

Bryan County Board of Commissioners – June 11, 2019

The regular meeting of the Bryan County Board of Commissioners was held on Tuesday, June 11, 2019 in Richmond Hill. The following members were present: Chairman Carter Infinger, Commissioner Noah Covington, Commissioner Wade Price, Commissioner Steve Myers and Commissioner Brad Brookshire. Also present: County Administrator Ben Taylor, County Clerk Donna Waters and County Attorney Lea Holliday. Commissioner Gene Wallace was not present for the meeting but was on the phone during the meeting.

Chairman Infinger called the meeting to order at 5:30 p.m. Invocation was given by Commissioner Covington. Everyone joined in the Pledge of Allegiance.

Chairman Infinger recognized Donna Waters for 40 years of service to Bryan County. Brad Brookshire was recognized for completing his County Commissioners Certification and was presented with a Certificate from ACCG/UGA.

A discussion was held on the **agenda**. A motion was made by Noah Covington and seconded by Brad Brookshire to approve the agenda as presented. Motion carried unanimously.

A discussion was held on the **minutes** of the May meetings. A motion was made by Brad Brookshire and seconded by Wade Price to approve the minutes of the May meetings as presented. Motion carried unanimously.

A discussion was held on the **consent agenda**. A motion was made by Wade Price and seconded by Noah Covington to approve the consent agenda as presented. Motion carried unanimously.

The following items were listed on the consent agenda:

1. **Approval of Tax Refunds**
2. **Approval of ABM Change Order**

A motion was made by Noah Covington and seconded by Steve Myers to close the regular meeting to hold a public hearing on planning & zoning issues. Motion carried unanimously.

**\*Case CUP # 154-19 – Kern & Co. LLC Conditional Use** – A representative for the applicant, as well as the property owners were present to speak on this request. Several citizens spoke with concerns on this conditional use. One citizen spoke in favor of this request.

**\*Case CUP # 155-19 – Hubert Quiller Conditional Use** – The applicant was present to speak on this request. No one else spoke on this request.

**\*Case Z # 203-19 – Charles Way PUD Amendment** – The applicant was present to speak on this request. No one else spoke on this request.

**\*Case Z # 205-19 – Norwood Construction LLC Rezoning** – The applicant was present to speak on this request. No one else spoke on this request.

**\*Case Z # 206-19 – Honia Gapac Rezoning** – The applicant was present to speak on this request. No one else spoke on this request.

A motion was made by Steve Myers and seconded by Brad Brookshire to close the public hearing and go back into regular session. Motion carried unanimously.

Amanda Clements and Sara Newman met with the board with Planning & Zoning issues.

**\*Case CUP # 154-19 – Kern & Co. LLC Conditional Use** – Kern & Co., LLC is requesting a conditional use for parcel PIN # 061-045 in unincorporated Bryan County off Fort McAllister Road. The applicant is requesting the conditional use for a borrow pit in the A-5 district. Staff & the Planning Commission recommend approval with the following conditions: 1) The applicant shall obtain a state mining permit from the Department of Natural Resources, Environmental Protection Division, and a copy of the approved state mining permit must be submitted to the Planning & Zoning office prior to commencing any excavation activities; 2) The applicant shall obtain a jurisdictional determination for any wetlands that are present in the area of the proposed borrow pit. The borrow pit shall not encroach into or be located in a jurisdictional wetland area without first obtaining a wetland impact permit from the Army Corps of Engineers. The applicant shall provide documentation of any required USACE permits obtained prior to commencing any excavation; 3) The applicant shall obtain approval by the Georgia Department of Transportation for access to Fort McAllister Road (Hwy 144 Spur); 4) The edge of the borrow pit may not be located at any one point, closer than fifty (50) feet to any property line; 5) Hauling activities shall be limited so that no more than 80 total trips (40 trucks in-bound/out-bound) per day are generated by the site; 6) The owner and/or operator shall construct and maintain substantial fences with locking gates at all points of access to the borrow pit; 7) The applicant shall provide a final site plan to the Planning & Zoning office showing delineated wetlands, limits of Special Flood Hazard Areas, and the extent of the proposed borrow pit with setback lines shown along adjacent property lines; and 8) Hauling activities should be further limited Mondays-Fridays to the hours between 7:30 am until 5:00 pm. A motion was made by Noah Covington and seconded by Steve Myers to approve the Kern & Co., LLC conditional use request with the recommended conditions. Motion carried unanimously.

**\*Case CUP # 155-19 – Hubert Quiller Conditional Use** – Hubert Quiller is requesting a conditional use for parcel PIN # 042-036 at 7446 US Highway 17. The applicant is requesting the conditional use for a memorial garden with columbarium. Staff & the Planning Commission recommend approval with the following conditions: 1) The columbarium shall meet all applicable setbacks for the B-2 general commercial zoning district; 2) The columbarium shall not exceed a foot print size of 10' x 10' or a height of 15'; 3) A final site plan showing the boundaries of the memorial garden and location of the columbarium shall be submitted to the Community Development Department office for approval prior to erecting or placing any structure associated with this conditional use request; and 4) The church shall notify all persons/families of their plan for the perpetual care and maintenance of the cremains prior to inurnment, which shall include a plan for removal and/or relocation if the church dissolves, relocates, or ceases the operation of the columbarium. A motion was made by Wade Price and seconded by Steve Myers to approve the Hubert Quiller conditional use with the recommended conditions. Motion carried unanimously.

**\*Case Z # 203-19 – Charles Way PUD Amendment** – Charles Way is request a PUD amendment for parcel PIN # 061-065-05 and 061-066 in unincorporated Bryan County off Veterans Memorial Parkway. The applicant is requesting the BLT PUD, a.k.a. Buckhead East PUD, be amended and the property's use be changed from commercial, multi-family and institutional uses to residential and commercial. Staff and the Planning Commission recommend approval with the following conditions:

1) Prior to submitting for a preliminary plat approval or land disturbance permit, the applicant/developer shall submit a final conceptual master plan, including text and site plan, in conformance with the approved PUD amendment and conditions; 2) An updated Traffic Impact Analysis (TIA) shall be completed, taking into account the approved mix of land uses, and the final access management plan shall be approved by GDOT and the County Engineer prior to preliminary plat approval; 3) A five-foot wide sidewalk shall be installed within Veterans Memorial Parkway right-of-way. The sidewalk shall tie into the existing sidewalk at Stop N Store and extend to Branden Way; 4) The recommended improvements for Veterans Memorial Parkway, as identified in the Traffic Impact Analysis included with the PUD application, shall be completed; 5) A 60-foot wide right-of-way from the cul-de-sac to Carver School Road shall be dedicated to the County for possible future connection. Location of the right-of-way shall be approved by the Director of Engineering and dedication shall occur with the recording of the final plat; and 6) Transportation improvements are to be completed by final plat. If the development is phased, the applicant shall submit a phasing and development plan to the County for review and approval. The phasing and development plan shall identify the timing for transportation improvements. A motion was made by Brad Brookshire and seconded by Wade Price to approve the request of Charles Way to amend the Bryan Land and Timber PUD (also known as Buckhead East) with the listed conditions. Voting for: Myers, Covington, Brookshire and Price. Voting against: Wallace. Motion carried.

**\*Case Z # 205-19 – Norwood Construction LLC Rezoning** – Norwood Construction, LLC is requesting the rezoning of parcel PIN # 063 01 085 001 on Bryan Fisherman’s Co-op Road from A-5 to AR-1.5 in order to subdivide this 10 acre parcel into six (6) lots. Staff and the Planning Commission recommend approval. A motion was made by Brad Brookshire and seconded by Wade Price to approve the rezoning request of Norwood Construction LLC from A-5 to AR-1.5. Motion carried unanimously.

**\*Case Z # 206-19 – Honia Gapac Rezoning** – Honia Gapac is requesting the rezoning of parcel PIN # 025 001 located on Bill Futch Road from A-5 to B-2 to permit the use of a “hobby shop”. This is a 3.22 acres portion of the parcel. Staff recommends denial of this request. The Planning Commission recommends approval of a rezoning to B-1 Neighborhood Commercial District and further recommends that County planning staff pursue an accompanying text amendment to include the proposed use as a conditional use with the B-1 zoning district. A motion was made by Noah Covington and seconded by Wade Price to approve the rezoning request of Honia Gapac from A-5 to B-1 as recommended by the Planning Commission. Motion carried unanimously.

A motion was made by Noah Covington and seconded by Steve Myers to close the regular meeting to hold a public hearing on an ordinance amendment. Motion carried unanimously.

A motion was made by Steve Myers and seconded by Brad Brookshire to close the public hearing and go back into regular session. Motion carried unanimously.

**Audra Miller, Community Development Director**, met with the board with a second reading to amend the reimbursement of certain fees requirements – Article VII, Subdivision Codes. The adopted Interim Development Ordinance included a requirement for the Director of Engineering to establish an escrow account when the Director request a third-party engineering company review civil improvement plans on behalf of the County. Article VII of the Subdivision Code contains conflicting provisions for requiring property owners to reimburse the County for third-party reviews. The proposed amendment clarifies the timing of establishing the escrow account and revises the record keeping and notification

requirements. A motion was made by Steve Myers and seconded by Brad Brookshire to approve the ordinance to amend Article VII of Appendix A – Subdivision, Subpart B – Land Development. Motion carried unanimously.

**Ben Taylor, County Administrator**, met with the board with several issues.

**\*CRC Council Appointment** – The term for the Non-Public Representative for the Coastal Regional Commission Council is due for appointment. Currently serving in this capacity is Mr. Sean Register. Mr. Register has indicated he would continue to serve on the CR Council. The tenure of this term runs from July 1, 2019 until June 30, 2020. A motion was made by Brad Brookshire and seconded by Steve Myers to reappoint Sean Register to the CRC Council for a one (1) year appointment. Motion carried unanimously.

**\*LVAP Advisory Committee Appointment** – Chief Mitch Shore was appointed on April 9, 2019 by the Board of Commissioners to serve on the LVAP Advisory Committee. Chief Shores is unable to serve on this committee at this time and there is a need for the appointment of a representative from the City of Richmond Hill. It has been recommended the board appoint Robert Whitmarsh as the representative for the City of Richmond Hill. A motion was made by Noah Covington and seconded by Steve Myers to approve the appointment of Robert Whitmarsh to the Bryan County LVAP Advisory Committee for a term to expire March 31, 2021. Motion carried unanimously.

**\*Facilities Authority Committee Appointments** – At the February 2019 meeting, the Board passed a resolution to create the Bryan County Facilities Authority. The authority shall consist of five members. Two members shall be appointed for a term of three years; two members shall be appointed for a term of two years; and one member shall be appointed for a term a one year. Thereafter, all appointments shall be made for terms of three years and until successors are appointed and qualified. The County Administrator and Finance Director for Bryan County shall serve as *ex officio* members of the authority and shall act as non-voting members. It is recommended the following individuals be appointed with the following terms: Pam Gunter – May 14, 2019-May 31, 2020; Gary Stanberry and Doyce Mullis – May 14, 2019-May 31, 2021; Gene Wallace and Sean Register – May 14, 2019-March 31, 2022. A motion was made by Brad Brookshire and seconded by Steve Myers to approve the appointment of the above named individuals to the Bryan County Public Facilities Authority for the specified terms. Motion carried unanimously.

**\*Library Board Appointment** – Ms. Betty Rosenthal is completing her first term of service on the Bryan County Library Board of Trustees and is eligible for reappointment. The Regional Library Director is recommending the reappointment of Ms. Rosenthal to the Library Board for a term of July 1, 2019 through June 30, 2022. A motion by Noah Covington and seconded by Wade Price to reappoint Ms. Betty Rosenthal to the Bryan County Library Board for a term of July 1, 2019 until June 30, 2022. Motion carried unanimously.

**\*Utility Work Agreement** – This work agreement is between Bryan County and Coastal Electric Cooperative for work at the “Belfast Keller & Belfast River Road Roundabout”. The work agreement includes the relocation of power lines and installation of the underground conduits for lighting. The net cost of the relocation costs is \$183,772.00 and will be shared equally by the County and CEMA. The County’s cost will be \$91,886.00. A motion was made by Wade Price and seconded by Brad Brookshire to approve the Utility Work Agreement with Coastal EMC for the relocation of power lines and

installation of the underground conduits for lighting for a total of \$183,772.00 with the county's share being \$91,886.00. Motion carried unanimously.

**\*Drug Court and Veterans Treatment Court** – The Atlantic Judicial Circuit Superior Court Judge is request funds from DATE (Drug Abuse Education and Treatment Funds) for the funding of the Atlantic Judicial Circuit Drug Court and the Atlantic Judicial Circuit Veterans Treatment Court. Bryan County has made contributions to these courts for several years now. A motion was made by Steve Myers and seconded by Wade Price to approve funding the Atlantic Judicial Circuit Drug Court and the Atlantic Judicial Circuit Veterans Treatment Court if the amount of \$10,000 (\$5,000 for each court) with funds to come from the DATE Funds. Motion carried unanimously.

Gene Wallace was disconnected at this time.

**\*Purchase of Dump Truck** – Staff recommends the purchase of a 2020 International HV607 Dump Truck under the Sourcewell contract from Roberts International for \$111,570.59. This will be financed and paid with SPLOST 7 funds. A motion was made by Brad Brookshire and seconded by Steve Myers to approve the purchase of a 2020 International HV607 dump truck from Roberts International under the Sourcewell contract for \$111,570.59. Motion carried unanimously.

**\*ADP Contract** – Staff recommends contracting with ADP for payroll processing, HR, and time and attendance starting in October 2019. Staff has negotiated over 50% discount pricing with ADP for bi-weekly processing. The cost would be: 2019 - \$34,412.05 (\$14,212.05 in services and \$20,200 for total implementation); 2020 - \$51,189 (includes 2 months of free service); 2021 - \$51,189 (subject to 2-5% price increase) (includes 2 months of free service). A motion was made by Noah Covington and seconded by Brad Brookshire to approve contracting with ADP for payroll processing, HR, and time and attendance starting in October 2019. Motion carried unanimously.

**\*Infovision Software Contract** – The Community Development Department is seeking to implement a digital permitting and planning program in order to improve efficiency and reduce costs. Currently, all permit, plan review, and land use applications, and code enforcement complaints are submitted via paper documents. All reviews and processing are handled via paper. Community Development solicited proposals from four different software vendors and based on a careful review of each proposal, Community Development has selected Infovision Software as the vendor. This would be three (3) contracts: Implementation, Integration and Training Phase 1; Hosting, Support and Maintenance Agreement; and Hosted Software License Agreement. The total cost of the three (3) contracts if \$64,000. A motion was made by Brad Brookshire and seconded by Wade Price to approve the three contracts with Infovision Software for implementing a digital permitting and planning program for the Community Development Department. Motion carried unanimously.

**Christy Sherman** met with the board on behalf of the Richmond Hill Historical Society with concerns on the renovations to the Senior Citizens Center "Courthouse Annex" and the historic preservations to this building.

A motion was made by Steve Myers and seconded by Noah Covington to adjourn. Motion carried unanimously. The meeting adjourned at 7:34 p.m.