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October 19, 2021

COUNCIL AGENDA

6:00 PM

PERRY EVENTS CENTER

1121 MACON ROAD, PERRY, GA 31069

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**To join the meeting by Facebook:** Use this URL - [facebook.com/cityofperryga](https://facebook.com/cityofperryga)  
This will allow you to view and hear the meeting.

1. Call to Order: Mayor Randall Walker, Presiding Officer.
2. Roll:
3. Invocation and Pledge of Allegiance to the Flag: Mayor Randall Walker
4. Recognition(s)/Presentation(s):
  - 4a. Recognitions from Fire and Emergency Services Department – Chief L. Parker.
    - Promotion – Fire Lieutenants Austin Redmond and Jonathan Yoder
  - 4b. Special Events Applications – Mayor R. Walker
    1. Perry Main Street Sweets & Treats event – Ms. J. Thomas.
    2. The City of Perry's International Festival event – Ms. A. Turpin.
5. Community Partner(s) Update(s):
6. Citizens with Input.
7. Review of Minutes: Mayor Randall Walker
  - 7a. Council's Consideration – Minutes of the October 4, 2021 work session, October 5, 2021 pre council meeting, and October 5, 2021 council meeting. *(Mayor Pro Tempore Robert Jones and Council Member Riley Hunt was absent from October 4 & 5, 2021 meetings and Council Member Darryl Albritton was absent from October 4, 2021 meeting.)*
8. Old Business:
  - 8a. Ordinance(s) for Second Reading(s) and Adoption:

1. **Second Reading** of an ordinance for the annexation of property to the City of Perry. The properties are located at 2315 Marshallville Road and South Perry Parkway; Tax Map Numbers 000180 018000 and 000190 10A000– Mr. B. Wood.
2. **Second Reading** of an ordinance for the rezoning of property from R-AG (County), Residential-Agricultural District to R-2A (City), Single-family Residential District. The properties are located at 2315 Marshallville Road and South Perry Parkway; Tax Map Numbers 000180 018000 and 000190 10A000 – Mr. B. Wood.
9. **Any Other Old Business: Mayor Randall Walker**
  - 9a. Mayor Randall Walker
  - 9b. Council Members
  - 9c. City Attorney Brooke Newby
  - 9d. City Manager Lee Gilmour
  - 9e. Assistant City Manager Robert Smith
10. **New Business: Mayor Randall Walker**
  - 10a. **Matters referred from October 18, 2021 work session and October 19, 2021 pre council meeting.**
  - 10b. **Resolution(s) for Consideration and Adoption:**
    1. Resolution amending the City of Perry Fee Schedule – Mr. L. Gilmour.
  - 10c. Selection of a grant writer and administrator for 2022 CDBG and CHIP applications – Ms. H. Wharton.
11. **Council Members Items:**
12. **Department Heads/Staff Items.**
13. **General Public Items:**
14. **Mayor Items:**
15. **Adjourn.**

In accordance with the Americans with Disabilities Act, accommodations are available for those who are hearing impaired and/or in need of a wheelchair. The Perry City Council Agenda and supporting material for each item is available on-line through the City's website at [www.perry-ga.gov](http://www.perry-ga.gov).



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## **Perry Main Street Sweets & Treats Event**

**Organization hosting event:** Perry Main Street & Promotion Committee

**Event Coordinator:** Jazmin Thomas, Downtown Manager

**Name of Event:** Sweets & Treats

**Date(s) of event:** Friday, October 29, 2021

**Event Start & End:** 5-7 PM

**Event Description:**

Trick-or-Treat event in Historic Downtown Perry

**Council Action Requested:**

- Approval of event to be hosted on public property in Historic Downtown Perry
- Approval of requested road closures

**City Services Requested:**

**Road Closures Requested:**

- Carroll Street (between Washington and Marion)
- Jernigan Street (From Commerce to Main)
- Ball Street (From Commerce to Main)

**Time of Road Closures:**

- 4 PM through 8 PM

**Personnel/Support Requested:**

- Public Works Personnel to provide assistance with road closures, setup of photo props etc. and breakdown of event, as well as general maintenance during event
- Police Personnel to provide assistance with road closures and event safety
- Fire Personnel to provide assistance with event safety as deemed appropriate and light towers to 700 block of Carroll Street if needed



HISTORIC DOWNTOWN  
**Perry**  
-CHOOSE LOCAL-

# Main Street Advisory Board







JOIN US FOR OUR ANNUAL FALL CELEBRATION AS BUSINESSES ADORN  
OUR DOWNTOWN WITH CUSTOM SCARECROWS AND FALL DECOR

# ALL OCTOBER LONG!

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**SWEETS & TREATS**  
OCTOBER 29 • 5-7 PM  
OUR ANNUAL DOWNTOWN TRICK OR TREATING

HISTORIC DOWNTOWN  
**Perry**  
CHOOSE LOCAL.

Main Street Advisory Board





**Where Georgia comes together.**

## **The City of Perry's International Festival Event Application**

**Organization hosting event:** The City of Perry Government  
**Event Coordinator:** Nastasha "Anya" Edgley-Turpin, Special Events Manager

**Name of Event:** Perry International Festival  
**Date(s) of event:** Saturday, November 6th  
**Event Start & End:** 11 AM – 7 PM

### **Event Description:**

Celebrate with us as cultures come together in Perry through dance, song, food, and art! With representation from numerous countries, we invite you to discover the diversity that makes Middle Georgia so wonderful!

### **Council Action Requested:**

- Approval of event to be hosted on public property in Historic Downtown Perry
- Approval of requested road closures

### **City Services Requested:**

#### **Road Closures Requested:**

- Carroll Street (From General Courtney Hodges to Washington)
- Jernigan Street (From Commerce to Main)
- Ball Street (From Commerce to Main)

#### **Time of Road Closures:**

- 5 PM (Friday, November 5<sup>th</sup>)
- 8 PM (Saturday, November 6<sup>th</sup>)

#### **Personnel/Support Requested:**

- Public Works Personnel to provide assistance with road closures, setup of stages, tables, etc. and breakdown of event, as well as general maintenance during event
- Police Personnel to provide assistance with road closures and event safety
- Fire Personnel to provide assistance with event safety

**MINUTES  
WORK SESSION  
OF THE PERRY CITY COUNCIL  
October 4, 2021  
5:00 pm.**

1. Call to Order: Mayor Randall Walker, Presiding Officer, called to order the work session meeting held on October 4, 2021, at 5:00 pm.

2. Roll:

Elected Officials Present: Mayor Randall Walker and Council Members Willie King, Joy Peterson, and Phyllis Bynum-Grace.

Elected Officials Absent: Mayor Pro-Tempore Robert Jones, Council Members Riley Hunt, and Darryl Albritton.

Staff: City Manager Lee Gilmour, Assistant City Manager Robert Smith, City Attorney Brooke Newby, and Recording Clerk Joni Ary.

City Departmental Staffing: Chief Lee Parker – Fire and Emergency Services Department, Brenda King – Director of Administration, Mitchell Worthington - Finance Director, Bryan Wood – Director of Community Development, Tabitha Clark – Communications Administrator, Sedrick Swan – Director of Leisure Services, Ansley Fitzner – Public Works Superintendent, Annie Warren – City Clerk, Chad McMurrian – Engineering Services Manager, and Jazmin Thomas - Downtown Manager.

Press: Thomas Brooks – WGXA \* left at 5:10 pm.

Guest (s): Vickie Graham and Mr. Eric Barlow.

3. Items of Review/Discussion: Mayor Randall Walker.

3a. Department of Community Development.

1. Discuss prohibiting Transient Merchants. Mr. Wood stated that the only location per City Ordinance where merchants are permitted to set up is in a one-block area on Sam Nunn Boulevard with the property owner's permission. Mr. Wood stated that due to the lengthy process of the transient merchant license, the vendor would need to submit a request 5-6 days before the event. Mr. Gilmour stated that he would look at options and bring back the information for Council to review.

3b. Appearance:

Relative to Self-Service Vending Machines in the City of Perry. Mr. Barlow made his case for his request for a self-service vending ice machine set up in front of the Plant Fitness business in the parking space. Mr. Barlow asked Council to consider instead of banning self-service vending machines to restrict the size and permitting. Mayor Walker stated that the moratorium would be going to the Planning Commission to review and give its recommendations.

3c. Employee Hearing:

1. Input from city employees relative to proposed paid time off policy. Mr. Gilmour reviewed some updates since the last hearing. The following are some of the options. Use catastrophic leave for FMLA, COVID leave, if you are injured on the job, and payout for employees who have been employed for over 20 years.

Mayor Walker asked if any employees were present who wanted to address Mayor and Council relative to the PTO proposal.

Ms. Vickie Graham stated that she was a long-time employee and did not think it was fair to take away employee-earned benefits. Ms. Graham stated she is a dedicated employee and should not be deprived of her already earned benefits. The catastrophic plan is not something she hopes ever to have to use, and therefore she would lose her already earned benefits.

3d. Office of City Clerk.

1. Establish Council's 2022 meeting calendar. Ms. Warren reviewed the 2022 Council's meeting calendar, and the only correction is the June 20<sup>th</sup> being a City Holiday. Council concurred to proceed with the dates, with the correction to June 20<sup>th</sup> being a City holiday.

3e. Office of City Manager.

1. Proposed job classifications:
  - a. Administrative Adjustments. Mr. Gilmour reviewed the recommended administrative job classification updates. The proposed realignment of skill sets is based on each organization's needs. Each department head was interviewed to determine the requirements. Council concurred to proceed with updates.
  - b. City Attorney Office. Mr. Gilmour reviewed the recommended job classifications for a legal assistant I, II, and Senior in the City Attorney's office. Council concurred to proceed.
  - c. New Positions. Mr. Gilmour reviewed the two new job positions since the adoption of the property tax income increase. The two



positions are Permit Technician I and Special Events Coordinator  
I. Council concurred to proceed.

2. Recommended allocation of Façade Grant. Mr. Gilmour stated that following up on Council's September 20, 2021, meeting, the Administration recommends Council allocate an additional \$10,000.00 to the Downtown Development Authority of the City of Perry's FY 2022 budget for façade grants. It is also recommended in the façade grant guidelines/eligibility requirements to exclude landscaping and signage. Council concurred to proceed as outlined.

4. Council Member Items:

Council Member Bynum-Grace asked for clarification regarding which retirement plan the catastrophic leave would be placed in when an employee retires after 20 years. Mr. Gilmour stated that the balance of catastrophic leave would be added to the employee contributed retirement plan.

Council Member Peterson asked for clarification on how the shifts for firefighters and police officers work. Chief Lynn stated that police work is they work two days on, two days off. Three days on, they accumulate 86 hours every pay week. They have every other weekend off. Chief Parker said firefighters work 24 hours on, 48 hours off; they earn 96 hours or 120 hours every pay week.

Council Member King stated the totter at Faith Bible Fellowship Church keeps getting stolen.

5. Department Head/Staff Items:

Mr. Gilmour, Mr. Smith, and Ms. Newby had no reports.

Ms. King, Mr. Worthington, Chief Lynn, Mr. Swan, Ms. Fitzner, Ms. Clark, Ms. Thomas, and Mr. McMurrian had no reports.

Mr. Wood reported that Carl Vinson Institute will be on-site to host the Planning and Zoning 101 meeting on Tuesday, October 12<sup>th</sup>, from 9:00 a.m. to 4:00 p.m. in the Event Center. Mr. Wood proposed a date of November 30<sup>th</sup> for the joint Planning and Zoning and Council meeting. Mr. Wood stated he would email the proposed date to everyone for confirmation. Mr. Wood reported that his department is holding interviews for the Code Enforcement and Building Inspector positions.

Ms. Warren reported that a homeless gentleman has been seen sleeping in Rotary Centennial Park.

6. Adjourn. There being no further business to come before Council in the work session held on October 4, 2021, Council Member King motioned to adjourn the meeting at 6:16 pm, and Council Member Peterson seconded the motion, and it carried unanimously.

**MINUTES  
PRE COUNCIL MEETING  
OF THE PERRY CITY COUNCIL  
October 5, 2021  
5:00 P.M.**

1. **Call to Order:** Mayor Randall Walker, Presiding Officer, called to order the pre council meeting held October 5, 2021 2021 at 5:00 p.m.

2. **Roll:**

**Elected Officials Present:** Mayor Randall Walker and Council Members Joy Peterson, Willie King, Darryl Albritton, and Phyllis Bynum-Grace.

**Elected Official Absent:** Mayor Pro Tempore Robert Jones and Council Member Riley Hunt

**City Staff:** City Manager Lee Gilmour, Assistant City Manager Robert Smith, City Attorney Brooke Newby, and Recording Clerk Annie Warren.

**Departmental Staffing:** Brenda King - Director of Administration, Bryan Wood – Director of Community Development, Mitchell Worthington – Finance Director, Chief Lee Parker - Fire and Emergency Services Department, Chief Steve Lynn – Perry Police Department, Sedrick Swan – Director of Leisure Services, Ansley Fitzner – Public Works Superintendent, Holly Wharton – Community Planner, Chad McMurrian – Engineering Services Manager, and Tabitha Clark – Communications Administrator.

**Media:** Ashton Akins – Houston Home Journal

**Guest(s)/Speaker(s):** none

3. **Items of Review/Discussion:** Mayor Randall Walker

3a. **Discussion of October 5, 2021 council meeting agenda.**

**4a. Recognition of Mr. Alton Ellis for 30 years of service.** Mr. Swan will recognize Mr. Ellis for his years of service to the City of Perry.

**4b. Introduction of Police Officers Steven Whitaker, Hunter Flynn, and Luke Smith.** Chief Lynn will introduce Officers Steven Whitaker, Hunter Flynn, and Luke Smith.

**7a. ANNX-243-2021 and ANNX-244-2021.** Ms. Wharton stated this item is two parcels for annexation that will compose one subdivision proposed by Chad Bryant. Ms. Wharton reviewed the application and site plan. Staff and the Planning Commission recommends approval of the annexation request and the proposed zoning classification of R-2A, single-family residential, based on the

following conditions: 1) No building permits will be issued for the proposed development until the subject property has adequate sewer capacity as identified in the City of Perry's Sewer Master Plan Capacity Assessment of the subject property, 2) the developer/builder shall install landscaping along South Perry Parkway in accordance with the requirements of Article 6 of the Land Development Ordinance and establish a landscape maintenance easement in favor of the City to support corridor enhancement, particularly along arterial roads near commercial nodes, and 3) access to the parcels adjacent to South Perry Parkway shall only be via internal subdivision roads. There shall be no direct access to South Perry Parkway except for subdivision roads.

Mr. Gilmour inquired if the petitioner had been advised that they may not be able to get any building permits for two- or three-years? Mr. Wood stated yes and advised that a meeting is scheduled with Mr. Pottinger next Thursday.

**9a (1). Second Reading of an ordinance for the annexation of property to the City of Perry. The property is located at 433 Langston Road; Tax Map No. 005500 196000.** Mr. Wood stated this is the second reading of an ordinance to annex a 44.68-acre parcel located at 433 Langston Road into the City of Perry. Staff and the Planning Commission recommends approval of the annexation request and the proposed zoning classification of R-2A, Single-family residential based on the following conditions: 1) Upgrades to the Langston Place pump station and force main (if necessary) are required at the applicant's expense; and 2) applicant shall bear the cost to provide connection to the Langston Place pump station.

**9a (2). Second Reading of an ordinance for the rezoning of property from R-AG (County), Residential-Agricultural District to R-2A (City), Single-family Residential District. The property is located at 433 Langston Road; Tax Map No. 005500 196000.** Mr. Wood stated this is the second reading of an ordinance to rezone a 44.68-acre parcel from R-AG (County) to R-2A (City). The minimum lot size is 12,000 square feet and all the lots on the conceptual plan meets the requirements and the density is consistent with the adjoining property. Staff and the Planning Commission recommends approval of the proposed zoning classification of R-2A, single-family residential based on the following conditions: 1) Upgrades to the Langston Place pump station and force main (if necessary) are required at the applicant's expense; and 2) applicant shall bear the cost to provide connection to the Langston Place pump station.

**11a (1). Resolution to amend City of Perry Position Classification Plan to make certain adjustments and additions.** Mr. Gilmour stated this is a follow up from yesterday's work session. Mr. Gilmour advised there are no new positions, just continuing on with Council's policy of career tracking and recommended Council adopt.

**11c (1). Resolution amending the City of Perry Fee Schedule.** Mr. Gilmour advised the purpose of this amendment is: 1) Add a reinspection fee when builder changes original construction plan, 2) adjust the solid waste container fee to reflect multiple pick-ups per week, and commercial recycling pick-up, 3)

adjust rental rates for Worrall Community Center, and 4) provide for zoning information fees. Mr. Gilmour stated these are recommendations from the departments and Administration recommends approval.

11d. Request for road closure relative to the Georgia National Fair Farm/City Days Parade, October 9, 2021. Chief Lynn stated this the annual parade and the road closures for the staging on Washington Street and follow the route to Main Street, General Courtney Hodges Boulevard and to the Fairground.

11e. Request authorization to block Carroll Street from Washington Street to Ball Street for November 9, 2021. Mayor Walker stated this is a request authorizing to block Carroll Street from Washington Street to Ball Street on the evening of November 9, 2021. City of Perry Mayor and Council will be hosting the Department of Community Affairs board members for a Harvest Dinner and would like to have the dinner in the middle of Carrol Street. Mayor Walker asked for Council's concurrence to close the streets for that time period. Council concurred with Mayor Walker's request.

4. Council Member Items:

Council Members Bynum-Grace, Albritton, Peterson and King had no reports.

Mr. Gilmour advised based on the status report of COVID-19 related new cases and hospitalizations, the City's COVID-19 restrictions and requirements will be lifted tomorrow.

Mayor Walker announced that any member of Council that would like to participate in the parade may do so.

Mr. Smith had no report.

Ms. Newby asked Mayor and Council to be prepared for an executive session for the purpose of litigation after the regular meeting.

5. Department Heads/Staff Items:

Ms. King reported Governor Kemp authorized a \$1000.00 pay supplement to all sworn law enforcement officials and first responders and a \$300.00 pay supplement for all active volunteer firefighters in Georgia serving during August of 2021. The funding will come from the American Rescue Plan Act.

6. Adjourn. There being no further business to come before Council in the pre council meeting held October 5, 2021 Council Member King motioned to adjourn the meeting at 5:21 p.m. Council Member Albritton seconded the motion and it carried unanimously.

**MINUTES**  
**REGULAR MEETING OF THE PERRY CITY COUNCIL**  
**October 5, 2021**  
**6:00 P.M.**

1. Call to Order: Mayor Randall Walker, Presiding Officer, called to order the regular meeting of the Perry City Council held October 5, 2021 at 6:00 p.m.

2. Roll.

Elected Officials Present: Mayor Randall Walker and Council Members Joy Peterson, Willie King, Darryl Albritton, and Phyllis Bynum-Grace.

Elected Official Absent: Mayor Pro Tempore Robert Jones and Council Member Riley Hunt

City Staff: City Manager Lee Gilmour, Assistant City Manager Robert Smith, City Attorney Brooke Newby, and Recording Clerk Annie Warren.

Departmental Staffing: Brenda King - Director of Administration, Bryan Wood – Director of Community Development, Mitchell Worthington – Finance Director, Chief Lee Parker - Fire and Emergency Services Department, Chief Steve Lynn – Perry Police Department, Sedrick Swan – Director of Leisure Services, Ansley Fitzner – Public Works Superintendent, Holly Wharton – Community Planner, Chad McMurrian – Engineering Services Manager, Alton Ellis – Recreation Specialist, Office Steven Whitaker – Perry Police Department, Officer Hunter Flynn – Perry Police Department, Officer Luke Smith – Perry Police Department, Mirian Arrington – Chief Court Clerk, Maria Herrera – Executive Secretary, and Tabitha Clark – Communications Administrator.

Media: Jay Cruz – NOTIVION-GA

Guest(s)/Speaker(s): Monica Pirela, Mara Pacheco, Sona de Pirela, Veronica Ibarra, Pastor David Reyes, O.J. Wheeler, Brent Ellis, and Todd Ellis.

3. Invocation and Pledge of Allegiance to the Flag: Mayor Randall Walker

Mayor Pro Tempore Jones rendered the invocation and Council Member Albritton led the pledge of allegiance to the flag.

4. Recognition(s)/Presentation(s):

- 4a. Recognition of Mr. Alton Ellis for 30 years of service – Ms. S. Swan.

Mr. Swan recognized Mr. Ellis for 30 years of service and presented his 30-year service pin and a gift card.



Mayor Walker and Council thanked Mr. Ellis for his service to the City of Perry.

- 4b. Introduction of Police Officers Steven Whitaker, Hunter Flynn, and Luke Smith – Chief S. Lynn.

Chief Lynn introduced the new police officers and Mayor Walker and Council welcomed them to the City of Perry.

- 4c. Proclamation recognizing Hispanic Heritage Month – Mayor R. Walker.

Mayor Walker presented to Monica Pirela, Pastor David Reyes, Mirian Arrington, and Maria Herrera a Proclamation recognizing Hispanic Heritage Month.

5. Community Partner(s) Update(s): none

6. Citizens with Input. none

7. PUBLIC HEARING CALLED TO ORDER AT 6:22 P.M. Mayor Randall Walker called to order a public hearing at 6:22 p.m. to provide any interested parties with an opportunity to express their views and concerns in accordance with O.C.G.A. Sec. 36-66-4.

- 7a. ANNX-243-2021 and ANNX-244-2021. Applicant, Chad Bryant of Bryant Engineering, on behalf of Perry Capital, LLC, requests the annexation and rezoning of property from R-AG (County), Residential-Agricultural District to R-2A (City), Single-family Residential District. The properties are located at 2315 Marshallville Road and South Perry Parkway; Tax Map Numbers 000180 018000 and 000190 10A000 – Ms. H. Wharton.

Staff Report: Ms. Wharton reviewed the application and stated the Planning Commission and staff recommends approval of the annexation request and the proposed zoning classification of R-2A, single-family residential, based on the following conditions: 1) No building permits will be issued for the proposed development until the subject property has adequate sewer capacity as identified in the City of Perry's Sewer Master Plan Capacity Assessment of the subject property, 2) the developer/builder shall install landscaping along South Perry Parkway in accordance with the requirements of Article 6 of the Land Development Ordinance and establish a landscape maintenance easement in favor of the City to support corridor enhancement, particularly along arterial roads near commercial nodes, and 3) access to the parcels adjacent to South Perry Parkway shall only be via internal subdivision roads. There shall be no direct access to South Perry Parkway except for subdivision roads.

Public Input: Mayor Walker called for any public input for or against the application.

**For:** Kyle Snell, 342 Duke Road, Perry, Georgia spoke in favor of the application.

**Against:** none

**PUBLIC HEARING CLOSED AT 6:30 P.M.** Mayor Walker closed the public hearing at 6:30 p.m.

8. **Review of Minutes:** Mayor Randall Walker

- 8a. Council's Consideration – Minutes of the September 20, 2021 work session, September 21, 2021 pre council meeting, and September 21, 2021 council meeting. *(Council Member Hunt was absent from September 20 & 21, 2021 meetings.)*

Council Member Bynum-Grace motioned to accept the minutes as submitted; Council Member Albritton seconded the motion and it carried unanimously.

9. **Old Business:**

9a. **Ordinance(s) for Second Reading(s) and Adoption:**

1. **Second Reading** of an ordinance for the annexation of property to the City of Perry. The property is located at 433 Langston Road; Tax Map No. 005500 196000 – Mr. B. Wood.

**Adopted Ordinance No. 2021-20 for the annexation of property to the City of Perry. The property is located at 433 Langston Road; Tax Map No. 005500 196000.** Mr. Wood stated the Planning Commission and staff recommends approval of the annexation request based on the following conditions: 1) Upgrades to the Langston Place pump station and force main (if necessary) are required at the applicant's expense; and 2) applicant shall bear the cost to provide connection to the Langston Place pump station. Council Member King motioned to adopt the ordinance based on the following conditions: 1) Upgrades to the Langston Place pump station and force main (if necessary) are required at the applicant's expense; and 2) applicant shall bear the cost to provide connection to the Langston Place pump station; Council Member Albritton seconded the motion and it carried unanimously. *(Ordinance No. 2021-20 has been entered into the City's official book of record).*

2. **Second Reading** of an ordinance for the rezoning of property from R-AG (County), Residential-Agricultural District to R-2A (City), Single-family Residential District. The property is located at 433 Langston Road; Tax Map No. 005500 196000 – Mr. B. Wood.

**Adopted Ordinance No. 2021-21 for the rezoning of property from**

R-AG (County), Residential-Agricultural District to R-2A (City), Single-family Residential District. The property is located at 433 Langston Road; Tax Map No. 005500 19600. Mr. Wood stated the Planning Commission and staff recommends approval of the proposed zoning classification of R-2A, Single-family Residential District based on the following conditions: 1) Upgrades to the Langston Place pump station and force main (if necessary) are required at the applicant's expense; and 2) applicant shall bear the cost to provide connection to the Langston Place pump station. Council Member King motioned to adopt the ordinance based on the following conditions: 1) Upgrades to the Langston Place pump station and force main (if necessary) are required at the applicant's expense; and 2) applicant shall bear the cost to provide connection to the Langston Place pump station; Council Member Albritton seconded the motion and it carried unanimously. (*Ordinance No. 2021-21 has been entered into the City's official book of record*).

10. Any Other Old Business: Mayor Randall Walker

- 10a. Mayor Randall Walker - none
- 10b. Council Members – none
- 10c. City Attorney Brooke Newby - none
- 10d. City Manager Lee Gilmour - none
- 10e. Assistant City Manager Robert Smith - none

11. New Business: Mayor Randall Walker

11a. Matters referred from October 4, 2021 work session and October 5, 2021 pre council meeting.

- 1. Resolution to amend City of Perry Position Classification Plan to make certain adjustments and additions – Mr. L. Gilmour.

Adopted Resolution No. 2021-49 amending the City of Perry Position Classification Plan to make certain adjustments and additions. Council Member Bynum-Grace motioned to adopt the resolution as presented; Council Member Peterson seconded the motion and it carried unanimously. (*Resolution No. 2021-49 has been entered into the City's official book of record*).

11b. Ordinance(s) for First Reading(s) and Introduction:

- 1. **First Reading** of an ordinance for the annexation of property to the City of Perry. The properties are located at 2315 Marshallville Road and South Perry Parkway; Tax Map Numbers 000180 018000 and 000190 10A000– Mr. B. Wood. (*No action required by Council*)
- 2. **First Reading** of an ordinance for the rezoning of property from R-AG (County), Residential-Agricultural District to R-2A (City), Single-family Residential District. The properties are located at 2315 Marshallville Road and South Perry Parkway; Tax Map Numbers 000180 018000 and 000190 10A000. – Mr. B. Wood. (*No action is required by Council*)

11c. Resolution(s) for Consideration and Adoption:

1. Resolution amending the City of Perry Fee Schedule – Mr. L. Gilmour.

Adopted Resolution No. 2021-50 amending the City of Perry Fee Schedule. Council Member King motioned to adopt the resolution as presented; Council Member Albritton seconded the motion and it carried unanimously. (*Resolution No. 2021-50 has been entered into the City's official book of record*).

- 11d. Request for road closure relative to the Georgia National Fair Farm/City Days Parade, October 9, 2021 – Chief S. Lynn.

Council Member Bynum-Grace motioned to approve the request for road closure as presented; Council Member Albritton seconded the motion and it carried unanimously.

- 11e. Request authorization to block Carroll Street from Washington Street to Ball Street for November 9, 2021 – Mayor R. Walker.

Council Member King moved to authorize the request to block Carroll Street from Washington Street to Ball Street for November 9, 2021; Council Member Albritton seconded the motion and it carried unanimously.

12. Council Members Items:

Council Members Bynum-Grace, Albritton and King had no reports.

Council Member Peterson discussed temporary banners and fees.

13. Department Heads/Staff Items.

Ms. King, Mr. Worthington, Mr. Wood, Ms. Fitzner, Ms. Warren, Ms. Wharton, and Mr. McMurrian had no reports.

Chief Lynn thanked Mayor and Council for allowing him to introduce the new police officers.

Chief Parker reminded everyone of Fire Prevention Month.

Ms. Swan thanked Mayor and Council for allowing him to recognize Mr. Ellis for 30 years of service and announced registration

Ms. Clark provided an update relative to the information Kiosk.

14. General Public Items:

15. Mayor Items:

- October 7, Fair opens
- October 18, work session
- October 19, pre council and council
- October 12, training session

16. Executive Session entered at 6:51 p.m.: Council Member King moved to adjourn the regular meeting and enter into executive session for the purpose of litigation. Council Member Albritton seconded the motion and it carried unanimously.

17. Executive Session adjourned at 7:22 p.m.; Council regular meeting reconvened. Council adjourned the executive session held on October 5, 2021 and reconvened into the council regular meeting.

18. Adopted Resolution No. 2021-51, stating the purpose of the executive session held on October 5, 2021, was to discuss litigation. Council Member Bynum-Grace moved to adopt a resolution stating the purpose of the executive session held on October 5, 2021, was to discuss litigation; Council Member Peterson seconded the motion and it carried unanimously. No action was taken. (*Resolution No. 2021-51 has been entered in the City's official book of record*).

19. Adjournment: There being no further business to come before Council in the regular council meeting held October 5, 2021, Council Member Albritton motioned to adjourn the meeting at 7:23 p.m. Council Member Peterson seconded the motion and it carried unanimously.



**ORDINANCE**

**THE COUNCIL OF THE CITY OF PERRY HEREBY ORDAINS as follows:**

**WHEREAS**, proper application to annex property to the City of Perry, Georgia has been made by Chad Bryant, of Bryant Engineering, on behalf of Perry Capital, LLC, the owner of the land hereinafter described as follows:

**Parcel 1:**

**All that tract or parcel of land situate, lying and being in Land Lot 17 of the 14<sup>th</sup> Land District of Houston County, Georgia, and being known and designated as Tract "A", comprising 33.78 acres, and having such shapes, metes, bounds, courses and distances as are shown on a plat of survey prepared by Marty A. McLeod, Georgia Registered Land Surveyor No. 2991, dated October 5, 2017 and recorded in Plat Book 79, Page 252, Clerk's Office, Houston Superior Court. Said plat of survey and the recorded copy thereof are hereby made a part of this description by reference thereto.**

**The above described property being the same property as Tract III in a Warranty Deed from Charles C. Nelson to Patricia C. Nelson dated September 28, 1995 and recorded in Deed Book 1171, Page 100, Clerk's Office, Houston Superior Court.**

**The above described property is also known as 2315 Marshallville Road, Perry, Houston County, Georgia, 31069 according to the present system of numbering in said city and county.**

**Deed References: Book 7668, Pages 281-282; Book 1171, Page 100  
Tax Map Parcel: 000180 018000**

**AND**

**Parcel 2:**

**All that tract or parcel of land situate, lying and being in Land Lot 48 of the 14<sup>th</sup> Land District of Houston County, Georgia, and being known and designated as TRACT "A", comprising 48.37 acres and having such shapes, metes, bounds, courses and distances as are shown on a plat of survey prepared by Marty A. McLeod, Registered Land Surveyor No. 2991, dated April 17, 2017 and recorded in Plat Book 79, Page 91, Clerk's Office, Houston Superior Court. Said plat of survey and the recorded copy thereof are hereby made a part of this description by reference thereto.**

**The above described property being a portion of the property conveyed by Warranty Deed from Frank Shelton and Riley Hunt, Brian Reed, Freddy Baldwin, Charles Lamb and Frank Shelton as Trustees of the Perry Area Community Trust and their successors in office dated February 28, 2003 and recorded in Deed Book 2458, Pages 231-233, Clerk's Office, Houston Superior Court.**

**Deed Reference: Book 7484, Pages 128-129; Book 2458, Pages 231-233  
Tax Map Parcel: 000190 10A000**

**NOW THEREFORE**, pursuant to the act of the General Assembly of the State of Georgia 1962, Page 119; 1969, Page 504 the above-described property is annexed to the City of Perry and the precinct boundary is changed accordingly.

This annexation shall become effective for ad valorem tax purposes on December 31, 2021, and for all other purposes shall become effective on November 1<sup>st</sup>, 2021.

**SO ENACTED this 19th day of October, 2021.**

**CITY OF PERRY, GEORGIA**

(SEAL) BY: \_\_\_\_\_  
RANDALL WALKER, MAYOR

ATTEST: \_\_\_\_\_  
ANNIE WARREN, CITY CLERK

1<sup>st</sup> Reading: October 5, 2021  
2nd Reading: October 19, 2021

**ORDINANCE**

**THE COUNCIL OF THE CITY OF PERRY HEREBY ORDAINS** that the zoning is changed from Houston County R-AG, Agricultural Residential District to City of Perry R-2A, Single-family Residential District and the city's zoning map is amended accordingly relative to property of **PERRY CAPITAL, LLC**, described as follows:

**Parcel 1:**

**All that tract or parcel of land situate, lying and being in Land Lot 17 of the 14<sup>th</sup> Land District of Houston County, Georgia, and being known and designated as Tract "A", comprising 33.78 acres, and having such shapes, metes, bounds, courses and distances as are shown on a plat of survey prepared by Marty A. McLeod, Georgia Registered Land Surveyor No. 2991, dated October 5, 2017 and recorded in Plat Book 79, Page 252, Clerk's Office, Houston Superior Court. Said plat of survey and the recorded copy thereof are hereby made a part of this description by reference thereto.**

**The above described property being the same property as Tract III in a Warranty Deed from Charles C. Nelson to Patricia C. Nelson dated September 28, 1995 and recorded in Deed Book 1171, Page 100, Clerk's Office, Houston Superior Court.**

**The above described property is also known as 2315 Marshallville Road, Perry, Houston County, Georgia, 31069 according to the present system of numbering in said city and county.**

**Deed References: Book 7668, Pages 281-282; Book 1171, Page 100**

**Tax Map Parcel: 000180 018000**

**AND**

**Parcel 2:**

**All that tract or parcel of land situate, lying and being in Land Lot 48 of the 14<sup>th</sup> Land District of Houston County, Georgia, and being known and designated as TRACT "A", comprising 48.37 acres and having such shapes, metes, bounds, courses and distances as are shown on a plat of survey prepared by Marty A. McLeod, Registered Land Surveyor No. 2991, dated April 17, 2017 and recorded in Plat Book 79, Page 91, Clerk's Office, Houston Superior Court. Said plat of survey and the recorded copy thereof are hereby made a part of this description by reference thereto.**

**The above described property being a portion of the property conveyed by Warranty Deed from Frank Shelton and Riley Hunt, Brian Reed, Freddy Baldwin, Charles Lamb and Frank Shelton as Trustees of the Perry Area Community Trust and their successors in office dated February 28, 2003 and recorded in Deed Book 2458, Pages 231-233, Clerk's Office, Houston Superior Court.**

**Deed Reference: Book 7484, Pages 128-129; Book 2458, Pages 231-233**

**Tax Map Parcel: 000190 10A000**

**Said property is zoned subject to the following conditions:**

- 1. Building permits for the proposed development shall only be issued at such time as the subject property has adequate sewer capacity as determined by the City of Perry in accordance with its sewer capacity assessment and developing sewer master plan. Sewer capacity and service will be provided in accordance with the City's Wastewater Service Policy.**
- 2. The developer/builder shall install landscaping along South Perry Parkway in accordance with the requirements of Article 6 of the Land Management Ordinance and shall thereafter grant a landscape easement in favor of the City for landscape maintenance to support**

**corridor enhancement, particularly along arterial roads near commercial nodes.**

- 3. Access to the parcels adjacent to South Perry Parkway shall only be via internal subdivision roads. There shall be no direct access to South Perry Parkway except for subdivision entrance roads.**

This rezoning shall become effective on November 1, 2021, in accordance with O.C.G.A. § 36-66-4(d)(4).

**SO ENACTED this 19th day of October, 2021.**

**CITY OF PERRY, GEORGIA**

BY: \_\_\_\_\_  
RANDALL WALKER, Mayor

ATTEST: \_\_\_\_\_  
ANNIE WARREN, City Clerk

1st Reading: October 5, 2021  
2nd Reading: October 19, 2021



Where Georgia comes together.

**STAFF REPORT**

From the **Community Development Department**  
September 3, 2021

**CASE NUMBER:** ANN-243-2021  
**APPLICANT:** Chad Bryant  
**REQUEST:** Annexation and Rezone from R-AG (County) to R-2A (City)  
**LOCATION:** 2315 Marshallville Road; Tax Map No. 000180 018000

**BACKGROUND INFORMATION:** The subject property includes a 33.78-acre parcel located at 2315 Marshallville Road. The subject property is currently zoned R-AG in Houston County and is currently used as farmland. The applicant has requested to be annexed into the City of Perry with the zoning classification of R-2A, Single-family residential. The applicant proposes to develop a 198-lot single-family residential subdivision on this parcel and the parcel adjacent to the south, Tax Map No. 000190 10A000. The proposed density of the development is 2.54 units per acre. The minimum lot size for the R-2A zoning classification is 12,000 square feet.

There are no covenants or restrictions on the subject property which would preclude the uses permitted in the proposed zoning district.

**STANDARDS FOR ESTABLISHING A ZONING CLASSIFICATION:**

**1. The existing land uses and zoning classifications of nearby property.**

	<b>Zoning Classification</b>	<b>Land Uses</b>
North	County R-1	Single-family residential uses
South	County RAG	Undeveloped; subject of ANN-0244-2021
East	County RAG	Single-family residential uses; undeveloped
West	County RAG and South Perry Parkway	Single-family residential uses

**2. Describe how uses permitted in the proposed zoning district are compatible with the uses and development of surrounding properties.** The proposed zoning district is compatible with the surrounding uses. The primary land uses of the surrounding properties are single-family residential. Nearby properties are either developed as single-family subdivisions, individual residential lots, or zoned for future residential development. The proposed density of 2.54 units per acre is significantly less dense than the nearby Preserve at Agricultural Village which has an approved density of up to 4.7 units per acre. The R-2A zoning district has a permitted density of up to 2.7 units per acre.



3. **Describe why the proposed zoning district will not adversely impact the use of surrounding properties.** The proposed zoning district and residential development are similar to the uses of surrounding property. The applicant states that the proposed zoning is similar to nearby residential subdivisions and will not adversely impact the use of surrounding properties.
4. **Describe how the proposed zoning district is consistent with the Comprehensive Plan.** The subject property is located in the "Suburban Residential" and the "Gateway Corridor" character areas as outlined in the 2017 Joint Comprehensive Plan. The proposed zoning district is consistent with the Comprehensive Plan and its suggested development pattern of higher density housing developments along arterial roads and homes, shops, small businesses, and institutions grouped in attractive mixed-use centers. This is particularly relevant due to the proposed development's proximity to the commercial development at Agricultural Village.
5. **Describe how the proposed zoning district will not cause an excessive burden upon existing public facilities and services.** The proposed zoning district will not cause an excessive burden on existing public facilities.
  - **Infrastructure** – The subject property must be evaluated through the City of Perry's Sewer Master Plan to determine whether the existing infrastructure has the necessary capacity to serve the proposed development. Water service will need to be established at the subject property. All applicable local, state, and federal regulations shall be met.
  - **Roads** – The primary road impacted as a result of the proposed development is South Perry Parkway. South Perry Parkway has been identified as an arterial road and has adequate capacity to serve the proposed development.
  - **Schools** - The Houston County Board of Education has been notified of this proposed development. Staff is not aware of any issues related to the capacity of educational facilities resulting from the proposed development.
6. **Describe any other existing or changing conditions affecting the use and development of the subject property which support approval of the requested zoning district.** The applicant states that the proposed development will serve as an appropriate transition between surrounding farmlands and existing subdivisions.

**STAFF RECOMMENDATION:** City of Perry Staff recommends approval of the annexation request and the proposed zoning classification of R-2A, single-family residential, based on the following conditions:

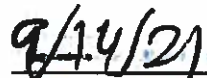
1. No building permits will be issued for the proposed development until the subject property has adequate sewer capacity as identified in the City of Perry's Sewer Master Plan Capacity Assessment of the subject property.
2. The developer/builder shall install landscaping along South Perry Parkway in accordance with the requirements of Article 6 of the Land Management Ordinance and establish a landscape maintenance easement in favor of the City to support corridor enhancement, particularly along arterial roads near commercial nodes.
3. Access to the parcels adjacent to South Perry Parkway shall only be via internal subdivision roads. There shall be no direct access to South Perry Parkway except for subdivision roads.

**PLANNING COMMISSION RECOMMENDATION**

1. No building permits will be issued for the proposed development until the subject property has adequate sewer capacity as identified in the City of Perry's Sewer Master Plan Capacity Assessment of the subject property.
2. The developer/builder shall install landscaping along South Perry Parkway in accordance with the requirements of Article 6 of the Land Management Ordinance and establish a landscape maintenance easement in favor of the City to support corridor enhancement, particularly along arterial roads near commercial nodes.
3. Access to the parcels adjacent to South Perry Parkway shall only be via internal subdivision roads. There shall be no direct access to South Perry Parkway except for subdivision roads.



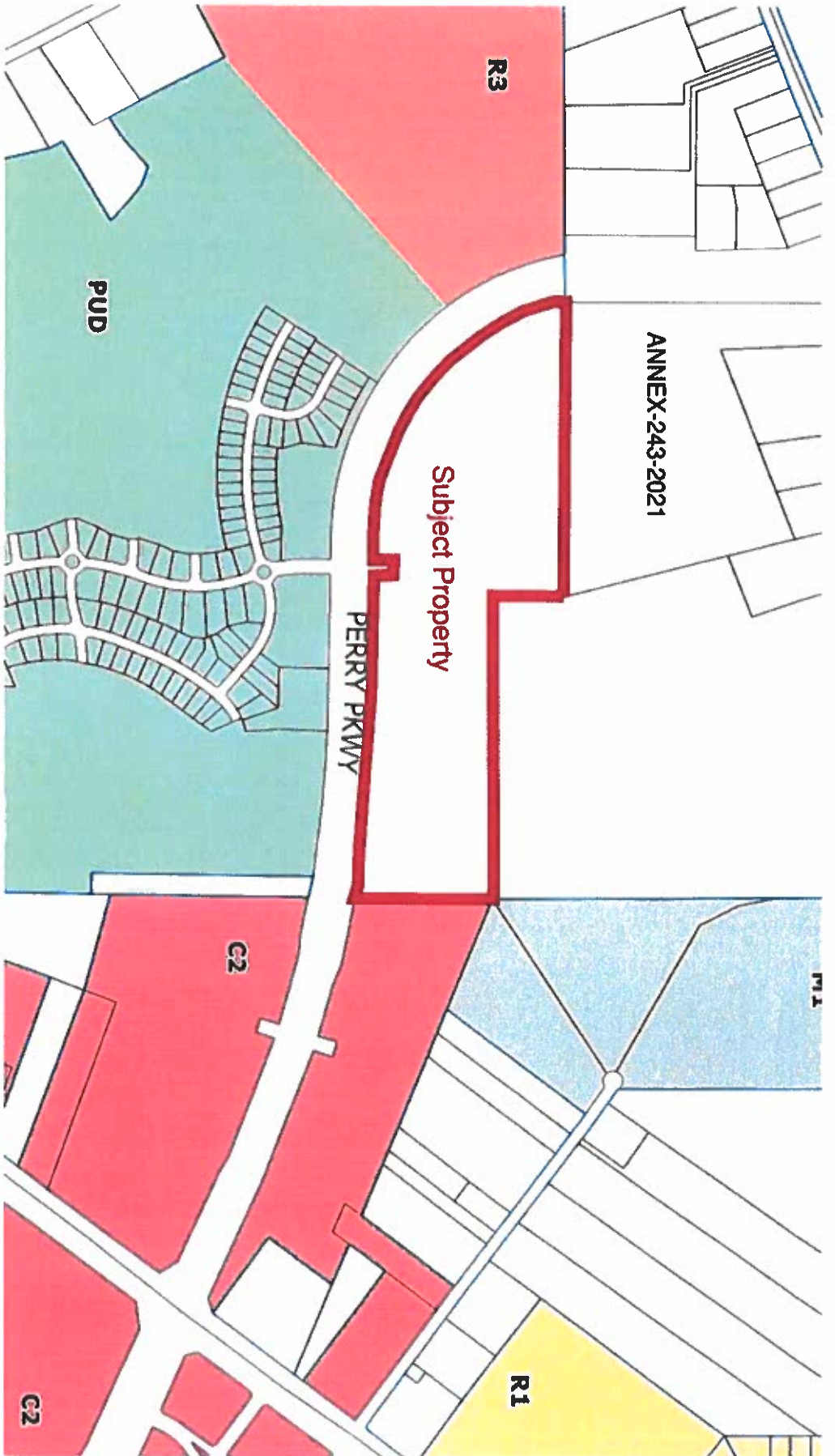
Eric Z. Edwards, Chairman of the Planning Commission



Date









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Application # Annx 243-  
2021

**Application for Annexation**  
Contact Community Development (478) 988-2720

**Applicant/Owner Information**

\*Indicates Required Field

	*Applicant	*Property Owner
*Name	Chad Bryant	Perry Capital, LLC
*Title	engineer/owner	
*Address	906 Ball Street Perry, GA 31069	309 E Paces Ferry Rd NE Atlanta, GA 30305
*Phone	(478) 224-7070	
*Email	chad@bryantengllc.com	

**Property Information**

\*Street Address or Location 2315 Marshallville Rd  
 \*Tax Map #(s) 000180 018000  
 \*Legal Description  
 A. Provide a copy of the deed as recorded in the County Courthouse, or a metes and bounds description of the land if a deed is not available;  
 B. Provide a survey plat of the property, tied to the Georgia Planes Coordinate System.

**Request**

\*Current County Zoning District RAG | \*Proposed City Zoning District R2A  
 \*Please describe the existing and proposed use of the property Note: A Site Plan and/or other information which fully describes your proposal may benefit your application.  
 existing use: agricultural farm land  
 proposed use: 198 residential lots as shown on proposed site plan

**Instructions**

- The application and fee (made payable to the City of Perry) must be received by the Community Development Office no later than the date reflected on the attached schedule.
- \*Fees:
  - Residential - \$137.00 plus \$16.00/acre (maximum \$1,650.00)
  - Planned Development - \$158.00 plus \$16.00/acre (maximum \$2,900.00)
  - Commercial/Industrial - \$240.00 plus \$22.00/acre (maximum \$3,100.00)
- \*The applicant/owner must respond to the 'standards' on page 2 of this application (The applicant bears the burden of proof to demonstrate that the application complies with these standards). See Sections 2-2 and 2-3.1 of the Land Management Ordinance for more information. You may include additional pages when addressing the standards.
- The staff will review the application to verify that all required information has been submitted. The staff will contact the applicant with a list of any deficiencies which must be corrected prior to placing the application on the planning commission agenda.
- Annexation applications require an informational hearing before the planning commission and a public hearing before City Council. A public notice sign will be posted on the property at least 15 days prior to the scheduled hearing dates.
- \*The applicant must be present at the hearings to present the application and answer questions that may arise.
- \*Campaign Notice required by O.C.G.A. Section 36-87A-3: Within the past two years has the applicant made either campaign contributions and/or gifts totaling \$250.00 or more to a local government official? \*Applicant" is defined as any person who applies for a rezoning action and any attorney or other person representing or acting on behalf of a person who applies for a rezoning action. Yes  No   
 If yes, please complete and submit a Disclosure Form available from the Community Development office.



8. The applicant and property owner affirm that all information submitted with this application, including any/all supplemental information, is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.

9. \*Signatures:

*Applicant 	*Date 8/13/01
*Property Owner/Authorized Agent 	*Date 8/13/01

**Standards for Granting a Zoning Classification**

***The applicant bears the burden of proof to demonstrate that an application complies with these standards.***

Are there covenants and restrictions pertaining to the property which would preclude the uses permitted in the proposed zoning district?

1. Identify the existing land uses and zoning classification of nearby properties.
2. Whether the proposed zoning will allow uses that are suitable in view of the uses and development of adjacent and nearby property.
3. Whether the proposed zoning will adversely affect the existing use or usability of adjacent or nearby property.
4. Whether the zoning proposal is in conformity with the policies and intent of the Comprehensive Plan.
5. Whether the zoning proposal will result in a use which will cause an excessive burden upon existing streets, transportation facilities, utilities, or schools.
6. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.



Chad R. Bryant, P.E.  
President-Perry  
Jennie S. Barfield, P.E.  
Forsyth Branch Manager  
Casey Graham, P.E.  
Perry Branch Manager

August 16, 2021

Mr. Bryan Wood  
Community Development Director  
City of Perry  
741 Main Street  
Perry, GA 31069  
478-988-2720  
[bryan.wood@perry-ga.gov](mailto:bryan.wood@perry-ga.gov)

**Subject: Application for Rezoning  
33.78 Acres- Agricultural Estates**

Dear Mr. Wood,

Please see attached application and plat for rezoning for approximately 66-acre tract located on South Perry Parkway between US Hwy 41 and Marshallville Rd. Below is the Standards for Granting a Rezoning (Page 2 of application).

1. Properties surrounding the tract are mostly farmland. To the west are some larger tract residential lots and to the south is the existing subdivision, The Preserve at Agricultural Village.
2. The proposed zoning is for residential use and the property is within a transitional area from farmland to higher density residential.
3. The proposed zoning is like kind with its surrounding zonings and meets similar lot sizes in neighboring subdivision.
4. This area is planned for residential development in the Comprehensive Plan.
5. The proposed subdivision should not have adverse impact on city structures. Traffic counts are very low so there will not be an overburden on transportation infrastructure.
6. The proposed development will serve as an appropriate transition between surround farmlands and existing subdivisions.

We would like to be placed on the next available agenda for the Perry Planning Commission. Please let me know if you have any questions or concerns.

Sincerely,

Chad Bryant, P.E.  
President  
Bryant Engineering

906 Ball Street, Suite A, Perry, GA 31069  
48 N Jackson Street, Forsyth, GA 31029



Website [bryantengllc.com](http://bryantengllc.com)  
Office 478-224-7070

Doc ID: 01408710002 Type: GLA  
Recorded: 10/27/2017 at 01:08:58 PM  
Fee Amt: \$225.50 Page 1 of 2  
Transfer Tax: \$243.50  
Houston, Ga. Clerk Superior Court  
Carolyn V. Sullivan Clerk  
BK 7668 PG 281-282

(Above space for recording officer use.)

After recording return to:

File No.: P'17-4526

**WHGM** 7638

**WALKER HULBERT GRAY & MOORE, LLP**  
P. O. Box 1770 / 909 Ball Street  
Perry, Georgia 31069  
Attorney: LARRY WALKER

STATE OF GEORGIA  
COUNTY OF HOUSTON

**LIMITED WARRANTY DEED**

THIS INDENTURE, Made the 26<sup>th</sup> day of October, in the year two thousand seventeen (2017),  
between

**PATRICIA C. NELSON**

of the County of Houston and the State of Georgia, as party or parties of the first part, hereinafter  
called Grantor,

and

**PERRY CAPITAL, LLC**  
a Georgia limited liability company

duly organized and existing under the laws of the State of Georgia, as party or parties of the second  
part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs,  
successors and assigns where the context requires or permits).

WITNESSETH that: Grantor, for and in consideration of the sum of Other Good and Valuable  
Considerations and Ten (\$10.00) and NO/100-----DOLLARS, before the  
sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted,  
bargained, sold, alienated, conveyed and confirmed and by these presents does grant, bargain, sell,  
alien, convey or confirm unto the said Grantee, ALL OF THE FOLLOWING DESCRIBED  
PROPERTY, to-wit:

All that tract or parcel of land situate, lying and being in Land Lot 17 of the  
14th Land District of Houston County, Georgia, and being known and  
designated as TRACT "A", comprising 33.78 acres, and having such shapes,  
metes, bounds, courses and distances as are shown on a plat of survey prepared  
by Marty A. McLeod, Georgia Registered Land Surveyor No. 2991, dated  
October 5, 2017 and recorded in Plat Book 79, Page 252, Clerk's Office,  
Houston Superior Court. Said plat of survey and the recorded copy thereof are  
hereby made a part of this description by reference thereto.

The above described property being the same property as Tract III in a  
Warranty Deed from Charles C. Nelson to Patricia C. Nelson dated September  
28, 1995 and recorded in Deed Book 1171, Page 100, Clerk's Office, Houston  
Superior Court.

The above described property is also known as 2315 MARSHALLVILLE  
ROAD, PERRY, HOUSTON COUNTY, GEORGIA, 31069 according to the  
present system of numbering in said city and county.

*AW*

BOOK 766 PAGE 282

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of the said Grantee forever in FEE SIMPLE.

AND THE SAID Grantor, for itself, its successors and assigns, warrants and will, forever defend the right and title to said tract or parcel of land unto Grantee and its successors and assigns against the claims of all persons claiming by, through or under Grantor.

IN WITNESS WHEREOF, the Grantor has signed and sealed this deed, the day and year above written.

*Patricia C. Nelson* (Seal)  
PATRICIA C. NELSON

Signed, sealed and delivered  
in the presence of:

*Lynwood Bennett*  
Witness

*Larry Walker*  
Notary Public  
My Commission Expires: \_\_\_\_\_

[Notary Seal]









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**STAFF REPORT**

From the Community Development Department  
September 3, 2021

**CASE NUMBER:** ANN-244-2021  
**APPLICANT:** Chad Bryant  
**REQUEST:** Annexation and Rezone from R-AG (County) to R-2A (City)  
**LOCATION:** South Perry Parkway; Tax Map No. 000190 10A000

**BACKGROUND INFORMATION:** The subject property includes a 48.37-acre parcel located on South Perry Parkway. The subject parcel is located directly across from the Preserve at Agricultural Village. The subject property is currently zoned R-AG in Houston County and is currently used as farmland. The applicant has requested to be annexed into the City of Perry with the zoning classification of R-2A, Single-family residential. The applicant proposes to develop a 198-lot single-family residential subdivision on this parcel and the parcel adjacent to the north, Tax Map No. 000180 018000. The proposed density of the development is 2.54 units per acre. The minimum lot size for the R-2A zoning classification is 12,000 square feet.

There are no covenants or restrictions on the subject property which would preclude the uses permitted in the proposed zoning district.

**STANDARDS FOR ESTABLISHING A ZONING CLASSIFICATION:**

**1. The existing land uses and zoning classifications of nearby property.**

	Zoning Classification	Land Uses
North	County RAG	Undeveloped; subject of ANN-0243-2021
South	PUD	South Perry Parkway and The Preserve at Agricultural Village
East	C-2, General Commercial	Undeveloped
West	PUD and R-3, Multi-Family Residential	Single family residential uses and undeveloped (planned future phases of Preserve at Agricultural Village)

**2. Describe how uses permitted in the proposed zoning district are compatible with the uses and development of surrounding properties.** The proposed zoning district is compatible with the surrounding uses. The primary land uses of the surrounding properties are single-family residential. Nearby properties are either developed as single-family subdivisions, individual residential lots, or zoned for future residential development. The proposed density of 2.54 units per acre is significantly less dense than the nearby Preserve at Agricultural Village which has an approved density of up to 4.7 units per acre. The R-2A zoning district has a permitted density of up to 2.7 units per acre.



3. **Describe why the proposed zoning district will not adversely impact the use of surrounding properties.** The proposed zoning district and residential development are similar to the uses of surrounding property. The applicant states that the proposed zoning is similar to nearby residential subdivisions and will not adversely impact the use of surrounding properties.
4. **Describe how the proposed zoning district is consistent with the Comprehensive Plan.** The subject property is located in the "Suburban Residential" and the "Gateway Corridor" character areas as outlined in the 2017 Joint Comprehensive Plan. The proposed zoning district is consistent with the Comprehensive Plan and its suggested development pattern of higher density housing developments along arterial roads and homes, shops, small businesses, and institutions grouped in attractive mixed-use centers. This is particularly relevant due to the proposed development's proximity to the commercial development at Agricultural Village.
5. **Describe how the proposed zoning district will not cause an excessive burden upon existing public facilities and services.** The proposed zoning district will not cause an excessive burden on existing public facilities.
  - **Infrastructure** – The subject property must be evaluated through the City of Perry's Sewer Master Plan to determine whether the existing infrastructure has the necessary capacity to serve the proposed development. Water service will need to be established at the subject property. All applicable local, state, and federal regulations shall be met.
  - **Roads** – The primary road impacted as a result of the proposed development is South Perry Parkway. South Perry Parkway has been identified as an arterial road and has adequate capacity to serve the proposed development.
  - **Schools** - The Houston County Board of Education has been notified of this proposed development. Staff is not aware of any issues related to the capacity of educational facilities resulting from the proposed development.
6. **Describe any other existing or changing conditions affecting the use and development of the subject property which support approval of the requested zoning district.** The applicant states that the proposed development will serve as an appropriate transition between surrounding farmlands and existing subdivisions.

**STAFF RECOMMENDATION:** City of Perry Staff recommends approval of the annexation request and the proposed zoning classification of R-2A, single-family residential, based on the following conditions:

1. No building permits will be issued for the proposed development until the subject property has adequate sewer capacity as identified in the City of Perry's Sewer Master Plan Capacity Assessment of the subject property.
2. The developer/builder shall install landscaping along South Perry Parkway in accordance with the requirements of Article 6 of the Land Management Ordinance and establish a landscape maintenance easement in favor of the City to support corridor enhancement, particularly along arterial roads near commercial nodes.
3. Access to the parcels adjacent to South Perry Parkway shall only be via internal subdivision roads. There shall be no direct access to South Perry Parkway except for subdivision roads.

**PLANNING COMMISSION RECOMMENDATION**

1. No building permits will be issued for the proposed development until the subject property has adequate sewer capacity as identified in the City of Perry's Sewer Master Plan Capacity Assessment of the subject property.
2. The developer/builder shall install landscaping along South Perry Parkway in accordance with the requirements of Article 6 of the Land Management Ordinance and establish a landscape maintenance easement in favor of the City to support corridor enhancement, particularly along arterial roads near commercial nodes.
3. Access to the parcels adjacent to South Perry Parkway shall only be via internal subdivision roads. There shall be no direct access to South Perry Parkway except for subdivision roads.



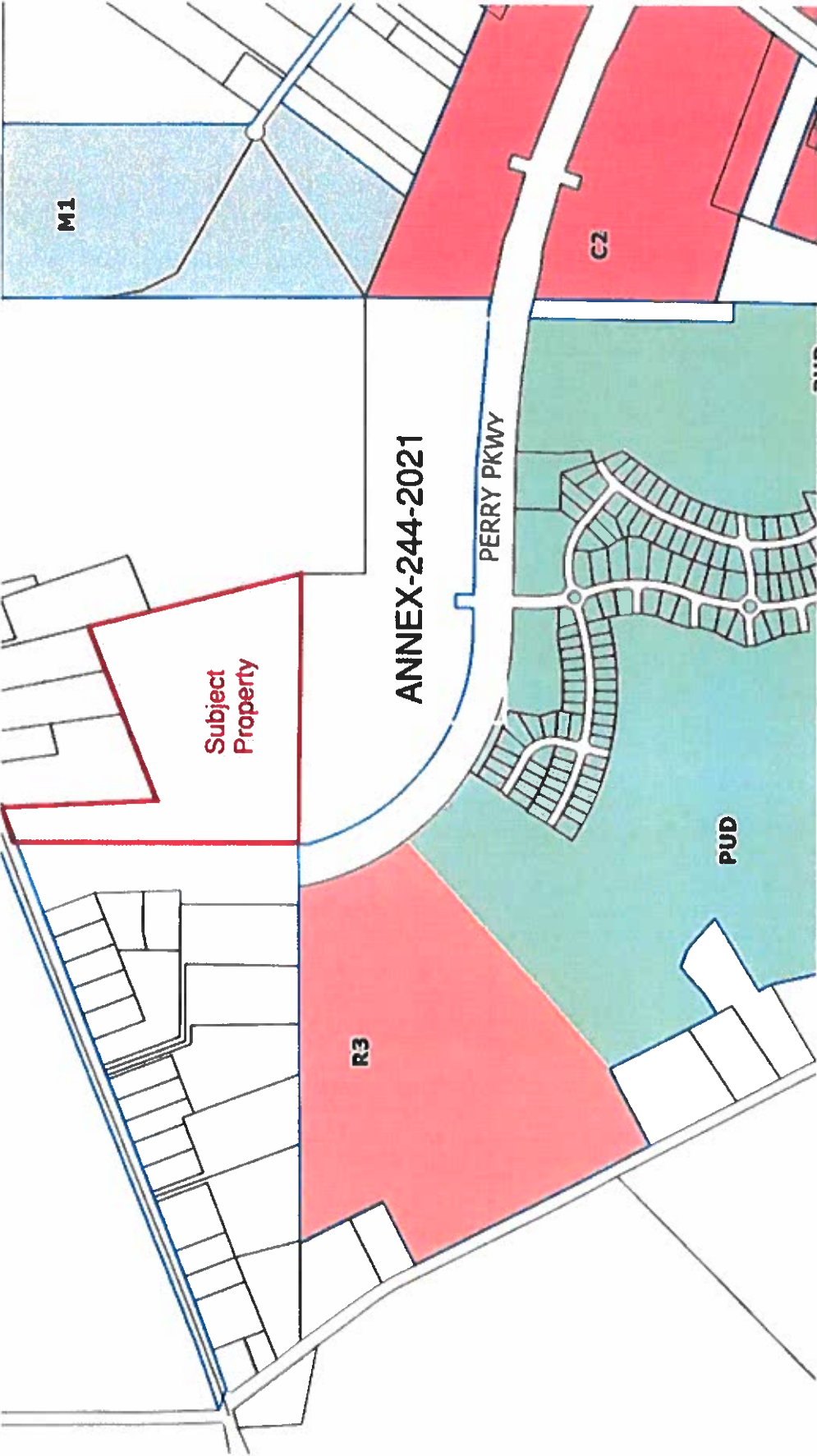
Eric Z. Edwards, Chairman of the Planning Commission

9/14/21

Date







M1

C2

ANNEX-244-2021

PERRY PKWY

Subject Property

PUD

R3



Where Georgia comes together.

Application # Annex 244-  
2021

**Application for Annexation**  
Contact Community Development (478) 988-2720

**Applicant/Owner Information**

\*Indicates Required Field

	*Applicant	*Property Owner
*Name	Chad Bryant	Perry Capital, LLC
*Title	engineer/owner	
*Address	9612 Ball Street Perry, GA 31088	309 E. Paces Ferry Rd NE Atlanta, GA 30305
*Phone	(478) 224-7070	
*Email	chad@bryantengllc.com	

**Property Information**

\*Street Address or Location Perry Pkwy

\*Tax Map #(s) 000190 10A000

\*Legal Description

A. Provide a copy of the deed as recorded in the County Courthouse, or a metes and bounds description of the land if a deed is not available;

B. Provide a survey plat of the property, tied to the Georgia Planes Coordinate System.

**Request**

\*Current County Zoning District RAG | \*Proposed City Zoning District R2A

\*Please describe the existing and proposed use of the property Note: A Site Plan and/or other information which fully describes your proposal may benefit your application.

existing use: agricultural farmland

proposed use: 198 residential lots as shown in the attached site plan

**Instructions**

- The application and fee (made payable to the City of Perry) must be received by the Community Development Office no later than the date reflected on the attached schedule.
  - \*Fees:
    - Residential - \$137.00 plus \$16.00/acre (maximum \$1,650.00)
    - Planned Development - \$158.00 plus \$16.00/acre (maximum \$2,900.00)
    - Commercial/Industrial - \$240.00 plus \$22.00/acre (maximum \$3,100.00)
  - \*The applicant/owner must respond to the 'standards' on page 2 of this application (The applicant bears the burden of proof to demonstrate that the application complies with these standards). See Sections 2-2 and 2-3.1 of the Land Management Ordinance for more information. You may include additional pages when addressing the standards.
  - The staff will review the application to verify that all required information has been submitted. The staff will contact the applicant with a list of any deficiencies which must be corrected prior to placing the application on the planning commission agenda.
  - Annexation applications require an informational hearing before the planning commission and a public hearing before City Council. A public notice sign will be posted on the property at least 15 days prior to the scheduled hearing dates.
  - \*The applicant must be present at the hearings to present the application and answer questions that may arise.
  - \*Campaign Notice required by O.C.G.A. Section 36-67A-3: Within the past two years has the applicant made either campaign contributions and/or gifts totaling \$250.00 or more to a local government official? \*Applicant is defined as any person who applies for a rezoning action and any attorney or other person representing or acting on behalf of a person who applies for a rezoning action. Yes  No
- If yes, please complete and submit a Disclosure Form available from the Community Development office.

8. The applicant and property owner affirm that all information submitted with this application, including any/all supplemental information, is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.

9. \*Signatures:

*Applicant 	*Date 8/13/21
*Property Owner/Authorized Agent 	*Date 8/13/21

**Standards for Granting a Zoning Classification**

***The applicant bears the burden of proof to demonstrate that an application complies with these standards.***

Are there covenants and restrictions pertaining to the property which would preclude the uses permitted in the proposed zoning district?

1. Identify the existing land uses and zoning classification of nearby properties.
2. Whether the proposed zoning will allow uses that are suitable in view of the uses and development of adjacent and nearby property.
3. Whether the proposed zoning will adversely affect the existing use or usability of adjacent or nearby property.
4. Whether the zoning proposal is in conformity with the policies and intent of the Comprehensive Plan.
5. Whether the zoning proposal will result in a use which will cause an excessive burden upon existing streets, transportation facilities, utilities, or schools.
6. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.



Chad R. Bryant, P.E.  
President-Perry

Jennie S. Barfield, P.E.  
Forsyth Branch Manager

Casey Graham, P.E.  
Perry Branch Manager

August 16, 2021

Mr. Bryan Wood  
Community Development Director  
City of Perry  
741 Main Street  
Perry, GA 31069  
478-988-2720  
[bryan.wood@perry-ga.gov](mailto:bryan.wood@perry-ga.gov)

**Subject: Application for Rezoning  
48.37 Acres- Agricultural Estates**

Dear Mr. Wood,

Please see attached application and plat for rezoning for approximately 66-acre tract located on South Perry Parkway between US Hwy 41 and Marshallville Rd. Below is the Standards for Granting a Rezoning (Page 2 of application).


1. Properties surrounding the tract are mostly farmland. To the west are some larger tract residential lots and to the south is the existing subdivision, The Preserve at Agricultural Village.
2. The proposed zoning is for residential use and the property is within a transitional area from farmland to higher density residential.
3. The proposed zoning is like kind with its surrounding zonings and meets similar lot sizes in neighboring subdivision.
4. This area is planned for residential development in the Comprehensive Plan.
5. The proposed subdivision should not have adverse impact on city structures. Traffic counts are very low so there will not be an overburden on transportation infrastructure.
6. The proposed development will serve as an appropriate transition between surround farmlands and existing subdivisions.

We would like to be placed on the next available agenda for the Perry Planning Commission. Please let me know if you have any questions or concerns.

Sincerely,

Chad Bryant, P.E.  
President  
Bryant Engineering



  
 Doc ID: 01174710002 Type: OLR  
 Recorded: 04/24/2017 at 04:28:03 PM  
 Fee Amt: \$14.00 Page 1 of 2  
 Transfer Tax: \$0.00  
 Houston, Ga. Clerk Superior Court  
 Carolyn V. Sullivan Clerk  
**EX 7484 PC 128-129**

After recording return to:

File No.: P17-0053

**WHGM** 6836

**WALKER HULBERT GRAY & MOORE, LLP**  
 P. O. Box 1770 / 909 Ball Street  
 Perry, Georgia 31069  
 Attorney: LARRY WALKER

STATE OF GEORGIA  
COUNTY OF HOUSTON

**LIMITED WARRANTY DEED**

THIS INDENTURE, Made the 20<sup>th</sup> day of April, in the year two thousand seventeen (2017), between

**FRANK SHELTON, LARRY WOOD, AND JIM MILLER, AS SUCCESSOR  
 TRUSTEES OF THE PERRY AREA COMMUNITY TRUST  
 AND THEIR SUCCESSORS IN OFFICE**

duly organized and existing under the laws of the State of Georgia, as party or parties of the first part, hereinafter called Grantor,

and  
**PERRY CAPITAL, LLC**  
 a Georgia limited liability company

duly organized and existing under the laws of the State of Georgia, as party or parties of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that: Grantor, for and in consideration of the sum of Other Good and Valuable Considerations and Ten (\$10.00) and NO/100-----DOLLARS, before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, alienated, conveyed and confirmed and by these presents does grant, bargain, sell, alien, convey or confirm unto the said Grantee, A.I. OF THE FOLLOWING DESCRIBED PROPERTY, to-wit:

All that tract or parcel of land situate, lying and being in Land Lot 48 of the 14th Land District of Houston County, Georgia, and being known and designated as TRACT "A", comprising 48.37 acres and having such shapes, metes, bounds, courses and distances as are shown on a plat of survey prepared by Marty A. McLeod, Registered Land Surveyor No. 2991, dated April 17, 2017 and recorded in Plat Book 79, Page 91, Clerk's Office, Houston Superior Court. Said plat of survey and the recorded copy thereof are hereby made a part of this description by reference thereto.

*LAW*



BOOK 2181 PAGE 129

The above described property being a portion of the property conveyed by Warranty Deed from Frank Shelton to Riley Hunt, Brian Reed, Freddy Baldwin, Charles Lamb and Frank Shelton as Trustees of the Perry Area Community Trust and their successors in office dated February 28, 2003 and recorded in Deed Book 2458, Pages 231-233, Clerk's Office, Houston Superior Court.

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of the said Grantee forever in FREE SIMPLE.

AND THE SAID Grantor, for itself, its successors and assigns, warrants and will, forever defend the right and title to said tract or parcel of land unto Grantee and its successors and assigns against the claims of all persons claiming by, through or under Grantor.

IN WITNESS WHEREOF, the Grantor has signed and sealed this deed, the day and year above written.

Signed, sealed and delivered in the presence of: Frank Shelton (Seal)  
FRANK SHELTON, Trustee of the Perry Area Community Trust

[Signature]  
Witness

Heather N. Jordan  
Notary Public  
My Commission Expires:

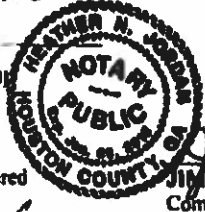


(Notary Seal)

Signed, sealed and delivered in the presence of: Larry Wood (Seal)  
LARRY WOOD, Trustee of the Perry Area Community Trust

[Signature]  
Witness

Heather N. Jordan  
Notary Public  
My Commission Expires:

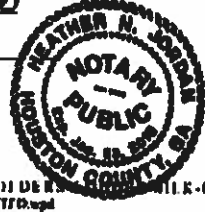


(Notary Seal)

Signed, sealed and delivered in the presence of: Jim Miller (Seal)  
JIM MILLER, Trustee of the Perry Area Community Trust

[Signature]  
Witness

Heather N. Jordan  
Notary Public  
My Commission Expires:



(Notary Seal)

**LEGEND**

- 1/4" = 100' (AS SHOWN)
- 1/8" = 200' (AS SHOWN)
- 1/16" = 400' (AS SHOWN)
- 1/32" = 800' (AS SHOWN)
- 1/64" = 1600' (AS SHOWN)
- 1/128" = 3200' (AS SHOWN)
- 1/256" = 6400' (AS SHOWN)
- 1/512" = 12800' (AS SHOWN)
- 1/1024" = 25600' (AS SHOWN)
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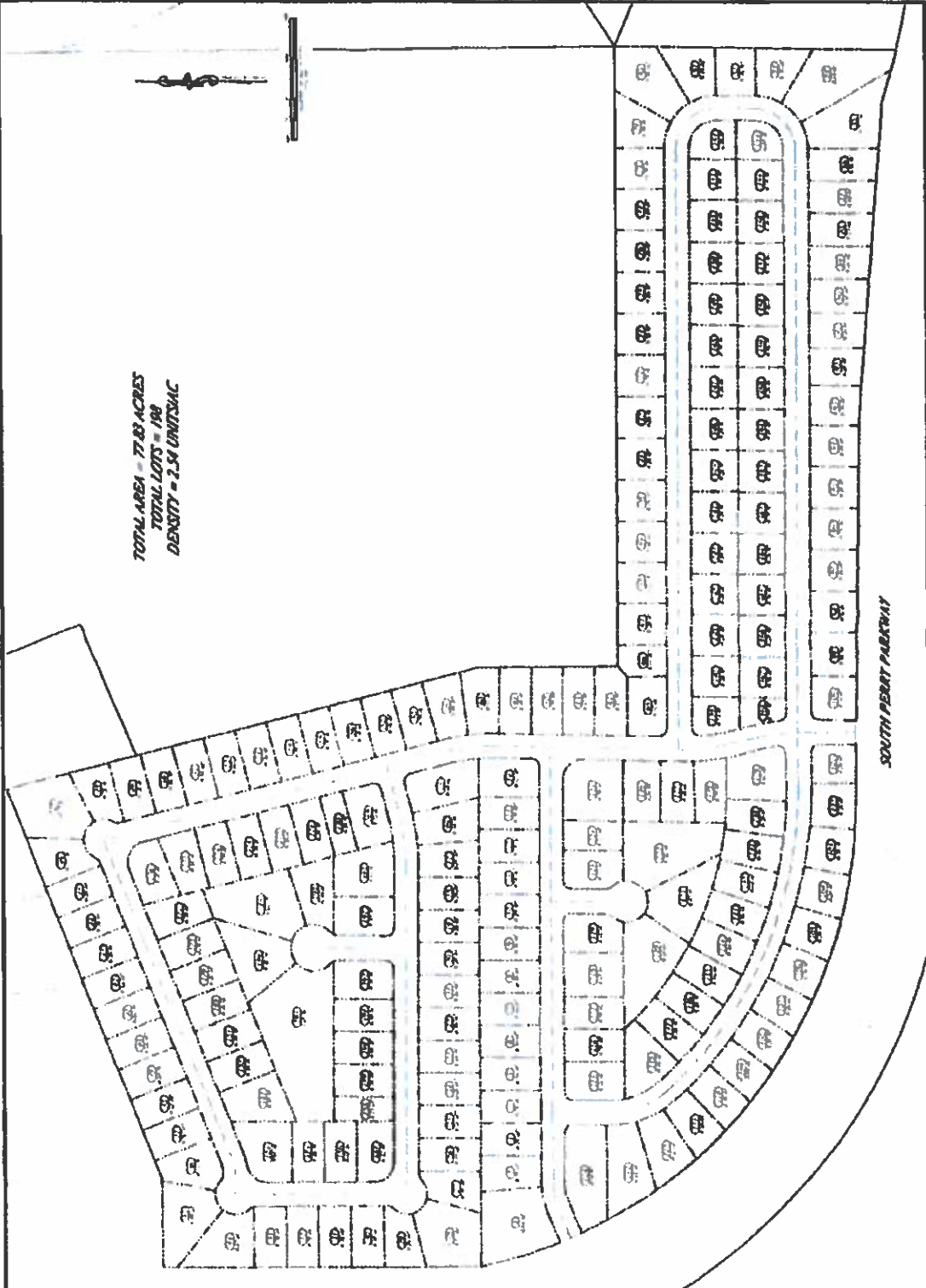
**BE BRYANT**  
ENGINEERING

Professional Engineer  
No. 10000  
State of Florida  
Civil Engineering

AGRICULTURAL ESTATES  
C-1-1

C-1-1

TOTAL AREA - 77.83 ACRES  
TOTAL LOTS - 198  
DENSITY - 2.54 UNITS/AC



SOUTH PEBBLE PARKWAY

Planning Commission  
Minutes- September 13,2021

1. Call to Order: Chairman Edwards called the meeting to order at 6:00pm.
2. Roll Call: Chairman Edwards; Commissioners Clarington, Coody, Butler, Kemp and Mehserle were present. Commissioner Jefferson was absent.

Staff: Bryan Wood – Community Development Director, Holly Wharton – Community Planner, and Christine Sewell – Recording Clerk

Guests: Kyle Snell – Bryant Engineering

3. Invocation: was given by Commissioner Clarington
4. Approval of Minutes from meeting on August 09, 2021- Commissioner Clarington motioned to approve as submitted; Commissioner Mehserle seconded; all in favor and was unanimously approved.
5. Announcements – Chairman Edwards referred to the notices as listed
  - Per O.C.G.A. 36-67A-3 if any opponent of a rezoning or annexation application has made campaign contributions and/or provided gifts totaling \$250 or more within the past two years to a local government official who will consider the application, the opponent must file a disclosure statement.
  - Policies and Procedures for Conducting Zoning Hearings are available at the entrance.
  - Please place cell phones on silent mode.
6. Discussion of Capital Improvement Projects - Chad McMurrian, Engineering Services Manager – provided an update on current City projects which included the top priority projects under the sewer master plan, LMIG paving and the CDBG block grant.
7. Old Business – None
8. New Business
  - A. Informational Hearing (Planning Commission recommendation – Scheduled for public hearing before City Council on October 5, 2021)
    - **ANNX-243-2021.** Annexation and designation of R-2A, Single Family Residential District zoning of property at 2315 Marshallville Road. The property is zoned R-AG in Houston County. The applicant is Chad Bryant, Bryant Engineering.

Ms. Wharton read the applicants' request which was for the annexation and designation of R-2A, Single Family Residential District zoning of property at 2315 Marshallville Road The property includes a 33.78-acre parcel located and is currently zoned R-AG in Houston County and currently used as farmland. The applicant has requested to be annexed into the City of Perry with the zoning classification of R-2A, Single-family residential. The applicant proposes to develop a 198-lot single-family residential subdivision on this parcel and the parcel adjacent to the south. The proposed density of the development is 2.54 units per acre. The minimum lot

size for the R-2A zoning classification is 12,000 square feet. There are no covenants or restrictions on the property which would preclude the uses permitted in the proposed zoning district. Ms. Wharton also reviewed the standards for establishing a zoning classification as listed in the staff report, along with responses. It was staffs' recommendation of approval of the application with the following conditions:

1. No building permits will be issued for the proposed development until the subject property has adequate sewer capacity as identified in the City of Perry's Sewer Master Plan Capacity Assessment of the subject property.
2. The developer/builder shall install landscaping along South Perry Parkway in accordance with the requirements of Article 6 of the Land Management Ordinance and establish a landscape maintenance easement in favor of the City to support corridor enhancement, particularly along arterial roads near commercial nodes.
3. Access to the parcels adjacent to South Perry Parkway shall only be via internal subdivision roads. There shall be no direct access to South Perry Parkway except for subdivision roads.

Chairman Edwards opened the public hearing at 6:17pm and called for anyone in favor or opposed to the application. Mr. Kyle Snell for Bryant Engineering reiterated the request and agreed with the staff conditions. There being no further public comment the public hearing was closed at 6:18pm.

Commissioner Butler motioned to recommend approval of the application as submitted to Mayor and Council with the following conditions: 1). No building permits will be issued for the proposed development until the subject property has adequate sewer capacity as identified in the City of Perry's Sewer Master Plan Capacity Assessment of the subject property, 2). The developer/builder shall install landscaping along South Perry Parkway in accordance with the requirements of Article 6 of the Land Management Ordinance and establish a landscape maintenance easement in favor of the City to support corridor enhancement, particularly along arterial roads near commercial nodes. 3). Access to the parcels adjacent to South Perry Parkway shall only be via internal subdivision roads. There shall be no direct access to South Perry Parkway except for subdivision roads; Commissioner Clarrington seconded; all in favor and was unanimously recommended for approval.

- **ANNX-244-2021.** Annexation and designation of R-2A, Single Family Residential District zoning of property on South Perry Parkway. The property is zoned R-AG in Houston County. The applicant is Chad Bryant, Bryant Engineering.

Ms. Wharton read the applicants' request which was for the annexation and designation of R-2A, Single Family Residential District zoning of property at South Perry Parkway. The property includes a 48.37-acre parcel and is located directly across from the Preserve at Agricultural Village and is currently zoned R-AG in Houston County and is currently used as farmland. The applicant proposes to develop a 198-lot single-family residential subdivision on this parcel and the parcel adjacent to the north. The proposed density of the development is 2.54 units per acre. The minimum lot size for the R-2A zoning classification is 12,000 square feet. There are no covenants or restrictions on the subject property which would preclude the uses permitted in the proposed zoning district. Ms. Wharton also reviewed the standards for establishing a zoning classification as listed in the staff

report, along with responses. It was staffs' recommendation of approval of the application with the following conditions

1. No building permits will be issued for the proposed development until the subject property has adequate sewer capacity as identified in the City of Perry's Sewer Master Plan Capacity Assessment of the subject property.
2. The developer/builder shall install landscaping along South Perry Parkway in accordance with the requirements of Article 6 of the Land Management Ordinance and establish a landscape maintenance easement in favor of the City to support corridor enhancement, particularly along arterial roads near commercial nodes.
3. Access to the parcels adjacent to South Perry Parkway shall only be via internal subdivision roads. There shall be no direct access to South Perry Parkway except for subdivision roads.

Chairman Edwards opened the public hearing at 6:21pm and called for anyone in favor or opposed to the application. Mr. Kyle Snell for Bryant Engineering reiterated the request and agreed with the staff conditions. There being no further public comment the public hearing was closed at 6:22pm

Commissioner Mehserle motioned to recommend approval of the application as submitted to Mayor and Council with the following conditions: 1). No building permits will be issued for the proposed development until the subject property has adequate sewer capacity as identified in the City of Perry's Sewer Master Plan Capacity Assessment of the subject property, 2). The developer/builder shall install landscaping along South Perry Parkway in accordance with the requirements of Article 6 of the Land Management Ordinance and establish a landscape maintenance easement in favor of the City to support corridor enhancement, particularly along arterial roads near commercial nodes. 3). Access to the parcels adjacent to South Perry Parkway shall only be via internal subdivision roads. There shall be no direct access to South Perry Parkway except for subdivision roads; Commissioner Kemp seconded; all in favor and was unanimously recommended for approval.

B. Public Hearing (Planning Commission decision)

- **PLAT-245-2021.** Preliminary Plat for 122 single-family lots; Planned Unit Development subdivision Perry Preserve Phase 3. The applicant is Chad Bryant

Mr. Wood advised the applicant proposes to develop 122 residential lots as part of Phase 3 of the Preserve at Agricultural Village. The proposal is consistent with the approved PUD Plan. Mr. Wood further noted, as part of City Council's policy to provide pocket parks in residential subdivisions, the City may want to purchase lots equaling approximately 21,300 square feet in size, and/or require the subdivision be adjusted to create pedestrian access to the open space located south of the subdivision.

Commissioner Clarington motioned to approve the preliminary plat as submitted; Commissioner Mehserle seconded; all in favor and was unanimously approved.

9. Other Business

- Commission questions or comments – None

**A RESOLUTION TO AMEND  
THE CITY OF PERRY  
FEE SCHEDULE**

**WHEREAS**, based on department recommendations there is a need to amend the fee schedule:

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF PERRY HEREBY RESOLVES** that the City of Perry fee schedule is amended as follows:

Section 1 C. Miscellaneous Revenues. 1. Rental Income. a. James E. Worrall Community Center. 1. Community Room/kitchen amend as follows:

	From	To
b. Friday – Saturday		
Full day	\$ 850.00/each	\$ 700.00/each

SO RESOLVED THIS \_\_\_\_\_ DAY OF OCTOBER 2021.

CITY OF PERRY

By: \_\_\_\_\_  
RANDALL WALKER, MAYOR

City Seal

Attest: \_\_\_\_\_  
ANNIE WARREN, CITY CLERK



Where Georgia comes together.

Department of Community Development

**MEMORANDUM**

TO: Mayor and Council  
FROM: Holly Wharton, Community Planner *HW*  
DATE: October 14, 2021  
RE: CDBG and CHIP Grant Writing and Administration

The City of Perry plans to apply for a 2022 Community Development Block Grant (CDBG) and Community Home Investment Program grant (CHIP). In order to do so, the City of Perry issued a Request for Qualifications and Proposals for a grant writing and administration firm. In accordance with the requirements set forth by the Georgia Department of Community Affairs, this request for qualifications and proposals was posted for at least 30 days, and proposals were due by October 4, 2021, at 4:00 p.m.

The City of Perry received two complete and qualifying proposals by the posted deadline. Proposals were received by Gilbert and Associates and Grant Specialists of Georgia. The proposals were objectively reviewed and scored by Community Development Staff. The table below demonstrates the average scores for each firm in each scoring category (scores could be assigned from 0-5, ranging from poor to excellent).

EVALUATION FACTOR	<i>Grant Specialists of Georgia, Inc.</i>	<i>Gilbert + Associates, Inc.</i>
CHIP/CDBG Grant Experience	5	5
Key Personnel Qualifications	4.5	4
Capacity of Proposer	4	3.5
Current Workload	1.5	1.5
Level of Service Proposed	4	3.5
Proximity to Project	4	2.5
Overall Experience	5	4
Cost	3	4
Past Experience w/ Proposer	4.5	0.5
<b>TOTALS</b>	<b>35.5 / 45</b>	<b>28.5 / 45</b>

Based on the quality of the proposals received and the evaluation results, Community Development Staff recommends selecting **Grant Specialists of Georgia** for 2022 CDBG and CHIP grant writing and administration.

The procurement package, proposals, and score sheets are included within this memo.



**CITY OF PERRY, GEORGIA  
REQUEST FOR QUALIFICATIONS AND PROPOSALS  
FOR PLANNING, ADMINISTRATION AND RELATED SERVICES**

The City of Perry is requesting statements of qualifications and proposals from consultants with a strong record in successfully assisting local governments with the implementation of Federally Assisted Projects. Responding firms should be qualified to provide grant writing, grant administration, and related services for projects utilizing federal funds. The City plans to contract with a consulting firm for grant writing and administration services for a 2022 Community Development Block Grant (CDBG) and Community Home Improvement Program (CHIP). Responding firms should be qualified to provide the above stated services for a period of 2 to 3 years.

This 2022 procurement action may also lead to additional contracts and/or contract addendums for planning, design, administrative and other related services. All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs.

**INTERESTED QUALIFIED FIRMS MAY SUBMIT QUALIFICATION STATEMENTS TO PROVIDE THESE SERVICES.**

Criteria for evaluation includes:

- 1) History of firm and resources
- 2) Federal Funds Grant Writing & Administration Experience, including CDBG Housing and Public Facilities project experience and CHIP experience along with references for current and completed projects.
- 3) Key personnel qualifications
- 4) Current workload
- 5) Scope and level of service proposed
- 6) Experience with similar projects and list of references
- 7) Fees associated with Grant Writing and Administration – percentage for administration is acceptable.
- 8) Statement of Qualifications Form
- 9) Section 3 Certification Form for HUD assisted projects, if claiming Section 3 Status

The City of Perry reserves the right to accept or reject any and all proposals and to waive informalities in the proposal process. The City of Perry is an equal opportunity employer. Further in accordance with section 504 of the Rehabilitation Act of 1973, as amended. The City of Perry does not discriminate on the basis of handicapped status in the administration or operation of its programs. This project is covered under the requirements of Section 3 of the HUD Act of 1968.

*The City also abides by the following laws as they pertain to HUD Assisted Projects: Title VI of the Civil Rights Act of 1964; Section 109 of the HCD Act of 1974, Title I; Title VII of the Civil Rights Act of 1968 (Fair Housing Act); Section 104(b)(2) of the Housing and Community Development Act of 1974; Section 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968.*

For consideration, interested parties should request copies of the Statement of Qualifications Form and Section 3 Certification Form prior to preparing and submitting their proposal. Proposals should be received no later than 4:00 PM on **October 4, 2021**. Proposals received after the above date and time may not be considered. We reserve the right to accept or reject any and all proposals and to waive informalities in the proposal process. Questions and proposal packages should be submitted to the name and address listed below:

Holly Wharton, Community Planner  
City of Perry  
1211 Washington Street  
P.O. Box 2030  
Perry, GA 31069  
Office 478 988 2702  
holly.wharton@perry-ga.gov



IF SUBMITTING PROPOSALS FOR BOTH CDBG AND CHIP, PLEASE INCLUDE 2 SETS OF PROPOSALS ONE FOR EACH PROGRAM. PLEASE WRITE CDBG AND/OR CHIP PROPOSAL STATEMENT ON THE EXTERIOR OF THE ENVELOPE.