

**Pre-Agenda Session @ 5:30 p.m.**

**A G E N D A**  
***City Council Meeting***  
***Monday, April 18, 2022 – 6:00 p.m.***

**➤ OPENING**

- **Call to Order**
- **Invocation: Pastor Dale Simmons from Jasper Springs Baptist Church**
- **Pledge of Allegiance**
- **Roll Call**
- **Presentations:**
  - **2022 Black History Month Elementary Student Art Contest Winner**
  - **Proclamation recognizing April 24 – 30, 2022, as Georgia Cities Week**

**➤ FORMAL PUBLIC COMMENT:**

**Formal Public Comment – City Council Agenda Protocol**

The City of Garden City has identified this portion of the meeting to allow individuals an opportunity to formally address the City Council on issues of importance. Garden City requires that individuals who desire to formally address the City Council submit a written request form outlining the subject matter that they intend to discuss so that they can be placed on the meeting agenda. Members of the public desiring to be placed on the agenda to present or address matters to the City Council must submit a formal ***"REQUEST TO BE PLACED ON THE CITY COUNCIL AGENDA"*** form to the Office of the City Manager at least 10 days prior to the requested City Council meeting date that you wish to speak. City Council meetings are held on the first and third Monday of each month so the request must be submitted no later than 5:00 pm on the Friday which constitutes 10 days prior. The request can be done in person, regular mail, fax or e-mail and the speaker should obtain acknowledgement of the request from the City to demonstrate that the 10 day requirement has been met. The request form may be obtained from the Office of the City Manager and on the City's website [www.gardencity-ga.gov](http://www.gardencity-ga.gov). The request should state the name of the individual(s) desiring to be heard and the subject matter to be presented to City Council. Requests may be referred at the discretion of the City Manager, to appropriate staff for mediation prior to being placed on the public agenda. Please be advised the completion of a request form does not entitle the speaker to be added to the agenda.

## ➤ PUBLIC HEARINGS

- **PC2208, Zoning Text Amendment Request:** Receipt of public comment on a request by Graham Moore for a zoning text amendment to modify Section 90-47 (66A) and 90-47 (66B) to allow RV service and RV Trailer Sales.
- **PC2209, Zoning Map Amendment Request:** Receipt of public comment on a request by Cathy Parlor to rezone two parcels on Kelly Hill Road, 1909 Highway 80 and 2011 Highway 80, from C-2 to I-1 for proposed use as an industrial warehouse.
- **PC2210, Major Subdivision Request:** Receipt of public comment on a request by Brian C. Hollings to amend a major subdivision plat for CenterPoint Logistics Park.

### ***Speaking to a Public Hearing Item Protocol***

In the interests of time and to ensure fairness of all persons who appear before the City Council to speak for or against a public hearing item, speakers will be limited to three (3) minutes each to address City Council except as described herein. One speaker for the Petitioner may address the City Council for no more than 10 minutes, unless extended by the Mayor. In an effort help the City Council and the general public to better understand the issues, the Mayor may request that a City staff member address the City Council from the podium. Speakers from the general public may only speak when recognized by the Mayor during the public hearing. Speakers will be asked to come to the podium to address the City Council for three (3) minutes and they shall state their name and resident address for the record.

Speakers addressing City Council on a public hearing item should coordinate comments to respect City Council's time limits. Groups should select a spokesperson to present the major points that summarize their position and opinions. Speakers are urged to be brief and non-repetitive with their comments. Comments shall specifically address the public hearing item before the City Council, and the speaker shall maintain appropriate tone and decorum when addressing the City Council. City Council may ask questions of the applicant, speakers, or staff during these proceedings only for the purpose of clarifying information. The speaker shall not direct derogatory comments to any individual, organization, or business. At the conclusion of the three (3) minute time period, the speaker will be notified that his/her time has elapsed and the next speaker will be recognized to come forward to the podium and address the City Council. Once the public hearing is closed on an item, there will be no further opportunity for formal or informal public input at a City Council meeting.

***PROCEDURES FOR CONDUCTING PUBLIC HEARINGS ON PROPOSED ZONING DECISIONS BEFORE  
GARDEN CITY'S MAYOR AND COUNCIL AND STANDARDS GOVERNING THE EXERCISE OF  
CITY COUNCIL'S ZONING POWER***

**Procedures for Conducting Public Hearings on Proposed Zoning Decisions:**

All public hearings conducted by the Mayor and Council on Garden City, Georgia, on proposed zoning decisions shall be conducted as follows:

- (1) All public hearings by the Mayor and Council on zoning amendments shall be chaired by the Mayor.
- (2) The Mayor shall open the hearing by stating the specific zoning amendment being considered at the public hearing and further stating that printed copies of the adopted standards governing the exercise of the Mayor and Council's zoning power and the procedures governing the hearing are available to the public.
- (3) The Director of the City's Planning and Zoning Department shall advise the Mayor and Council of the recommendation of the Planning Commission when applicable.
- (4) The Mayor shall determine the number of attendees who desire to testify or present evidence at the hearing.
- (5) When there is a large number of individuals wishing to testify at a hearing, the Mayor may invoke time limits on individual speakers. In such cases, these time limits shall apply to all speakers. Proponents, including the petitioner or the petitioner's agent requesting the zoning decision, shall have no less than ten (10) minutes for the presentation of data, evidence, and expert opinions; opponents of the proposed decision shall have an equal minimum period of time. The Mayor may grant additional time; provided, however, an equal period of time shall be granted both sides.
- (6) The petitioner requesting such zoning decision, or the applicant's agent, shall be recognized first and shall be permitted to present and explain the request for the zoning decision. Thereafter, all individuals who so desire shall be permitted to speak in favor of the zoning decision.
- (7) After all individuals have had an opportunity to speak in accordance with subparagraph (6) above, those individuals present at the public hearing who wish to speak in opposition to the requested zoning decision shall have an opportunity to speak.
- (8) The Mayor may limit repetitious comments in the interest of time and may call for a show of hands of those persons present in favor of or opposed to the proposed decision.
- (9) It shall be the duty of the Mayor to maintain decorum and to assure the public hearing on the proposed decision is conducted in a fair and orderly manner.
- (10) Once all parties have concluded their testimony, the Mayor shall adjourn the public hearing.

**Standards Governing the Exercise of The Zoning Powers of Garden City's Mayor and Council:**

Prior to making a zoning amendment, the Mayor and Council shall evaluate the merits of a proposed amendment according to the following criteria:

- (1) Is this request a logical extension of a zoning boundary which would improve the pattern of uses in the general area?
- (2) Is this spot zoning and generally unrelated to either existing zoning or the pattern of development of the area?
- (3) Could traffic created by the proposed use or other uses permissible under the zoning sought traverse established single-family neighborhoods on minor streets, leading to congestion, noise, and traffic hazards?
- (4) Will this request place irreversible limitations or cause material detriment on the area similarly zoned as it is or on future plans for it?
- (5) Is there an imminent need for the rezoning and is the property likely to be used for the use requested?
- (6) Would the proposed use precipitate similar requests which would generate or accelerate adverse land use changes in the zone or neighborhood?

➤ **Approval of City Council Minutes**

- Consideration of April 4, 2022, Pre-Agenda Session Minutes and Council Meeting Minutes, and the April 11, 2022 Workshop Synopsis.

**City Manager's Report**

- Monthly staff reports are included with the agenda packet.
- Updates and announcements

➤ **ITEMS FOR CONSIDERATION**

- **Resolution, GCPD Drone System:** A resolution approving the expenditure of \$39,981.99 from the 2022 SPLOST Fund Budget for police department capital expenditures for the purchase of an unmanned aerial system, together with all of the hardware and software and accessories associated therewith, and a three-day training course from Flymotion, LLC, the lowest quoted vendor.
- **Resolution, GCPD Stalker Radar Trailer:** A resolution approving the expenditure of \$10,792.00 from the 2022 SPLOST Fund Budget for police department capital expenditures to purchase a Stalker Radar Trailer.

➤ **RECEIPT OF INFORMAL PUBLIC COMMENT:**

➤ **Procedure:** To best manage this section of the meeting, any person who desires to address the City Council must sign up using the process outlined on the website where this meeting is advertised. Once recognized by the Mayor, the person will be allowed to speak in accordance with the Informal Public Comment – Speaker Protocols outlined below.

**Informal Public Comment – Speaker Protocol**

The City of Garden City believes that any member of the general public should be afforded the opportunity to address the City Council provided that designated rules are followed by the speaker. Any member of the public who wishes to address the City Council and offer public comment on items within the City Council's jurisdiction, may do so during the Informal Public Comment period of the meeting. However, no formal action will be taken on matters that are not part of the posted agenda. Informal Public Comments are scheduled for a total of fifteen (15) minutes and each person will be limited to three (3) minutes. In order to ensure the opportunity for all those desiring to speak before the Council, there is no yielding of time to another speaker. Speakers not heard during the limited fifteen (15) minute period will be first to present their comments at the next Council meeting. The opportunity to address City Council on a topic of his/her choice shall be used by an individual only one (1) time per month. It may not be used to continue discussion on an agenda item that has already been held as a public hearing. Matters under negotiation, litigation, or related to personnel will not be discussed. If a member of the general public would like to address the City Council during the Informal Public Comment portion of the meeting, please respectfully indicate your desire to address the City Council when the Mayor solicits members of the general public to come forward and speak. You will be recognized by the Mayor and asked to come forward to the podium so that you can address the City Council in accordance with the rules outlined herein. Once the speaker has been recognized to speak, he/she will be given three (3) minutes to address the City Council. The speaker should not attempt to engage the City Council and/or Staff in a discussion/dialogue and the speaker should not ask specific questions with the expectation that an immediate answer will be provided as part of the three (3) minute time frame since that is not the intent of the Informal Public Comment period. If the speaker poses a question or makes a request of the City, the Mayor may refer the issue or request to the City Manager for follow up. At the conclusion of the three (3) minute time period, the speaker will be notified that his/her time has elapsed and the next speaker will be recognized to come forward to the podium and address the City Council. The Mayor may rule out of order any Speaker who uses abusive or indecorous language, if the subject matter does not pertain to the City of Garden City, or if the Speaker(s) attempts to engage the City Council Members in a discussion or dialogue on issues. City Council shall not discuss non-agendized matters because it does not give the public adequate notice. Accordingly, City Council shall be limited to asking factual and clarifying questions of staff, and when appropriate, the Council may consider placing a matter on a future agenda. In addition, it is not reasonable to expect staff to respond to any of a variety of issues on which they may or may not be prepared to respond to on a moment's notice, so the City Manager may respond, or direct staff to respond at a later time.

➤ **ADJOURN**



## MEMORANDUM

**To:** Garden City Planning Commission & Board of Appeals  
**From:** Denise R. Grabowski, AICP, LEED AP, Planning Consultant  
**Date:** April 5, 2022  
**Re:** PC2208 – M Mixed-Use Text Amendment

---

### GENERAL INFORMATION

Recreational vehicle sales and recreational vehicle repairs are not currently permitted in the M Mixed-Use district. Within the City of Garden City zoning code, the following similar uses are allowed commercial zoning districts:

Line 68: New automobile, light truck (pickup truck weighing one ton or less), and boat dealerships

Allowed districts: C-1, C-2, C-2A, C2A (B&W)

Line 68a: Used car lots

Allowed districts: C-2, C-2A, C2A (B&W)

### FINDINGS

The Mixed-Use zoning designation is reasonable and compatible with the development of the Garden City Town Center, currently envisioned to extend to I-16. As shown in the image below (subject property shown in red), the area between the subject property and the Garden City Town Center includes natural barriers to contiguous development, including the Raspberry Canal, wetlands, and floodplain (AE-8). Particularly considering these physical features, development of this property for more intensive commercial use is also reasonable. (Image source: SAGIS)

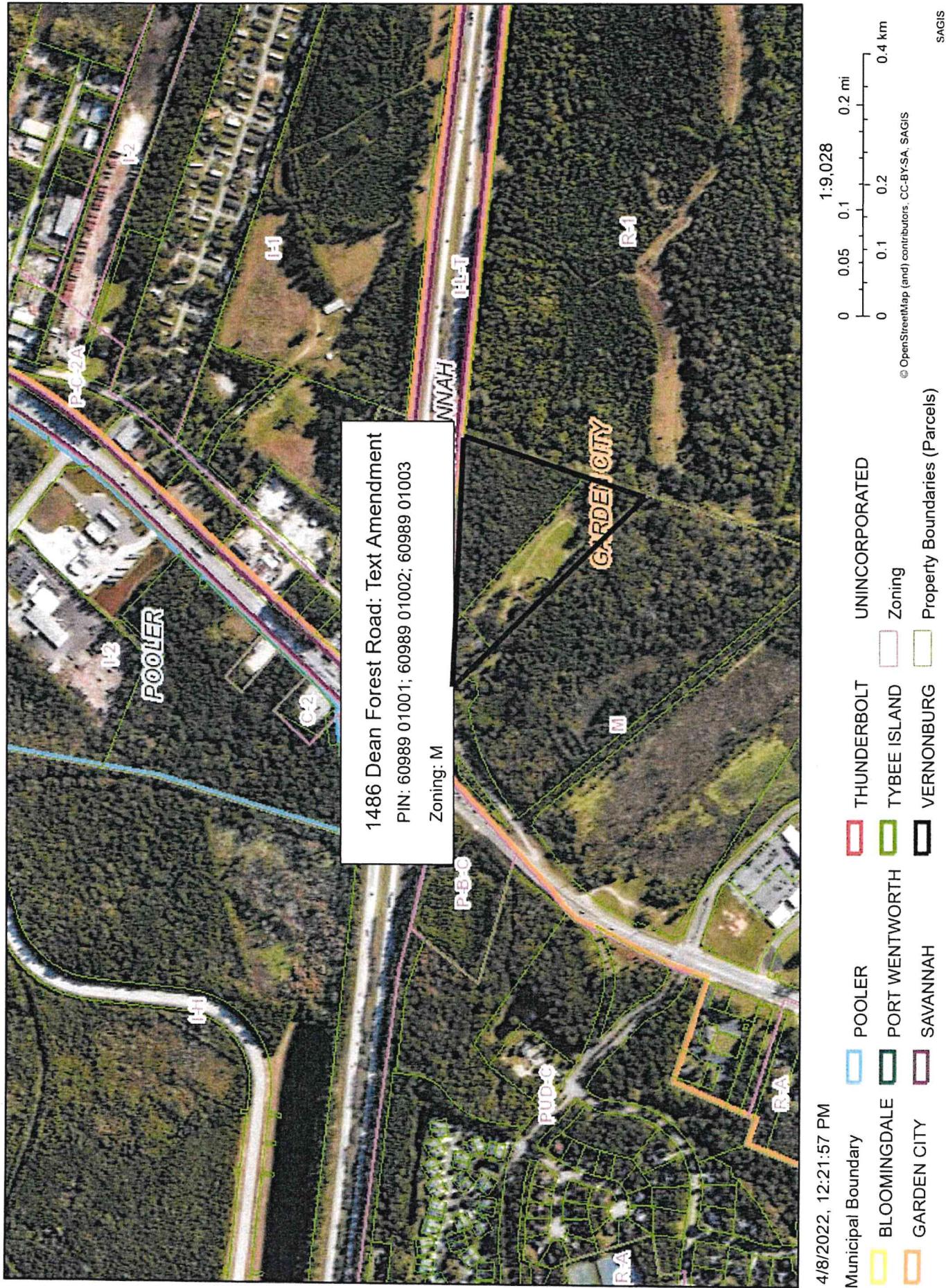
Given the unique situation of this property, staff believes this use is appropriate for this specific location. In order to maintain the integrity of the M Mixed-Use district, staff recommends the addition of Recreational Vehicle Sales & Services as a conditional use requiring approval by the Board of Appeals.



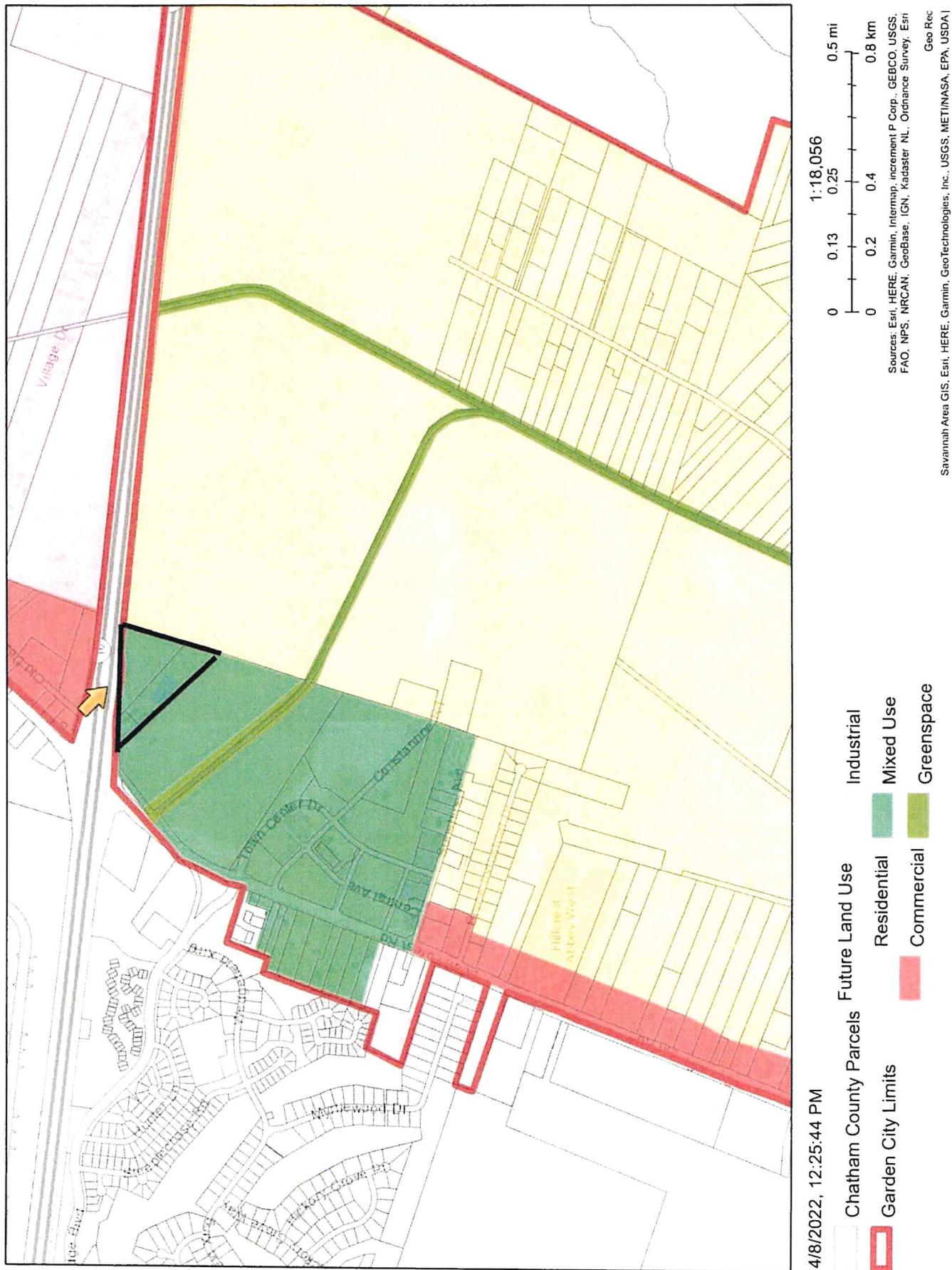
### RECOMMENDATION

**Approval** of the text amendment request for Mixed Use (M) to modify Section 90-47 Line 72a to allow recreational vehicle sales in Mixed-Use (M) zoning districts and to modify Section 90-47 Line 66a to allow recreational vehicle service with approval from the Board of Appeals.

PC2208



PC2208



General Information (Permitted Uses)

(66a) *Repairing trucks, manufactured homes, recreational vehicles, and trailers:* I-2. Such operations shall be conducted entirely within a building, and there shall be no outside storage of dismantled vehicles or junk vehicles, or parts of vehicles.

(68) *New automobile, light truck (pickup truck weighing one ton or less), and boat dealerships:* C-1, C-2, C-2A, C-2A (B & W), I-1.

(68a) *Used car lots:* C-2, C-2A, C-2A(B & W), I-1.

(68b) *Heavy truck (trucks weighing over one ton) and truck trailer sale dealerships:* I-2.

Recommendation

(72a) *Recreational vehicle sales:* I-2.

# City of Garden City Rezoning Application



## Development Information

### Development Name (If applicable)

N/A

### Property Address

1909 US Highway 80 West, Garden City, GA 31408 (SW intersection of US Highway 80 West and Kelly Hill Road)

Current Zoning	Proposed Zoning
C-2	I-1
Current Use	Proposed Use
Residential/Commercial (vacant)	industrial (warehouse)
Parcel ID	Total Site Acreage
60880-01003, -01005, -01006 & -01007	9.32 acres
Proposed Water Supply	Proposed Sewage Disposal
<input checked="" type="checkbox"/> Public <input type="checkbox"/> Private	<input checked="" type="checkbox"/> Public <input type="checkbox"/> Private

### Describe the current use of the property you wish to rezone, including property characteristics (developed, wooded, cleared, etc.)

There is a formerly commercial building, a vacant residence, a storage shed and a greenhouse on the property.

### Describe the use that you propose to make of the land after rezoning

Once rezoned, the four parcels will be recombined and developed as an industrial warehouse.

### Describe the uses of the other property in the vicinity of the property you wish to rezone

See Addendum.

### Describe how your rezoning proposal will allow a use that is suitable in view of the uses and development of adjacent and nearby property

See Addendum.

### Will the proposed zoning change result in a use of the property, which could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools? Describe the proposed access.

See Addendum.

### Please provide any additional information that you deem relevant.

See Addendum.

# City of Garden City Rezoning Application



## Applicant Information

Owner	
Name	Address
Exclusive Grounds Solutions, Inc.	1909 US Highway 80 West, Garden City, GA 31406
Phone	Email
(912) 978-2057	exclusivegrounds@gmail.com

### Nature of Ownership Interest

Is the Owner an:  Individual  Partnership  Sole Proprietor  Firm  Corporation  Association

Note: If a corporation, submit a list of officers, directors & major stockholders with name, address and title.

If a partnership: Submit list of all partners with name, address and title.

Engineer/Surveyor	
<input type="checkbox"/> Same as authorized agent	<input type="checkbox"/> Check here to receive staff review comments via email
Company Name	Contact (Individual Name)
Phone	Email

Authorized Agent (Requires Authorized Agent Form)	
Company Name	<input type="checkbox"/> Check here to receive staff review comments via email
Thor Acquisition East, LLC	Contact (Individual Name)
	John D. Northup III, Esq.
Phone	Email
(912) 644-5756	jdnorthup@bouhan.com

### Campaign Contribution

List below the names of local government officials, Garden City City Council, to whom campaign contributions were made, within two (2) years immediately preceding the filing of this application, which campaign contributions total \$250.00 or more or to whom gifts were made having a total value of \$250.00 or more.

Elected Official's Name	Amount or Description of Gift
N/A	

I understand that I will need to attend or be represented by a duly authorized agent at the meeting of the Planning Commission and City Council and that my application cannot be approved unless I am represented.

Cathy Parlor  
Print Name

*Cathy Parlor*  
Signature

2/28/22  
Date

OFFICE USE ONLY			
Received By	Date Received	Case Number	
Submittal Format <input type="checkbox"/> Electronic <input type="checkbox"/> Paper <input type="checkbox"/> Both	Fee Amount Paid	Invoice Number	

**ADDENDUM**  
**to Garden City Rezoning Application**

**Parcels 60880-01003, 60880-01005, 60880-01006 & 60880-01007**

**Subject Property**

The subject property (the “Subject Property”) comprises four contiguous parcels totaling approximately 9.32 acres on the southwest corner of the intersection of U.S. Highway 80 West and Kelly Hill Road: **60880-01003 (6.36 acres)**, **60880-01005 (0.42 acres)**, **60880-01006 (0.675 acres)** and **60880-01007 (1.868 acres)**. All four parcels are currently zoned C-2 (Heavy Commercial). A small commercial building, a residence, and a few associated buildings are on the Subject Property, near the intersection of Highway 80 and Kelly Hill Road. All of the buildings are currently vacant.

**Purpose of Re-Zoning Petition**

The Subject Property is owned by Exclusive Grounds Solutions, Inc. (“Exclusive Grounds”). Exclusive Grounds is under contract to sell the Subject Property to petitioner Thor Acquisition East, LLC (“Thor”), subject to Thor’s due diligence and ability to re-zone the Subject Property for its intended use. Thor intends to recombine the four parcels into a single parcel, and to develop the Subject Property as a Class A warehouse facility. Warehousing is permitted under the Garden City Zoning Ordinance only in I-1 (light industrial) or I-2 (heavy industrial) zoning classifications. Accordingly, **the purpose of this petition is to re-zone the four parcels comprising the Subject Property from their current heavy commercial (C-2) zoning to a light industrial (I-1) zoning classification.**

**Uses of Property in Vicinity**

To East: The Subject Property is located in an area that has mainly industrial and commercial uses. To the east, the two primary properties along the south side of Highway 80 are large industrial properties: Waste Management, directly across Kelly Hill Road from the Subject Property, and, further east, the LKQ Savannah facility. The LKQ facility is so large that it extends to the south and west around Waste Management and adjacent wetlands all the way to where unimproved Kelly Hill Road meets the railroad tracks, where several hundred additional acres of industrial use parcels owned by Garrett Machine are located. Although a small portion of the Waste Management parcel abutting Highway 80 is zoned C-2, the rest of the parcel is zoned I-1 or I-2, which reflects the predominant use of the Waste Management facility. On the other side of Highway 80 going east, several heavy commercial uses exist: Grainger Industrial Supply, Southern Eagle Distributing, and United Rentals.

To West: To the west, the Highway 80 corridor is zoned heavy commercial (C-2) on both sides of Highway 80 for about a quarter mile. However, many of the existing uses within this corridor are more typical of industrial zoning than commercial – immediately next door to the west, the Griffin Truck facility is a heavy truck repair business, while Synergy Equipment (across Highway 80 from Griffin Truck) is a sales and service dealer for heavy construction equipment. Both of these uses are normally allowed only in industrial zoning classifications, not in the existing C-2 classification along the Highway 80 corridor. To the west of the County landfill (see below) lies BMC Auto Repair, which is zoned I-1.

Kelly Hill Road Residential: There are a few small single family residential properties along Kelly Hill Road: two R-2 residential parcels totaling approximately 1 acre front on Highway 80 immediately across Kelly Hill Road from the Subject Property, and a few residential properties exist on the west side of Kelly Hill Road, south of the Subject Property and across Kelly Hill Road from the Waste Management facility. Those latter residences (the “South KH Road Residences”) are currently for sale. The South KH Road Residences back up to a large, cleared parcel of approximately 42 acres, which is owned by Chatham County. Though it is zoned R-2, that parcel is used as a landfill by the County. Access to the landfill (from Kelly Hill Road) is via an access easement along the southern boundary of the Subject Property which separates the Subject Property from the South KH Road Residences. Kelly Hill Road is unimproved south of the access easement, all the way to where it passes the LKQ auto salvage yard, crosses the railroad tracks, and dead ends into the Garrett Machine industrial tracts mentioned above.

Overall, the uses in the area are largely industrial (either by zoning classification or by existing use), with some commercial uses and a few residential use parcels scattered in. In addition, many of the existing uses within parcels in the Highway 80 corridor that are zoned commercial are really industrial uses by definition. The following are the existing industrial uses within a half mile of the Subject Property: (i) Griffin Truck & Equipment, (ii) Synergy Equipment, (iii) BMC Auto Repair, (iv) Waste Management of Savannah, (v) LKQ Self Service Auto Parts, and (viii) Garrett Machine.

#### **How Proposed Rezoning Use will be Suitable for Nearby Property**

The proposed light industrial use (I-1) for the Subject Property will be consistent with the general character of the area. With the exception of (i) the two small residential lots across Kelly Hill Road from the Subject Property, and (ii) the South KH Road Residences that are currently for sale, virtually the entire area surrounding the Subject Property on the south side of Highway 80 is industrial use: Waste Management is across Kelly Hill Road; LKQ is further east, and wraps around Waste Management to the end of Kelly Hill Road; Garrett Machine’s 180 acres of industrial land lies across the railroad tracks to the south; the 42 acre County landfill borders the Subject Property to the southwest, and is accessed by an easement on the Subject Property itself; BMC Auto Repair bookends the landfill; and immediately to the west along Highway 80 lies Griffin Truck, an industrial use in a commercial zone. Even across Highway 80, Synergy Equipment shows that industrial uses are common within the commercially-zoned Highway 80 corridor. Given the abundance of industrial uses in the area, the proposed light industrial use would be suitable for the area.

#### **Proposed Access**

The proposed light industrial use will not have a material effect on the existing streets or utilities. Once recombined, the Subject Property will have approximately 530 feet of frontage along Highway 80, and approximately 600 feet of frontage along Kelly Hill Road. The ample frontage along Highway 80 will allow for easy access for vehicles turning into the Subject Property. Highway 80 is a four lane highway with a dedicated center turn lane, which has sufficient capacity to handle any vehicles that will access the Subject Property. The Subject Property’s frontage along Kelly Hill Road could also serve as a secondary point of access, potentially for smaller vehicles. The proposed industrial use will have no effect on transportation facilities or schools.



## MEMORANDUM

**To:** Garden City Planning Commission & Board of Appeals  
**From:** Denise R. Grabowski, AICP, LEED AP, Planning Consultant  
**Date:** April 5, 2022  
**Re:** PC2209 – 1909 US Highway 80 West, Garden City

<i>Application Type</i>	Zoning Map Amendment (Rezoning)
<i>Case Number</i>	PC2209
<i>Applicant</i>	Exclusive Grounds Solutions, Inc.
<i>Name of Project</i>	N/A
<i>Property Address</i>	1909 US Highway 80 West, Garden City, GA 31406
<i>Parcel ID</i>	60880-01003; 60880-01005; 60880-01006; 60880-01007
<i>Area of Property</i>	9.32 acres
<i>Existing Zoning</i>	C-2 Heavy Commercial
<i>Existing Land Use</i>	Residential/Commercial/Vacant
<i>Proposed Zoning</i>	I-1 Industrial
<i>Proposed Land Use</i>	Warehouse
<i>Comp Plan – Future Land Use</i>	Mixed Use Urban Anchor

### GENERAL INFORMATION

*Project Description:* The applicant is proposing to combine four parcels into one parcel with the intent of selling the property for the development of an industrial warehouse.

*Background / Additional Context:* The properties are located on US Highway 80 at the intersection of Kelly Hill Road. The properties are partially developed with a vacant commercial building, a vacant residential home, a storage shed, and greenhouse.

### FINDINGS

Staff has determined this application is complete and contains all required information. In conformance with the City of Garden City Zoning Ordinance Section 90-201(c), the following factors are to be considered for a rezoning request:

1. *Is this request a logical extension of a zoning boundary which would improve the pattern of uses in the general area?*



The property is near the Sharon Park neighborhood and other residential development. Most of the parcels immediately adjacent to the subject properties are zoned C-2, with the exception of the Waste Management facility located to the southeast.

2. *Is this spot zoning and generally unrelated to either existing zoning or the pattern of development of the area?*  
Although industrial zoning is located around the Sharon Park community, the residential core with commercial along U.S. Highway 80 is relatively intact.
3. *Could traffic created by the proposed use or other uses permissible under the zoning sought traverse established single-family neighborhoods on minor streets, leading to congestion, noise and traffic hazards?*  
Yes. The addition of truck traffic in this location may negatively impact the existing Sharon Park community and other residential areas.
4. *Will this request place irreversible limitations or cause material detriment on the area similarly zoned as it is or on future plans for it?*  
Although commercial activities are located along U.S. Highway 80, the development of a warehouse in this location is larger in scale, and potentially impact, than many of the surrounding businesses.
5. *Is there an imminent need for the rezoning and is the property likely to be used for the use requested?*  
The property, if rezoned, would likely be viable for warehouse use given the growth in port-related activities and demand for warehouse space in Chatham County.
6. *Would the proposed use precipitate similar requests which would generate or accelerate adverse land use changes in the zone or neighborhood?*  
The rezoning of this property could increase pressure on the additional C-2 properties to the west (up to Covington Road) to petition for industrial zoning.
7. *Such other matters as the Planning Commission deems relevant.*  
This rezoning request is not consistent with the Comprehensive Plan. The Future Land Use Map indicates this area as Mixed-Use Urban Anchor.

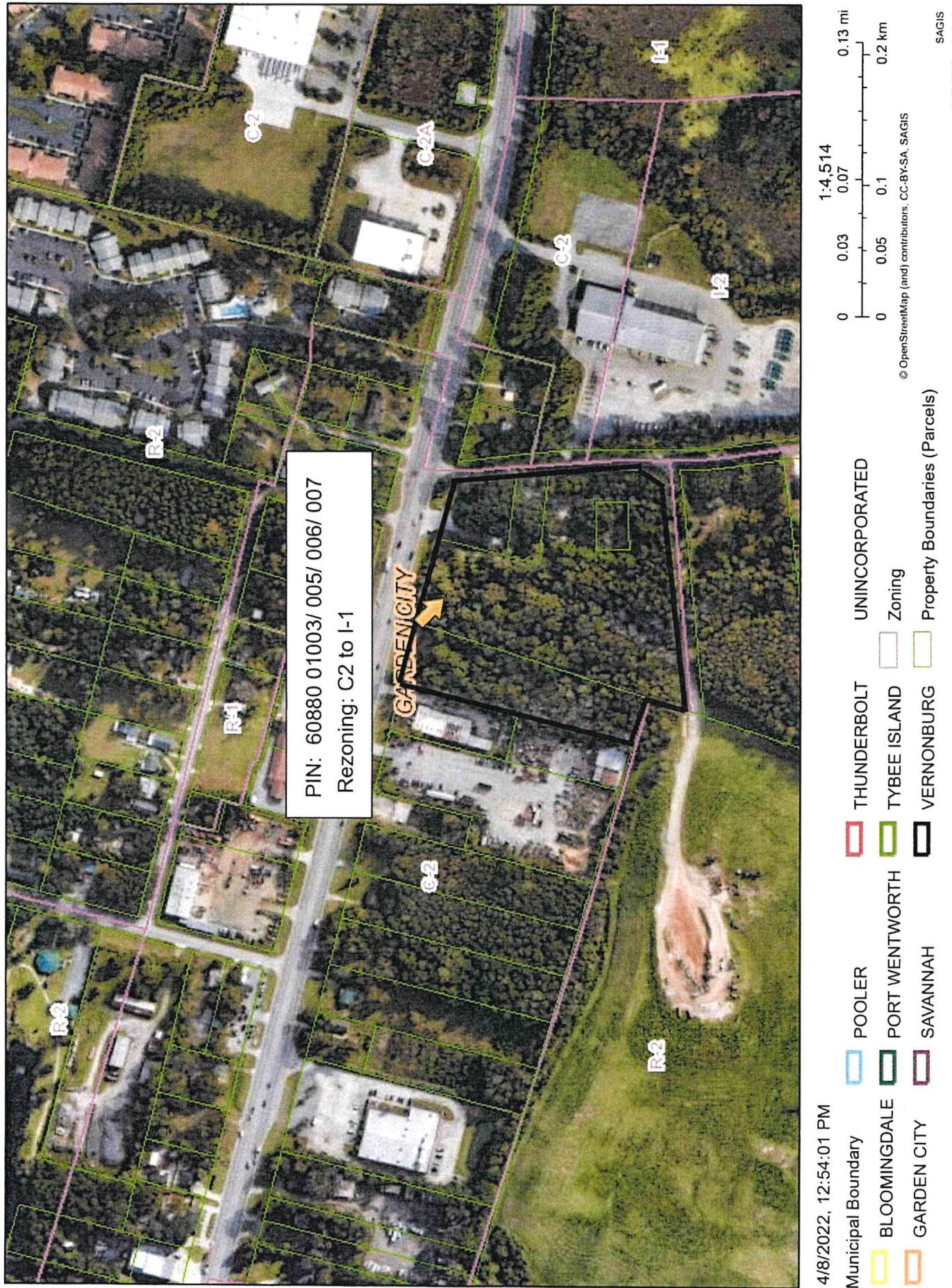
#### RECOMMENDATION

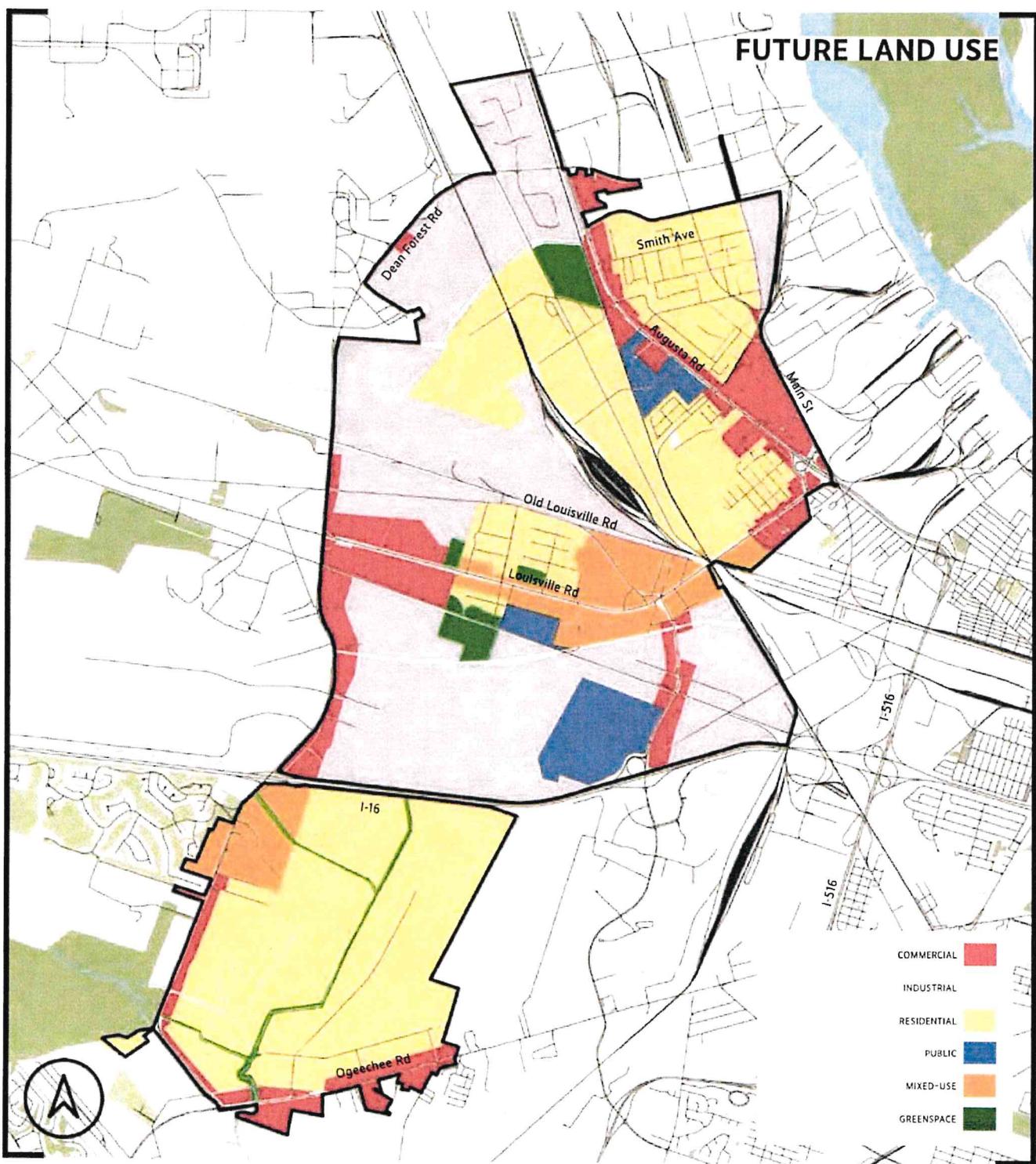
**Denial** of the rezoning request from Heavy Commercial (C-2) to Industrial (I-1).

*Note:*

*Approval, if granted, by the Planning Commission only constitutes the initial step in the overall process and additional requirements still must be met prior to commencement of any construction activities. The Petitioner should note that final approval of the site plan will require City staff approval of the detailed engineering plans for the project through the City's standard process and a Land Disturbance Activity (LDA) Permit must be issued prior to construction. The Petitioner should also note that final approval of the site architectural plans will require City staff approval via its standard process and a building permit must be issued before vertical construction shall commence.*

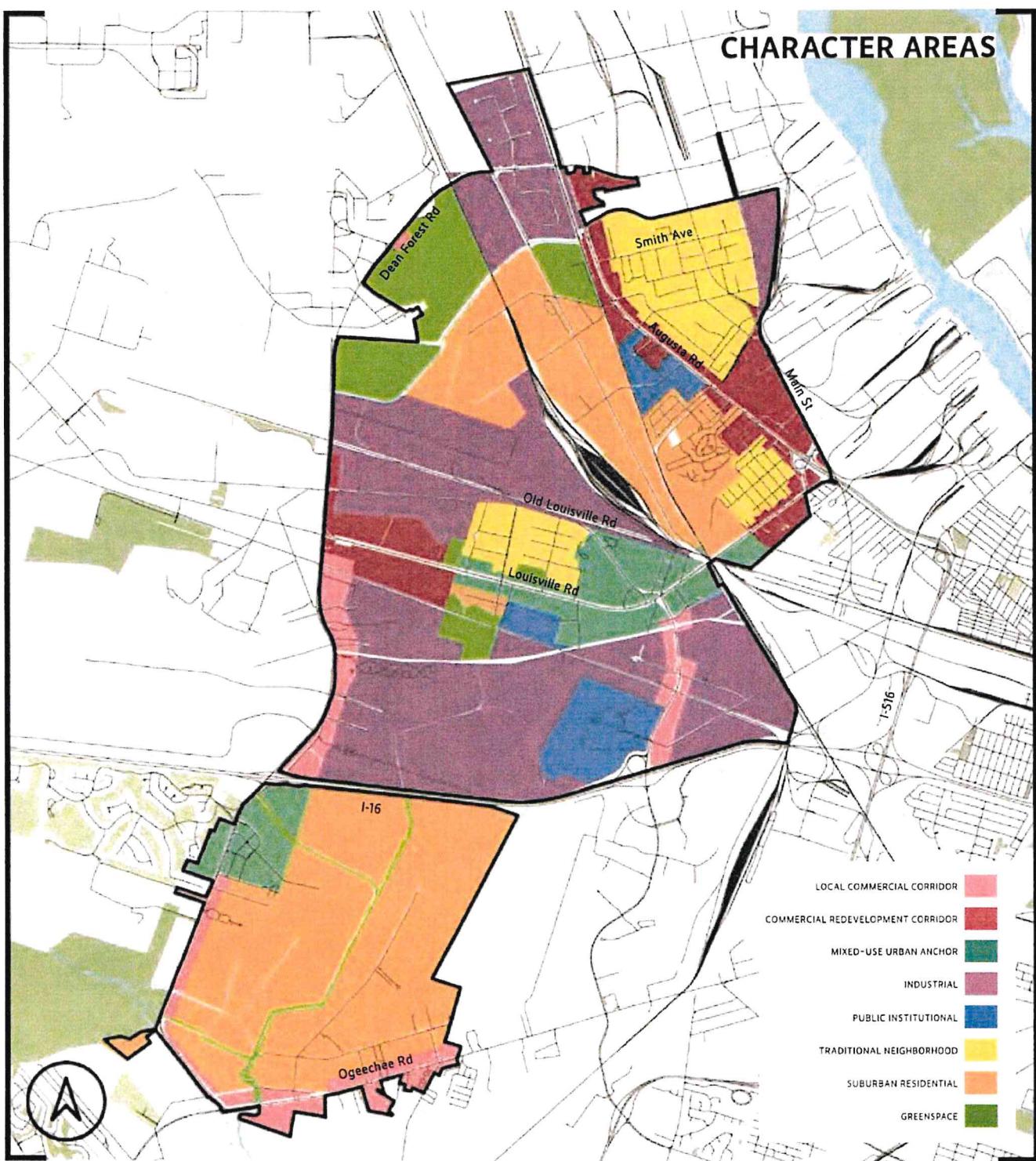
PC2209





Map 4.8—Future Land Use, Garden City





Map 4.7-Character Areas, Garden City



# City of Garden Subdivision Application



## Development Information

### Development Name (if applicable)

CenterPoint Logistics Park

### Property Address

2150 Dean Forest Road

Garden City, GA

Phased development?	If yes, proposed number of phases	Proposed Number of Lots (Total)
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	2	7
Parcel ID	Total Site Acreage	Zoning
60986 01005	72.81	I-1/I-2

### Project Description

Tract A Formerly Solomon Kahn Tract

Water Supply	Sewage Disposal
<input checked="" type="checkbox"/> Public <input type="checkbox"/> Private	<input type="checkbox"/> Public <input checked="" type="checkbox"/> Private

## Applicant Information

### Owner

Name	Address
CenterPoint Kahn Garden City, LLC	1808 Swift Drive, Oak Brook IL 60523
Phone	Email
757-630-7474	bhollings@centerpoint.com

Same as authorized agent  Check here to receive staff review comments via email

Company Name	Contact (Individual Name)
Thomas and Hutton	Roby Morgan
Phone	Email
912-721-4180	morgan.r@tandho.com

Check here to receive staff review comments via email

Company Name	Contact (Individual Name)
Phone	Email

I understand that I will need to attend or be represented by a duly authorized agent at the meeting of the Planning Commission and that my application cannot be approved unless I am represented.

Brian C. Hollings

Print Name

Brian C. Hollings

Signature

Digitally signed by Brian C. Hollings  
Date: 2021.05.19 13:07:11 -04'00"

3/16/22

Date

OFFICE USE ONLY			
Received By	Date Received	Case Number	
Submittal Format <input type="checkbox"/> Electronic <input type="checkbox"/> Paper <input type="checkbox"/> Both	Fee Amount Paid	Invoice Number	PC2210



## MEMORANDUM

**To:** Garden City Planning Commission & Board of Appeals  
**From:** Denise R. Grabowski, AICP, LEED AP, Planning Consultant  
**Date:** April 5, 2022  
**Re:** PC2210 – Final Plat – CenterPoint Logistics Park

---

<b>Application Type</b>	<b>Subdivision – Final Plat</b>
<b>Case Number</b>	PC2210
<b>Applicant</b>	CenterPoint Kahn Garden City, LLC
<b>Name of Project</b>	CenterPoint Logistics Park
<b>Property Address</b>	2150 Dean Forest Road, Garden City, GA 31406
<b>Parcel ID</b>	60986 01005
<b>Area of Property</b>	72.81
<b>Existing Zoning</b>	I-1/I-2
<b>Number of Phases</b>	2
<b>Total Lots</b>	7

---

The property owner is proposing a minor modification to the previously submitted plat to add an additional 1.18 acres to Parcel 3 in order to construction an internal access road. The City of Garden City Building Official has verified that all required improvements are complete. The final plat meets the requirements of the City of Garden City Code of Ordinances, Section 70-35.

### RECOMMENDATION

Approval of the final plat for CenterPoint Logistics Park, parcel 6098 601005.

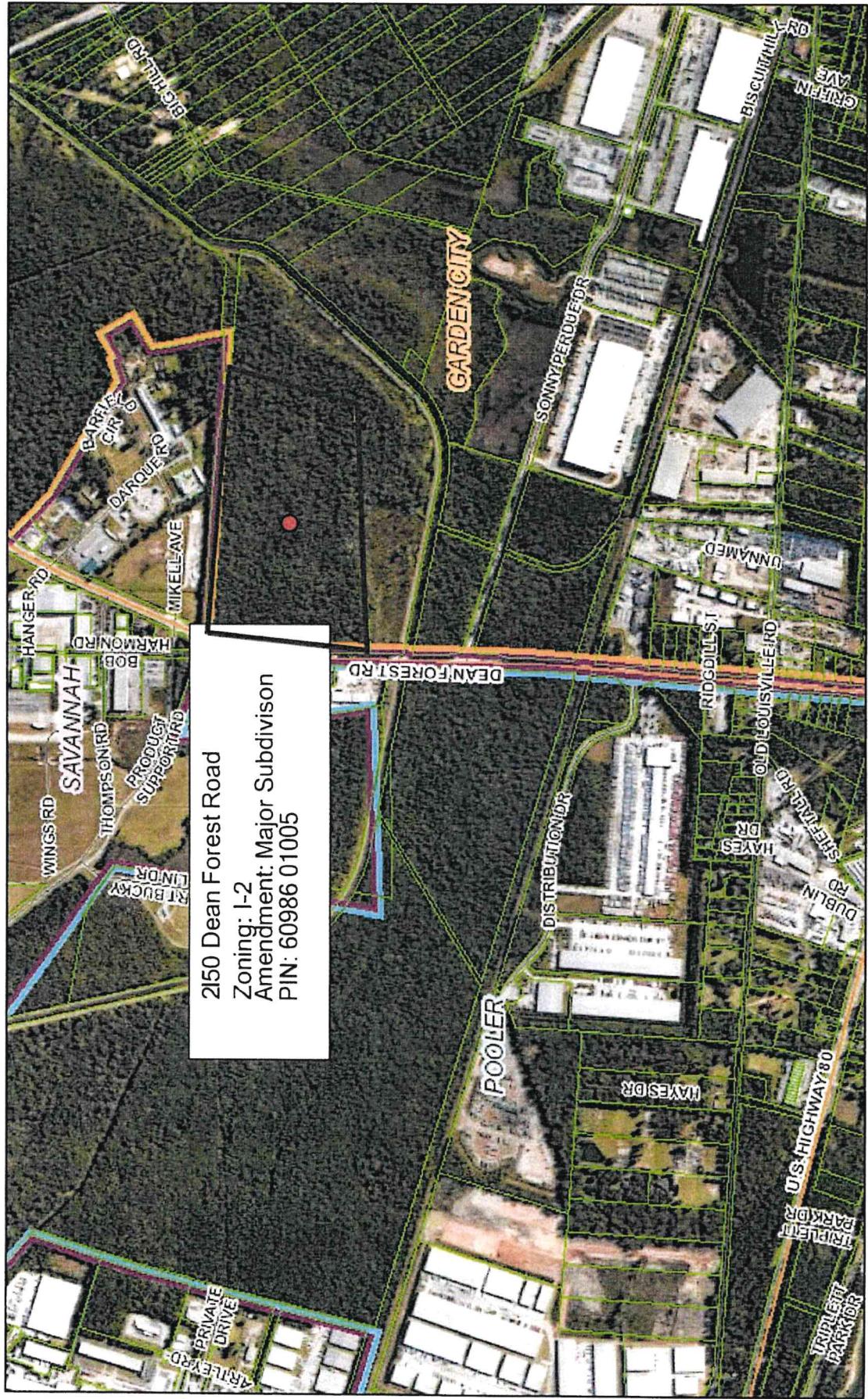
*Note:*

*Approval, if granted, by the Planning Commission only constitutes the initial step in the overall process and additional requirements still must be met prior to commencement of any construction activities. The Petitioner should note that final approval of the site plan will require City staff approval of the detailed engineering plans for the project through the City's standard process and a Land Disturbance Activity (LDA) Permit must be issued prior to construction. The Petitioner should also note that final approval of the site architectural plans will require City staff approval via its standard process and a building permit must be issued before vertical construction shall commence.*





PC2210



Municipal Boundary POOLER  
BLOOMINGDALE PORT WENTWORTH  
GARDEN CITY SAVANNAH

UNINCORPORATED THUNDERBOLT  
TYBEE ISLAND VERNONBURG

Parkways  
Interstate  
Local Roads  
Major Roads  
Local Roads

© OpenStreetMap (and) contributors, CC-BY-SA, SAGIS

**M I N U T E S**  
**City Council Meeting**  
**Monday, April 4, 2022 – 6:00 p.m.**

**Call to Order:** Mayor Pro-tem Campbell called the meeting to order at approximately 6:00 p.m.

**Opening:** Pastor Randall Frantz from the First Baptist Church of Garden City gave the invocation and Mayor Pro-tem Campbell led the City Council in the pledge of allegiance to the flag.

**Roll Call:**

**Council Members:** Mayor Pro-tem Bruce Campbell, Councilmember Marcia Daniel, Councilmember Natalyn Morris, Councilmember Debbie Ruiz and Councilmember Kim Tice. Councilmember Lassiter arrived late at approximately 6:10 p.m. due to train traffic. Absent: Mayor Don Bethune (recovering from surgery).

**Staff Members:** Scott Robider, City Manager; James P. Gerard, City Attorney; Rhonda Ferrell Bowles, Finance Director/Clerk of Council; Gil Ballard, Chief of Police and Yolanda Irizarry, HR Director. Absent: Cliff Ducey, Recreation Director; Jon Bayer, Public Works Director; Mike Dick, Fire Chief and Ben Brengman, IT Director.

**Presentation:** Mayor Pro-tem Campbell presented a proclamation to Ms. Jenna Thornton, City Director of LowCountry Lemonade Day.

**Formal Public Comment:** Ms. Jenna Thornton, City Director of LowCountry Lemonade Day gave an overview of the Lemonade Day program.

**City Council Minutes:** Councilmember Ruiz made a motion to approve the March 21, 2022 Pre-Agenda Session Minutes and City Council Minutes. The motion was seconded by Councilmember Tice and passed without opposition.

**City Manager's Report:** The city manager stated that the departments are moving along with their projects and the City's finances are looking good heading into the second quarter.

**Items for Consideration**

**Resolution, Police Surplus Vehicles:** The clerk of council read the heading of a resolution to classify as surplus property eight (8) police cars and two (2) police all-terrain vehicles and to authorize the police department to dispose of the vehicles pursuant to State Law.

Councilmember Daniel made a motion to adopt the resolution. The motion was seconded by Councilmember Ruiz and passed without opposition.

**Informal Public Comment:** No speakers.

**Adjournment:** There being no further items to discuss, Mayor Pro-tem Campbell called for a motion to adjourn the meeting. Councilmember Ruiz made a motion to adjourn the meeting at approximately 6:12 p.m. The motion was seconded by Councilmember Tice and passed without opposition.

*Transcribed & submitted by: Clerk of Council*

*Accepted & approved by: City Council 4/18/22*

**SYNOPSIS**  
**Pre-Agenda Session**  
**Monday, April 4, 2022 – 5:30 p.m.**

**Call to Order:** Mayor Pro-tem Campbell called the pre-agenda session to order at approximately 5:30 p.m.

**Attendees:**

Council Members: Mayor Pro-tem Bruce Campbell, Councilmember Marcia Daniel, Councilmember Natalyn Morris, Councilmember Debbie Ruiz, and Councilmember Kim Tice. Absent: Mayor Don Bethune (recovering from surgery) and Councilmember Richard Lassiter (due to train traffic).

**Review of Council Agenda Items:** The city manager gave an overview of the items listed on the council agenda.

Councilmember Campbell stated that the resident at 224 Chatham Villa Drive has moved out and left a lot of trash on the side of the street and asked for the city to look at getting it picked up.

The city manager stated that we had a request for a stop sign at Talmadge and Old Louisville Road intersection. Councilmember Campbell noted that a stop sign needs to be placed at Olmstead as you come onto Chatham Villa Drive.

The city manager stated that Roberts Properties is scheduled to attend the April 11<sup>th</sup> workshop to discuss phase II of the Tapestry Park apartment complex. Councilmember Ruiz said that we need to remember that we need more parking in front of the City Hall so people will have somewhere to park for court and special events. We need to look at where we can create more parking.

The city manager stated that Jody Jones, the Executive Administrative Assistant tenured her resignation last week.

The city manager stated that we are working on a guide for all of the programs and events happening at the Senior Center.

Councilmember Morris expressed several concerns regarding the CVB. The city manager stated that someone would have to be assigned to take Ben's place as the City's liaison to the CVB. He said that it's time we potentially consider doing something else. City Attorney stated that you all could explore the alternatives of giving the money to the Savannah Chamber of Commerce because there is not much tourism on the westside. He said that Pooler's Chamber of Commerce does well due to many of the businesses and attractions in Pooler.

The city manager stated that the price of the radar trailer that the police department budgeted for 2022 went up by about \$2,000 from the original quote.

**Adjournment:** There being no further items to discuss, the Mayor Pro-tem and City Council unanimously adjourned the pre-agenda session at approximately 5:56 p.m.

*Transcribed & submitted by: Clerk of Council  
Accepted & approved by: City Council 4/18/22*

## SYNOPSIS

### City Council Workshop Monday, April 11, 2022 – 4:00 p.m.

**Call to Order:** Mayor Bethune called the meeting to order at approximately 4:00 p.m.

**Attendees:**

**Council Members:** Mayor Don Bethune, Mayor Pro-tem Bruce Campbell, Councilmember Marcia Daniel, Councilmember Debbie Ruiz, and Councilmember Kim Tice. Absent: Councilmember Richard Lassiter and Councilmember Natalyn Morris.

**Staff Members:** Scott Robider, City Manager; James P. Gerard, City Attorney; Rhonda Ferrell Bowles, Finance Director/Clerk of Council; Mike Dick, Fire Chief and Jon Bayer, Public Works Director.

**Guests:** Roberts Properties Representatives: Charlie Roberts, Sarah Roberts, and Mathew McCoy of McCorkle, Johnson & McCoy LLP.

**City Manager's Updates:** The city manager stated that he was considering adjusting City Hall's opening and closing times to 9:00 a.m. to 5:00 p.m. or 8:30 a.m. to 5:00 p.m. He stated that Pooler's hours are 9:00 a.m. to 5:00 p.m. He said currently, our hours are 8:00 a.m. to 5:00 p.m., but some staff members have issues getting to work on time because of the traffic.

Mayor Bethune stated that we would take it under consideration.

**Service Day Clean-Up:** The city manager stated that the first service day clean-up is scheduled for April 28<sup>th</sup>. He said that we are looking at cleaning up Salt Creek to Fall Avenue since a cleanup was just done in Rossignol Hill.

**Police Department SPLOST Fund Capital Purchases Update:** City Manager stated that the police department is requesting to move forward on purchasing a drone and a radar traffic display trailer. He noted that both purchases were budgeted for 2022. However, the cost of the radar trailer has gone up to \$2,292 from the original quote used to prepare the budget.

Councilmember Daniel asked the City Manager and City Attorney to look at drafting an ordinance for Airbnbs. The city manager stated that the City Attorney had already prepared an ordinance. It just has to be finalized.

**Town Center Master Plan Amendment – Tapestry Park Phase II:** Mr. Roberts gave an overview of his proposed plan for Tapestry Park Phase II.

The City Attorney stated that City Council would need to pass a resolution to amend the master plan. He said that Mr. Roberts might want to look at what variances may be required. Mr. Roberts stated that he and Ron Feldner had already contemplated that another apartment complex may go on the site.

Mr. Roberts stated that the Tapestry Park Phase II apartment complex would match the Phase I complex, and the transfer process from land company to building company will be handled in the same way as Phase 1.

The City Attorney stated that the signage on block 3 of the Town Center Master Plan as being developed commercially would need to be changed.

City Attorney asked Mr. Roberts if he would pay the \$25,000 in permit fees. Mr. Roberts replied that we plan to pay for the permits. We are happy to do \$25,000 in permit fees. He stated that the city got hurt by the permitting costs and fire protection fees for phase I of Tapestry Park.

Councilmember Ruiz asked how close the Phase II complex would be to City Hall. Mr. Roberts stated that it would be a significant way away from City Hall. He said I told Ron Feldner to make the green space instead of roads if I wanted it back to build on.

The City Attorney asked Mr. Roberts if he was still planning to go through with the well. Mr. Roberts stated that he would do the well easement that he promised Ron Feldner.

Councilmember Daniel asked Mr. Roberts what type of retail are you looking at.

Mr. Roberts stated that he is talking with Enmark about locating on the corner property. He noted that the apartments are needed to help fund the retail. He said that people want shops, restaurants, and dry cleaners within walking distance. He stated that the tenants have to drive to Berwick right now.

Mr. Roberts asked if the City Council could vote at the April 18<sup>th</sup> council meeting to amend the master plan so he can move forward while the agreement is being worked on.

City Attorney stated that he could probably have the resolution to amend the master plan ready for the April 18<sup>th</sup> council meeting.

Councilmember Daniel asked Mr. Roberts if he had had any problems with the apartments. Mr. Roberts replied that there had been no issues.

Mr. Roberts gave an overview of the marketing process for the apartment complex. He stated that Tapestry Park is marketed as weaving modern luxury with coastal charm. He said that you will be much happier when I do the next phase because it will help get the retail.

Mr. Roberts stated that we are getting ready to replace some of the palm trees. He said I want to redo the landscaping grasses the city put in the median.

Mayor and Council thanked Mr. Roberts for attending the workshop. Mayor Bethune stated that the City Attorney would work on having the resolution to amend the Town Center master plan ready to go before the council for consideration at the April 18<sup>th</sup> council meeting.

**Mayor's Updates:** Mayor Bethune stated that we had a train block the railroad crossing for three hours on Priscilla D. Thomas Way. He noted that the crew timed out, and they left the train. He stated that the railroad didn't have another team to take their place due to personnel shortages.

The city manager stated that I called CSX four times about the train. He said they had received multiple calls about the blockage, but there was nothing they could do because they were short on staff.

City Attorney stated that he spoke with the federal railroad administration, and they have an app. For people to report blockages. He said that if there are more than four emails, it triggers an investigation, and the railroad has to respond to the inquiry. He stated that she was supposed to send me the app, and I will pass it along to you.

Councilmember Daniel asked about the City's staff shortages. The city manager stated that we are down one firefighter position, two police officer positions, one public works position, and one recreation position.

Councilmember Tice stated that people are still experiencing long dispatch times when calling the County's 911 system. The city manager said they are also short of staff to answer the calls.

**Adjournment:** There being no further items to discuss, the Mayor and Council unanimously adjourned the workshop at 5:06 p.m.

*Transcribed & submitted by: Clerk of Council*

*Accepted & approved by: City Council 4/18/22*

**REPORT TO MAYOR AND CITY COUNCIL****AGENDA ITEM**

**TO: THE HONORABLE MAYOR AND CITY COUNCIL DATE: April 8, 2022**

**SUBJECT: *Fire Department March 2022 Report***

**Report in Brief**

The Fire Department Monthly Status Report includes an extensive summary of the monthly activity of the divisions within the Department. This report also provides information regarding key items of interest and/ or activities throughout the month.

The operations detail contained in this report is for the Month(s) of March 1, of 2022, and all related information is current as of March 31, 2022.

Prepared by: Michele Johnson  
Title                      Assistant Fire Chief

Reviewed by: Mike Dick  
Title                      Chief of Fire

## Calls for Service in March of 2022

There was a total of 174 calls for service in the month of March, 2022, for a total of 551 calls for service year to date.

### ***Current month's calls included:***

#### **Incident Type:**

Fire Incidents	7	Good Intent	8
First Responder	109	False Alarm	22
Vehicle Accident	22	Service Call	4
Hazardous Incident	2	Inspections/ Pre-Plan	134
Weather Related	0	Public Education	0

## Department Activities/ Events

### **Department Training**

In March fire personnel reported a total of 476 hours of training resulting in an average of 23.8 hours of training per Firefighter.

FF Molinari attended Fire and Life Safety Educator at GPSTC on 3/7/2022 – 3/9/2022

FF Hauger attended Structural Fire Control Instructor at GPSTC on 3/15/2022 – 3/17/2022

Deputy Fire Marshal Roberts attended Fire Alarm and Suppression Systems on 3/29/2022 – 3/31/2022

GCFD A, B, and C shift's all completed hose deployment training at PWFD burn building March 21 -23, 2022.

Chief Dick completed training with A, B, and C shift for response readiness when dispatched to structure fires on 2/28/2022 – 2/30/2022.

### **Department Activities/Events**

Chief Dick attended a regional training meeting at Effingham Fire on 3/22/2022.

Chief Dick has had Multiple zoom meetings with Chatham County MMC to prepare for the upcoming hurricane season.

## **Fire Marshal's Office**

**Here's the break down by Inspection Type and the plan reviews by project:**

Annual Inspection (initial inspection):	59
RE-Inspection:	35
Certificate of Occupancy:	1
Consultation Site Visit:	8
Fire Protection Equipment Inspection:	4
Pre-Plan	11
Occupational Tax Certificate (new tenant):	10
<b>Total number of Inspections:</b>	<b>134</b>

## **Plan Review**

2450-2480 Dean Forest Road Site Plan	6	Pending
140 Prosperity Drive	4	\$250
5208 Augusta Road	4	\$250
4820 Augusta Road	4	\$345
4021 Augusta Road	6	\$790
2150 Dean Forest Road	6	\$545
140 Prosperity Road Sprinkler Addition	<u>4</u>	<u>\$2835</u>

## **Regulatory Fees: (invoiced)**

March 15 <sup>th</sup> :	\$4850.00
March 30 <sup>th</sup> :	<u>\$3785.00</u>
<b>Total Fees Processing:</b>	<b>\$13650.00</b>

## **Community Relations Activities/Events**

GCFD personnel taught BLS Provider throughout the month of March.

### **Looking Ahead**

- Bringing more state certified training to the City of Garden City which will be made available to surrounding municipalities and the Georgia Port Authority.
- April-May in House Rope Rescue Level 1 class.
- Assisting and attending state certified classes that are offered in surrounding municipalities.
- Broadening the community outreach with continued programs such as Remembering When, community CPR classes, the smoke detector program, and Close Before you Doze.
- Pursuing various grants for department equipment.

**REPORT TO MAYOR AND CITY COUNCIL****AGENDA ITEM**

**TO: THE HONORABLE MAYOR AND CITY COUNCIL**      **DATE: April 13, 2022**

**SUBJECT: Human Resources Department Report for March, 2022**

**Report in Brief**

Attached is the Human Resources Department's Month-End Report for March.

Prepared by: Yolanda Irizarry

Title: Human Resources Director

Reviewed by: \_\_\_\_\_

Title \_\_\_\_\_

---

City Manager

**Garden City  
Human Resources Department  
March Month-End Report**

**Recruitment/Positions Filled**

In addition to the continuous recruitment for Police Officers/Police Officer Recruits, and Firefighters the City has job opportunities for: a Building Inspector, 1 Code Enforcement Officer, 1 Information Technology Technician, 1 Public Works Technician, and a Water and Sewer Repair Technician.

**New Hires**

The City welcomed five (6) new hires during the month of January: two individuals were hired as firefighters; three individuals were hired as police officer; one individual was hired as Senior Center Assistant Manager (Part-time).

**Promotions/Milestones**

There were two promotions during the month of March: both of them were in the Police Department and both individuals were promoted to Police Officers (previous title Police Officers Recruit)

**Employment Terminations**

There were four (4) separation(s) from employment during the months of March (Full-time and Part-time) - Police / Fire.

**City Employment**

The City ended the month of January with 103 full-time employees.

## **Additional Personnel Information Including Part-Time Employees**

This report normally covers the count for full- and part-time employees. In view of the current COVID-19 pandemic, included in the count below for City employees is part-time regularly scheduled, temporary, part-time casual/summer help (persons that have other employment and work as-needed), along with full-time employees.

<b>March</b>	
FULL TIME ONLY:	103
CONTRACTOR/TEMP:	0
PART TIME/SEASONAL:	5
PART-TIME/CASUAL:	11

## **Employee Turnover Data Per Month**

<b>Month</b>	<b>Percent</b>
January	5%
February	4%
March	3%
April	
May	
June	
July	
August	
September	
October	
November	
December	

**Garden City Personnel Data**  
**New Hires – 2022**

Job Title	Hire Date
Chief of Fire	1/1/2022
Police Officer	1/18/2022
Firefighter	1/24/2022
Firefighter	1/31/2022
Deputy Clerk of Municipal Court	1/31/2022
Human Resources Director	2/14/2022
Firefighter	2/19/2022
GCIC Records Clerk	2/28/2022
Firefighter	3/12/2022
Firefighter	3/15/2022
Police Officer (3)	3/28/2022
Senior Center Assistant Manager(PT)	3/28/2022

**REPORT TO MAYOR AND CITY COUNCIL****AGENDA ITEM**

**TO: THE HONORABLE MAYOR AND CITY COUNCIL      DATE: 04/18/22**  
**SUBJECT: *Technology Department Report for the Month March***

**Report in Brief**

The Technology and Building Department Monthly Status Report includes a wide variety of information in an effort to better inform the public and the City Council.

Prepared by: Chris Snider  
Title              Systems Administrator

Attachment(s)

## **Technology Report**

- Installed New antivirus and remote software on all city computer and laptops
- Installed three new computers and four laptops.
- New scan software installed on PD and Executive Copiers for testing (Paperless)

## **Building Maintenance**

- Back PD Gate repairs are Finished
- Installed panic buttons in areas of City Hall.
- New trees have been planted in front and on the side of City Hall.

## ***Parks & Recreation 2022 March Report***



Picture from April 9<sup>th</sup> Garden City Easter Eggstravaganza at Sharron Park

**TO: THE HONORABLE MAYOR AND CITY COUNCIL    DATE: April 12<sup>th</sup> 2022**

**SUBJECT: *Parks & Recreation 2022 March Report***

### **Report in Brief**

The Parks & Recreation Monthly Status Report includes a summary of the monthly activities and projects of all divisions within the Department.

The operations detail contained in this report is for the Month of March 2022 and all related information is current as of April 12, 2022.

### **Parks & Recreation Department Status Report Summary - March 2022**

#### **Adult Programs Senior Center**

During March an average of 37 Senior Citizens per day attended/participated in adult programs at the Senior Center. We served 781 meals in March.

***Activities included: Devotion time, bingo, trivia, puzzles, bridge, cards, pool and line dancing, muscle strengthening exercise and much more.***

- Our Seniors enjoy exercising, going on trips, playing games, watching movies, listening to lecturers, eating, shopping, and just hanging out with friends at the Garden City Senior Center.
- In March Living Hope Church donated canned goods to our Senior Center.
- The Prayer Line organization donated \$260.00 to help pay towards Seniors Citizen lunches.
- Please join us for our Sr. Citizen cookout at Sharon Park on April 19<sup>th</sup> 11am  
RSVP to the rec Office 966-7788.    ***Come join the fun!!***



Garden City 10 and under  
Baseball team April 12<sup>th</sup> 2022

## Sports Programs/Activities

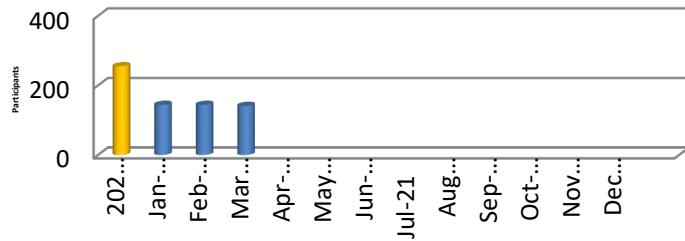
During the month of March, 141 Youths participated in Garden City's Youth Sport Programs.

➤ **Upcoming Sports**

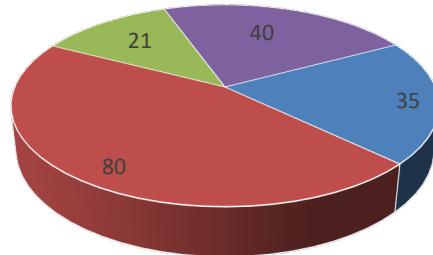
Programs/Events .... **Garden City**  
**Camp Eagle Sumer Day**  
**Came**

*The graphs  
are visual  
summaries of  
the number of  
participants in  
Garden City's  
Recreation*

### Recreation Programs/Activities Participation Summary March 2022



### March Participation



■ After sch Basketball   ■ Rec Baseball   ■ Gymnastics   ■ Basketball

Prepared by: Cliff Ducey  
Title Parks & Recreation Director

## REPORT TO MAYOR AND CITY COUNCIL

## AGENDA ITEM

**TO: THE HONORABLE MAYOR AND CITY COUNCIL**      **DATE:** 04/13/2022

**SUBJECT: *Public Works & Water Operations Monthly Status Report***

## **Report in Brief**

The Public Works & Water Operations Departments Monthly Status Report includes an extensive summary of the monthly activity of all divisions within the Department. This report also provides information regarding key projects and/or activities throughout the month.

The operations detail contained in this report is for the month of March and all project related information is current as of 03/31/2022.

Prepared by: Lynnette S. Hymes  
Title Executive Assistant

Reviewed by: Jon Bayer  
Title Public Works Director

C. Scott Robider, City Manager

### Attachment(s)

## Department of Public Works



**Public Works Department  
Monthly Status Report  
Summary – March 2022**

**Operations & Maintenance:**

Public Works personnel completed 30 **Resident Requests**, and 338 **Work Orders** for the month of March.

**Resident Request** – Every time a request for Public Works service is made by phone call, written request, email request, or an actual one-on-one request to a PW employee, a “**Resident Request**” is generated. This builds a computerized record of all requests made.

**Work Order** – A “**work order**” is created each time a work crew or individual is assigned a task either because of service requests, pre-planned maintenance projects, or by other situations as they arise. This produces a database of work accomplished and the time and materials it took to do the work.

**Storm Drainage:**

- Ditch/Canal Maintenance: Dug – 2,000 ft.

**Streets:**

- Routine City Street and right of way shoulder maintenance/Pothole, Asphalt Repair

**Street Sweeping:**

- Street Sweeper Mileage – Sweeper Miles – 125.22
- Signs: Multiple Knockdowns/replacements - 43 Total

**Mixed Dry Trash Collection by City:**

- 43.04 Tons Collected / Removed

Trees: 1 tree removed, 1 stump ground down. All debris cleaned up and removed. Location: 603 Davis Ave. Clean up 1 storm damaged sweet gum tree. Location: Intersection of Sharon Park and Godbee. Trim roadside along Sparkman Ave., to allow passage for high profile vehicles. All debris cleaned up and removed. (\$3,200.00) Southeastern Tree Service, Inc.



## **Water Operations & Maintenance:**

99 Services Orders, 16 Work Orders

29.2 – Millions of Drinking Water for the Month of March 2022

### **Hydrant Services: 62**

### **Water Line Services: 5**

### **Located Services: 178**

### **Utility Services:**

- Meter Services: 7
- Connects: 50
- Disconnects: 46
- Delinquent Disconnects: 93

\* Maintenance Services consist of repairs made for leaks at the meter, register repairs, box or lid replacements, as well as, requested cleaning services for apartments.

### **Sewer Operations and Maintenance:**

- Gravity Main/Manhole Services: 83
- Lateral/Blockage Services: 7
- Sanitary Sewer Overflow Event: 1

## **Wastewater Treatment Plant and Water System**

### **EXECUTIVE SUMMARY**

- The treatment plant received a total of 2.35 inches of rain during the month and treated 31.2 million gallons.
- The max EFF daily flow for the treatment plant was 1.43 MGD on March 25, 2022.
- The water system withdrew a total of 29.2 MG from well facilities and used 0.27 MG from the Savannah Southbridge purchase system (Town Center Water System).

## REPORT TO MAYOR AND CITY COUNCIL

## AGENDA ITEM

**TO: THE HONORABLE MAYOR AND CITY COUNCIL**

**DATE:** April 11, 2022

**SUBJECT: Planning and Economic Development Permitting and Inspections Monthly Status Report**

## Report in Brief

The Department of Planning and Economic Development Monthly Status Report includes a summary of the monthly activities and projects of permitting and inspections within the department. This report also provides information regarding key items of interest and/or activities throughout the month.

The operations detail contained in this report is for March 2022 and all related information is current as of April 1, 2022.

Prepared by: Tonya Roper  
Title Staff

Reviewed by: \_\_\_\_\_  
Title \_\_\_\_\_

Scott Robider; City Manager

### Attachment(s)

- Permits Issued (By Work Class)
- Scheduled Inspections
- Planning Commission Minutes
- Code Enforcement
- Business Updates

## Planning and Economic Development Department

### Status Report

#### Summary – March 2022

## Permits

There were 48 permits issued during March 2022. ***They included:***

### New Construction Building Permits

- Please see attached sheet for listing of permits

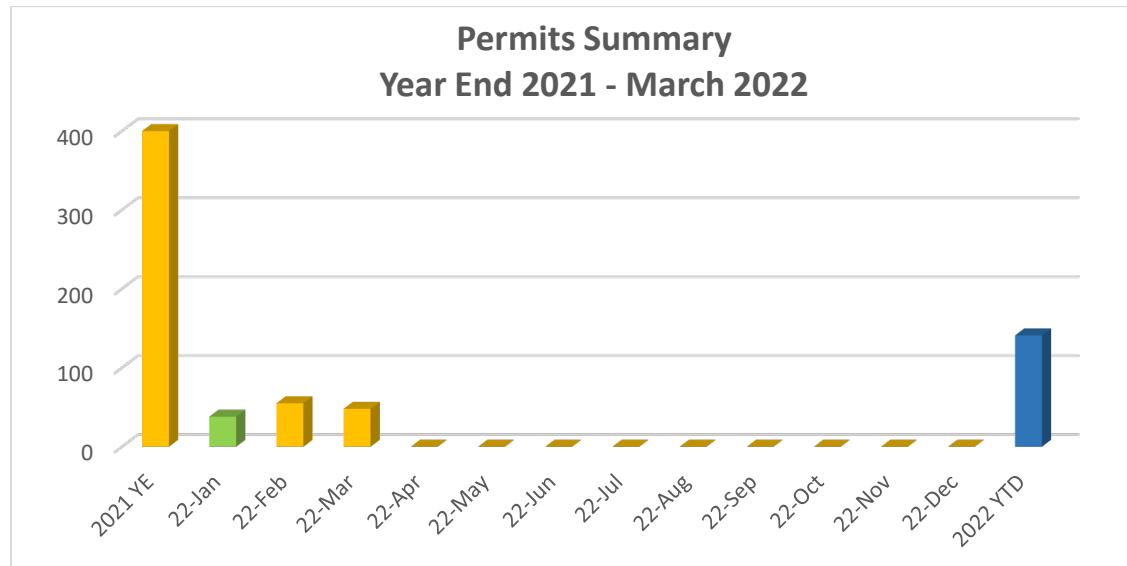
### Renovation/Expansion Building Permits

- Please see attached sheet for listing of permits

### Miscellaneous Permits

- Please see attached sheet for listing of permits

***The graph below is a visual summary of the permits issued.***



	<u>Number of Permits</u>
2021 Year End	466
Jan-22	38
Feb-22	55
Mar-22	48
Apr-22	
May-22	
Jun-22	
Jul-22	
Aug-22	
Sep-22	
Oct-22	
Nov-22	
Dec-22	
2022 YTD	141

### **Inspections**

Inspections scheduled during FY2022 included:

- 8 Business License
- 25 Mechanical/Electrical/Plumbing
- 51 Building
- 7 Site (Property/Development/Preliminary/Demolition)

### **Code Enforcement Activity**

- 67 Courtesy Notice of Violations Issued
- 4 Signs
- 0 Sanitation Citations
- 78 Re-Inspections
- 66 Cases Closed (Compliance or Dismissed)
- 18 Vehicles Tagged Derelict or tagged for tow
- 0 Vehicles Towed
- 12 Vehicles Move by Owner or brought into compliance
- 2 Court Citations
- 13 Miscellaneous Inspections (Checking zoning, business license, permits)
- 0 Housing codes
- 0 Cease and Desist orders obtained
- 0 Warrants and Court Orders obtained
- 10 Properties that the City worked on (including cutting, cleaning, securing) and billed
- 0 Code Enforcement condemnations (placards posted – including unfit, unsecure, unsafe)
- 17 Stormwater Inspections
- 4 Stop Work Order Issues

## **New Business Licenses Issued**

**March 2022**

<b>Name</b>	<b>Address</b>	<b>Business Type</b>
S & L Used Car Sales Inc.	4907 Old Louisville Rd	Used Car Dealers
L & L Auto Repair	439 A Telfair Rd	General Automotive Repair
Baker Paint & Contracting Company Inc.	118 St. Joseph Avenue	Painting & Wall Covering Subcontractor
Premier Elite Enterprises LLC	33 Brampton Road	General Freight Trucking, Local
Garden City Extended Stay	319 Main St	Rooming and Boarding Houses
Kingston Transport LLC	1618 Dean Forest Rd	Parking Lots and Garages

# Memorandum

To: Scott Robider  
From: Jonathan Trego – Code Officer  
Date: 4/11/2022  
Re: Council Report

---

**The Code Enforcement Unit activity report for the month of March 2022 is as follows:**

**Signs- 4**

**Sanitation Citations- 0 (Sanitation Enforcement to Cease until further notice per CM)**

**Courtesy Notices and Violation Notices- 67**

**Re-inspections- 78**

**Cases Closed (Compliance or dismissed)- 66**

**Vehicles Tagged Derelict or tagged for tow- 18**

**Vehicles Towed-0**

**Vehicles MBO or brought into compliance- 12**

**Court Citations- 2**

**Misc. Inspections (including zoning insps., tax cert checks, permit checks, routine insps)- 13**

**Housing Codes- 0**

**Cease and Desist Orders obtained: 0**

**Warrants and other Court Orders obtained: 0**

**Properties that the City worked on (including cutting, cleaning, securing) and billed- 10**

**CE Condemnations (Placards posted- including for unfit, unsecure, unsafe): 0**

**Stormwater Inspections (EPD): 17**

**Stop Work Orders Issued: 4**

# REPORT TO MAYOR AND CITY COUNCIL

# AGENDA ITEM

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: 4-13-2022

SUBJECT: POLICE DEPARTMENT MONTHLY STATUS REPORT

## Report in Brief

The Police Department Monthly Status Report includes an extensive summary of the monthly activity of the divisions within the Department. This report also provides information regarding key items of interest and/or activities throughout the month.

The operations detail contained in this report is for the month of March 2022.

Prepared by: Jeri Varnum

Title: Executive Assistant/Accreditation Manager

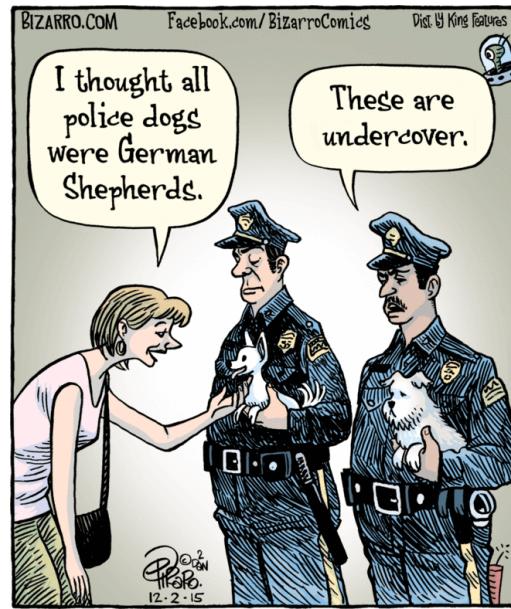
Reviewed by: Gilbert C. Ballard

Title: Chief of Police

---

Scott Robider, City Manager

Attachment(s)



# Police Department - March 2022 Status Report

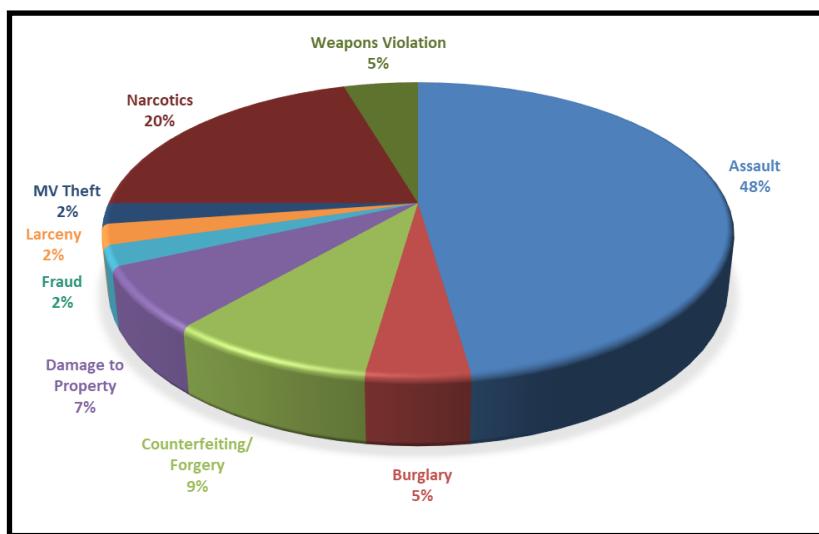
## Calls for Service

There was a total of 1,852 calls for service and self-initiated activity in the month of March 2022, for a total of 5,297 calls for service year to date.

## Adult & Juvenile Arrest/Charge Summary

Adult Arrests -143 Juvenile Arrests - 2

<u>Offenses</u>				
Assault	21	Burglary	2	
Counterfeiting/Forgery	4	Damage to Property	3	
Fraud	1	Larceny	12	
Motor Vehicle Theft	1	Narcotics	9	
Weapons Violation	2	Homicide	0	

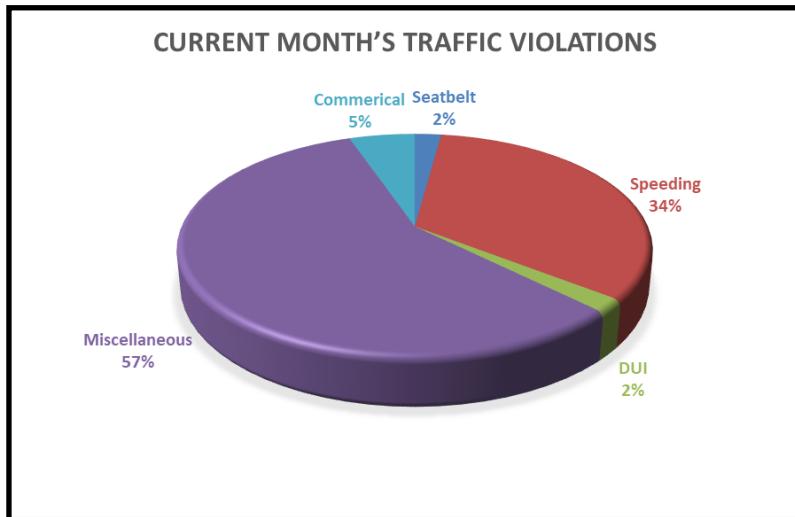


## Current Month's Top Criminal Violations by District

	Daniel District 1	Ruiz District 2	Morris District 3	Lassiter, Jr. District 4	Tice District 5
Assault	4	3	6	3	5
Burglary	0	1	1	0	0
Counterfeiting/Forgery	0	1	0	0	3
Damage to Property	2	1	0	0	0
Fraud	0	0	0	1	0
Larceny	2	0	2	2	6
MV Theft	0	0	0	0	1
Narcotics	4	2	1	2	0
Weapons Violation	1	0	0	0	1

**Traffic Violations** There was a total of 1,238 traffic violations during the month of March 2022.

<b>Traffic Violations Issued</b>	Speeding Violations	423	Fatalities	0
	Seat Belt Violations	27	Total Citations	1439
	DUI Citations	24	Written Warnings	201
	Miscellaneous Citations	727	Commercial Vehicle Citations	67



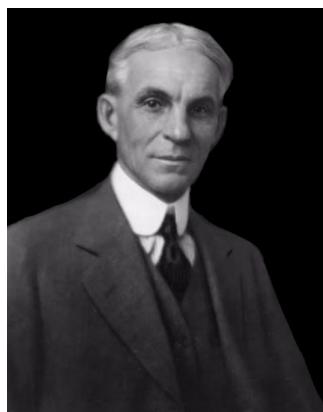
<b>Accidents</b>	Total Accident Reports	61	
	Public Roadway Accidents	45	Private Property Accidents
			16

**Open Records Requests** The Garden City Records Clerk received and processed 457 Open Records requests for the month of March 2022. A total of 1,116 Open Records Requests have been processed from January 1, 2022 to March 31, 2022.

**Training** During the month of March 2022, police personnel reported a total of 90 hours of training resulting in an average of 3 hours of training per Officer. Some of the special training classes the officers attended during the month of March were: Taser- Defensive Tactics, Communication and Intrinsic Bias, Handle With Care- Responding to child trauma, Juvenile Procedural Law, and Gang Intelligence Training.

#### **Items of Interest for March 2022**

- We were able for the first time in a very long time host a “Cops at Bus Stops” on March 24th at Tristan Townhomes.
- Officer Sherrod and Officer Williams completed GPSTC and was sworn in on March 25th.
- Jeri Varnum attended the CALEA conference in Orlando, Florida.
- We welcomed Taylor Crosby to our team. She comes to us from Effingham County Sheriff’s dispatch office and will be our TAC/GCIC operator.



Coming together is a **beginning**,  
staying together is **progress**,  
and working together is **success**.

- Henry Ford

Goalcast

## **RESOLUTION**

RESOLUTION OF THE MAYOR AND COUNCIL OF GARDEN CITY, GEORGIA, APPROVING THE EXPENDITURE IN THE AMOUNT OF \$39,981.99 FROM THE 2022 SPLOST FUND BUDGET FOR POLICE DEPARTMENT CAPITAL EXPENDITURES FOR THE PURCHASE OF ONE (1) UNMANNED AERIAL SYSTEM (UAS) DJI MATRICE MODEL 300 RTK DRONE, TOGETHER WITH ALL HARDWARE, SOFTWARE AND ACCESSORIES ASSOCIATED THEREWITH, AND A THREE (3) DAY TRAINING COURSE FROM FLYMOTION, LLC, THE LOWEST QUOTED VENDOR, UPON SUCH COSTS HAVING BEEN APPROVED BY THE CHIEF OF POLICE, AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, the Garden City Police Department is developing a unmanned aerial system (UAS) program to help provide effective public safety and law enforcement operations for the protection of the City and its residents; and,

**WHEREAS**, a unmanned aerial system (UAS), commonly referred to as a drone, will be utilized to enhance the efficiency and safety of law enforcement activities by the Garden City Police Department and combat crime; and,

**WHEREAS**, a drone is defined in Section 6-1-4 of the Official Code of Georgia Annotated as a powered aerial vehicle that (1) does not carry a human operator; (2) uses aerodynamic forces to provide vehicle lift; (3) can fly autonomously or be piloted remotely; and (4) can be expendable or recoverable; and,

**WHEREAS**, a UAS offers a safe, effective and affordable option for enhancing a wide variety of law enforcement operations such as searching for missing and endangered persons; providing real time situational awareness during critical incidents; supporting officers serving warrants; fugitive location and apprehension; crime scene reconstruction and imagery; SWAT operations; tactical operations; assistance with disaster recovery; crowd monitoring and safety; investigating armed and dangerous subjects; and observation of hazardous materials; and,

**WHEREAS**, if a catastrophic event such as a hurricane were to impact the City in the future, a UAS will provide real time information about how an event is unfolding and provide a safe way for members of the City's Police Department to aid when there is imminent danger to life or serious damage to property; and,

**WHEREAS**, the UAS shall be deployed and used only to support official law enforcement and public safety missions of the City's Police Department after requisite training is completed prior to UAS utilization; and,

**WHEREAS**, the Garden City Police Department is in the process of creating policy for the UAS program so that the right to privacy of City residents remains well protected and operating police officers comply with state and federal law and applicable Federal Aviation Administration (FAA) regulations; and,

**WHEREAS**, Sitech Drone, Fly Motion, LLC, Dronefly, and Axxon all quoted to the Chief of Police the sales price of approximately \$40,000.00 for the one (1) UAS and related accessories, but Fly Motion, LLC, is the only vendor which included a three (3) day training course as part of the sales package; and,

**WHEREAS**, funding for the purchase of the UAS will be from the 2022 SPLOST fund budget for police department capital expenditures; and,

**WHEREAS**, the Chief of Police of the City's Police Department has recommended adoption of this Resolution and determined that the expenditure is in the public interest;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF GARDEN CITY, GEORGIA, that:

**Section 1:** The foregoing facts and recitations contained in the preamble to this Resolution are hereby adopted and incorporated by reference as if fully set forth herein.

**Section 2:** The City of Garden City, Georgia, hereby approves the expenditure of \$39,981.99 from the 2022 SPLOST Fund Budget for Police Department capital expenditures for the purchase of one (1) unmanned aerial system (UAS) DJI Matrice Model 300 RTK drone, together with all hardware, software, and accessories associated therewith, and a three (3) day training course, from Fly Motion, LLC, a corporation in good standing with the Florida Secretary of State, the lowest quoted vendor, and pursuant to the terms and conditions as set forth in the attached "Exhibit 1."

**Section 3:** This Resolution shall become effective upon passage.

ADOPTED AND APPROVED this 18th day of April, 2022.

---

RHONDA FERRELL-BOWLES, Clerk of Council

RECEIVED AND APPROVED this 18th day of April, 2022.

---

DON BETHUNE, Mayor



FLYMOTION  
800-548-5844  
4416 Eagle Falls Pl.  
Tampa, Florida  
33619-9611  
United States

Prepared For  
Garden City Police Department  
100 Central Avenue  
Garden City, Georgia  
31405  
United States

Estimate Date  
03/09/2022

Estimate Number  
106299

Description	Rate	Qty	Line Total
DJI Matrice 300 RTK Combo (SP) Matrice 300 RTK Combo with Shield Basic	\$13,199.00	1	\$13,199.00
<b>In the Box:</b>			
Aircraft Body*1			
DJI Smart Controller Enterprise *1			
USB Charger *1			
USB-C Cable *1			
TB60 Intelligent Flight Battery *2			
WB37 Intelligent Battery *1			
2110 Propeller (CW) *2			
2110 Propeller (CCW) *2			
Landing Gear *2			
Spare Stick Cover (pair) *1			
Spare Propeller Holder *2			
Spare Gimbal Damper *4			
USB Cable (with Double A Ports) *1			
Vision System Calibration Plate *1			
Carrying Case *1			
Smart Controller Lanyard *1			
Rubber Port Cover (Set) *1			
Screws and Tools			
BS60 Intelligent Battery Station *1 (RTK Mobile Station and Tripod sold separately)			
DJI Matrice 300 Smart Controller DJI Smart Controller Matrice 300 Enterprise	\$1,250.00	1	\$1,250.00
DJI TB60 TB60 Intelligent Flight battery	\$700.00	6	\$4,200.00
DJI WB37 WB37 Intelligent Battery (CrystalSky/Cendence)	\$59.00	3	\$177.00

DJI Matrice 300 Dual Gimbal Connector	\$250.00	1	\$250.00
Dual Gimbal Connector			

DJI Zenmuse H20T (SP)	\$11,209.00	1	\$11,209.00
Zenmuse H20T Gimbal and Camera with Shield Basic			

FM GL60 Spotlight Plus	\$2,999.00	1	\$2,999.00
FM GL60 Spotlight Plus			

- Adjustable light intensity 1-100%
- Fully gimbaled
- Syncs with secondary payload / camera
- Strobe / disorienting flash mode
- Focused beam
- 12,000 lumen output
- 1-yr standard defect warranty
- The lighting Angle is 12 degrees
- SkyPort V2.0 interface

**Compatibility:**

DJI Matrice 200 V.2 series aircraft

DJI Matrice 300 RTK

Hoodman Landing Pad 5ft	\$119.99	1	\$119.99
Hoodman Landing Pad (5ft)			

1.5 lb Zinc coated perimeter cable weight keeps Drone Landing Pad in place without stakes.

Keeps your camera lens clean during take off and landing.

Protects rotors from tall grass and pebble strikes.

Prevents dirt from sucking through motor bearings and causing premature motor failure.

GPC DJI Matrice 300 Case	\$899.00	1	\$899.00
--------------------------	----------	---	----------

Matrice 300 Pelican style rugged carrying case with foam insert to fit all accessories, drone, and payloads.

FM MP130 Loud Speaker V2	\$1,800.00	1	\$1,800.00
--------------------------	------------	---	------------

The MP130 is a long-range acoustic device (LRAD) for UAV. It has the characteristics of clear sound, strong penetration, ultra-high sound pressure, small size, light weight and low energy consumption. Sound can travel as far as 1000 meters. Low power consumption, excellent magnetic shielding performance, specially developed for UAV industry applications.

Through DJI SkyPort, it can be seamlessly compatible with DJI M300 RTK , M200 SERIES and M200 SERIES V2 .

>130 DB Volume  
 >300M Effective Distance  
 <550G Weight

DJI Matrice 300 CSM Radar	\$980.00	1	\$980.00
---------------------------	----------	---	----------

Enhance Situational Awareness: The CSM Radar augments the M300 RTK's six collision detection sensors, covering their blind spots.  
 Comprehensive Coverage: The CSM Radar has a detection distance of 1.5 - 30 metres (5 - 98 feet). It offers the following directional coverage: 360° horizontal; 60° vertical; 45° upper.

FM Training 1-6 (Local)  
3 Days of Training

\$1,600.00 1 \$1,600.00

Includes 1 Lifetime Remote Pilot 101 Log-In. This online tool includes instructional videos, quizzes, and other resources to prep pilots for the FAA Part 107 License Exam.

Part 107 Classroom Overview  
Classroom Instruction on all software, hardware, and accessories

Introduction to UAS  
Our seasoned UAS experts have crafted our training program from years of experience operating drones in public safety and special operations response.

Hands-On Flight Training  
We offer introductory and advanced level hands-on flight training covering everything from basic equipment introduction to complex flight tactics.

FM Technical Support 1 Year \$749.00 1 \$749.00

Receive FLYMOTION's first in class tech support for 1 year, with 24/7 access to the tech support email account that gets responded to within 24 hours.

FM Assembly (Large UAS) \$300.00 1 \$300.00

Assembly, Firmware Update, and Calibration by FLYMOTION Drone Experts

Large UAS: Matrice or Similar Aircraft

Shipping \$250.00 1 \$250.00  
FedEx Ground Shipping (Insured)

Subtotal 39,981.99

Tax 0.00

Estimate Total (USD) \$39,981.99

#### Terms

- Payment due upon receipt (unless other terms have been agreed upon).
- Pricing valid for 14 days from the date issued.
- 3% Convenience charge on orders more than 2500.00 for credit card processing.
- Send orders to [sales@flymotionus.com](mailto:sales@flymotionus.com).
- Lead time will be confirmed upon receipt of a valid PO.
- Please inquire about our Training Classes.

## RESOLUTION

RESOLUTION OF THE MAYOR AND COUNCIL OF GARDEN CITY, GEORGIA, APPROVING THE EXPENDITURE IN THE AMOUNT OF \$10,792.00 FROM THE 2022 SPLOST FUND BUDGET FOR POLICE DEPARTMENT CAPITAL EXPENDITURES FOR THE PURCHASE OF A RADAR TRAILER FROM APPLIED CONCEPTS, INC., D/B/A STALKER RADAR, UPON SUCH COSTS HAVING BEEN APPROVED BY THE CHIEF OF POLICE, AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, the 2022 SPLOST Fund Budget for Police Department expenditures has budgeted for the procurement of a radar trailer for public safety purposes; and,

**WHEREAS**, Applied Concepts, Inc., d/b/a Stalker Radar, has a Stalker SAM Trailer meeting the Police Department's specifications in stock; and,

**WHEREAS**, the public safety equipment specified is not available by other radar trailer vendors;

**WHEREAS**, the Chief of Police of the City's Police Department has recommended adoption of this Resolution and determined that the expenditure is in the public interest;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF GARDEN CITY, GEORGIA, that:

**Section 1:** The foregoing facts and recitations contained in the preamble to this Resolution are hereby adopted and incorporated by reference as if fully set forth herein.

**Section 2:** The City of Garden City, Georgia, hereby approves the expenditure of \$10,792.00 from the 2022 SPLOST Fund Budget for Police Department capital expenditures for the purchase of one (1) Stalker SAM radar trailer from Applied Concepts, Inc., d/b/a Stalker Radar, a corporation in good standing with the Texas Secretary of State, pursuant to the terms and conditions as set forth in the attached "Exhibit 1."

**Section 3:** This Resolution shall become effective upon passage.

ADOPTED AND APPROVED this 18th day of April, 2022.

---

RHONDA FERRELL-BOWLES, Clerk of Council

RECEIVED AND APPROVED this 18th day of April, 2022.

---

DON BETHUNE, Mayor

EXHIBIT 1

855 E. Collins Blvd  
Richardson, TX 75081  
Phone: 972-398-3780  
Fax: 972-398-3781

National Toll Free: 1-800- STALKER

Inside Sales Partner:

Brooke Journet  
+1-469-656-8011  
brookej@stalkerradar.com

QUOTE  
# 2060866

Page 1 of 1  
Date: 04/04/22

Scott Berry  
+1-972-837-5129  
scottb@stalkerradar.com

Effective From : 04/04/2022

Valid Through: 07/03/2022

Lead Time: 32 working days

<b>Bill To:</b> Garden City Police Department 100 Central Ave Garden City, GA 31405-9373		<b>Customer ID:</b> 015156 Accounts Payable	<b>Ship To:</b> Garden City Police Department 100 Central Ave Garden City, GA 31405-9373	<i>UPS Freight LTL (3-5 Days)</i> Captain Joseph Papp		
Grp	Qty	Package	Description	Wrnty/Mo	Price	Ext Price
1	1	821-1000-00	Stalker SAM Trailer	24	\$8,900.00	\$8,900.00
Ln	Qty	Part Number	Description	Price	Ext Price	
1	1	015-2532-59	[253259] SAM Trailer with Top Display			\$0.00
2	1	200-1229-00	[412466] Traffic Stats Sensor, 2-Comm Ports, USB, Open			\$0.00
3	1	015-5345-00	[274714] SAM Trailer Solar Panel			\$0.00
5	2	015-2354-40	[235440] Blue LED Light Bar-SAM/SAM-R	\$157.00	\$314.00	
7	1	200-1173-00	Traffic Analyst App, Thumb Drive, Manual	\$578.00	\$578.00	
8	1	200-1448-00	SAM/SAM-R Trailer User Manual Kit w/USB Cable			\$0.00
9	1	006-0569-00	Certificate of Accuracy, Speed Sensor II			\$0.00
10	1	060-1000-24	24-Month Warranty			\$0.00
11	1	600-0022-01	SAM Trailer			\$0.00
						<b>Group Total</b> \$9,792.00

	Product	\$9,792.00	Sub-Total:	\$9,792.00
	Discount	\$0.00	Sales Tax 0%	\$0.00
			Shipping & Handling:	\$1,000.00
		Payment Terms: Net 30 days	<b>Total: USD</b>	<b>\$10,792.00</b>

001

This Quote or Purchase Order is subject in all respects to the Terms and Conditions detailed at the back of this document. These Terms and Conditions contain limitations of liability, waivers of liability even for our own negligence, and indemnification provisions, all of which may affect your rights. Please review these Terms and Conditions carefully before proceeding.