Leave this section blank. If applicable, HPD will complete

10. Geographical Data (see Bulletin – p.54-58)

- **Acreage of Property** (see Bulletin – p.54)
Round acreage to the nearest tenth. However, if less than one acre, simply write “less than one acre. If you need assistance determining acreage, contact HPD staff.
- **Latitude/Longitude Coordinates** (Do NOT use bulletin, this section is out of date. NPS provided new guidance in 2012 which can be found here:
https://www.nps.gov/subjects/nationalregister/upload/GIS_Guidance_2013_05_15_508.pdf

For a property with less than 10 acres, a single latitude/longitude coordinate (lat/long) should be identified, indicating the center of the property. If the property includes more than 10 acres, at least three latitude/longitude coordinates (lat/longs) should be identified. As noted in the NPS Guidance document, BING Maps and Google Maps are good resources for identifying lat/longs. HPD also recommends <https://getlatlong.net/>.

Coordinates must be identified and labelled on your location map (see Item 4, p. 21 of this packet)

- **Verbal Boundary Description** (see Bulletin – p.55, 58)

Briefly describe the proposed boundary of the property being nominated:

In place of a narrative boundary description, you may provide a map with the boundary marked and note here “The National Register boundary is indicated with a heavy black line on the attached National Register map, drawn to scale.”

- **Boundary Justification** (see Bulletin – p.55-57)

Boundaries must be justified according to one or more of the following rationales.

- o Intact historic boundary of the property from principal historic period (may include multiple property owners);
- o Remaining intact historic acreage associated with the property (may or may not coincide with current legal boundary);
- o Current legal boundary of the property (the land the owner owns);
- o Natural topographic features (ridges, valleys, rivers, creeks, and forests);
- o Visual barriers or a change in historic character or land use (new construction, highways, or development of a different character);
- o Concentration of significant historic resources (the boundary reflects the contiguous historic resources)

NOTE: The boundary of nominated properties does not have to correspond to the current legal boundary. The boundary may be less or more than the current legal boundary. Boundaries should be drawn to the edge of the “historic property” not just the right-of-way. For example, boundaries along streets, roads, and highways include the right-of-way as part of the historic property when there is an intact yard, field, and/or landscaping. The right-of-way is not included if there are modern incompatible ditches, retaining walls, elevated grades, and/or guardrails. In some cases, the boundary may also include multiple property owners. If this is the case, make sure all property owners are identified in Section 1.

11. Form Prepared By (see Bulletin – p.59)

Enter preparer's contact information

- **Additional Documentation** (see Bulletin – p.60-63)
Additional documentation required by NPS and HPD is detailed in Item 4 of this packet
- **Photographs** (Do NOT use bulletin, this section is out of date)
Use the photography guidelines detailed in Item 4, p. 19-20 of this packet

Name of Property: Enter same historic name used in #1 above

City or Vicinity:

County:

State:

Photographer: Enter name of photographer and if applicable, their title

Date Photographed: Enter month(s) and year(s)

Description of Photograph(s) and number:

See Item 4, p. 19 of this packet for directions on photographs and creating the 10-900 photo log.

ITEM 4

SUPPORTING DOCUMENTATION and CHECKLISTS

Sources of Information

The following is a list of sources that should be consulted to adequately research historic properties. This list is only a start. Please do not limit your research to these sources. Be sure to visit the local historical society, library, courthouse, and/or county archives for information.

Also refer to "DOCUMENTING A PROPERTY IN GEORGIA" (HPD Staff 2022) available at https://www.dca.ga.gov/sites/default/files/documenting_a_property_in_ga_2022.pdf

For further guidance on the location of records, research techniques, sources, and interpretation of data. Do not hesitate to contact HPD staff for additional research guidance.

WITHIN THE 10-900, SECTION 9, INCLUDE A COMPLETE BIBLIOGRAPHY OF CONSULTED SOURCES (use HPD's "How to Cite Sources for a National Register Nomination in Georgia" guide sheet available at <https://www.dca.ga.gov/node/6879> or the *Chicago Manual of Style* for format). It is not necessary to provide a copy of all material consulted; however, clear photocopies and digital copies should be submitted for those entries marked by an asterisk (*). Do not send originals — these are non-returnable. Please arrange these photocopies and digital copies in a logical manner and label the hard copies and digital copies in the same manner. Please also refer to these parenthetically by name and number in your written narrative, instead of footnotes, where appropriate. Example: (Attachment 1: Atlanta Constitution 3/12/20). Do NOT embed supporting documentation in the text of the nomination.

Checklist of Sources

For guidance on where to find the following sources, refer to page 28 of DOCUMENTING A PROPERTY IN GEORGIA (HPD Staff 2022) available at:

https://www.dca.ga.gov/sites/default/files/documenting_a_property_in_ga_2022.pdf

Put a check by all the sources consulted. Put “N/A” beside the sources that were not available. Do not leave any blanks.

- ☐ *Architectural Plans (cite the date, title or legend, and location)
- ☐ Biographical Sketches (published in books or an obituary from the newspaper)
- ☐ *Census Records (Indicate the years of census records consulted)
 - ☐ Agricultural
 - ☐ Manufacturing
 - ☐ Population
- ☐ City and/or Telephone Directories
- ☐ City Records at City Hall
 - ☐ *Building Permits
 - ☐ City Tax Records
 - ☐ City Council Minutes
- ☐ *County/Local Historian (unpublished works, interviews)
- ☐ County Histories/City Histories
- ☐ County Records at County Courthouse or on microfilm at the Georgia Dept. of Archives & History
 - ☐ *Deeds
 - ☐ Estate Records
 - ☐ Tax Digests
- ☐ Gazetteers
- ☐ Insurance Records
- ☐ Interviews (who, when, where, by whom)
- ☐ * Maps and Plats (historic) - particularly useful are land ownership maps, bird's eye views, railroad maps, privately-owned maps such as plats and give location of the original map/plat
- ☐ *Newspapers (especially centennial or anniversary editions)—send digital copies and photocopies and include date and full citation information if it is not visible within the copy. NOTE: send digital copies and photocopies of obituaries for people associated with the property
- ☐ * Historic Photographs and Postcards—send digital copies and photocopies and include date and location of the original

- ___ *Personal/Family Papers (letters, diaries, recollections, business papers, and stationary)
- ___ Periodicals/Magazines (professional business, popular) - particularly useful are architectural magazines such as *Southern Architect and Building News* (since 1889); *Industrial Index* (since 1912); and the *Manufacturers Record* (since 1882)
- ___ Place Name Data (explain the origins of any place names associated with property)
- ___ * Sanborn Fire Insurance Maps (located at local insurance offices; University of Georgia Map Library and at Georgia State University on microfilm)
- ___ Tax Digests (many located at Georgia Department of Archives and History or sometimes available at the County Courthouse)
- ___ *Unpublished sources (theses, dissertations, yearbooks, and/or family-owned papers)

NOTE: Do not overlook Internet sources of information. Entering names or keywords into an Internet search engine may access useful on-line sources of information. If Internet sources are used, please cite the web page or URL and the date accessed.

Photographs

Photographs must reflect the current condition of the property, and at a minimum, must include:

1. Exterior images of all major buildings and structures (historic and non-historic), including **views of all four sides of major buildings and structures**;
2. Images of exterior details;
3. Images of all primary types of rooms and interior spaces and details (including **two full-room views of each primary room - taken from opposite corners of the room; make sure that floors and ceilings are captured**) NOTE: If the resource contains many repetitive rooms (i.e. a hotel or apartment building), every room may not need to be photographed. Be sure though that at least one room per floor is captured and that the description notes which rooms look like the ones photographed and explain that the repetitive nature of the building is why not all rooms are photographed;
4. Images of outbuildings (historic and non-historic);
5. Images of landscape features, including hardscape features;
6. Images of the setting/surroundings of the property; and
7. Images of legal or other boundaries of the property, especially along streets and highways.

There is no hard and fast rule for the number of photographs required to document a resource; however, an individual resource typically requires an *average* of 20 photographs. However, more complex resources might require more photographs, but please do not go overboard. Use your best judgment.

Photographic Standards

- High resolution digital color photographs are required and MUST be in Tagged Image File (TIF) format. To achieve the necessary level of quality, photos should be taken using a recent generation digital camera (SLR or point-and-shoot) that has a RAW setting menu option. Photos should be taken using the RAW setting and then converted to TIF format files using a computer conversion process. TIF size should be a minimum of 2000 x 3000 pixels and 360 pixels per inch (ppi). If the digital photos are not of sufficient quality, HPD will require them to be resubmitted. Please submit all photos on a CD, DVD, or flash drive. The digital photos must be numbered sequentially to match a printed set of photos and a photo key, which will be a sketch map of the property (for exterior photos) and a set of floor plans (for interior photos) (see example below).
- As nomination materials are official public record, please do not submit photographs that include people. Please remember that this is an academic document, and these photographs are meant to document resources as they will exist for the foreseeable future.
- In addition to the CD, DVD, or flash drive, please submit a 4x6 copy of each photograph on photo paper (not “regular” printer paper.)
- Photographs must be identified and dated. Please number photographs sequentially so that we can take a “virtual tour” of the property.

- The final pages of the 10-900 will be a photo log, which provides a photograph number, a brief description of each photo, and the photographer's orientation. Do not include any historic photographs in this photo log. List all photographs sequentially by number using this format:

Photo 1 of 30: Room 105; photographer facing west

- For printed photographs: label each photograph on the back with the photo number and location (such as room number). Photographs may be submitted in an envelope or held together by a rubber band. **Please do not mount photographs.**
- For digital photographs: photographs on CD/DVD/flash drive should be numbered identically to printed photographs and align with numbers on your photo key.
- Exterior photographs must be cross-referenced by number to one copy of the sketch map to create an exterior photo key (see p. 23 for example).
- Interior photographs must be cross-referenced by number to one set of the floor plans to create an interior photo key (see p. 24 for example).

NOTE: There is no required number of photographs - provide enough to give a good representation of the property (but remember: photographs are worth a thousand words!). Thoroughly photographing the resource will expedite the processing of the nomination.

Historic Photographs

Provide photocopies and high-resolution scanned JPEG copies of historic photographs of the property and indicate the date (approximate) and source of the photograph. Newspapers, scrapbooks, wedding albums, historic postcards, books, and advertisements are a few good sources for finding historic views of a property. Historic photographs help the National Register staff determine if a property is eligible for the National Register of Historic Places. If historic photographs are not available, please explain the efforts made to locate them (HPD may be able to suggest additional sources). Do not include historic photos in your photo log.

Floor Plan(s) of Principal Buildings – (See Example on p. 24)

Provide two copies of floor plans (freehand sketches are acceptable) of the principal buildings and structures on the property. Floor plans do not need to be drawn to scale, provided they accurately represent the building or structure, nor do they need to be professionally prepared. They should be drawn on 8 ½ x 11-inch paper if possible. Oversized plans can be folded. Please scan all hard copy plans and submit them digitally as well.

Floor plans should include the outline or “footprint” of the building and the following:

1. The overall arrangement of interior spaces – please label/name rooms on the floor plan(s) (can be according to use or can be a number, i.e. “gymnasium,” “Room 3”) and refer to these labels/names in the narrative description;
2. The location of windows, doorways, stairways, fireplaces, built-in furniture, porches, etc;

3. Additions, alterations, or previously existing parts of the structure clearly marked and dated or color-coded;
4. The approximate scale or dimensions of the building/structure and its rooms;
5. North arrow;
6. The name of the property, county, date drawn, and the name of the person or agency that prepared the floor plan;
7. Interior photograph locations marked (on one set only).
8. Spaces identified by name, use, or number

Provide two sets of floor plans, one set keyed to the interior photographs and a second set without photographs marked. Both sets should be provided in hard copy and digital formats.

NOTE: A well-prepared and accurate floor plan will expedite the nomination process.

For buildings that have undergone many physical changes over time provide an additional or separate floor plan color-coded or graphically showing the date(s) of changes and indicating major changes in floor plan, additions, and/or alterations. Properties that are to be listed in the National Register for the purposes of the tax incentives program will need to provide finalized post-rehab floor plans and post-rehab photographs of the property as well.

Maps and Geographical Information

1. Location Map

Provide a hard copy and digital location map to show where the property is located. Please use: www.bing.com/maps/. Be sure the map is sufficiently detailed, accurately scaled, and clearly printed. Please mark the boundary. The coordinates noted in the 10-900, Section 10, "Geographical Data" (latitude/longitude) should be marked on this map. The location map should also include a north arrow, source, date, and scale. Aerial photos are not acceptable location maps.

2. Sketch Map – (See Example on p. 23)

Provide two copies of a sketch map of the property in hard copy and digitally on. The sketch map does not need to be drawn to scale, nor does it need to be professionally prepared; free-hand sketches are acceptable, as long as they accurately represent the property and are legible. Oversized maps are acceptable, if necessary, to accurately convey the property, but please submit folded to 8.5"x11."

Provide two copies of the sketch map, one keyed to the exterior photographs with the boundaries marked and a second unmarked map without the boundaries and photographs marked. Both versions of the sketch map should be provided in hard copy and digital formats.

Aerial photos are not acceptable sketch maps.

NOTE: A well-prepared and accurate sketch map will expedite the nomination process.

The sketch map is a map of the nominated property and should include:

1. All existing buildings and structures on the property (historic and non-historic);
2. Principal landscape features;

3. Sites of previously existing buildings, structures, or landscape features;
4. Current land uses if acreage is extensive;
5. Map legend identifying the above elements (1-3) by name, type, date, and use;
6. North arrow;
7. Approximate scale or dimensions of the property's buildings, structures, and landscape features with their relative size, distance, and spatial or geographic relationship;
8. The name of property, county, date drawn, and the name of the person or agency that prepared the map;
9. Proposed boundaries of the property (on one copy only); and
10. Exterior photograph locations marked (on one copy only).

3. Plat Map and/or County Tax Map

Provide two copies of the plat map and/or the county tax map for the property. A recent property survey map may also be an option. The submission must include a map that clearly, accurately, and legibly depicts the property's boundaries. Mark the property boundaries to be nominated on one copy; do not mark on the second copy. Please provide the marked and unmarked maps in hard copy and digital format.

The maps must be to scale to properly indicate the proposed boundary of the nomination (the boundary discussed in Section 2.B.8). The preferred scale is 1" = 200'; however, as long as the maps are legible other scales are acceptable. An original or non-reduced map is preferred, and if the map is reduced, you must provide an accurate scale.

Aerial photos are not acceptable plat/tax maps.

The plat and/or county tax map should include:

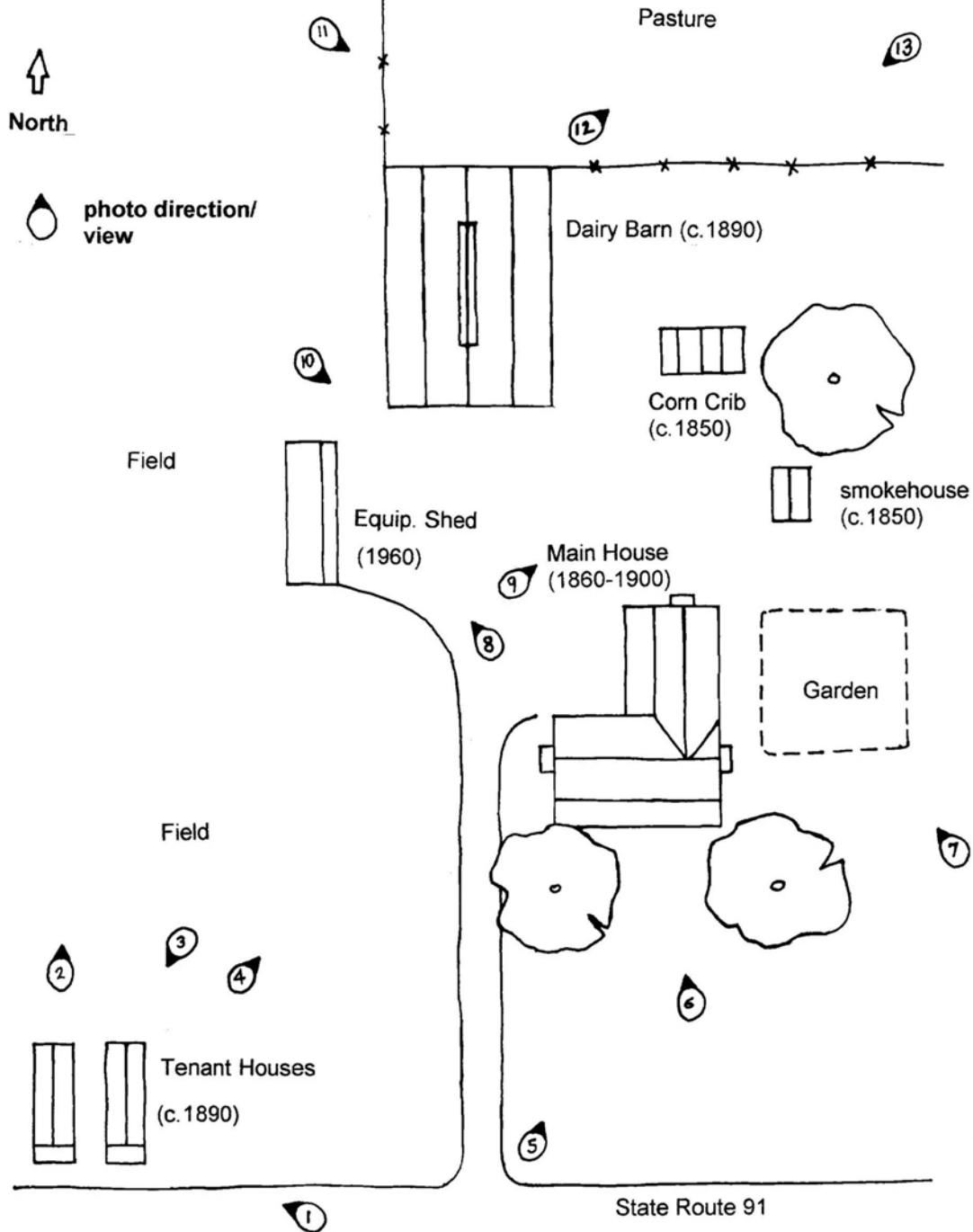
1. The title of the map;
2. The type or identification number of the map;
3. The source of the map;
4. Scale and/or dimensions;
5. North arrow;
6. The name of property, county, and date drawn;
7. The name of the person or agency who prepared the map; and
8. The property boundaries marked (on one copy only).

Tax maps can be found in the county courthouse in the tax assessor's office in the county where the property is located.

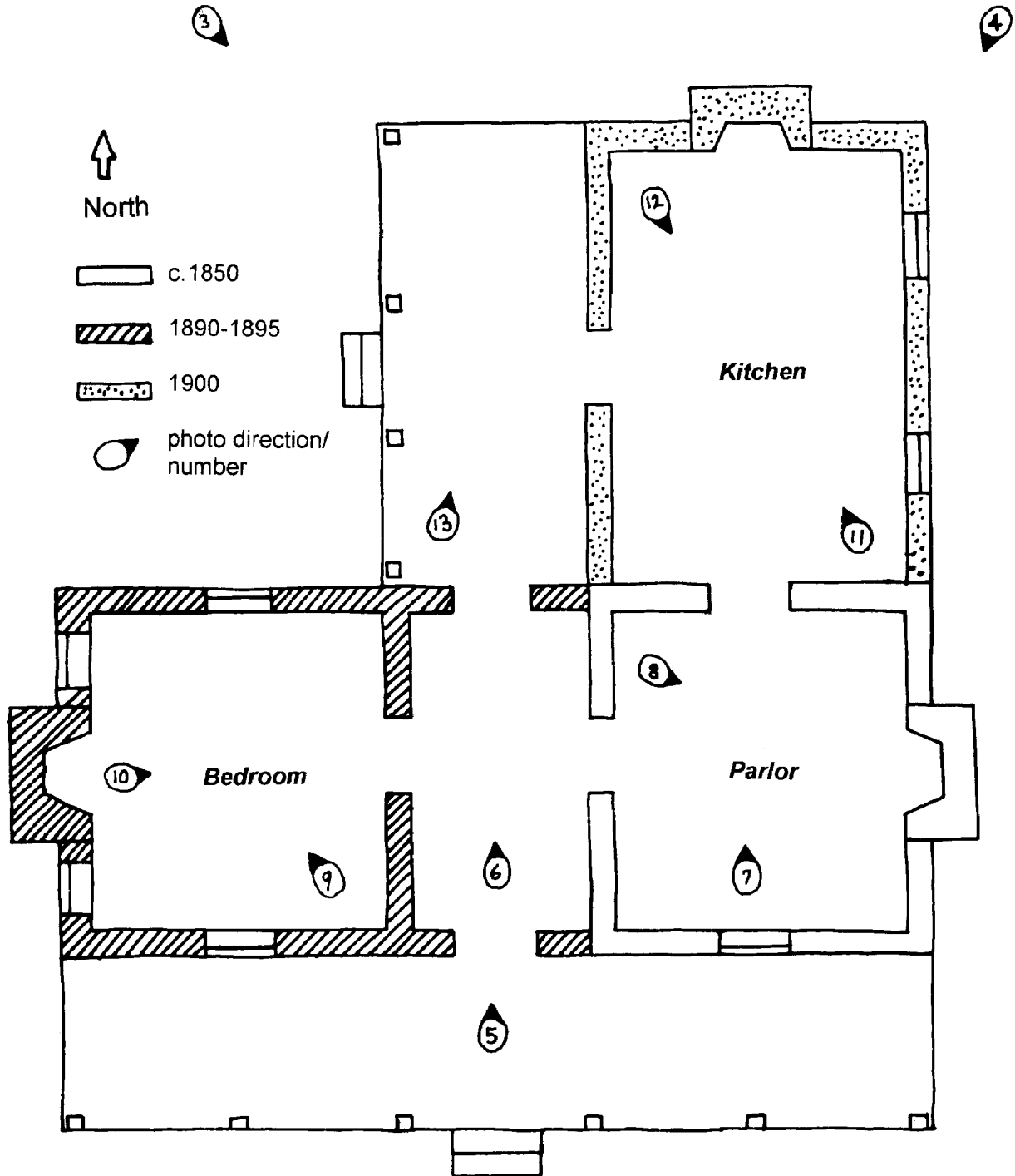
Tax maps in the form of computer-generated maps/GIS-generated maps (available online from some regional or local planning departments) must be at a scale of 1" = 200', be easily reproducible (preferably black lines on a white background), and indicate the street address and preferably, the footprint of building(s).

SAMPLE SKETCH MAP

Claire Ross Farm
342 S. R. 91, Donalsonville,
Seminole Co., Ga., 30691
Drawn by Richard Papen, 2002



SAMPLE FLOOR PLAN



Claire Ross Farm
342 State Route 91
Donalsonville, Seminole Co., Ga., 30691
Drawn by Richard Papen, 2002

Attachment: A3) Packet - Individual Resources (22-6631 : Norcross Historic Cemetery)

CHECKLIST OF SUBMISSION MATERIALS

Before submitting your INDIVIDUAL RESOURCES PACKET, make sure that you have enclosed the following information. **Use this as a checklist and check (with an X) the items that you have included.** If you are unable to enclose an item, explain why. Please address all items, noting "N/A" for anything not applicable. Remember: Both a digital version (in the required format detailed in this packet) and hard copy of everything submitted is required.

- _____ Item 1 (p. 3-4) of this packet
- _____ Item 4 (p. 17-18) of this packet (Checklist of Sources and this Checklist of Submission Materials)
- _____ Supplemental research information (digital copies and clear photocopies, not originals)

Photographs (labeled and cross-referenced to floor plan and maps)

- _____ Interior
- _____ Exterior
- _____ CD/DVD/flash drive of photographs in TIFF format
- _____ Historic (digital copies and clear photocopies, not originals)

Floor plans (2 sets, both in hard copy and digital format)

- _____ One set without photographs marked
- _____ One set with photographs marked
- _____ A color-coded floor plan indicating any changes to the property over time and date(s) of those changes, if you have not submitted a Preliminary Eligibility Application

Maps, all in hard copy and digital format

- _____ Bing location map
- _____ Sketch map (one copy without photographs and boundary marked)
- _____ Sketch map (one copy with photographs and boundary marked)
- _____ Tax map (one copy without boundary marked)
- _____ Tax map (one copy with boundary marked)
- _____ **and/or**
- _____ Plat map (one copy without boundary marked)
- _____ Plat map (one copy with boundary marked)
- _____ Sanborn Map(s) or other historic maps (if available)

Text

- _____ Completed 10-900 (hard copy and digital MS Word format version)

Evidence of Property Owner Support

- _____ Letter of support from property owner(s), if owner is different from preparer/applicant.
- _____ List of owners, if property is owned by multiple owners

I have enclosed digital and hard copies of each element of the above documentation for the _____ proposed nomination. I understand that if I do not include all of the required documentation, my application will not be processed until it is complete.

Preparer's Signature _____ **Date** _____

ITEM 5

10-900 Form

Contact HPD for the correct 10-900 form or download it from our website

(<https://www.dca.ga.gov/georgia-historic-preservation-division/national-register-research-survey/national-register-0/part-2>). HPD does not use the 10-900 form found on the National Park Service (NPS) website or continuation sheets.



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **MATT MYERS** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **ARLENE BECKLES** · COUNCILMEMBER **BRUCE GAYNOR** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	22-6625	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/3/2023 6:30 PM	In Control:	Mayor and Council
Title:	Fixing and Publishing of Qualification Fees		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - 2023 Qualifying fees](#)
2. [2023 Advertisement of qualifying fees notice](#)

Title
Fixing and Publishing of Qualification Fees

Drafter
Monique Lang

Motion
A motion to fix and publish the qualification fees for the 2023 Election cycle as presented.



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **MATT MYERS** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **BRUCE GAYNOR** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE LANG**

Agenda Report

To: Mayor and Council

From: Monique Lang, City Clerk

Meeting Date: January 3, 2023 - Mayor and Council

Item No.: 22-6625

Title: Fixing and Publishing of 2023 Qualifying Fees

CC: Eric Johnson, City Manager

Recommendation

A recommendation to fix and publish the qualifying fees for the November 2023 Municipal Election.

Background

Three-year terms for three Councilmembers will expire in January 2024. Per O.C.G.A. § 21-2-9(c) the City must hold a municipal election to fill these three offices. Prior to holding said election, O.C.G.A. § 21-2-131(a)(1)(A) requires the City to fix and publish a qualifying fee for each office no later than February 1, 2022. The qualifying fee shall be 3 percent of the total gross salary of the office paid in the preceding calendar year.

All fees are retained by the superintendent of the municipality, and applied toward the cost of holding the election.

Financial Impact

Nominal advertising fee.

Consistent with Comprehensive Plan?

Goal 6 Further the city's tradition of strong leadership and high level of quality service.

Next Steps

Approve qualifying fees for publication.

Attachments

2023 Advertisement of Qualifying Fees Notice

Update
n/a

STATE OF GEORGIA

CITY OF NORCROSS

QUALIFYING FEE NOTICE

Pursuant to O.C.G.A. §21-2-131 (a)(1), the following qualifying fees were set by the Norcross Mayor and Council, in the Regular Council Meeting on January 3, 2023:

Councilmember	\$ <u>243.00</u>
----------------------	-------------------------

Qualification for the offices listed above will begin at 8:30 am on August 21, 2023, and will end at 4:30 pm on August 25, 2023. The General Election will be held on November 7, 2023.

**Election Superintendent
City of Norcross**

Attachment: 2023 Advertisement of qualifying fees notice (22-6625 : Fixing and Publishing of Qualification Fees)



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **MATT MYERS** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **ARLENE BECKLES** · COUNCILMEMBER **BRUCE GAYNOR** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	22-6629	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/3/2023 6:30 PM	In Control:	Mayor and Council
Title:	2023 Mayor and Council Meeting Calendar Review		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - 2023 Mayor and Council Meeting Calendar Review](#)
2. [2023 Council Meeting Calendar](#)

Title
2023 Mayor and Council Meeting Calendar Review

Drafter
Monique Lang

Motion
A motion to Approve/Deny the 2023 Mayor and Council Meeting Calendar and postpone the July 3, 2023, Council Meeting to Monday, July 10, 2023, in observance of the Red, White, and Boom celebration.



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **MATT MYERS** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **BRUCE GAYNOR** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE LANG**

Agenda Report

To: Mayor and Council

From: Monique Lang, City Clerk

Meeting Date: January 3, 2023 - Mayor and Council

Item No.: 22-6629

Title: 2023 Mayor and Council Meeting Calendar Review

CC: Eric Johnson, City Manager

Recommendation

A recommendation to approve the 2023 Mayor and Council Meeting Calendar and postpone the July 3, 2023, Council Meeting to Monday, July 10, 2023, in observance of the Red, White, and Boom celebration.

Background

Per the City Code of Ordinances Sec. 2-36 (b) *Schedule of meetings*, when a regularly scheduled meeting falls on a national holiday or on a day that City Hall is scheduled to be closed for a holiday, the meeting will be moved to the Tuesday immediately following the Monday of the originally scheduled date.

In 2023, the July 3rd Council Meeting and Red, White, and Boom celebration fall on the same day. Staff recommends postponing the July 3rd Council meeting to Monday, July 10th, allowing Mayor and Council, and staff the opportunity to participate in the Red, White, and Boom festivities without interfering with the Council meeting.

Financial Impact

None

Consistent with Comprehensive Plan?

Goal 6 Further the city's tradition of strong leadership and high level of quality service.

Next Steps

Approve the 2023 Mayor and Council meeting calendar.

Attachments

2023 Mayor and Council Meeting Calendar

Update

n/a



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **MATT MYERS** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**
 COUNCILMEMBER **BRUCE GAYNOR** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE LANG**

CITY COUNCIL AND BOARDS, COMMISSIONS, AUTHORITIES MEETING CALENDAR

*RCM – Regular Council Meeting	* NDA – Norcross Development Authority
*PWS – Policy Work Session	*NPAC – Norcross Public Arts Commission
*ARB – Architectural Review Board	* PGT – Parks, Greenspaces, & Trails
*DGP – Discovery Garden Park Board	*SNC – Sustainable Norcross Commission
*DDA – Downtown Development Authority	*TPB – Tree Preservation Board
* HPC – Historic Preservation Commission	ZBA – ZONING Board
CwC – Coffee with Council	

BOARD	TIME	LOCATION	FREQUENCY	MEETING DATES	Notes
RCM	6:30 PM	Council Chambers	1ST Mon	January 3, 2023	
				February 6, 2023	
				March 6, 2023	
				April 3, 2023	
				May 1, 2023	
				June 5, 2023	
				*July 10, 2022	Moved in observance of the Red, White, and Boom celebration.
				August 7, 2023	
				September 5, 2023	Moved to Tuesday due to the Labor Day Holiday
				October 2, 2023	
				November 6, 2023	
				December 4, 2023	

BOARD	TIME	LOCATION	FREQUENCY	MEETING DATES	Notes
PWS	6:30 PM	2ND Floor Conf. Rm	3rd Mon	*January 17, 2023	Moved to Tuesday due to the MLK Holiday
				February 20, 2023	
				March 20, 2023	
				April 17, 2023	
				May 15, 2023	
				June 20, 2023	Moved to Tuesday due to the Juneteenth Holiday
				July 17, 2023	
				August 21, 2023	
				September 18, 2023	
				October 16, 2023	
				November 20 2023	
				December 18, 2023	
CwC	8:00 AM		Sat prior to the 3rd Mon	January 2023	



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **MATT MYERS** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **ARLENE BECKLES** · COUNCILMEMBER **BRUCE GAYNOR** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	22-6634	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/3/2023 6:30 PM	In Control:	Mayor and Council
Title:	Georgia Department of Natural Resource EPD RWD Grant Contract Execution		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report Cover Contract Authorization](#)
2. [Norcross RWD Agreement](#)
3. [3 Contractor Affidavit Updated December Final \(1\)](#)

Title

Georgia Department of Natural Resource EPD RWD Grant Contract Execution

Drafter

Tracy Rye

Motion

A motion to authorize the Mayor to execute the attached agreement, following legal review, with the Georgia Department of Natural Resources for their waste diversion grant so that Norcross can hold a household hazardous waste event in 2023.



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **MATT MYERS** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE** ·
COUNCILMEMBER **BRUCE GAYNOR** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE LANG**

Agenda Report

To: Mayor and Council

From: Tracy Rye, Assistant City Manager/CDP Director, AICP

Agenda: January 3, 2023 - Mayor and Council

Agenda #: 22-6634

Item: Georgia Department of Natural Resources- EPD Division RWD Grant

CC: Eric Johnson, City Manager

Recommendation

Staff recommends that the Mayor be authorized to execute the attached agreement, following legal review, with the Georgia Department of Natural Resources for their waste diversion grant so that Norcross can hold a household hazardous waste event in 2023.

Background

Earlier this year, Staff asked for and received permission from Mayor and Council to apply for a Georgia Department of Natural Resources EPD Division RWD Grant to host a household hazardous waste event in Norcross in late spring 2023. We were notified on December 8, 2022 that we were awarded the grant. The grant totals \$40,000 from GA DNR, with a cash match in the amount of \$10,000 and an in-kind match that equals \$13,718 which will come from staff time, volunteer time and limited supplies towards the effort. Staff budgeted the \$10,000 cash match in the Community Development Sustainability budget for major events for this program.

Financial Impact

\$10,000 budgeted in the Community Development Sustainability line item, in kind contributions will be measured by staff and volunteer time towards this effort in addition to a modest amount of supplies in support.

Consistent with Comprehensive Plan?

This exercise specifically relates to Goal 6: *Further the City's tradition of strong leadership and high level of quality service.*

Attachments

Grant Agreement
Contractor Affidavit

Update

Following the execution of the contract, the following items need to happen:
RFP or Invitation to Bid will be issued to identify a contractor to perform the service;
Date for event identified on City calendar is Saturday, June 10, 2023;
IGA needs to be entered into with Gwinnett County Schools to utilize the bus parking lot on Mitchell Road at Price Place to hold the event;
Event is restricted to only residents of Norcross corporate limits for the purposes of collecting and disposing of a predefined list of household only hazardous waste;
Participation will be by sign up only with residency verified by City staff

GRANT AGREEMENT

WITH

CITY OF NORCROSS

FY 2023 RECYCLING, WASTE REDUCTION, AND DIVERSION GRANT

PROJECT: 23-RWD-067-01

This agreement (“Agreement”) is made and entered into as of the date of the last signature hereunder (the “Effective Date”), by and between the Environmental Protection Division of the Georgia Department of Natural Resources, an agency of the State of Georgia (“Division”), and **City of Norcross** (“Grantee”). Grantee and the Division are collectively referred to herein as the “Parties.”

WHEREAS, the Division is interested in reducing solid waste in Georgia and recovering valuable materials through recycling, waste reduction, and/or diversion; and

WHEREAS, pursuant to the Georgia Comprehensive Solid Waste Management Act, O.C.G.A. § 12-8-20 *et seq.* (“Act”) and the rules promulgated in support the Division is authorized to assist eligible Georgia government entities with grants for the purposes as described in the Act; and

WHEREAS, Grantee represents to the Division that Grantee is duly created and existing under the laws of the State of Georgia and has the authority to expend the monies described herein for the purposes set forth herein; and

NOW, THEREFORE, for and in consideration of the valuable and mutual benefits flowing to each party as hereinafter appear below, the Parties mutually agree as follows:

1. **Project.** The Grantee shall conduct the work described in the scope of services identified in the attached Appendix A and by this reference made a part hereof (hereinafter, the “Project”).
2. **Term; Time of Performance.**
 - a. The term (“Term”) of this Agreement shall commence upon the Effective Date and shall terminate upon the completion of the tasks in the Project, not to exceed 24 months from the Effective Date, unless earlier terminated by the Division in accordance with the provisions of Paragraph 6 of this Agreement.
 - b. Grantee must commence performance of the Project within 30 days of the Effective Date and must complete the Project in accordance with the timeline described therein.
 - c. The Division may elect to extend the Term of this Agreement, in which case the Parties will execute an amendment to this Agreement.
3. **Grant and Acceptance.**
 - a. The Division hereby makes and Grantee hereby accepts this grant for the Project

(“Grant”) in the amount of **forty-thousand dollars, (\$40,000)** (“Grant Amount”) to carry out the Project in accordance with the terms and conditions of this Agreement.

- i. Notwithstanding any other provision of this Agreement, the Grantee acknowledges that the Division, as an agency of the State of Georgia, is prohibited from pledging the State’s credit.
 - ii. Grantee must expend or contractually obligate the full amount of the Grant Amount on or before the expiration of the Term; after expiration of the Term Grantee may not expend or obligate contractually the unencumbered Grant Amount.
 - iii. The Grantee will contribute a minimum of **22%** of the total project cost in in-kind services and a minimum cash contribution of **ten thousand dollars, (\$10,000)** (“Match”) toward the Project.
 - iv. Grantee has already obtained or otherwise received commitments for the Match funding for the Project.
 - b. The Grantee agrees that the Grant Amount will be spent pursuant to the breakdown set forth in the Project and pursuant to the terms of this Agreement and will not be used for expenses already incurred or paid for by Grantee before the Effective Date, unless such expenses are expressly authorized in advance and in writing by the Division.
 - c. The budget for the Project is set forth in Exhibit A. Grantee must notify the Division within 15 days of any changes to the budget for the Project that may result in the reduction and/or elimination of some or all of the Match or the Grant Amount.
4. **Method of Disbursement.** Division will disburse the Grant Amount to Grantee not to exceed the amount described in Paragraph 3, and in accordance with the terms described in this Paragraph:
- a. Disbursement will only be made to Grantee to reimburse Grantee for expenditures made for the Project as described in Appendix A: Scope of Work; and
 - b. No disbursement will be made to Grantee for any work completed prior to the Effective Date, even if in furtherance of the Project; and
 - c. Grantee must submit a disbursement request on forms as provided by the Division along with invoices and proof of payment made by Grantee for the Project and identification of any Match used. Disbursement request forms may be submitted as needed, provided, however, that they may not be submitted more than once every thirty (30) days; and
 - d. The Grantee shall certify in writing the accuracy of each disbursement request. Each disbursement request shall constitute a representation and warranty by the Grantee to the Division that the covenants and warranties made by Grantee in this Agreement are true and accurate on the date of the disbursement request. All

invoices submitted by the Grantee must show detailed line items referencing the costs of labor, materials, property, equipment, installation, services, incidentals, etc. All disbursement requests should be signed and dated by authorized personnel as evidence of review and approval prior to submission to the Division; and

- e. The Division will review any disbursement request within forty-five (45) days of receipt. Disbursement will be made upon determination by the Division that the Project elements described and invoices included with the disbursement request are sufficient. If the Division, in its sole discretion, determines that all or part of a disbursement request cannot be made in accordance with the terms of this Agreement, such request or portion of the request shall not be reimbursed.
5. **Grant Funding.** If the Division determines that the source of funding for the Grant or Grant Amount no longer exists or is insufficient with respect to the Project, the Division shall terminate this Agreement in accordance with the provisions of Paragraph 6.
- a. The determination of the Division that the funding for the Grant is no longer available or sufficient shall be conclusive.
 - b. The Division shall provide notice in writing to Grantee as soon as practicable after the Division determines that the source of payment no longer exists or is insufficient with respect to the Project.
 - c. In the event of such termination, the Division shall remain obligated to reimburse the Grantee for eligible Project expenses performed or incurred and accepted by the Division prior to such termination.
6. **Termination of Agreement.**
- a. **For Cause.** If, through any cause other than force majeure, the Grantee shall fail to perform its obligations under this Agreement, or if the Grantee shall violate any of the covenants, agreements, or stipulations of this Agreement, the Division may terminate this Agreement specifying the effective date. If this Agreement is terminated as provided herein, the Grantee may be disbursed from the Grant Amount for all Project work performed on or before the date of termination and for which a disbursement request is submitted pursuant to Paragraph 4.
 - b. **For Convenience.** Either Party may terminate this Agreement at any time for good reason by giving at least thirty (30) days written notice to the other Party of such termination and specifying the effective date. If this Agreement is terminated as provided herein, the Grantee may be disbursed from the Grant Amount for all Project work performed on or before the date of termination and for which a disbursement request is submitted pursuant to Paragraph 4.
7. **Copyrights and Documents.** Grantee shall be the original and sole owner of all rights, including without limitation copyright, in and to all documents, maps, photographs, drawings and other materials produced or derived in whole or in part under this Agreement and paid for solely by Grantee (“Materials”).
- a. Grantee hereby grants Division a perpetual, irrevocable, world- wide, royalty-free,

fully paid-up, non-exclusive license under any copyrights and know-how, data, findings, results and discoveries concerning the Materials so as to allow Division to conduct further research, apply for and obtain further funding and to publish or otherwise disclose the results of the Project and the Material through customary regulatory and scholarly outlets.

- b. Division shall have the right to use the Materials resulting from Grantee's efforts on this Agreement. Division acknowledges that the reuse of any such Materials by Division on any extension of this project or any other project shall, except for the obligations of Grantee, be at Division's sole risk unless otherwise agreed to in writing by all Parties.
- c. Any reports, maps, signage or other documents completed as a part of this Agreement shall include recognition and carry the following notation on a conspicuous sign or the front cover or a title page (or in the case of maps, in the same block):

"The preparation of this report, map, document, project, etc., was financed through a grant from the Georgia Environmental Protection Division."

- d. Division's said license and rights and Grantee's said rights shall not be affected or revoked by the termination provisions of Paragraph 6 of this Agreement.

8. **Grantee's Warranties and Covenants.** The Grantee warrants and covenants to the Division all of the following:

- a. The entirety of the Project shall be carried out in accordance with all applicable federal, State and local laws, rules, regulations and ordinances, including but not limited to the Georgia Rules for Solid Waste Management (Rules) and the Georgia Comprehensive Solid Waste Management Act (Act).
- b. The Grantee will obtain, will modify as needed, and/or will operate in compliance with any required permits issued by the Division to address the handling of the recovered materials or solid waste pursuant to the Project.
- c. The Project will be performed in a workmanlike manner, consistent with that level of care and skill ordinarily exercised by such entities and with sound principles commonly used by similar professionals under similar circumstances and further warrants that the Project will be performed as intended and described in Appendix A.
- d. All information contained in its grant application was, as of the date the grant application, and will remain, until the termination of this agreement, complete, accurate and correct in every way, and that the Grantee is not aware of any circumstances that may cause any information included in the grant application to become incorrect or otherwise change the scope of the Project subsequent to the Effective Date.
- e. It has not employed or retained any company or person, other than a bona fide employee working solely for him, to solicit or secure this Agreement and that he

has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for him, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or the making of this Agreement.

- f. It has, or will secure, all personnel required in performing the Project. Such personnel shall not be employees of or have any contractual relationship with the Division.
 - i. The Project will be performed by the Grantee or under its supervision, and all the personnel engaged by the Grantee to perform the Project shall be fully qualified and shall be authorized under state and local law to perform the same.
 - ii. The Division, or its authorized representatives, shall have the right to enter into the premises of Grantee and/or all subcontractors, or any places where the Project is being performed, to inspect, monitor, or otherwise evaluate the performance of the Project.

9. **Miscellaneous Provisions.**

- a. **Taxes.** The State is exempt from Federal Excise Taxes and from State and Local Sales and Use Taxes. The Grantee will pay all taxes lawfully imposed upon it that may arise with respect to this Agreement.
- b. **Georgia Open Records Act.** All products, reports, information, data, etc., given to, derived from, prepared by, or assembled by the Grantee (the “Materials”) in the performance of this Agreement shall be governed by the Georgia Open Records Act. The Division expressly acknowledges and agrees that Grantee is an “agency” as defined in O.C.G.A. § 50-18-70 and is consequently subject to the Georgia Open Records Act. Grantee shall inform the Division in writing if it receives any requests for the Materials pursuant to the Georgia Open Records Act.
- c. **Assignability.** Grantee shall not transfer or assign all or any of its right, title or interest in this Agreement or delegate any of its duties or obligations hereunder to any party other than the Grantee.
- d. **Interest of Agreement.** The Grantee hereby attests that it and all of the officials of the Grantee have not violated any applicable conflict of interest law under either state law (O.C.G.A. §§ 45-10-20 through 45-10-28 and O.C.G.A. §§ 36-67A-1 through 36-67A-4) or under any local ordinance, charter, rule or regulation and that they shall comply with the same throughout the term of this Agreement.
- e. **Division Intellectual Property.** The Grantee agrees it will not use the name or any intellectual property, including but not limited to, the Division’s trademarks or logos in any manner, including commercial advertising or as a business reference, without the express prior written consent of the Division.
- f. **Right to Audit and Access to Records.** The Grantee shall maintain books, records and documents in accordance with generally accepted accounting principles and

procedures and which sufficiently and properly document and calculate all expenditures related to the Project throughout the term of the Agreement for a period of at least five (5) years following the date of final disbursement or completion of any required audit, whichever is later. Records to be maintained include both financial records and service records. The Grantee shall permit the Auditor of the State of Georgia or any authorized representative of the State to access and examine, audit, excerpt and transcribe any directly pertinent books, documents, papers, electronic or optically stored and created records or other records of the Grantee relating to orders, invoices or payments or any other documentation or materials pertaining to the Agreement, wherever such records may be located during normal business hours. The Grantee shall not impose a charge for audit or examination of the Grantee's books and records. If an audit discloses incorrect billings or improprieties, the Division reserves the right to charge the Grantee for the cost of the audit and appropriate reimbursement. Evidence of criminal conduct will be turned over to the proper authorities.

- g. **Entire Agreement; Modification.** This Agreement represents the sole and complete understanding of the terms of the Agreement between the Parties hereto with respect to the subject matter contained herein and supersedes all prior agreements and understandings, oral or written, with respect thereto. No modification or amendment to this Agreement will be binding on either party hereto unless such modification or amendment is reduced to a writing executed by both Parties. Any changes in the scope and/or duration of this Agreement shall be mutually agreed upon by and between the Division and the Grantee in a writing executed in accordance with this Paragraph.
- h. **Liability.** Each Party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.
- i. **No Indemnification; Waiver.** Grantee acknowledges that the Division is an agency of the State of Georgia and is prohibited from indemnifying Grantee or any other parties. The Grantee waives, releases, relinquishes, and discharges any and all claims or demands against Grantee or contractors of Grantee for any damages of any nature whatsoever that in any way relates to or arises out of this Agreement or the disbursement of the Grant Amount hereunder, even if such claims or demands are made against the Grantee or contractors of Grantee and even if the Grantee knew the existence of such claims.
- j. **Applicable Law.** The Parties agree that this Agreement and all rights, privileges and responsibilities shall be interpreted and construed according to the laws of the State of Georgia.
- k. **No Waiver.** The failure of the Division or Grantee at any time to require performance by the other party of any provision hereof, shall in no way affect the right of the Division or Grantee thereafter to enforce that same provision or any part of the Agreement, nor shall the failure of the Division or Grantee to enforce any breach of any provision hereof be taken or held to be a waiver of such provision,

or as a waiver, modification or rescission of the Agreement itself.

1. **Binding Authority.**

- i. The Division warrants that the Director has the authority to bind the Division.
- ii. Grantee's signatory(ies) warrant that it is fully authorized and empowered by all necessary and appropriate official action on the part of the governing body of the Grantee to execute this Agreement and to bind the Grantee thereto.
- m. **Counterparts; Electronic Signature.** This Agreement may be executed in any number of counterparts, all of which together shall constitute one and the same instrument. The Parties agree that any electronic signatures on this Agreement hereto constitute original, valid signatures pursuant to the Uniform Electronic Transactions Act, O.C.G.A. § 10-1-21 *et seq.*
- n. **Severability.** If any one or more of the provisions of this Agreement are for any reason be held by any court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability will not affect any other provision, and this Agreement will be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
- o. **Notice.** All notices, correspondence requests, demands, waivers and other communications required or permitted to be given under this Agreement shall be made in writing and shall be deemed to have been duly given if delivered by U.S. Mail, postage paid, sent by nationally recognized overnight courier, or by electronic mail to the contacts as follows:

If to the Division:
 Georgia Environmental Protection Division
 Recovered Materials Unit
 4244 International Parkway
 STE 104
 Atlanta, GA 30354
SWTF.Grant@dnr.ga.gov

If to Grantee:
 Jalia Killings
 Planner, GIS & Sustainability
 City of Norcross
 65 Lawrenceville Street, NW
 Norcross, GA 30071
 770-274-0175
jalia.killings@norcrossga.net

IN WITNESS WHEREOF the Division and the Grantee have executed this Agreement as of the date of the last signature hereunder.

**The Environmental Protection Division of
the Department of Natural Resources,
State of Georgia**

City of Norcross

Richard E. Dunn
Director
Date:

Print name:
Title:
Date:

Recycling, Waste Reduction, and Diversion Grant

Application Instructions

Please review the Grant Program Guidelines and these instructions carefully before applying.

The application consists of the following components, which must be fully completed to be considered for review:

1. Cover Sheet
2. Project Narrative
3. Budget Narrative
4. Budget Form
5. Supporting Materials

Please attach all supporting material documentation to the application. If a single email, including all supporting material(s), exceeds the email size limit, supporting material(s) may be sent separately. Applications may be submitted electronically through email or mailed. Applications may also be hand delivered. Applications through fax will not be accepted.

Mailing and Street Address: Georgia Environmental Protection Division
Recovered Materials Unit
4244 International Parkway, Suite 104
Atlanta, GA 30354

Email Address: SWTF.Grant@dnr.ga.gov

The application period will open August 1, 2022. The deadline for submitting applications is 4:30 PM on September 30, 2022.

Additional information about the RWD Grant and supporting documents can be found at the following website address:

<https://epd.georgia.gov/recycling-waste-reduction-and-diversion-grant>

RWD Grant Application

SECTION ONE: Cover Sheet

Project Title	Norcross Household Hazardous Waste Collection Event		
Local Government/Entity	City of Norcross		
Federal Tax ID	58-6000632		
Mailing Address	65 Lawrenceville Street, NW		
City	Norcross		
ZIP	30071		
County	Gwinnett		
Primary Contact Name	Lily Park	Secondary Contact Name	Tracy D. Rye, AICP
Title	Planner, GIS & Sustainability	Title	Asst. City Manager
Organization	City of Norcross	Organization	City of Norcross
Phone	770-274-0175	Phone	678-421-2027
E-Mail	Lily.Park@norcrossga.net	Email	Tracy.Rye@norcrossga.net
Brief Project Description (2-3 sentences)	The City of Norcross plans to host a hazardous waste collection event to offer residents with a convenient and accessible method for disposing hard-to-recycle and potentially harmful items.		
Project Start Date	1/1/2023		
Project End Date	7/31/2023		
Grant Amount Requested	\$ 40,000		
Match Amount	\$ 23,718		
I, the undersigned authorized representative of the applicant, certify that to that to the best of my knowledge, the information contained herein is true and correct, the document and project has been duly authorized by the governing body of the applicant, and, if funded, the applicant will carry out the implementation steps in the manner described in this application. I also certify that the applicant shall maintain accounting records in accordance with generally accepted government accounting principles and that the funds awarded will be included in those audits or financial statements that cover all or part of the project duration period noted above.			
Official Signature	<i>Lily Park</i>		
Name (print)	Lily Park		
Title	Planner, GIS & Sustainability		
Date of Signature	09/29/2022		

PROJECT TITLE

APPLICANT/LOCAL GOVERNMENT ENTITY NAME

SECTION TWO: Project Narrative

1. Project Need and Purposes
 - a. Identify the need or problem.
 - b. Describe your project and how it will meet this need for the proposed affected community. Additional details may also include:
 - i. Community served (names of counties, municipalities, towns, etc.).
 - ii. Community demographics, population etc.
 - iii. Current solid waste management and/or recycling system and relevant previous recycling, waste reduction, or diversion projects.
2. Project Objectives
 - a. Identify Objectives and “Specific, Measurable, Attainable, Relevant, and time-bound (SMART)” Goals for the project.
 - b. Describe the quantifiable metrics that will be used to evaluate the project’s impact on recycling, waste reduction, and/or diverting recoverable materials from the solid waste stream. Describe your project evaluation process.
3. Project Implementation and Timeline
 - a. Provide a robust plan with clearly identifiable steps for project implementation that are likely to result in the achievement of identified objectives and goals.
 - b. Describe the project start, milestone, and completion dates.
4. Project Metrics and Evaluation
 - a. Identify the metrics that will be used to measure project success.
 - b. Describe how those metrics will demonstrate that the project is likely to result in increased recycling, diversion of waste from landfills, and/or waste reduction. Examples include weight or volume of materials diverted from the solid waste stream.

Applications that describe any of the following may be assigned bonus points:

1. Describe coordination with other local governments (if the project is regional or multi-jurisdictional involving two or more local governments) Indicate who the lead is (if not the applicant).
2. Identify how the project is consistent with the local or regional solid waste management plan or other recycling, waste reduction, and/or diversion projects and activities.
3. Describe how the project brings together new resources or innovative approaches to recycling, waste reduction, and diversion.
4. Describe the applicant’s “Buy recycled” ordinances, policies, practices or procedures
5. List Georgia based suppliers for products and/or services.
6. Describe any additional environmental benefits of the project such as water conservation, emissions reduction, and energy conservation.
7. Participation in the Georgia Municipal Measurement Program.

(Insert narrative here)

The City of Norcross

Georgia Environmental Protection Division Recycling, Waste Reduction, and Diversion Grant

Project Narrative

1. Project Need and Purposes

a. Identify the need or problem.

In 2021, the City of Norcross conducted a recycling education program titled *Feet on the Street*. The campaign aimed to measure Norcross residents' current recycling habits and help families properly learn how to recycle through curbside pickup. The program lasted over five weeks and involved a team of trained professionals walking the city's streets before the recycling truck made its rounds. The team checked recycling bins and carts, leaving a tag to let residents know if there was anything that didn't belong in the city's curbside recycling program.

The effort discovered that the city had a significant contamination rate in its recycling bins, with an average contamination rate of 47.42%. Common contaminants include bagged trash, plastic bags and film, bagged recycling, glass bottles and jars, food and liquids, electronics, batteries, propane tanks, and items that tangle. Though residents were well-intentioned in their attempt to recycle, many are placing unallowable items into their curbside containers, which ultimately contaminates the bin. This may happen due to an absence of public knowledge on what items are accepted in curbside recycling bins. As trucks deliver their mixed recyclable loads to sorting facilities, these contaminated items destroy suitable materials and grind the progress of sorting facilities to a halt.

The city can provide educational information to residents to help deter them from placing contaminants into their recycling bins, but this would not offer a solution for residents looking to dispose of hard-to-discard items. As a result, this will sustain the heightened risk that these items will continue to be placed into curbside recycling.

Please see Attachment 1

b. Describe your project and how it will meet this need for the proposed affected community.

The City of Norcross plans to reduce the number of contaminated items in the city's curbside recycling bins by offering Norcross residents an opportunity to dispose of hard-to-recycle items through a community Household Hazardous Waste Collection Event. The event will provide a low-barrier and accessible method for Norcross residents to dispose of potentially hazardous objects that commonly find their way into curbside collections. These items include batteries, pesticides, gasoline, paint, and bleach, among other items.

The city will also distribute educational information to residents to help them determine what should and should not be disposed of in curbside recycling. Taking this effort a step further, the city will then offer the ability to safely dispose of the items that residents cannot recycle at home. The event will be the first of its kind in the City of Norcross, expanding the community's effort to improve its recycling efforts and promote sustainable practices in the community.



Norcross plans to contract with a vendor to facilitate the event. The vendor will be chosen through an RFP process in early 2023 and will be specially certified to handle and dispose of hazardous and hard-to-dispose material. The city will work in March, April, and May 2023 to market the event and distribute informational materials throughout the community. These efforts will lead to the Household Hazardous Waste Collection Event, which will take place on a Saturday in June 2023 from 8:00 AM until noon.

The City of Norcross has partnered with Gwinnett County Public Schools to identify an appropriate location for the event, initially considering a variety of possibilities such as sizeable county-owned parking lots or local schools. The event will occur in the parking facility across from Gwinnett County's Baldwin Elementary School. Located at the intersection of Mitchell Road and Price Place, this large surface lot will provide easy access for Norcross residents, located near the town's center and close to the city's low-to-moderate income populations. The partnership with Gwinnett County will ensure lower operating costs for the event with the county offering for the city to use the lot at no cost.

Residents will be met with minimal contact, allowing for a safe and easy process to dispose of their household hazardous items. Residents will drive up to the site to open their trunks or doors and allow trained professionals to remove the materials from their cars and place them in the appropriate receptacles. The facilitators will place the items into their designated bins, creating a multi-stream collection area so each type of item can be disposed of properly. The facilitating vendor will then be able to weigh each waste stream receptacle to determine the volume of each kind of material collected. The facilitator will then be responsible for the proper disposal of the items.

The Community Served

The project will serve residents of the City of Norcross. The event will be marketed principally to Norcross residents with promotion material clearly stating that the event is for City of Norcross residents with ID verification at the event sign-in. The city will not turn any non-city residents away who show up wishing to dispose of their hard-to-recycle items, as the primary goal of the event is to reduce recycling contamination and divert hazardous waste from the waste stream. Located just 17 miles northeast of Atlanta, Georgia, the City of Norcross is a dynamic and diverse cultural hub nestled near the western edge of Gwinnett County. Norcross has seen significant growth over the last decade due to its proximity to the city of Atlanta and its diverse and welcoming residential population. According to the Atlanta Regional Commission, the City of Norcross will become home to over 25,000 residents by 2040. Norcross is currently home to approximately 17,642 residents. In 2019, it was estimated that 40.8% of Norcross residents were Hispanic or Latino, 22.5% were Caucasian alone, 24.3% were African American, and 11.9% were Asian alone.

In 2019, Norcross adopted an ordinance that requires all new multi-family residential developments to provide recycling access. Norcross also makes it easy for all residents to recycle non-traditional recycling items, non-traditional recycling items including plastic bags, sneakers, wine corks, and more, at the Norcross Community Market. The city offers a free drop-off for glass bottles and jars at Public Works, open 24 hours a day, seven days a week, located at 345 Lively Avenue, Norcross, GA 30071. The City of Norcross is certified under the Atlanta Regional Commission (ARC) Green Communities program and is one of only several Platinum-level Green Communities in metro Atlanta.

2. Project Objectives

a. Identify Objectives and “Specific, Measurable, Attainable, Relevant, and time-bound (SMART)” Goals for the project.

The objectives of this project include:

- Decrease the number of non-recyclable and hazardous items being placed in the curbside recycling bins.
- Reduce the rate of contamination in the single stream collection.
- Improve the community’s awareness of proper recycling practices.
- Increase citizen participation and community support for ongoing sustainability efforts in the City of Norcross.

b. Describe the quantifiable metrics that will be used to evaluate the project’s impact on recycling, waste reduction, and/or diverting recoverable materials from the solid waste stream. Describe your project evaluation process.

The City of Norcross expects the Household Hazardous Waste Collection Event to have an ongoing impact on the community's recycling habits. To measure this impact, Norcross will conduct another curbside recycle bin audit to help the City determine the immediate effect on the number of contaminants being placed in household recycling bins. The City will conduct an audit before and after the effort to survey whether or not there is a decrease in the amount of non-allowable waste items being placed in curbside bins. This will help measure the effectiveness of the city’s outreach and education efforts leading up to the event. The city expects to see lower contamination rates during the second audit, as residents will have appropriately disposed of their hard-to-dispose materials at the drop-off event.

The audit results will also be compared to those collected from the city’s 2021 Feet on the Street community recycling education program. The City expects to see significantly lower contamination levels in the year-to-year comparison, coming primarily as a result of the education and outreach efforts to be conducted in 2023.

3. Project Implementation and Timeline

a. Provide a robust plan with clearly identifiable steps for project implementation that are likely to result in the achievement of identified objectives and goals.

The City of Norcross plans to begin its implementation of the Household Hazardous Waste Collection Event by issuing a Request for Proposals (RFP) from regional waste management vendors who would have an interest in facilitating the event. This competitive RFP would be released to the public, and the City would accept sealed proposals for a period of one month, with the deadline being the end of January 2023. Once the City reviews the proposals, a vendor will be awarded the contract to facilitate the collection and disposal of recyclable materials.

During the months of February, March, and April, the City will work with its marketing team to create promotional and educational materials explaining the event and offering information on proper curbside recycling. This information will be distributed to residents throughout the community, ensuring access to information that can help reduce the contamination of the city’s curbside recycling waste stream.

Through the promotional phase, Norcross hopes to have opportunities to connect with residents and answer their questions regarding the community's ongoing recycling efforts. The educational material will be distributed in April 2023.

In March 2023, Norcross will hold a curbside recycling audit before the effort. Similar to the City's 2021 Feet on the Street program, Staff will randomly sample recycling bins across the community and conduct an audit on the contents. Staff will sort the content into categories of accepted materials and contaminants, identifying the volume of each category to calculate the current contamination rate. Based on data collected in 2021, suspected contaminants include electronics, batteries, propane tanks, and hard-to-recycle plastics #3-7. Staff will share the findings of the audit with residents highlighting what items should not be placed in curbside recycling bins alongside information about the household hazardous waste collection event.

In June of 2023, the Household Hazardous Waste Collection Event will take place in the parking lot across from the Baldwin Elementary School, located at the corner of Mitchell Road and Price Place near the heart of Historic Downtown Norcross. The location will be well-marked with signage, so residents have an easy time locating the drop-off event. Staff will work with the chosen vendor on the Friday evening before the event to set up the collection bins and event signage.

On the day of the event, the collection will occur for four hours, from 8:00 AM until noon. Residents will arrive at the drop-off location and form a line, pulling up to where the specially trained staff will be waiting to greet them. Norcross staff will request identification from participants to collect residential addresses to determine where program participants are coming from in the community. Residents will then open their trunks and allow the vendor's staff members to remove the materials from their cars safely. These materials will be handed off to additional staff members, who will determine the appropriate sorting bins for the items.

Once the event has ended, the vendor will then weigh the various containers of items collected to determine the total volume of hazardous and hard-to-dispose materials removed from the community. The vendor will present the City with a Certificate of Disposal, which displays the total volume of each waste stream and method of disposal. In preparing the RFP for the event's facilitation, the City of Norcross will provide favorable scoring for vendors who plan to use sustainable and innovative practices in their disposal methods, mitigating the amount of waste ending up in the landfill. As this program aims to promote sustainable practices in the community, vendors who are committed to this goal in their disposal methods will receive preferential scoring.

After the event, city staff members will conduct a follow-up curbside recycling audit. This audit will survey whether the amount of contamination in the City's curbside recycling bins has decreased due to the event and outreach effort. Once again, staff members will randomly sample recycling bins across the community and conduct an audit on the contents. Staff will sort the content into categories of accepted materials and contaminants, identifying the volume of each category to calculate the new contamination rate following the collection event. The City expects to find a lower contamination score due to the increased awareness of proper recycling and access to low-barrier disposal of hard-to-recycle items. Staff will publicize the new contamination rate along with data collected from the household hazardous collection event.

The Household Hazardous Waste Collection Event will be the first of its kind in Norcross. The City hopes to use the event to promote proper recycling methods in the community and propel future efforts to

increase sustainable practices in Norcross. With the expected success of this event, the City of Norcross hopes to hold this collection event bi-annually.

b. Describe the project start, milestone, and completion dates.

January 2023

- Project Start
- City issues an RFP for a facilitator for the Household Hazardous Waste Collection Event

February 2023

- City selects bid for event facilitation

March 2023

- Pre-event curbside audit is conducted

April and May 2023

- Promotion of the upcoming Household Hazardous Waste Collection Event
- Informational material is distributed to Norcross residents

June 2023

- Household Hazardous Waste Collection Event is conducted

July 2023

- Post-event curbside audit is conducted
- Follow-up information material is distributed to Norcross residents
- Project Complete

4. Project Metrics and Evaluation

a. Identify the metrics that will be used to measure project success.

The City of Norcross will use a variety of metrics to determine the project's success. These metrics include:

- Monitoring the number of residents/vehicles that attend the city's Household Hazardous Waste Collection Event. The City hopes to hold the event bi-annually, so participation numbers will be a crucial metric in determining community engagement.
- Weighing the volume of each waste stream collected at the event will help determine the actual amount of hard-to-recycle items collected by category. The facilitating vendor will provide the City with a Certificate of Disposal, which includes the weight of each type of waste item. These numbers will display the number of materials diverted from the solid waste stream.
- Conducting a pre- and post-event audit on curbside recycling bins in the city, Norcross will collect data on the rates of contaminated items placed in curbside bins. A decrease in the rate of contamination in curbside bins after the outreach efforts and collection event will be indicative of a successful project.

b. Describe how those metrics will demonstrate that the project is likely to result in increased recycling, diversion of waste from landfills, and/or waste reduction. Examples

include weight or volume of materials diverted from the solid waste stream.

A high rate of participation by Norcross residents in the Household Hazardous Waste Collection Event will indicate that the community has a high interest in recycling and sustainable waste. As the City of Norcross continues to solidify itself as a sustainable community, it's necessary to ensure it has public support in its efforts.

The selected vendor for the project will weigh each container after the event to determine the volume of items collected. These totals will be reported in a Certificate of Disposal that the vendor will provide to the city. These numbers will represent the total amount of material that was prevented from entering the solid waste stream as a result of the project. By offering a low-barrier way to dispose of hazardous and hard-to-recycle items, the city will actively encourage its residents to dispose of these materials in a safe and environmentally conscious way.

The audits conducted by City staff before and after the event will reflect the educational impact the project has on the community. The City of Norcross expects that through the drop-off event and distribution of information on recycling, residents will be less inclined to place unallowable items in their curbside bins. The audits will provide a candid picture of the impact the efforts have on the actions of residents.

Applications that describe any of the following may be assigned bonus points:

1. Describe coordination with other local governments (if the project is regional or multi-jurisdictional involving two or more local governments) Indicate who the lead is (if not the applicant).

The project involves a collaborative effort between the City of Norcross and Gwinnett County, as the county will be providing an appropriate site for the Household Hazardous Waste Collection Event to take place. The parking lot near Downtown Norcross is owned and operated by Gwinnett County Public Schools and is being offered to host the event as an in-kind donation to the City of Norcross.

2. Identify how the project is consistent with the local or regional solid waste management plan or other recycling, waste reduction, and/or diversion projects and activities.

In 2017, the City of Norcross compiled a plan of action titled the Norcross Sustainability Plan. This Sustainability Plan commits Norcross to increase accountability towards the goals of Healthy People, Healthy Places, and Healthy Economy. The plan provides a roadmap by identifying the current status of conditions and identifies nationally recommended outcome metrics for tracking progress over time.

The third identified goal in the Norcross Sustainability Plan involves “flourishing nature.” This goal includes the objectives of the city to “protect natural spaces and enhance existing ones,” as well as offering “Comprehensive and convenient recycling, supported by community education.” The first recommended action to pursue these objectives is expanding recycling events and drop-off options for hard-to-recycle materials.”

Please see Attachment 2

3. Describe how the project brings together new resources or innovative approaches to recycling,



waste reduction, and diversion.

The Household Hazardous Waste Collection Event will be the first of its kind in the City of Norcross. Providing low-barrier and convenient access to a recycling drop-off location is a new approach to creating a sustainable community for Norcross.

Additionally, the City of Norcross plans to take an innovative approach to recycling and diversion by issuing the Request for Proposals for the project with scoring criteria that favors the vendors with the most sustainable and innovative practices. Norcross will award higher scores for bidding vendors who plan to repurpose the materials or take the most sustainable approaches to their disposal process. This will promote innovative and competitive bids from vendors.

4. Describe the applicant's "Buy recycled" ordinances, policies, practices, or procedures

The City of Norcross has various policies in place to promote sustainable practices in its everyday products, including purchasing. The purpose of the policy is to develop and implement an environmentally preferable purchasing program that accounts for life cycle costs and gives preference to products that are recycled, recyclable, and otherwise more environmentally friendly than transitional products.

Please see Attachment 3

7. Participation in the Georgia Municipal Measurement Program.

Please see Attachment 4



PROJECT TITLE

APPLICANT/LOCAL GOVERNMENT ENTITY NAME

SECTION THREE: Budget Narrative

1. Budget Amount
 - a. Indicate the amount requested from EPD through the RWD Grant.
 - c. Describe any match items, if applicable.
2. Cost Effectiveness and Project Longevity
 - a. Describe how the funds will be spent.
 - b. Describe the cost effectiveness of the project. An example includes grant dollars spent per weight/volume of materials diverted from the solid waste stream.
 - c. Describe how the project and its benefits are likely to be perpetuated after RWD Grant funds have been expended without additional funding from the State. Examples include tipping fees, usage fees, or brokerage of recovered materials.

(Insert budget narrative here)

The City of Norcross

Georgia Environmental Protection Division Recycling, Waste Reduction, and Diversion Grant

Budget Narrative

1. Budget Amount

a. Indicate the amount requested from EPD through the RWD Grant.

The City of Norcross is respectfully requesting \$40,000 in support from the EPD RWD Grant.

b.. Describe any match items, if applicable.

The City of Norcross is providing a match in the amount of \$23,718, comprised of both cash and in-kind contributions. The expected cost for the contracted vendor to facilitate the event will be approximately \$47,500. The City of Norcross plans to contribute approximately \$7,500 in a cash match to the requested \$40,000 from the EPD. The City will also provide policing for the event, totaling a cash match of \$700. Working with the City's marketing and communications partner, Norcross will contribute \$650 in cash match to develop and print the promotional and educational materials for the effort. Additional cash match purchases include lunch and snack items for 16 staff members and volunteers at \$300, 30 Open Top YD Bins for assorted non-hazardous debris at \$500, and an event photographer at \$300. The total cash match is \$10,000.

The expected value of in-kind contributions totals \$13,718. The event site to host the event will be donated by Gwinnett Public Schools with an expected value of \$250. The staff time contributed to the event has an expected value of \$9671. The event will have ten volunteers whose time will be valued at \$29.99 per hour for six hours each, totaling \$1,797. Lastly, the City of Norcross will utilize its own supplies for the event, including traffic cones, roadblocks, safety vests, clipboards, pens, tents, tables, chairs, and a water cooler, for a total in-kind value of \$2,000.

2. Cost Effectiveness and Project Longevity

a. Describe how the funds will be spent.

Funding from the Georgia EPD in the amount of \$40,000 would be utilized to contract a qualified and certified waste removal vendor to facilitate the Household Hazardous Waste Collection Event. The vendor will be selected through an RFP process in January 2023.

b. Describe the cost-effectiveness of the project. An example includes grant dollars spent per weight/volume of materials diverted from the solid waste stream.

The City plans to use the total volume figures provided by the waste removal vendor to calculate the amount of waste removed from the solid waste stream per dollar spent on the effort. Norcross is striving to conduct a cost-effective event, ensuring the most significant impact in the community for the most reasonable financial commitment needed to do so. The City's RFP process will help to ensure that the chosen vendor will provide quality services at a reasonable price.

c. Describe how the project and its benefits are likely to be perpetuated after RWD Grant funds have been expended without additional funding from the State. Examples include tipping fees, usage fees, or brokerage of recovered materials.

Norcross hopes to make the Household Hazardous Waste Collection Event an ongoing, bi-annual event to ensure that residents have access to safe and sustainable ways to dispose of hazardous household items. The success of the inaugural event will set the expectations for collection events moving forward and will be used to leverage support from the city to continue the effort in the future. The collection event is also expected to yield a small amount of cash revenue in exchange for some of the standard bulk recyclable items.



PROJECT TITLE

APPLICANT/LOCAL GOVERNMENT ENTITY NAME

SECTION FOUR: Budget

1. Complete the budget below to detail the amount and intended use of funds requested for each expenditure.
2. Provide information about any match items (including in-kind matches such as resources or staff time). Documentation for expenses should be provided, such as quotes for equipment purchases or payroll for salary costs. Match items should also be documented through letters of commitment, copies of checks, payroll records, etc. Documentation for expenses and match items may be submitted as Supporting Materials.
3. The Anticipated Expenditure Date should list the quarter or quarters in which the expense is expected to occur. The timeline cannot exceed 24 months.
4. Additional rows may be added as necessary.

Budget						
Item #	Description	Grant Funds Requested	Match Contribution		Anticipated Expenditure Date	Subtotal
			In-Kind	Cash		
1	Household Hazardous Waste Vendor	\$40,000		7,500	6/1/2023	47,500
2	Event Site- Gwinnett County Public School, Parking Facility	\$	250		6/1/2023	250
3	Staff Time (Community Development Department & Communications/Promotion)	\$	9671.4		3/1/2023	9671.4
4	Volunteer Time (10 volunteers for 6 hours at standard volunteer \$29.99/hour)	\$	1797		6/1/2023	1797
5	Police Department Over Time (4 officers for 4 hours)	\$		700	6/1/2023	700
6	Supplies (traffic cones, roadblocks, safety vests, clipboards, pens, tents, tables, chairs, watercooler)	\$	2,000		5/1/2023	2,000
7	Printing (Flyers, posters, rack cards, and directional signage)	\$		650	3/1/2023	650
8	Catered lunch and snacks/water for 16	\$		300	6/1/2023	300
9	30 YD Open Top for assorted, non-hazardous debris	\$		500	6/1/2023	500
10	Event Photographer	\$		350	6/1/2023	350
11						
12		\$				
Total		40,000	13718.4	10,000		63,718

Item	Cost	Details
traffic cone (50)	512.5	Global Industrial&#8482; 18" Traffic Cone, Non-Reflective, Black Base, 3 lbs
A-frame road block (2)	218	Amazon.com : Clipboard, HERKKA 15 Pack Hardboard Office Clipboards Standard A4 Letter Size
clip boards (15)	22.99	Clipboard with Low Profile Clip , Size 12.5 x 9 Inch : Office Products
pens (20)	8	Amazon.com: Zebra Pen Z-Grip Retractable Ballpoint Pen, Medium Point, 1.0mm, Black Ink, 24 Pack (Packaging may vary) : Sports & Outdoors
tents (3) 10 X 10'	405	Amazon.com : CROWN SHADES Canopy Tent 10x10 One Push Pop up Canopy Easy Up Canopy Outdoor Shade Bonus Carry Bag, 8 Stakes, 4 Ropes, Blue : Tools & Home Improvement
tables (2)	216	Amazon.com: BYLABLE Folding Table 6ft Portable Heavy Duty Plastic Fold-In-Hair Utility Foldable Table Plastic Dining Table Indoor Outdoor for Camping, Picnic and Party, White : Home & Kitchen
chairs (10)	340	Amazon.com: Amazon Basics Folding Plastic Chair with 350-Pound Capacity - 6-Pack, White
water cooler	98	Amazon.com: Coleman Ice Chest Coleman 316 Series Wheeled Hard Coolers
safety vests (20)	50.58	SAFE High Visibility Reflective Safety Vest, Made from Breathable and Neon Orange Mesh Fabric, Universal Size, light weight, 10 pack -- Amazon.com

Budget		
Item	Cost	Details
HHW Vendor	\$40,000	Handles material collection and disposal
HHW Vendor (additional material cost)	\$7,500	
Use of Site	250	Donated from Gwinnett County Public Schools
Supplies	2,000	Traffic cones (50), road block (2), clip boards (10), pens (20), safety vests (20), tables (2), chairs (16), tents (3), water cooler (See Supply Detail Tab)
Staff Time (PD)	\$700	4 officers for 4 hours OT
Staff Time (Community Development)	9671.4	6 employees for a total of 54 hours (RFP draft, score, and selection; event; Audits)
Volunteer Time	1797	10 volunteers for 6 hours https://independentsector.org/resource/value-of-volunteer-time/
Promotion- Design	\$1,250	graphic designer, copywriter/PR, project manager for 10 hours
Promotion- Printing	\$300	posters, flyers, and rack cards
Directional Signs	\$350	10- 24 X 18" coroplast sign panel, double side w/wire stands
Photographer	\$350	photographer for event
Catering	\$300	catering from local restaurant for 16 staff and volunteers
WM 30 YD OT	\$500	rental for 30 YD OT for debris
Total	\$64,968	

PROJECT TITLE

APPLICANT/LOCAL GOVERNMENT ENTITY NAME

SECTION FIVE: Supporting Materials

1. Attach supporting material(s) as needed. Supporting material(s) should be clearly labeled and identified.

ATTACHMENT 1

Feet on the Street Audit Materials



NORCROSS FEET ON THE STREET PRE-PROGRAM CURBSIDE RECYCLING CAPTURE STUDY

			Monday, 8/23/21	Tuesday, 8/24/21	Wednesday, 8/25/21	Thursday, 8/26/21	Friday, 8/27/21	
Category Classification		Code	Material Description	14 carts sampled	10 carts, 1 bin sampled	11 carts, 1 bin sampled	9 carts sampled	12 carts sampled
Weight in Pounds								
1	Acceptable Material	1	Cardboard - Corrugated Cardboard	26.30	67.00	46.80	66.10	34.40
2	Acceptable Material	2	Paper - Mixed Paper	22.60	20.80	31.40	17.90	15.64
3	Acceptable Material	3	Paper - Aseptic and Cartons	0.70	0.90	0.20	0.30	0.86
4	Acceptable Material	5	Plastic - PET Bottles and Jars	9.24	6.90	4.46	5.00	8.62
5	Acceptable Material	6	Plastic - Non-bottle PET containers	2.10	1.30	1.70	1.39	0.30
6	Acceptable Material	7	Plastic - Natural HDPE Bottles	2.50	0.30	1.00	0.99	1.02
7	Acceptable Material	8	Plastic - Colored HDPE Bottles	3.78	2.10	1.60	1.98	2.76
8	Acceptable Material	9	Plastic - Non-bottle HDPE Containers	0.20	0.00	0.00	0.09	0.60
9	Acceptable Material	16	Metal - Aluminum Cans	7.36	1.40	0.40	1.70	3.14
10	Acceptable Material	17	Metal - Aluminum Foil and Trays	0.01	0.00	0.01	0.00	0.00
11	Acceptable Material	18	Metal - Steel Cans	2.32	0.90	1.00	1.10	2.90
			TOTAL ACCEPTABLE MATERIAL:	77.11	101.60	88.57	96.55	70.24
12	Top Contaminant	33	Bagged Trash (More than 20% non-recyclables)	62.90	5.60	4.50	36.00	65.20
13	Top Contaminant	34	Bagged Recycling (Less than 20% non-recyclables)	16.40	0.70	16.80	24.82	8.60
14	Top Contaminant	13	Plastic Bags and Film	4.00	1.82	1.80	1.80	4.96
15	Top Contaminant	20	Glass Bottles and Jars	11.72	1.50	4.20	11.40	9.40
16	Top Contaminant	24	Food and Liquid	2.00	2.70	1.00	2.00	0.20
17	Top Contaminant	26	Electronics, Batteries, and Propane Tanks	0.00	0.00	1.40	0.00	0.09
18	Top Contaminant	30	Tanglers (Cords, Hoses, and Chains)	0.40	0.00	0.00	0.00	1.50
19	Other Contaminants	32	All Other Non-Recyclable Material	16.43	7.60	53.24	11.68	41.14
			TOTAL CONTAMINATION:	113.85	19.92	82.94	87.70	131.09
			NOTABLE CONTAMINANTS:	Bagged garbage and recyclables, cat litter, diapers, food waste	Styrofoam packing material, miscellaneous plastics #3-7, bagged clothing, food	Bagged recycling, donatables (dishes, appliances, toys), diapers, Styrofoam	Glass, bagged garbage, pet food bag	Toilet seat, garden hose, plastic and metal paint buckets, diapers, used menstrual products
				Lots of bagged trash	Lots of cardboard	Lots of mixed paper and OCC		Lots of garbage bagged in grocery bags
			TOTAL MATERIAL SAMPLED:	190.96	121.52	171.51	184.25	201.33
			DAILY CONTAMINATION RATE:	59.6%	16.4%	48.4%	47.6%	65.1%
			AVERAGE CONTAMINATION RATE:	47.42%				







ATTACHMENT 2

Norcross Sustainability Plan Goals





SURVEY RESULTS

- As the best way to **protect natural resources**, residents want to see a **plan developed** on how to protect, restore, and connect natural spaces.
- **Clear directions on what items are recyclable** is in high demand, including translation to multiple languages.

FEEDBACK

- More recycling programs throughout the year, especially for lightbulbs, paint, chemicals
- Stronger protection rules
- Reliable recycling services for apartment complex's

CHAMPIONS

"I was working at city hall, and one day got panicked calls that bulldozers were 'ripping through the woods' (behind my house). The city had recently sold its water system to the county, so turns out county bulldozers were clearing the sewer easement that parallels the creek. My neighbors and I were upset, then a friend said we'd been gifted about \$60K worth of clearing to start a new trail! So we rallied volunteers and extended the path to create a 1/4 mile loop trail. Now, these "Friends of Johnson Dean Forest" maintain the area as a real forest preserve for our whole community to enjoy."

- **Tixie Fowler,**
Gardens for Growing;
Friends of Johnson Dean Forest

FLOURISHING NATURE

OBJECTIVES

Connecting Goals: Good Neighbors; Well Residents; Efficient & Resilient Buildings

- Protect natural spaces and enhance existing ones
- Comprehensive and convenient recycling, supported by community education

RECOMMENDED ACTIONS

- 1 Expand recycling events and drop-off options for hard-to-recycle materials.
 - Hard-to-recycle materials include paint, chemicals, pharmaceuticals, styrofoam, carpeting, televisions, mattresses, tires, light bulbs, batteries, electronics, and textiles. These items can leach various chemicals and elements into our groundwater that can be harmful.
- 2 Develop Beaver Ruin Greenway. [PMPU]
 - The proposed plan consists of a greenway trail along an existing Georgia Power easement and a connecting trail along Beaver Ruin Creek and Mitchell Road. It also calls for an extensive evaluation of existing conditions including road crossings, driveway entrances, and school crossings as well as watershed impacts.
- 3 Complete Green Infrastructure Assessment and prioritize implementation of top recommendations.
 - Green Infrastructure: An interconnected network of a wide range of landscape elements that support native species, maintain natural ecological processes, sustain air and water resources, and contribute to the health and quality of life for communities and people.
- 4 Study needs and opportunities to increase recycling (particularly in multi-family residential). Create an education and awareness campaign, in multiple languages, to increase recycling rates.

POTENTIAL PARTNERS

Norcross Tree Board
Green Infrastructure Center
GA Urban Forest Council
Gwinnett Village CID
Gardens for Growing
Friends of Johnson Dean Forest

Center for Hard-to-Recycle Materials
Gwinnett Clean & Beautiful
Sierra Club, Georgia Chapter
Sustainable Norcross Commission
Discovery Garden Park

ATTACHMENT 3

City of Norcross Preferable Purchasing Policy



CITY OF NORCROSS

ENVIRONMENTALLY PREFERABLE PURCHASING POLICY

POLICY STATEMENT

The City shall acquire its goods and services in a manner that complies with Federal, State, and City laws, as well as other requirements (e.g., City resolutions). The City shall purchase and use materials, products and services which are fiscally responsible; ones that reduce resource consumption and waste, perform adequately, and promote human health and well-being.

I. Purpose

The purpose of this policy is to develop and implement an environmentally preferable purchasing program that accounts for life cycle costs and gives preference to products that are recycled, recyclable and otherwise more environmentally friendly than traditional products.

This policy will encourage the purchase and use of materials, products and services that best align with the City's fiscal, environmental, community and performance goals.

II. Definitions

Environmentally Preferable Product: A product that has a reduced negative effect or increased positive effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, fabrication, manufacturing, packaging, distribution, reuse, operation, maintenance, and disposal of the product. This term includes, but is not limited to, recyclable products, recycled products, and reusable products.

Performance: The ability of a product, material or service to accomplish its intended task or job

Life Cycle Assessment (LCA): The comprehensive examination of a product's environmental impacts throughout its lifetime, including new material extraction, transportation, manufacturing, use, and disposal.

Life Cycle Cost Assessment (LCCA): The comprehensive accounting of the total cost of ownership, including initial costs, energy and operational costs, longevity and efficacy of service, and disposal costs.

Recyclable Product: A product or package made from a material for which curbside or drop-off collection systems are in place for a majority of City residents or businesses, to divert from City solid waste for use as a raw material in the manufacture of another product or the reuse of the same product.

PURCHASING POLICY

PAGE 2

Recycled Content Product: A product containing a minimum of twenty-five percent (25%) recycled materials except in those cases where the U.S. Environmental Protection Agency has adopted procurement guidelines under the Resource Conservation Recovery Act of 1976. In those cases, the minimum content of recycled material shall not be less than specified in the most current adopted issue of those guidelines.

Reusable Product: A product that can be used several times for an intended end use before being discarded, such as a washable food or beverage container or refillable ballpoint pens.

Sustainable Product: A product that achieves performance objectives while respecting the City's values and balancing: environmental stewardship, social equity, fiscal responsibility and community enhancement.

Sustainable Purchasing: Purchasing materials, products, services and labor in a manner that reflects fiscal responsibility, social equity, community and environmental stewardship.

III. Description

Environmental factors to be considered in selecting products include Life Cycle Assessment (LCA) of:

- Pollutant releases;
- Waste generation;
- Greenhouse gas emissions;
- Recycled content;
- Energy consumption;
- Transportation impact for delivery;
- Depletion of natural resources; and
- Potential impact on human health and the environment.

Fiscal factors or Life Cycle Cost Assessment (LCCA) to be considered include but are not limited to:

- Lowest total cost including initial, energy, operational, longevity and efficacy of service, as well as disposal costs
- Leveraging our buying power
- Impact on staff time and labor
- Long-term financial/market changes
- Technological advances in a rapidly changing market

City departments shall use, where feasible, products that perform and have the least damaging/most beneficial environmental impact, including new environmentally preferable products, reusable products, recycled content, and recycled products and may include reconditioned or repurposed items if applicable.

Purchasing Policy**Page 3**

The Director of each City Department shall promote, whenever practicable, the use by its vendors, contractors, and consultants of recycled-content paper of at least 30% post consumer waste on all documents submitted to the City and other environmentally preferable/sustainable products, as appropriate.

The Director of each City Department shall cooperate in information gathering for the purposes of tracking, reporting, and evaluating the Environmentally Preferable Purchasing Program.

Key Benefits of adopting an Environmentally Preferable Purchasing Policy (or using an Environmentally Preferable Product) are to:

- improve efficiency and reduce waste
- save money
- demonstrate leadership to the community and stakeholders
- support local communities and businesses
- deliver community services obligations
- help achieve long term social and environmental objectives.

IV. Exceptions

Departments not complying with this policy shall provide the City Manager with a written explanation of why this policy is not being followed. Only the City Manager may grant an exception to the policy; and all such exceptions must be documented for the record.

V. Responsibility

All City of Norcross departments and offices that make purchases of goods and services or that contract with others to make purchases are responsible for complying with this policy. The primary responsibility of overseeing this policy will reside with the Department heads with oversight by the City Manager.

VI. References

<http://www.epa.gov/epp/>

www.greencounties.org

Rudolph Smith
City Manager
Effective April 1, 2010

ATTACHMENT 4

Georgia Municipal Measurement Program





Ms. Lena Chambless, Manager
 Recovered Materials Unit
 Georgia Environmental Protection Division
 4244 International Parkway, Suite 104
 Atlanta, GA 30354

November 22, 2021

Mrs. Lily Park, Planner, GIS & Sustainability
 City of Norcross
 65 Lawrenceville Street
 Norcross, Georgia 30071

Re: City of Norcross 2020 Municipal Measurement Program Completion

Dear Mrs. Park,

This letter is to inform you that the Georgia Environmental Protection Division (EPD) has received and reviewed the City of Norcross's 2020 surveys for the Municipal Measurement Program (MMP). The City of Norcross has successfully completed the 2020 MMP surveys. Please see the attachment for screenshots of the completed surveys as proof of the City of Norcross's participation in the 2020 MMP for the Atlanta Regional Commission's (ARC) Green Communities program.

The MMP verification process is twofold; EPD reviews the surveys first and marks as "Ready to Verify". We have indicated that the City of Norcross's 2020 MMP surveys are "Ready to Verify". The Recycling Partnership (TRP) then performs a secondary review to officially verify the surveys. This process can take several months and occurs independently of EPD. TRP may reach out to the City of Norcross with questions. Failure to respond may result in TRP delaying or denying verification. Verification is granted at the discretion of TRP.

We continue to monitor the MMP platform and will notify you once your status changes from "Completed" to "Verified". You can also check this information by logging into your MMP workspace.

Please feel free to contact Sarah.Knapp@dnr.ga.gov or (470)524-0632 with any questions.

Thank you,

Lena Chambless

Lena Chambless, Manager
Lena.Chambless@dnr.ga.gov
 (470) 251-8097

Attachment: Norcross RWD Agreement (22-6634 : Georgia Department of Natural Resource EPD RWD Grant Contract Execution)

Attachment: City of Norcross 2020 MMP Surveys

Completed Surveys

MEMBERS	MEMBER DETAILS
Alias: City of Norcross, GA Name: City of Norcross, GA 65 Lawrenceville Street Northwest, Norcross, GA 30071, USA MMP Municipality	Surveys COMPLETED About your Municipality COMPLETED Curbside Program Assessment COMPLETED Drop-Off Program Assessment

About your Municipality

AUDIT ONLY

MANAGER TEAM REVIEW & SIGN-OFF

Indicate who reviewed this response and add notes about what steps were taken to verify accuracy
 (+Add a row if review was done over multiple days OR by multiple Program Managers)

PROGRAM MANAGER NAME	HOW DID YOU CONFIRM THE CHANGES?	NOTES <i>(what changes were made, steps taken, etc.)</i>	DATE OF REVIEW	
Sarah Knapp	Response is accurate, no changes required		11/18/2021	31 REMOVE

ADD

Is this response ready to be Verified?

☐ No, still under review
☒ Yes, ready to verify

Select "Yes" once you have confirmed the response is accurate & is ready for TRP to Verify

Curbside Program Assessment

 AUDIT ONLY

MANAGER TEAM REVIEW & SIGN-OFF

Indicate who reviewed this response and add notes about what steps were taken to verify accuracy
(+Add a row if review was done over multiple days OR by multiple Program Managers)

PROGRAM MANAGER NAME	HOW DID YOU CONFIRM THE CHANGES?	NOTES <i>(what changes were made, steps taken, etc.)</i>	DATE OF REVIEW	
Sarah Knapp	Response is accurate, no changes required ▼		11/18/2021 	 REMOVE

 ADD

Is this response ready to be Verified?

☐ No, still under review

☒ Yes, ready to verify

Select "Yes" once you have confirmed the response is accurate & is ready for TRP to Verify

Drop-Off Program Assessment

 AUDIT ONLY

MANAGER TEAM REVIEW & SIGN-OFF

Indicate who reviewed this response and add notes about what steps were taken to verify accuracy
(+Add a row if review was done over multiple days OR by multiple Program Managers)

PROGRAM MANAGER NAME	HOW DID YOU CONFIRM THE CHANGES?	NOTES <i>(what changes were made, steps taken, etc.)</i>	DATE OF REVIEW	
Sarah Knapp	Response is accurate, no changes required ▼		11/18/2021 	 REMOVE

 ADD

Is this response ready to be Verified?

☐ No, still under review

☒ Yes, ready to verify

Select "Yes" once you have confirmed the response is accurate & is ready for TRP to Verify

ATTACHMENT 5

Expense Documentation





MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **MATT MYERS** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE** ·
COUNCILMEMBER **BRUCE GAYNOR** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE LANG**

September 2, 2022

To: Lily Park

From: Erin Taylor

Cc: Camille Washington

Re: EPD Grant - Community Development Department

Department	Primary Title	Default Hourly Rate	54 Hours
100-7000	PLANNER	25.56	1380.24
100-7000	SENIOR PLANNER	31.31	1690.74
100-7000	RECEPTIONIST- ADMIN COORD	20.87	1126.98
100-7000	ASSISTANT CITY MANAGER	60.45	3264.30
100-7000	LAND DEVELOPMENT INSPECTOR/ARBORIST	24.09	1300.86
100-7000	PLAN REVIEW TECHNICIAN	16.82	908.28



MXI Environmental Services, LLC Phone 276-628-6636

26319 Old Trail Road
Abingdon, VA 24210

Fax 276-623-0599

August 29th, 2022

City of Norcross, GA
65 Lawrenceville Street
Norcross, Georgia 30071
Attn: Lily Park

RE: Waste Disposal

Dear Ms. Park,

MXI Environmental Services is pleased to present this proposal for your consideration.

SCOPE OF WORK

City of Norcross, GA would like to utilize MXI Environmental Services (MXI) for collection, packaging, transportation, and disposal of household hazardous waste (HHW) materials. MXI will provide labor and materials required to complete scope of project. MXI will process the household hazardous wastes through our permitted facility.

PRICING INFORMATION

MXI will provide disposal of the requested *non-hazardous waste* materials for the following rate(s):

Aerosol Cans – Lab Pack	\$ 125.00 / 55 Gallon Drum \$ 450.00 / Cubic Yard Box
LP Gas Cylinders – Lab Pack	\$ 100.00 / 55 Gallon Drum
- 1 Pound and 20 Pound Cylinders – Mixed	\$ 250.00 / Cubic Yard Box
Fire Extinguishers – Lab Pack	\$ 150.00 / 55 Gallon Drum
Flammable Liquids – Bulk	\$ 95.00 / 55 Gallon Drum
Oil Based Paint – Lab Pack	\$ 75.00 / 55 Gallon Drum \$ 275.00 / Cubic Yard Box
Flammable Solids – Lab Pack	\$ 90.00 / 5 Gallon Bucket \$ 175.00 / 55 Gallon Drum
Oxidizing Solid – Lab Pack	\$ 90.00 / 5 Gallon Bucket \$ 350.00 / 55 Gallon Drum
Oxidizing Liquid – Lab Pack	\$ 90.00 / 5 Gallon Bucket \$ 350.00 / 55 Gallon Drum



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Organic Peroxides (Type D & E) – Lab Pack	\$ 125.00 / 5 Gallon Bucket
Pesticides Solid – Lab Pack	\$ 250.00 / 55 Gallon Drum
Pesticides Liquid – Lab Pack	\$ 250.00 / 55 Gallon Drum
Corrosive Acid Solid – Lab Pack	\$ 75.00 / 5 Gallon Bucket \$ 150.00 / 55 Gallon Drum
Corrosive Acid Liquid – Lab Pack	\$ 75.00 / 5 Gallon Bucket \$ 150.00 / 55 Gallon Drum
Corrosive Basic Solid – Lab Pack	\$ 75.00 / 5 Gallon Bucket \$ 150.00 / 55 Gallon Drum
Corrosive Basic Liquid – Lab Pack	\$ 75.00 / 5 Gallon Bucket \$ 150.00 / 55 Gallon Drum
Elemental Mercury – Lab Pack	\$ 30.00 / Pound
Mercury Manufactured Articles – Lab Pack	\$ 175.00 / 5 Gallon Bucket
Latex Paint – Lab Pack	\$ 150.00 / Cubic Yard Box
Non-Hazardous Batteries – Lab Pack	\$ 50.00 / 5 Gallon Bucket \$ 125.00 / 55 Gallon Drum
Hazardous Batteries – Lab Pack	\$ 110.00 / 5 Gallon Bucket \$ 500.00 / 55 Gallon Drum
Automotive Batteries – Lab Pack	No Charge
Non-PCB Ballasts – Lab Pack	\$ 35.00 / 5 Gallon Bucket \$ 150.00 / 55 Gallon Drum
Fluorescent Light Tubes – Lab Pack	\$ 0.35 / Linear Foot
Compact Fluorescent Lamps – Lab Pack	\$ 25.00 / 5 Gallon Bucket \$ 200.00 / 55 Gallon Drum
Motor Oil – Bulk	\$ 75.00 / 55 Gallon Drum
Antifreeze – Bulk	\$ 75.00 / 55 Gallon Drum
Asbestos – Non-Friable	\$ 135.00 / 55 Gallon Drum \$ 450.00 / Cubic Yard Box



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Abingdon, VA 24210

Fax 276-623-0599

Mobilization and Demobilization for event will be provided at the following rate(s):

Mobilization/Demobilization	\$ 6,000.00 / Event
- 8 Employees	
- Transportation To & From	
- Containers Included	

Equipment for event will be provided at the following rates(s):

Fork Lift – One Day Rental (If Required)	\$ 1,000 / Event
--	------------------



MXI Environmental Services, LLC Phone 276-628-6636

26319 Old Trail Road
Abingdon, VA 24210

Fax 276-623-0599

Conditions of Contract:

MXI will set up job site for collection the day of, prior to the collection event.

MXI will provide supplies and documentation for safe and legal transport of materials generated at collection event.

MXI will provide employees for unloading of vehicles. All materials are to be verified for acceptability before unloading.

MXI will provide segregation, packing, transportation, and disposal of the materials for the event

City of Norcross, GA will provide a suitable job site for the collection event. Job site will have restroom facilities available.

City of Norcross, GA will provide a means of trash disposal for debris generated from collection (Empty gas can, oil cans, cardboard, plastic totes, etc).

City of Norcross, GA will provide traffic control during the collection event.

City of Norcross, GA will provide a car count of participants.

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26319 Old Trail Road
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Fax 276-623-0599

Household materials to be accepted and managed are as follows:

- Propane
- Fire Extinguishers
- Aerosol Cans
- Flammable Solids & Liquids
- Oil Based Paint
- Water Reactive Materials (Pricing Done Case-by-Case)
- Oxidizing Solids & Liquids
- Organic Peroxides Type D & E
- Pesticide Solids & Liquids
- Mercury
- Mercury Manufactured Articles
- Corrosive Solids & Liquids
- Oil
- Antifreeze
- Batteries
 - Alkaline
 - Lead Acid
 - Lithium
 - Lithium Ion
 - Nickel Cadmium
 - Nickel Metal Hydride
- Asbestos Containing Material – Non-Friable (Acceptability Determined Case-by-Case)

Materials not to be accepted and managed are as follows:

- Business Wastes (Without Prior Arrangement)
- PCB containing materials (Without Prior Arrangement)
- Cylinders other than fire extinguishers and propane tank. (Without Prior Arrangement)
- Radioactive Materials including Smoke Detectors (Without Prior Arrangement)
- Ammunition
- Fire Arms
- Explosives
- Medical Wastes
- Medications
- Electronic Wastes (Without Prior Arrangement)



MXI Environmental Services, LLC Phone 276-628-6636

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Abingdon, VA 24210

Fax 276-623-0599

The price estimate is based upon the following:

1. Invoices submitted by MXI are payable within thirty (30) days from receipt of invoice. Invoices not settled within 30 days are subject to 1.5% per month service charge on the outstanding balance.
2. This proposal and all attachments and exhibits are considered confidential and proprietary and shall not be loaned, copied, distributed, or published, in whole or in part, or used for any purpose other than for which they were intended, without prior written consent of MXI.
3. The transportation segment of your bill may be billed directly by our Trucking Division as Maumee Express, Inc. The difference will be itemized and billed by MXI Environmental Services, LLC.
4. Demurrage policy: For day rates 10 hours portal to portal is free time with \$85 per hour over. For all other transportation quotes 1 hour is free loading at shipper and 2 hours is free unloading at the consignee.
5. This is a good faith estimate only with inventory and site conditions not verified. Pricing will be done on a unit cost basis, per above. All pricing is subject to formal acceptance and approval by appropriate disposal facilities. Materials which do not conform to waste profiles or customer representation are subject to off-spec charges or rejection. Any associated charges are the responsibility of the customer.
6. Customer shall be responsible for all collection and attorney fees incurred by MXI for non-payment of invoices. This proposal is valid for a period of sixty (60) days and is subject to change without notice thereafter.
7. Any costs for parking tickets incurred by MXI or its transporters during pickup of materials will be passed on to customer.
8. In cases where customer, or any agent other than MXI (agent), transports materials, customer or agent shall be responsible for safe, legal transportation of any materials transported for the duration of time materials are in customer's or agent's possession.
9. This signed pricing agreement will supersede any previously issued pricing for the listed materials and services.

MXI sincerely thanks you for considering MXI with this opportunity. We look forward to doing work with you more in the future.

With kindest regards,



John Twiddy

MXI Environmental Services, LLC

Business Development Manager

Office: (276) 628-1156 ext. 202

Mobile: (276) 608-0003

Email: johnt@mxinc.com

www.mxinc.com

#MXIEnvironmental

APPROVED BY:

DATE: _____

PRINT: _____

SIGNATURE: _____



Clean Harbors Environmental Services, Inc.
600 Longwater Drive
Norwell, MA 02061
www.cleanharbors.com

August 25, 2022

Attn: Ms. Lily Park
City of Norcross, Georgia
345 Lively Avenue, Norcross, GA 30071
Norcross, GA 30071

Quote #4108535

Dear Ms. Park:

Thank you for considering Clean Harbors Environmental Services, Inc. (Clean Harbors) for your household hazardous waste management needs. We are pleased to provide you with the following pricing. Additionally, Clean Harbors has the appropriate permits and licenses for the acceptance and disposal of the waste streams identified within this quotation.

In addition to providing household hazardous waste management services and disposal to our company owned and operated facilities, Clean Harbors offers a broad range of environmental services including:

- Waste Transportation & Disposal
- Laboratory Chemical Packing
- Field Services
- 24-Hour Environmental Emergency Response
- Industrial Services
- InSite Services

I look forward to continuing to service your environmental needs. To place an order, please contact our Customer Service group at 800.444.4244. If you have any questions or need further assistance, you may reach me at the number below.

Sincerely,

Aaron Jackson
Business Dev Rep - Ske
Phone: 781.792.5000
aaron.jackson@safety-kleen.com



August 25, 2022
Clean Harbors Quote #4108535

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LABOR, DISPOSAL, MATERIALS & TRANSPORTATION

DISPOSAL

Profile/Waste Code	Waste Description	Qty	UOM	Price	Total
A31	SPECIFICATION OILS	2	55 gallon drum	\$70.00	\$140.00
CFL1	MERCURY BULBS FOR RECLAMATION	250	pounds	\$1.25	*\$312.50
CFL8	COMPACT FLUORESCENT LAMPS FOR RECLAIM	25	pounds	\$6.00	*\$150.00
FB1	LIQUID FOR FUEL	4	55 gallon drum	\$70.00	\$280.00
LBD1	ALKALINE DRY CELL BATTERIES FOR RECLAMATION (MERCURY FREE)	1	pounds	\$1.15	*\$75.00
LBD2	NI-CAD BATTERIES WET OR DRY FOR RECLAMATION	1	pounds	\$1.15	*\$75.00
LCCR	LABPACK FOR INCINERATION	1	5 gallon pail	\$67.50	\$67.50
LCCR	LABPACK FOR INCINERATION	12	55 gallon drum	\$225.00	\$2,700.00
LCCRC	LABPACK ORGANICS FOR INCINERATION	2	flex bin	\$787.50	\$1,575.00
LCCRQ	AEROSOLS FOR INCINERATION	6	55 gallon drum	\$200.00	\$1,200.00
LCHG2	LABPACK MERCURY DEVICES / MERCURY DEBRIS FOR RETORT	20	pounds	\$15.30	*\$675.00
LCY1	PROPANE CYLINDERS FOR RECYCLING	30	lecture bottle	\$14.00	\$420.00
LCY1	PROPANE CYLINDERS FOR RECYCLING	10	medium cylinder	\$60.00	\$600.00
LPTN	NON-PROCESSABLE PAINT & PAINT RELATED MTRL FOR INCINERATION	2	flex bin	\$750.00	\$1,500.00
LPTP	PROCESSABLE PAINT & PAINT RELATED MTRL FOR FUEL/ INCINERATION	8	flex bin	\$550.00	\$4,400.00
LRCT	LABPACK REACTIVES FOR INCINERATION	15	pounds	\$5.00	*\$200.00
HHWELBLA-UW	LEAD ACID BATTERIES- UNIVERSAL WASTE	1200	pounds	\$0.82	*\$984.00
				Total	\$15,354.00

*The following minimum price(s) will apply:

Profile/Waste Code	UOM	Minimum Price
CFL1	pallet	\$65.00
CFL8	pallet	\$65.00
LBD1	5 gallon pail	\$75.00
LBD2	5 gallon pail	\$75.00
LCHG2	5 gallon pail	\$675.00
LRCT	5 gallon pail	\$200.00

Attachment: Norcross RWD Agreement (22-6634 : Georgia Department of Natural Resource EPD RWD Grant Contract Execution)



August 25, 2022
Clean Harbors Quote #4108535

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*The following minimum price(s) will apply:

Profile/Waste Code	UOM	Minimum Price
HHWELBLA-UW	pallet	\$650.00

LABOR, SUPPLIES, AND EQUIPMENT

Amount	Description	Qty/UOM	Days	Unit Price	Extended Total
2	Chemist	8 hour*	1	\$67.00	\$1,072.00
2	Chemist Overtime	4 hour	1	\$100.00	\$800.00
1	Equipment Operator	8 hour*	1	\$69.00	\$552.00
1	Equipment Operator, Overtime	4 hour	1	\$103.00	\$412.00
10	Field Technician	8 hour*	1	\$53.00	\$4,240.00
10	Field Technician Overtime	4 hour	1	\$79.00	\$3,160.00
1	Box Truck	12 hour*	1	\$50.00	\$600.00
1	Forklift, 2,000Lb Capacity	12 hour*	1	\$74.00	\$888.00
13	Modified Level D (Tyvec, Gloves and Boots)	1 each	n/a	\$33.00	\$429.00
3	Pickup/Van/Car/Crew Cab	12 hour*	1	\$20.00	\$720.00
1	Tractor w/Box Van	12 hour*	1	\$60.00	\$720.00
3	5 Gal / 20 Litre Poly Drum 1H2/Y1.5/60	1 each	n/a	\$24.00	\$72.00
6	55 G / 205 L Steel Drum, Reconditioned 1A2/Y1.2/100 (17-H)	1 each	n/a	\$106.00	\$636.00
2	55 Gal / 205 Litre Open Head Poly, Reconditioned Drum 1H2/Y2	1 each	n/a	\$100.00	\$200.00
3	8ft Fluorescent Tube Box 4G/Y275	1 each	n/a	\$45.00	\$135.00
19	DOT Rated Heavy Duty Pallet	1 each	n/a	\$40.00	\$760.00
14	Flexbin, 1 Cubic Yard Flexbin 11G/Y/2022/1122	1 each	n/a	\$118.00	\$1,652.00
2	Fluorescent Bulb Tubes, 4ft 100 bulb capacity	1 bulb box	n/a	\$108.00	\$216.00
18	Lab pak box, 55gal UN 4G/Y147.3/S HD poly liner included	1 each	n/a	\$37.00	\$666.00
15	Per Diem / Subsistence	1 day	n/a	\$175.00	\$2,625.00
1	Personnel Staging Tent, 20' x 30'	1 day	n/a	\$155.00	\$155.00
2	Speedi Dry	1 bag	n/a	\$18.00	\$36.00
20	Vermiculite 4 cuft	1 bag	n/a	\$67.00	\$1,340.00

Attachment: Norcross RWD Agreement (22-6634 : Georgia Department of Natural Resource EPD RWD Grant Contract Execution)



August 25, 2022
Clean Harbors Quote #4108535

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Amount	Description	Qty/UOM	Days	Unit Price	Extended Total
				Total	\$22,086.00

* Includes portal-to-portal travel time

TRANSPORTATION

Dispatch Location	Qty	Price	UOM	Total
Tucker, GA Hub	70	\$36.00	container	* \$2,520.00

* Minimum charge \$361.00 per trip.

TOTAL ESTIMATE

\$39,960.00

Estimated Recovery Fee \$9,590.40

Estimated Waste Fee \$25.41

Estimated total, including Fees \$49,575.81

WASTE CLASSIFICATIONS SPECIFICATIONS

Waste Code	Description
A31	Specification Oils Solids Content less than 6% Ash less than 5% Non-detectable concentration of PCB's (i.e. <2ppm MDL) VOCs less than 1% if lighter than mineral spirits Less than 10% medium boiling hydrocarbons less than 90% high boiling hydrocarbons Viscosity less than 1,000 CPS Organic Chlorine (organic phase) less than 5,000 PPM Flashpoint greater than 141F pH = 4 - = 11 For drum shipments: less than 10 percent water Caustic Coagulation Must pass Silicon less than 200 PPM Phosphorous less than 1,500 PPM if material < 30% water Phosphorous = 150 PPM if material > 30% - = 70% water Vanadium less than 5 PPM PRIMARY DISPOSAL METHOD: OIL RE-REFINING
CFL1	Mercury Bulbs For Reclamation Less than 5 percent broken bulbs Intact 4 foot or 8 foot bulbs Packaged in original bulb boxes or specialty containers

Attachment: Norcross RWD Agreement (22-6634 : Georgia Department of Natural Resource EPD RWD Grant Contract Execution)

August 25, 2022
Clean Harbors Quote #4108535

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WASTE CLASSIFICATIONS SPECIFICATIONS

Waste Code	Description
CFL1	Mercury Bulbs For Reclamation Shrink wrapped to pallets No free mercury PRIMARY DISPOSAL METHOD: RECLAMATION
CFL8	Compact Fluorescent Lamps For Reclaim Packaged in original bulb boxes or specialty containers Shrink wrapped to pallets No free mercury PRIMARY DISPOSAL METHOD: RECLAMATION
FB1	Liquid For Fuel Example: paint thinner, solvents Less than 4 inches of dispersible sludge Less than 5 percent halogens/sulfur Source of PCB < 50 ppm Greater than 10,000 BTU's No pesticides No debris Low viscosity (e.g. thinners) Must not set-up with water or with organic solvents PRIMARY DISPOSAL METHOD: FUEL BLENDING/INCINERATION

QUOTE CONDITIONS

Please note that this price is based on assumptions made about the total waste items that will be generated at this community HHW event. Final billing will be based upon the actual materials packaged for disposal based on the unit rates quoted.

GENERAL CONDITIONS

- Except where superseded by an existing services agreement the following terms and conditions apply to this quoted business.
- Prices firm for 30 days.
- Terms: Net 30 Days
- Interest will be charged at 1.5% per month or the maximum allowed by law for all past due amounts.

GENERAL CONDITIONS

- Local, state and federal fees/taxes applying to the generating location/receiving facilities are not included in disposal pricing and will be added to each invoice as applicable.
- Materials subject to additional charges if they do not conform to the listed specifications.
- Electronically submitted profiles will be approved at no charge. Paper profiles will be charged at \$75.00 each.
- Clean Harbors supports many invoice delivery options (E-mail, Electronic Invoicing, EDI, Etc.). Pricing is based on Clean Harbors' standard invoice delivery method of E-mail. If another delivery method is required there could be an additional service fee per invoice. Any alternate delivery methods must be reviewed and approved by Clean Harbors prior to acceptance and implementation.
- Compressed gas cylinders requiring special handling due to inoperable valves will be assessed an additional charge of \$400.00 per cylinder. Cylinders larger than medium size will be quoted case by case. This charge may be sent as supplemental invoice.
- A variable Recovery Fee (that fluctuates with the DOE national average diesel price), currently at 24.0%, will be applied to the total invoice. For more information regarding our recovery fee calculation please go to: www.cleanharbors.com/contact-us/customer-resources.
- Pickups that require same day or next day service may be subject to additional charges.
- Pickups cancelled within 72 hours of scheduling will be subject to cancellation charges.
- Transportation charges to the final disposal facility will be charged in addition to local transportation to our truck to truck hub/local facility and will vary with logistics and routing.
- Clean Harbors will provide a manifest and necessary labels for transportation with a charge of \$1.25 per label.
- Clean Harbors reserves the right to charge \$50 a day for all transportation equipment not owned or subcontracted by Clean Harbors that remain at a Clean Harbors TSDF in excess of 7 days of being emptied and the customer receiving notification that the equipment is available for pick up.
- Time over eight (8) hours in the normal workday and all day Saturday is considered overtime and will be billed at 1.5 times the applicable straight time rate for all billable personnel unless otherwise quoted. Sunday and Holidays are considered premium time and will be billed at 2.0 times the applicable straight time rate for all billable personnel unless otherwise quoted.
- Standard disposal conversions (excluding minimums) apply to containers other than 5 gallon drums unless otherwise quoted: 6-20g 60%, 21-30g 75%, 31-55g 100%, 56-85g 145%, FBIN 350%, TOT2(<300gal TOTE) 500%, TOTE 630%.
- In the event that legal or other action is required to collect unpaid invoice balances, Customer agrees to pay all costs of collection, including reasonable attorneys' fees, and agrees to the jurisdiction of the Commonwealth of Massachusetts.
- The USEPA implemented the E-manifest system in June 2018 and charges the receiving TSDF a fee per manifest that is subject to change at USEPA's discretion. Clean Harbors currently charges \$20 per manifest to cover this cost on every invoice. This charge is subject to change if USEPA applies increased charges in the future.
- Unless specifically noted, these rates are not valid where Prevailing Wages and / or certified payroll apply. Any Prevailing Wage rates will be quoted on a case-by-case basis.



August 25, 2022
Clean Harbors Quote #4108535

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ACKNOWLEDGEMENT

Your signature below indicates your acceptance of the pricing and terms detailed in the quote above.

Thank you for the opportunity to be of service.

Signature

PO#

Date

Print Name

Quote # 4108535

Attachment: Norcross RWD Agreement (22-6634 : Georgia Department of Natural Resource EPD RWD Grant Contract Execution)

From: [Mike Cammack](#)
To: [Lily Park](#)
Subject: Re: Norcross HHW Event- GCPS Site
Date: Monday, September 5, 2022 2:19:48 PM
Attachments: [image001.png](#)
[Facility Use Form- 2021-2022 \(2\).pdf](#)

Caution: This email came from outside Norcross Networks. Do not open attachments or click on links if you do not recognize the sender.

Lily,

We charge \$25.00 per hour for the use of our parking lots. Please complete the attached Facility Use Agreement. I will use this information to create a contract for your event.

Thank you.

Mike Cammack, CAA
 Norcross Community School Coordinator
 5300 Spalding Drive
 Norcross, GA 30092
 (770) 447-2643
<https://www.gcpsk12.org/norcrosshs>
 GHSA Region 7-AAAAAAA Secretary

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. This message contains confidential information and is intended only for the individual named. Please notify the sender immediately by email if you have received this email by mistake and delete this email from your system.

From: Lily Park <Lily.Park@norcrossga.net>
Sent: Friday, September 2, 2022 2:07 PM
To: Mike Cammack <Mike.Cammack@gcpsk12.org>
Cc: Tracy Rye <Tracy.Rye@norcrossga.net>
Subject: Norcross HHW Event- GCPS Site

CAUTION: This email originated from outside of the school district. Please do not reply, open attachments, or click website links unless you recognize the sender and know the content is safe.

Good afternoon Mike,

Thank you for your assistance on this project! As Patrick shared with you, we applying for a grant through the EPD to host a household hazardous waste event for Norcross residents. GCPS has generously offered the parking facility across from Baldwin Elementary to host this event next summer, 2023.

We are preparing our submission for the grant which requires a detailed narrative of our project

budget including in-kind contributions. Do you have a metric to quantify the value of the site?

We would be using the site for roughly 10 hours over two days. Feel free to give me a call if you wish to discuss over the phone. My number is 770-274-0175.

Thanks,

Lily Park
Planner, GIS & Sustainability
City of Norcross
65 Lawrenceville Street
Norcross, Georgia 30071
[p] 770.274.0175
www.norcrossga.net



NOTE: Email is provided to employees for the administrative needs of the city. Email correspondence to/from a city email account is considered public information and subject to release under Georgia laws or pursuant to subpoena.



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **MATT MYERS** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE** ·
COUNCILMEMBER **BRUCE GAYNOR** · COUNCILMEMBER **ARLENE BECKLES** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE LANG**

September 2, 2022

To: Lily Park

From: Erin Taylor

Cc: Camille Washington

Re: EPD Grant - Community Development Department

Department	Primary Title	Default Hourly Rate	14 Hours
100-7000	PLANNER	25.56	357.85
100-7000	SENIOR PLANNER	31.31	438.38
100-7000	RECEPTIONIST- ADMIN COORD	20.87	292.11
100-7000	ASSISTANT CITY MANAGER	60.45	846.24
100-7000	LAND DEVELOPMENT INSPECTOR/ARBORIST	24.09	337.21
100-7000	PLAN REVIEW TECHNICIAN	16.82	235.48



Accent Creative Group 365 South Perry Street
678-407-8820 Lawrenceville, Georgia
30046
United States

Prepared For
Lily Parks
City of Norcross
65 Lawrenceville Street
Norcross, Georgia
30071
United States

Estimate Date
09/02/2022

Estimate Number
0000592

Description	Rate	Qty	Line Total
Graphic Design Design and layout of event graphics - poster, flyer, digital signage, social and web graphics	\$125.00	7	\$875.00
Copywriting Event promotion content for website, social platforms and press release	\$55.00	3	\$165.00
Subtotal			1,040.00
Tax			0.00
Estimate Total (USD)			\$1,040.00

Terms
Net 15

Attachment: Norcross RWD Agreement (22-6634 : Georgia Department of Natural Resource EPD RWD Grant Contract Execution)

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A. § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

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: _____



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **MATT MYERS** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **ARLENE BECKLES** · COUNCILMEMBER **BRUCE GAYNOR** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	22-6630	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/3/2023 6:30 PM	In Control:	Mayor and Council
Title:	Lighting Services		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Lighting & Decor Services](#)
2. [A1\) Lighting and Decroations Services RFP](#)
3. [A2\) Annual Light & Decor Services](#)
4. [A3\) Norcross Christmas Services](#)
5. [A4\) City Light Schedule 2023](#)

Title
Lighting Services

Drafter
Shahin Khalili

Motion
A motion to Approve/Deny staff to proceed with a Request for Proposals for city wide Lighting and Decorations Installations and Maintenance services.



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **MATT MYERS** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **BRUCE GAYNOR** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE LANG**

Agenda Report

To: Mayor and Council
From: Shahin Khalili, Landscape and Beautification Manager
Agenda: January 3, 2023 - Mayor and Council
Agenda #: 22-6630
Item: City Wide Lighting and Decorations Services RFP Eric
CC: Johnson, City Manager

Recommendation

Approve to proceed with a Request for Proposal for city wide Lighting and Decorations Installations and Maintenance services.

Background

Staff of The City of Norcross is requesting Sealed Proposals for City wide Annual lighting & Decorations & Maintenance Services for holiday and other events lighting and decorations for designated areas within the city of Norcross as illustrated on accompanied exhibits.

The term of the initial agreement shall be for the 2023 holiday season. The intent of the RFP is to have a successful contractor enter into an agreement with the city for the desired services. The City of Norcross will retain the option, at its sole discretion, to award up to Five (5) renewal periods of one (1) year each. The selected contractor will use creative ideas and concepts to ensure cohesiveness in the holiday theme and design of all lights and decorations in all areas designated by the City of Norcross in this RFP.

All work must be conducted according to industry standards

Financial impact

Upon expiration of the contract with the current contractor, staff recommends to post the lighting and decorations services to reflect the current prices.



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **MATT MYERS** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **BRUCE GAYNOR** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE LANG**

Consistent with Comprehensive Plan?

Proceeding forward with this contract extension enforces Goal 6 of the Community Vision outlined in the 2040 Norcross Comprehensive Plan: Further the City's Tradition of strong Leadership and High Level of Quality services.

Next Steps

Upon approval, Staff will post for RFP

Attachments

- A1) Lighting and Decorations Services RFP
- A2) Annual Light & Decor Maintenance Services
- A3) City of Norcross Christmas Services
- A4) City Light Schedule

Update

N/A

Attachment: Agenda Report - Lighting & Decor Services (22-6630 : Lighting & Decorations Services RFP)

City of Norcross
Department of Public Works, Utilities & Parks

Request for Proposal (PWUP 23-01)

City Wide Lighting & Decorations Services & Maintenance

PROJECT SCOPE

The City of Norcross is requesting Sealed Proposals for City wide Annual lighting & Decorations & Maintenance Services for holiday and other events lighting and decorations for designated areas within the city of Norcross as illustrated on accompanied exhibits. The term of the initial agreement shall be for the 2023 holiday season. The intent of the RFP is to have a successful contractor enter into an agreement with the city for the desired services. The City of Norcross will retain the option, at its sole discretion, to award up to three (3) renewal periods of one (1) year each. The selected contractor will use creative ideas and concepts to ensure cohesiveness in the holiday theme and design of all lights and decorations in all areas designated by the City of Norcross in this RFP.

All work must be conducted according to industry standards

INSTRUCTIONS

All sealed proposals must be submitted by Friday, February 24, 2023, @ 11:00 AM to the address below: Please submit two hard (paper) copies and one soft (PDF or other electronic document on a CD) of your RFP package to:

Matthew Zaki, PE. CFM
 PWUP 23-01
 Department of Public Works, Utilities & Parks
 345 Lively Avenue
 Norcross, GA 30071

Please request RFP documents/specifications and submit questions via e-mail only. Submit questions/requests to Shahin Khalili via e-mail at Shahin.khalili@norcrossga.net. Addenda will be posted on the City of Norcross website. After the RFP is issued, no contact will be permitted between the vendors and any other city staff members or elected officials

All questions/requests must be submitted via e-mail prior to February 10, 2023.

MANDATORY: Pre-Bid Meeting

All vendors are required to attend a pre-bid meeting Friday, January 20, 2023 @ 10:00 a.m. @ 345 Lively Ave, Norcross, GA 30071.

The City of Norcross reserves the right to accept or reject any or all Proposals and award in the best of interest of the city.

We appreciate your interest in the City of Norcross!

Attachment: A1) Lighting and Decorations Services RFP (22-6630 : Lighting & Decorations Services RFP)

Response assessment based upon:

- 1) Qualifications.
- 2) Experience.
- 3) References.
- 4) Thoroughness of response.
- 5) Cost

SPECIFICATIONS

The City of Norcross is seeking a company that will provide a creative and cohesive Holiday and special events display throughout the city. The city is attempting to develop the same level of services provided and for the contractor to propose any improvements throughout. The city of Norcross requires lighting and decorations in various locations. All respondents must thoroughly acquaint themselves with these locations.

The city of Norcross is requesting Sealed Proposals for City wide Annual lighting & Decorations & Maintenance Services for holiday and other events lighting and decorations for designated areas within the city of Norcross as illustrated on accompanied exhibits.

The term of the initial agreement shall be for the 2023 holiday season. The intent of the RFP is to have a successful contractor enter into an agreement with the city for the desired services. The City of Norcross will retain the option, at its sole discretion, to award up to three (3) renewal periods of one (1) year each. The selected contractor will use creative ideas and concepts to ensure cohesiveness in the holiday theme and design of all lights and decorations in all areas designated by the City of Norcross in this RFP.

All work must be conducted according to industry standards

REQUIREMENT

Estimates must include labor and all materials as specified; no substitutions for materials are allowed unless approved by owner.

I. GENERAL CONDITIONS

VENDORS ARE ADVISED TO THOROUGHLY UNDERSTAND THE GENERAL CONDITIONS AND SPECIAL PROVISIONS, PRIOR TO SUBMITTING THEIR PROPOSALS.

A. Qualifications

1. Proposals will be considered only from experienced and well-equipped Vendor(s) engaged in work of this type and magnitude.
2. Vendors may be required to submit evidence setting forth qualifications, which entitle his or her company for consideration as a responsible Vendor. A list of work of similar character successfully completed within the last two years may be required giving the location, size and listing of equipment available for use on this work. Before accepting any proposals, the City may require evidence of the Vendor's financial ability to successfully perform the work to be accomplished under the contract.

B. Guarantee to Accompany Proposal

1. If the proposal is greater than \$30,000.00, Proposals must be accompanied by a certified check or cashier's check or acceptable bid bond in an amount not less than five percent (5%) of the amount proposal per section, and failure to submit a bid bond will be cause for rejection.

C. Authority to Sign

1. The vendor should make sure that the legal proper name of his/her proprietorship, firm, partnership and/or corporation is printed or typed in the space provided on the Schedule of items.

D. Rights Reserved

1. City of Norcross reserves the right to reject all Proposals, to waive informalities or to re-advertise. It is understood that all Proposals are made subject to this agreement, that City of Norcross reserves the right to decide which Proposals it deems lowest and best. In arriving at this decision, full consideration will be given to the reputation of the Proposer, their financial responsibility, and work of this type successfully completed and past performance with the City of Norcross.
2. Proposers are advised to examine the lighting and decorations & maintenance specifications and all accompanied exhibits carefully and to make examinations of the site(s) of the proposed work as are necessary to familiarize themselves with location conditions, which may affect the proposed work. Proposers are also advised to inform themselves fully in regard to conditions under which the work will be performed. The City of Norcross will not be responsible for the Proposers errors or misjudgment, nor for any information on location conditions or general laws and regulations.
3. Any unauthorized additions, conditions, limitations, or provisions attached to the Proposal shall render it informal and may be cause for rejection.

E. Award of Contract

1. The contract will be awarded to the lowest responsive and responsible Proposer whose Proposal will be most advantageous to the City, price and other factors considered. The city is to make the determination.
2. The Proposal evaluation will be made on the following criteria, which are listed in descending order of importance
 1. Strength of overall proposal **20 Points**
 - a) Cohesive decorative expression
 - b) Clear Understanding of requirements.
 2. Experience with same scale holiday for municipalities **25 Points**
 - a) Number, type, quality, and scale of similar projects
 - b) References from past projects
 3. Innovative, creative approaches to rendering the required services **15 Points**
 4. Proven Experience to complete projects in a timely manner **15 Points**

5. Pricing

25 Points

Total Points available**100 Points**

3. Prior to award of the Contract, the successful Proposer will be required to submit a schedule to the City, demonstrating the Proposer's ability to commence and proceed in a timely manner. A Proposer's failure to demonstrate the ability to proceed as required may result in the award to the next lowest, responsive, and responsible proposer, as deemed in the City's best interest.
4. Failure to demonstrate the ability for contract execution and progression will result in, at the City's discretion, the award of any and/or all the Proposer's contracts to the next lowest responsible bidder or the re-advertisement and re-bidding of any and/or all these contracts.
5. Prior to execution of a Contract, if the contract amount is greater than \$30,000.00, a Contract Performance Bond and a Payment Bond, each equal to 100% of the Contract amount per section, must be provided by the successful Proposer by a surety company qualified to do business in the State of Georgia with an AM Best rating of B+ or higher and satisfactory to the City of Norcross. Bonds given shall meet the requirements as listed in this RFP package.

F. Production Requirements

1. Time is of the utmost importance of this project. The successful Proposer will be required to commence work within ten (10) calendar days from the receipt of the Notice to Proceed and must carry on with utmost diligence in order to complete the work according to the Lighting and Decorations specifications in the RFP.

G. Prices and Invoicing Progress Payments and Retainage

1. Prices shall be provided based on the prices and fee schedule provided in Vendor's response. Vendor shall submit an invoice with NET 30-day payment terms for services performed for the City of Norcross under the terms of the executed contract. The invoice shall be directed to Shahin Khalili, Landscape and Beautification Manager @ 345 Lively Ave, Norcross, GA 30071. The invoice shall contain a complete itemization of delivered goods and/or services. The total amount due, invoice number, invoice date, the designated project number, if applicable, and the City of Norcross' purchase Order Number. ~~After work has commenced, progress payments shall be made least monthly, based on the value of work completed as provided in the contract documents plus the value of materials and equipment suitably stored, insured, and protected at the site(s), less retainage.~~
1. The City shall retain a maximum of 10 percent of each progress payment; provided, however, when 50 percent of the contract value including change orders and other additions to the contract value provided for by the contract documents is due and the manner of completion of the contract work and its progress are reasonably satisfactory to the City, the City shall withhold no more retainage. At the discretion of the City and with the approval of the Contractor, the retainage of each subcontractor may be released separately as the subcontractor completes his or her work.

H. Location and Site(s)

1. The site(s) of the proposed work is as provided in the property names and locations table and exhibits in Appendix I. All work is within City limits of the City of Norcross, Georgia.
2. The vendor shall accept the site(s) in its present condition and carry out all work in accordance with the requirements of the specifications as indicated on the drawings or as directed by the Department of Public Works, Utilities and Parks, if applicable.
3. The vendor, before submitting a ~~bid~~ Proposal is required to visit the site(s) and acquaint himself/herself with the actual conditions and the location of any and/or all obstructions that may exist on the site(s). The site(s) visit(s) must be confirmed by the Project Manager.
4. The vendor is responsible for the location of above and below ground utilities and structures, which may be affected by the work.

I. Compliance with OSHA Standards and Regulations

The work connected with this Contract shall be performed in accordance with all applicable OSHA regulations and standards including any additions or revisions thereto, until the job is completed and accepted by the City of Norcross.

J. Non-Collusion

Vendor(s), by submitting signed Proposal, certify that the accompanying Proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Georgia or United States law.

K. Materials

1. Unless otherwise specified in the Contract Documents, Vendor shall provide and assume full responsibility for all services, materials, equipment, labor, transportation, equipment and machinery, tools, appliances, fuel, power, light, heat, telephone, water, sanitary facilities, temporary facilities, and all other facilities and incidentals necessary for the completion of the Work.
2. All materials and equipment incorporated into the Work shall be of good quality and new, except as otherwise provided in the Contract Documents. All special warranties and guarantees required by the Specifications shall expressly run to the benefit of Owner.

L. Inspection

City of Norcross does not commit to have a full-time inspection or testing of work while in progress or at sources of materials furnished. Any lack of inspection and/or testing will in no way relieve the Vendor of his responsibility to provide quality workmanship in accordance with the specifications. Base placement and subgrade prep will be inspected by the City of Norcross, at the City's cost. Any test ordered under the supervision of the city that fail to meet standards and retesting is required will be at the Vendors expense.

M. Contract Requirements

1. Successful vendor is required to do the following within ten (10) days of Notice:

- a) Return to Department of Public Works contract documents executed by the authorized representative attested by the corporate secretary treasurer.
 - b) Provide Insurance Certificates as specified in the RFP documents.
 - c) Provide bonding as required by the RFP documents
2. Failure to execute the Contract, Contract Performance Bond and Payment Bond, or furnish satisfactory proof of carriage of the insurance required within ten days after the date of Notice of Award of the Contract may be just cause for the annulment of the award and for the forfeiture of the RFP guaranty of City of Norcross, not as a penalty, but as liquidation of damages sustained. At the discretion of the City, the award may then be made to the next lowest, responsible bidder, or the work may be re-advertised or constructed by City forces. The Contract and Contract Bonds shall be executed in duplicate.

N. Miscellaneous Provisions

- 1. Schedule: The Vendor shall provide to Shahin.Khalili@norcrossga.net a schedule of activities. The schedule must be presented at least seven (7) days prior to work commencing in order to notify residents and/or businesses.
- 2. Work Hours: No work shall take place on Sunday unless approved by the City of Norcross. The Vendor shall submit to the City of Norcross a written request at least seven (7) days prior to the weekend work. See City Ordinance Sec. 26-22.
- 3. Detour/Closures: All road closures and detours shall be approved by the Norcross Department of Public Works, Utilities and Parks
- 4. Disposal of Refuse: The Vendor shall be solely responsible for disposing of materials and shall take into account, before submitting proposal the compliance with the above stated ordinances and regulations. Disposal of debris must be done in a lawful manner, in accordance with all applicable federal, state and/or local laws, statutes, rules, ordinances, and/or regulations. All trash and debris shall be collected and removed from the site(s) on the day of service. The Vendor will not be permitted to burn any of the materials on site(s) or within the boundary limits of Norcross, Georgia. The City is contracted with Waste Management; thus the Vendor must use their services for waste removal.

RFP PACKET CHECKLIST

PROJECT: _____

RFP DATE: _____

Enclosed with this RFP Packet are the following Forms and instructions. Use this checklist to ensure you have properly completed all Forms. You must return the following pages to be eligible for consideration of this project.

- _____ Two Hard Copies & One Electronic Copy of RFP
- _____ RFP Form
- _____ Bid Bond or Certified Check, if bid is over \$30,000
- _____ Certificate of Liability Insurance
- _____ E-Verify Contractor & SAVE Affidavits
- _____ Reference Page
- _____ Ship Proposal to:

City of Norcross
 345 Lively Avenue
 Norcross, GA 30071
 Attn: Matthew Zaki, Director of Public Works, Utilities
 and Parks

Attachment: A1) Lighting and Decroations Services RFP (22-6630 : Lighting & Decorations Services RFP)

References for _____

The Vendor must provide at the time of RFP opening a list of contact numbers, addresses and a contact person from three (3) jobs completed having similar specification within the metro Atlanta area.

City of Norcross requests a minimum of three (3) references where work of a similar size and scope has been completed.

1. Company Name: _____
 Description of Project: _____
 Completion Date: _____
 Contact Person: _____
 Telephone: _____ Fax: _____
 Email address: _____

2. Company Name: _____
 Description of Project: _____
 Completion Date: _____
 Contact Person: _____
 Telephone: _____ Fax: _____
 Email address: _____

3. Company Name: _____
 Description of Project: _____
 Completion Date: _____
 Contact Person: _____
 Telephone: _____ Fax: _____
 Email address: _____

Appendix I

Attachment: A1) Lighting and Decroations Services RFP (22-6630 : Lighting & Decorations Services RFP)

**CITY OF NORCROSS ANNUAL LIGHTING AND DECORATIONS
MAINTENANCE
TREES, PARKS, & STREETScape LIGHTING**

Services to include all labor necessary to complete work proposed. The services include

- Contractor to visually inspect each tree once a month to ensure that light strands are not too tight due to tree growth; replace light strands that are damaged or dim. Inspection shall be completed during the first week of each month unless alternate schedule agreed to by City representative and the contractor.
 - Unwrap and re-wrap trees as needed to loosen light strands and prune dead, diseased or hazardous as needed.
- Visually inspect the roof lighting on Thrasher Park gazebo, Depot, and Cotton Gin to ensure all lights are working and clips are in place.
- Visually inspect the flagpole lighting at the Depot, City Hall, Public Works building, and the Rectory.
- Visually inspect all landscape lighting, including:
 - Step lights, in-grade and above-grade up-lights, and column top lights for Thrasher Park, Lillian Webb Park, and Betty Mauldin Park.
 - Lighting behind City Hall.
 - Bollards at Lillian Webb Park and along sidewalk next to Iron Horse Tavern parking lot.
 - Walkway and up-lights at the Rectory, up-lights on signage at Lionheart, up-lights at the Welcome Center, and up-lights at Thrasher Park EDC monument.
 - Lighting on the signage along Lawrenceville Street.
- Services to include one call a month for emergency repairs.
- Services does not include replacement of light strands or drivers; replacements* will be charged as required. Prior approval is not required for replacement of light strands and drivers.
- Services does not include replacement* of photocells, outlets, power boxes, fixtures, or lamps; replacements will be billed as required.

Reuse Costs: _____

Rent Costs: _____

* Each bid should provide options for the city of Norcross to either reuse/purchase or rent the lighting and decorations. If options to purchase are provided, contractor must include storage, installation and maintenance/ replacement of lights and decorations as required for subsequent years.

City of Norcross Christmas Lighting and Decoration locations

Costs for the areas listed below must include setup, installation, maintenance, and takedown,

Each bid should provide options for the city of Norcross to either reuse/purchase or rent the lighting and decorations materials. If options to purchase are provided, contractor must include storage, installation and maintenance/ replacement of lights and decorations as required for subsequent years.

Discovery Garden Park-

- Multicolor garland (8 strands) swagged on both sides' arbor with (10) Bows.
- 24" LED wreaths on the each of the two columns at the 3 entrances with bows.
- Canopy wrap the Spruce with MC LED mini lights.
- Install icicle lights on the pavilion roof.
- Install a LED wreath on the light pole.

Reuse Costs: _____

Rent Costs: _____

Welcome Center-

- Install LED icicle lights on the front.
- Install LED wreaths on the front porch windows.

Reuse Costs: _____

Rent Costs: _____

Cotton Gin-

- Install a 72" LED wreath on the front of the building.
- Install 48" and 36" LED wreaths on the building facing City Hall.

Reuse Costs: _____

Rent Costs: _____

City Hall-

- 18" garland on city hall front
- 24" Bows (10)
- Install (9) 96" LED wreaths on the front of the rotunda

Reuse Costs: _____

Rent Costs: _____

Betty Mauldin Park-

- Install Supernova 4' warm and cool white LED hanging lights with motion in the large Elm tree.
- Install garland with bows on the bell tower.

Reuse Costs: _____

Rent Costs: _____

Heritage Park-

- Install (5) 9' full LED trees on Heritage hillside above the wall.
- Install Supernova 4' warm and cool white LED hanging lights with motion in the trees around the park.
- Install a LED wreath on the Lionheart wall.

Reuse Costs: _____

Rent Costs: _____

Garland/Wreaths-

- Install 36" LED wreaths on all the decorative poles on HB, South Peachtree, Park, Jones, Lawrenceville St, Britt, College, and Skin Alley.
- Install unlit garland on all the benches along HB, South Peachtree, Park, Jones, Lawrenceville St, Britt, College, and Skin Alley.

Reuse Costs: _____

Rent Costs: _____

Lillian Webb Park-

- Wrap 6 Crape Myrtles with R/W LED mini lights.
- Install LED icicles on the pergolas by the splashpad.
- Install the Three Arches on the splashpad.
- Gazebo- Install 9'x14" LED garland on the arches.
- Canopy the large Arborvitae trees by the gazebo with LED mini lights.
- Canopy the evergreen on Britt with LED mini lights.
- Install icicle lights on the bathroom building.
- Install LED wreaths on the stone columns on college Street.
- Branch wrap the Crape Myrtle trees on College with LED mini lights.
- Branch wrap the trees along the top of the wall in the tree beds with LED mini lights.

Reuse Costs: _____

Rent Costs: _____

Holcomb Bridge Road-

- Branch wrap all the trees on both sides from Buford Hwy to S. Peachtree with R/G/W LED mini light.
- Install Large Potted Poinsettia's at the corner of HB and S Peachtree with lights.
- Install the Gobo Projector on the side of Dominick's

Reuse Costs: _____

Rent Costs: _____

South Peachtree Street-

- Branch wrap the 4 Crape myrtles at the crosswalk with different color LED mini lights.
- Install a group of artificial trees with Gold/Silver ornaments in the lawn on the side of the Depot.
- Install LED wreaths on the columns at Veteran's Park
- Install the large projector on the Masonic Lodge upper fascia.

Reuse Costs: _____

Rent Costs: _____

Skin Alley/Jones-

- Install Lit gift boxes on the luggage cart on skin alley.
- Install tower trees with lights along skin alley.
- Install special wreaths on the skin alley poles.
- Install icicle lights on the compactor roof.
- Install large Santa and group of tower trees at Jones.
- Branch wrap the Maddox Crape myrtle trees along Skin alley.
- Install the Gobo projector on the side of the old bank.

Reuse Costs: _____

Rent Costs: _____

Thrasher Road -

- Install LED wreaths on the columns at the corner entrances.
- Install LED light on the roof of the bathroom building.
- Install icicle lights on the bandshell roof.
- Install garland and wreaths on the bandshell stage wall.
- Hang large snowflakes in the large trees
- Install icicle lights on the gazebo.

Reuse Costs: _____

Rent Costs: _____

Rossie Brundage Park -

- Install Supernova 3-4' hanging LED lights with motion in the trees of the park.
- Install 36" LED wreaths on the light poles around the park.

Reuse Costs: _____

Rent Costs: _____

Pinnacle Park-

- Install LED icicle lights on the two gazebos.
- Install an LED MC wreath on the bathroom building.

Reuse Costs: _____

Rent Costs: _____

City Hall Lights					
Event	Holiday Date	Event Date (if applicable)	Start	End	Color Code
Valentine's Day					
Autism Awareness					
St Patrick's Day					
Easter?					
PD Week					
Memorial Day					
Bluesberry					
4th of July					
Purple Heart					
September 11th					
Halloween?					
Veterans Day					
Christmas					
New Years?					

Costs:_____



MAYOR **CRAIG NEWTON** · MAYOR PRO TEM **MATT MYERS** · COUNCILMEMBER **ANDREW HIXSON** · COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **ARLENE BECKLES** · COUNCILMEMBER **BRUCE GAYNOR** · CITY MANAGER **ERIC JOHNSON** · CITY CLERK **MONIQUE LANG**

City of Norcross

Legislation Details (With Details)

File #:	22-6633	Version:	
Type #:	Agenda Item	Status:	Agenda Ready
On Agenda:	1/3/2023 6:30 PM	In Control:	Mayor and Council
Title:	Stevens Road Contracts for Real Estate Acquisitions		

Sponsors:

Code Sections:

Attachments:

1. [Agenda Report - Stevens Road Contracts for Real Estate Acquisitions](#)

Title

Stevens Road Contracts for Real Estate Acquisitions

Drafter

J. Patrick O'Brien, William J. Diehl, Thompson, O'Brien, Kappler & Nasuti, PC

Motion

A motion to Approve/Deny land acquisition on Stevens Road.



MAYOR **CRAIG NEWTON** • MAYOR PRO TEM **MATT MYERS** • COUNCILMEMBER **ANDREW HIXSON** • COUNCILMEMBER **JOSH BARE**
COUNCILMEMBER **BRUCE GAYNOR** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE LANG**

Agenda Report

To: Mayor and Council

From: J. Patrick O'Brien, William J. Diehl, Thompson, O'Brien, Kappler & Nasuti, PC

Meeting Date: January 3, 2023 - Mayor and Council

Item No.: 22-6633

Title: Real Estate Acquisitions on Stevens Road

CC: Eric Johnson, City Manager

Recommendation

This agenda item is for the purchase of certain real estate. The recommendation is for the City Council to approve the acquisition of real estate and direct the Mayor to sign the real estate contract(s).

Background

Certain parcels have been identified as necessary for the development of city facilities on Stevens Road. This agenda item is to approve those acquisitions.

Financial Impact

Should the City Council wish to acquire the real estate, funds are available through restricted funding sources, including but not limited to SPLOST and Public Safety Initiatives. including but not limited to SPLOST and and Public Safety Initiatives.